



General Information

An applicant is encouraged to schedule a Pre-Application Conference with the City Administrator prior to submitting a formal zoning application. A Zoning Application must be completed by the owner/applicant and submitted to the City Secretary Monday to Friday, 8am to 4pm, Boyd Municipal Complex 731 E. Rock Island Ave. Boyd, Texas 76023. All applications must be accompanied by the required documents and fees.

Zoning Change Process

Every proposal to change the regulations of the zoning ordinance or the boundaries of a zoning district must be presented in a public hearing and to the Boyd City Council and approved by the City Council. To initiate this process, an application and all required documentation is filed with the City Secretary and payment is made of the appropriate filing fee.

Zoning: Change or amendment *Special exception: all expenses including legal, engineering or surveying fees and city staff manpower expended will require full reimbursement by applicant
Service Description Fee
0-5 acres \$300.00
5+ acres \$500.00
Special zoning hearing by City Council \$500.00*
Variance to zoning ordinance \$200.00
Professional fee escrow deposit \$1000.00



ZONING APPLICATION

Project Address: _____

Project Description: _____

Total project acreage: _____ Legal

Description of Property: _____

Within: ☐ City Limits ☐ ETJ ☐ Both

Annexation Proposed: ☐ Yes ☐ No ☐ N/A

Current Zoning District: _____

Proposed Zoning District: _____

The change is sought for the following reason: _____

Primary Property Owner

Name: _____

Phone: _____

Address: _____

FAX: _____ Cell: _____

Email: _____

NOTE: All zoning changes require public notification in the newspaper and by letter to nearby property owners prior to the hearing dates. Additionally, public hearings are required prior to the City Council determinations.

IF YOUR APPLICATION PACKAGE IS NOT COMPLETE YOUR SUBMITTAL CAN NOT BE ACCEPTED.



Office Applicant PLEASE SUBMIT THE FOLLOWING:

- ☐ Completed and signed application
- ☐ List of names and property located within 200 feet of the perimeter of the property proposed to be changed
- ☐ Proof of property ownership (general/special warranty deed, title policy, or other acceptable documentation)
- ☐ Proof that no delinquent taxes exist against the property (such as a tax certificate from the Appraisal District)
- ☐ Application Fee (\$300, plus all professional fees)
- ☐ One (1) copy of the plat or survey document, including metes and bounds description (8.5"x11", letter size)
- ☐ A digital copy of the plat or survey document above in an Adobe Portable Document Format (PDF)
- ☐ Development Agreement (if needed)
- ☐ Other documentation as needed (annexation request, zoning approvals, appeal approvals, etc.)
- ☐ Development Site Plan (if applicable)

The undersigned hereby makes application to the City of Boyd Council to amend Zoning Ordinance No. 197 of the City of Boyd, Texas by changing the zoning classification of the property legally described above.

That I, as owner or duly authorized officer of the above referenced property do hereby execute this document and attest that the information included in this application is true and correct to the best of my knowledge.

Applicant's Acknowledgement: _____ **Date:** _____



PRE-DEVELOPMENT MEETING REQUEST FORM

CONTACT'S NAME: _____
PHONE: _____ EMAIL: _____
OWNER'S NAME: _____
PROJECT NAME: _____
PROJECT ADDRESS: _____
PROPERTY ID#: _____

Please be prepared and bring the following items if applicable:

- ❖ List of attendees and respective responsibilities in the development.
- ❖ List of questions and topics to be discussed.
- ❖ Site location map or tax map indicating the location of the proposed project.
- ❖ Written description of the proposed development
- ❖ Conceptual site plan, sketch, or other graphic information to depict the proposed project, which should include the following at a minimum: approximate property boundary information (dimensions of property lines and acreage), adjacent roadways(right of way width, pavement type and width) ,existing public water and sanitary sewer utility information and a conceptual site drainage plan

This application with the required documents, are necessary at least 5 business days before the meeting so City Staff can be prepared. There is no charge for the FIRST pre-development meeting. Submission of required paperwork will be made electronically to Tiffany Sobczak at tiffany@cityofboyd.com. The meeting will not be scheduled without the submission of required documentation.

I, the undersigned, request a pre-development meeting for the purpose of discussing a proposed project in general terms. I have provided the information requested on this form, and I understand that this meeting does not constitute City review for the purposes of approval or permit issuance. Furthermore, I understand that this is not a development permit application and no permit is expected to be issued as a result of this meeting.

Signature _____

Date _____