



INSTRUCTIONS

Fill out the following application and checklist completely prior to submission.

City ordinances can be obtained at our website.

If submitting a PUD zoning application, please schedule an appointment with the Planning Department to submit this application: planning@libertyhilltx.gov 512-548-5519

All other zoning applications may be submitted directly to: [.planning@libertyhilltx.gov](mailto:planning@libertyhilltx.gov).

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

- ☐ 1. Completed Master Application with owner signatures.
- ☐ 2. List of property owners names and addresses from the county appraisal district (www.wcad.org) within 200 feet of the perimeter of the tract (include the tract being re-zoned) .
- ☐ 3. Letter of intent explaining requested zoning change. Include statements supporting request.
- ☐ 4. Field notes, dimensioned map and subdivision name with lot and block describing all proposed zoning districts.
- ☐ 5. Prepare an 8½" x 11" (minimum) hard copy, color map including the area of the requested zoning change and surrounding areas within 1,000'.
- ☐ 6. A physical description of the property including slopes or other topographic conditions, tree cover (extent and type), waterways, existing structures and any unique features of the site.
- ☐ 7. Tax certificates or other evidence that all applicable property taxes have been paid for the subject property.
- ☐ 8. Rezoning Fees (calculation listed below)

FILING FEE CALCULATION

Filing Fee	\$325.00
Owner Notification Fee - \$5.00 per owner notification (from list 2.b. above)	
Public Hearing Notification (newspaper)	\$150.00
Total Fee (due at the time of application submission)	

*\$200 plus new notification fees apply if zoning case is postponed after public notification

Property Information

Property Address _____

Property Acreage: _____

Legal Description _____

WCAD Parcel ID # _____

Current Zoning _____

Proposed Zoning _____