

CHANGE OF ZONE  
PLANNING AND ZONING COMMISSION  
GUIDELINES

The following document must be submitted to the Planning and Zoning Department in order for the department to process your request for a Change of Zone:

- 1) A copy of the property's Warranty Deed.
- 2) If you are acting as an agent/representative for the property, you must bring a letter signed by the owner stating his consent for the request being applied for.
- 3) A completely filled out application.
- 4) A processing fee for the Change of Zone as it applies to your situation:

*Commercial or Industrial Zones (O-P, N-C, C, C-2, L-I, H-I)*

- *Less than one (1) acre*      \$200.00
- *1.0 acre to 4.99 acres*      \$300.00
- *5.00 acres & over*      \$400.00 + \$50.00/acre over the first five (5) acres.

*Residential Zones (R-1, R-2, R-3, R-4, R-HCMH)*

- *Less than one (1) acre*      \$150.00
- *1.0 acres to 4.99 acres*      \$200.00
- *5.0 acres and over*      \$250.00 + \$25.00/acre over the first 5 acres.

*[partial acres will be rounded to the nearest whole acre]*

- 5) A site plan of your property. The site plan shall contain the following items:
  - A. The location of all structures on the subject property and on adjoining property;
  - B. Landscaping and/or fencing of yards and setback areas and proposed changes;
  - C. Design of ingress and egress;
  - D. Off-street parking and loading facilities;
  - E. Height of all structures;
  - F. Proposed uses; and
  - G. The location and type of all signs, including lighting and heights.

**CITY OF PHARR  
CHANGE OF ZONE APPLICATION**

LEGAL DESCRIPTION: \_\_\_\_\_

ADDRESS \_\_\_\_\_

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PRESENT PROPERTY ZONING: \_\_\_\_\_

PRESENT USE OF PROPERTY: \_\_\_\_\_

PROPOSED ZONE CHANGE: \_\_\_\_\_

INTENDED PURPOSE: \_\_\_\_\_

FEE IN THE AMOUNT OF \$ \_\_\_\_\_ PAID BY CHECK: \_\_\_\_\_ CASH: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

As agent, appointed by the owner, I am authorized to act on his/her behalf in regards to the above.

Signed  
Agent: \_\_\_\_\_ Date: \_\_\_\_\_

As owner of the above described property, I hereby request a hearing before the Planning & Zoning Commission and the City Commission in reference to the above.

Signed  
Owner: \_\_\_\_\_ Date: \_\_\_\_\_