INTERNET 2015

Pharr
Development Services
*Implementing your vision, improving your City*

# 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: _____Phone No.: _____
(First) (Middle) (Last)

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

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Property Owner: _____Phone No.: _____
(First) (Middle) (Last)

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

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Present Property Zoning: _____ Proposed Zone Change: _____

Property Address: _____

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

Current use
of Property: _____ Proposed use
of Property: _____

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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 also hereby grant employees of the City of Pharr to enter the premises and conduct any inspections necessary to process this application. Alterations, changes or deviations from the plans authorized by this permit are unlawful without written authorization. The applicant hereby agrees to comply with all City Ordinances, Code, Subdivision Regulations, Restrictions, Local, State and Federal Laws and assumes all responsibility for such compliance. I understand that the City of Pharr does not enforce any private restriction, covenant rule, or regulation that may be imposed. If permit becomes invalid for any reason no refunds will be issued.

**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)**

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# 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.

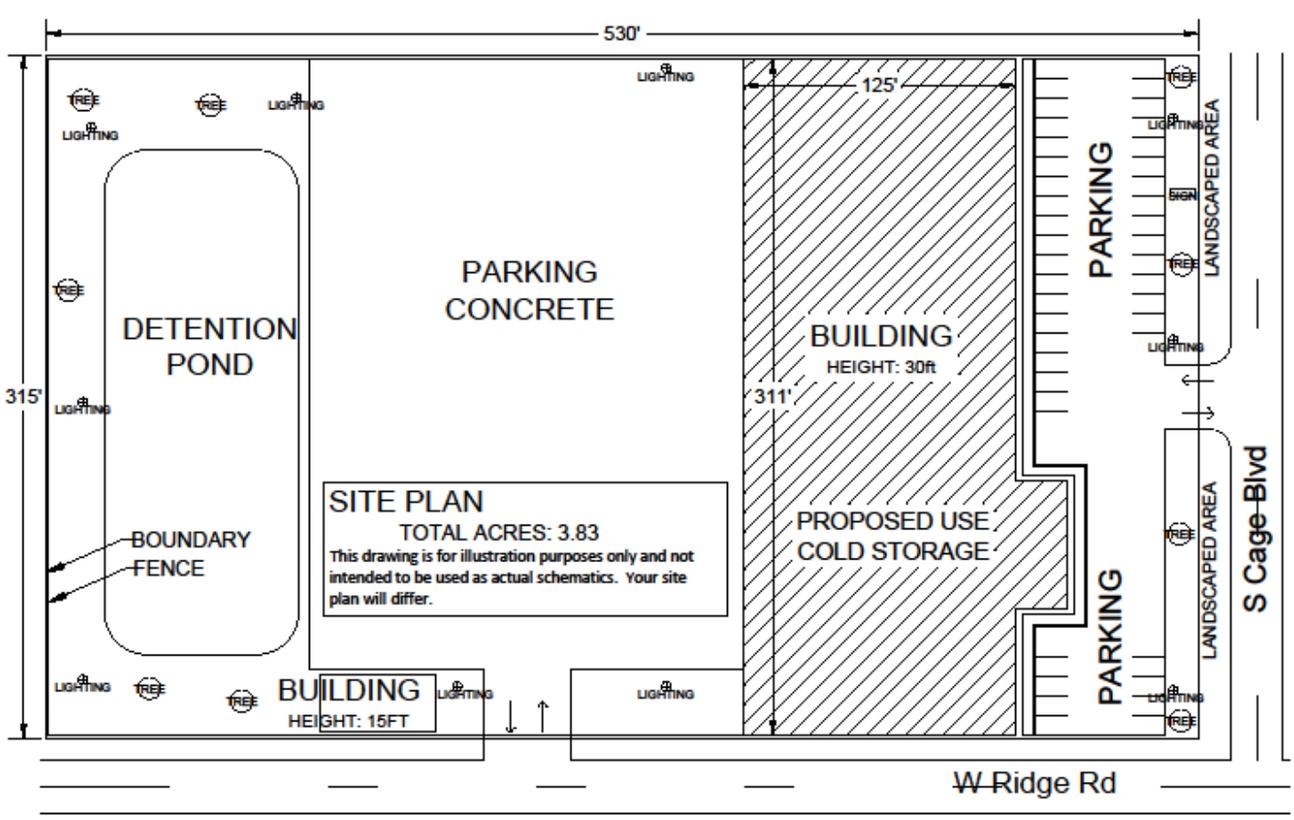
   C. Design of ingress and egress;

   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