



PLANNING & ZONING COMMISSION HEARING REQUEST
COMMERCIAL & INDUSTRIAL
CHANGE OF ZONE

\*\*\* FOR OFFICIAL CITY OF PHARR USE ONLY \*\*\*
Present Property Zoning:
Site Plan Attached? YES NO
\$ Paid in Full: Money Order Check # Cash

Application Date: / /

Company Name or Business Entity:

Applicant: (First) (Middle) (Last) Phone No.:

Mailing Address: (Address) (City) (State) (Zip)

Property Owner: (First) (Middle) (Last) Phone No.:

Owner Mailing Address: (Address) (City) (State) (Zip)

Present Property Zoning: Proposed Zone Change:

Property Address:

Property Legal Description: (Subdivision) (Block) (Lot)

Current use of Property: Proposed use of Property:

Comments:

I hereby certify that the information provided above is true and correct to the best of my knowledge. By signing this application I hereby grant the City of Pharr authorization to do the background and information check(s) necessary to process this application.

I hereby request a hearing before the Planning and Zoning Commission and I acknowledge receiving the Guidelines / Restrictions as they will apply to the proposed use.

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

(Agent Signature) (Date) (Agent Print Name) (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 information.

(Property Owner Signature) (Date) (Property Owner Print Name) (Date)

## CHANGE OF ZONE PLANNING AND ZONING COMMISSION GUIDELINES

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

1. A copy of the property's Warranty Deed with Owner consent.
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, H-C, 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

**[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.
6. Narrative: proposed use and intent of property.

### EXAMPLE SITE PLAN

