



Zoning Submittal

1. **Pre-Application Meeting.** Application(s) will **NOT** be accepted unless a pre-application meeting has been completed & the notes provided from that meeting are included in the submission. See Pre-application meeting information.
2. **Engineering Conceptual Civils submitted to Engineering** with submittal of Preliminary Site Plan.
3. **Planning Applications submitted to Planning & Development.**
 - a. Submittals are due by 11:00 a.m. on the submittal date. See the Submittal Calendar. Typically, submittal dates are the 1st Monday following a regularly scheduled Planning & Zoning commission meeting in order to be placed on the next Planning and Zoning commission agenda.
 - b. Submit application, plan(s) and/or plat, corresponding checklist, pre-application meeting notes, and tax statement/certificate. Receipt of documents does not constitute acceptance or approval. Please e-mail all required application materials to Ross Altobelli (raltobelli@cityofbonham.org) and Jennifer Driewer (jdriewer@cityofbonham.org). **Applications sent to anyone else will not be accepted.** If files exceed the size limit, please coordinate with us prior to bringing a CD or flash drive during business hours.
 - c. Submit the application fee in-person or by mail. The application fee is **NOT** refundable. The city accepts credit cards and checks only. American Express cards are not accepted.
 - d. Staff review comments and applicant corrected plans/plats shall follow dates outlined on the submittal calendar.
4. **P&Z Commission.** After staff makes a presentation introducing the zoning request, the applicant or their representative is given the opportunity to present their request. Following the public hearing, the Planning & Zoning Commission will provide a recommendation. A representative is required to attend this meeting.
5. **City Council.** Staff will present items with the recommendation from the Planning & Zoning Commission. The applicant or their representative is given the opportunity to present their request. Following the public hearing, the City Council will vote to approve or deny. A representative is required to attend this meeting.
 - An application recommended for denial by the P&Z Commission requires a 3/4's vote of the Council members present for approval.
 - If the property owner(s) within 200 feet of the subject property file a written objection and the land area is 20% or more of the area within 200 feet of the subject property, the application requires 3/4's vote of the Council members present for approval.



Application for Zoning Change

Project Type *(check the appropriate box)*

- ☐ Rezoning/Initial Zoning *(for single-family detached, single-family attached, and two-family residential petitions)*
- ☐ Rezoning/Initial Zoning *(for multifamily residential, townhouse, nonresidential, and planned development petitions)*
- ☐ Specific Use Permit *(specify use in General Description below)*

NOTE: Failure to obtain final approval on this case within six months may constitute denial or withdrawal of this case by Council or Staff without refund of fees. Fees required for this application established by the City of Bonham must be submitted simultaneously with this application for acceptance.

General Description of Request *(complete the following)*

Existing Zoning: _____
please go to our [interactive zoning map](#) to find the existing zoning.

Proposed Zoning/Purpose of Request: _____

Subject Property Information *(complete the following)*

General Location *(street frontage and distance to cross street):* _____

Gross Area of Parcel *(round decimals up to the nearest whole number):* _____

Items Required with Submittal *(check the appropriate boxes to indicate items submitted with application)*

The items listed below must be submitted with the zoning petition in electronic format unless noted otherwise. (Please refer to the pre-application meeting form for additional information.)

- ☐ Zoning Request or Specific Use Permit Fee (see fee schedule) Fee Amount \$ _____
- ☐ Zoning Petition
- ☐ Zoning Exhibit (PDF and 1 copy - 24" x 36") and Zoning Exhibit Checklist
- ☐ Planned Development: Provide a justification Letter for the PD request. The letter should include the current regulation(s) being requested to be modified along with a reason for each modification and proposed stipulations (restrictions) that are more restrictive than the current regulations.
- ☐ Specific Use Permit: Provide a justification letter for the SUP request and a list of stipulations (restrictions) that are more restrictive than the current regulations. (Example: hours of operation)
- ☐ Current Tax Certificate (1 Original Tax Certificate from all taxing agencies)
- ☐ Pre-Application Conference Form
- ☐ Legal Description (Metes & Bounds) in both PDF and Microsoft Word format
- ☐ Traffic Impact Analysis (if requested)
- ☐ Concept Plan or Preliminary Site Plan (requires separate development application)

A preliminary plat/replat and/or conveyance plat may also be submitted with the zoning case at the property owner's discretion. Please complete the separate development application for the associated plat submittal.



Owner Authorization and Representative Designation

Property Description

Subdivision/Parcel ID: _____ Total Number of Acres: _____
Zoning Classification(s): _____ Total Number of Lots: _____
Location: _____

Property Owner Information & Authorization

Name/Company: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

Project Representation (check one):

- ☐ I will represent the application myself; OR
- ☐ I hereby designate _____ (*name of project representative*) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

I hereby certify that I am the property owner of the property and further certify that the information provided on this development application is true and correct. I have selected the above submittal type, and representation of my own volition and not at the request of the City of Bonham.

Property Owner's Signature: _____ Date: _____

STATE OF: _____

COUNTY OF: _____

BEFORE ME, a Notary Public, on this day personally appeared _____ (*printed property owner's name*) the above signed, who, under oath, stated the following: "I hereby certify that I am the property owner for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20____

Notary Public in and for the State of Texas

Project Representative Information (complete if designated by owner)

☐ Engineer ☐ Purchaser ☐ Tenant ☐ Preparer ☐ Other (*specify*): _____

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____