

**APPLICATION FOR AMENDMENT TO THE DISTRICT ZONING MAP
 (REZONING)**

Application is hereby made to amend the Zoning Ordinance and to change the Zoning District Map of the City of Longview, Texas, as hereinafter set forth, and in support of such request the following facts are shown:

APPLICANT _____
(Name) (Mailing Address, City, and Zip)

(Phone) (E-mail address)

LEGAL DESCRIPTION OF PROPERTY _____
(Lot, Block, and Subdivision or Abstract, Survey, Tract and Section)

STREET ADDRESS _____

WIDTH IN FEET _____ DEPTH IN FEET _____

APPLICANT'S INTEREST IN PROPERTY _____
(Owner, Agent, Lease, Option, etc.)

CHANGE REQUESTED FROM _____ DISTRICT TO _____ DISTRICT

REASON FOR REQUEST/ PROPOSED USE OF PROPERTY _____

ARE THERE DEED RESTRICTIONS THAT WOULD PREVENT THIS PROPERTY BEING USED IN THE MANNER HEREIN PROPOSED? YES
 NO IF YES, PLEASE PROVIDE DEED RESTRICTIONS.

HAVE ALL PERSONS HAVING ANY FINANCIAL INTEREST IN THE REQUEST BEEN LISTED OR ARE SIGNATORIES TO THIS APPLICATION?
 YES NO

Date

Signature of Property Owner

THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON (S) OTHER THAN THE OWNER IS MAKING THIS APPLICATION.

I, _____, do certify that I am authorized to act for _____, owner of the above property in making this zoning application.

Signature Date

FOR OFFICE USE ONLY	
APPLICATION FEE:	\$307.00
CASE NO:	_____
PERMIT NO:	_____

GUIDELINES FOR REZONING APPLICATION

Application is hereby made to amend the Zoning Ordinance and to change the Zoning District Map of the City of Longview, Texas, as hereinafter set forth, and in support of such request the following facts are shown:

APPLICANT _____ (Can be other than property owner)
(Name) (Mailing Address, City, and Zip)

(Phone) (E-mail address)

LEGAL DESCRIPTION OF PROPERTY _____ (legal description available @Gregg County Appraisal District, list acreage
(Lot, Block, and Subdivision or Abstract, Survey, Tract and Section)

_____ & survey and submit metes & bounds narrative)

STREET ADDRESS _____ (List physical address if applicable, if vacant list street name)

WIDTH IN FEET (Obtain from Gregg County Appraisal or from recent survey) DEPTH IN FEET _____

APPLICANT'S INTEREST IN PROPERTY _____
(Owner, Agent, Lease, Option, etc.)
(Obtain from City Planning Department)

CHANGE REQUESTED FROM _____ ↓ DISTRICT TO _____ ↓ DISTRICT

REASON FOR REQUEST/ PROPOSED USE OF PROPERTY (Why do you feel a rezoning is justified?) (State what you propose to
construct on property or how you intend to use property. If you do not have a use in mind, so state)

ARE THERE DEED RESTRICTIONS THAT WOULD PREVENT THIS PROPERTY BEING USED IN THE MANNER HEREIN PROPOSED? YES
 NO IF YES, PLEASE PROVIDE DEED RESTRICTIONS.

HAVE ALL PERSONS HAVING ANY FINANCIAL INTEREST IN THE REQUEST BEEN LISTED OR ARE SIGNATORIES TO THIS APPLICATION?
 YES NO

Date

Signature of Property Owner

THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON (S) OTHER THAN THE OWNER IS MAKING THIS APPLICATION.

I, _____ (Use applicant's name if other than owner), do certify that I am authorized to act for _____ (Name of owner),
 owner of the above property in making this zoning application.

Signature Date



PLANNING AND ZONING DEPARTMENT
SUBMITTAL REQUIREMENTS FOR APPLYING FOR A ZONING AMENDMENT

1. All blanks on the rezoning application or specific use permit form must be properly and completely filled out in order to be processed.
2. Rezoning fees must be turned in with the application with a check made out to the City of Longview as follows:
 - A. Standard Rezoning - \$307.00
 - B. Planned Development Rezoning - \$307.00
 - C. Specific Use Permit - \$307.00
3. As stated on the sample application, you must obtain, at your expense a Metes & Bounds narrative description of property to be zoned, unless a proper legal description is available at the Gregg County Appraisal District. If the initial request is modified or changed by the applicant, or the City Council or Planning and Zoning Commission, the Metes & Bounds description must be revised by the applicant, at his expense, before the rezoning becomes final.
4. An application for a Planned Development rezoning or a Specific Use Permit must be accompanied by a detailed site plan as required in the Zoning Ordinance. The application will not be processed after the monthly deadline if the site plan has not been submitted by that date.
5. The application form must be signed by the owner or an individual with legal authority to sign the application. All other persons having a financial interest in the request must be listed (no signature required). This includes all persons having an option to purchase the property. Those applications on properties that are held in trust must have the trustee signature and list all trust beneficiaries.

SCHEDULE FOR PUBLIC HEARINGS

Next Deadline: _____

Planning and Zoning Meeting: _____

City Council Meeting: _____

Planned Development Zoning Application Requirements

1. Submission of Site Plan

All applications for Planned Development Zoning and Specific Use Permit must include a comprehensive site plan of the proposed development and/or accompanying subdivision plat. The plan, if approved will be filed as part of the Ordinance prior to the issuance of any building permits.

The site plan shall include as a minimum the following:

- (a) Ingress and egress to the property; existing and proposed streets or drives and sidewalks.
- (b) Location of existing and proposed utilities, fire hydrants, drainage, and detention.
- (c) Show all parking spaces.
- (d) Show the size and location of all proposed structures, to include maximum building height.
- (e) Show the location, height, and dimensions of any proposed signs.
- (f) All proposed landscaping, screening walls, buffer zones, and other development and protective requirements considered necessary to create a reasonable transition to and protection of the adjacent property.
- (g) If a residential planned development, the housing types must be specified. Show minimum setbacks, square footage of house, maximum height requirements and etc.
- (h) Presubmission Proposal with all provisions of Subdivision Ordinance being shown. (If applicable).

Development review conference with Planning Staff required prior to deadline.

2. Conditions of Approval

In approving a Planned Development District and/or Specific Use Permit, the City Council may impose any additional requirements or conditions they deem necessary to protect adjacent property owners, guarantee the compatibility of surrounding land uses, or protect the interests of the City.

3. Compliance with Site Plan

No deviation may be made from an approved site plan without the approval of the City Planner. Any significant change in the approved site plan may necessitate re-submittal to the Planning and Zoning Commission and the City Council as if it were an original submittal.

Under no circumstances will a building permit be issued for construction without a Specific Use Permit or in a Planned Development District unless all the requirements of the site plan have been satisfied and final plats, if applicable, have been filed.