



City of Cresson
P.O. Box 619
Cresson, TX 76035
817-396-4729

COMPLETE APPLICATION CHECK LIST:

- ☐ Completed Application
- ☐ Fee
- ☐ Legal Description
- ☐ Concept Plan
- ☐ List of Adj. Property Owners & Addresses
- ☐ One set of 8-1/2 x 11 reproducible copies
OR One digital copy in PDF format.

REQUEST for CHANGE OF ZONING:

Name of Applicant/Owner:	Date:
Name of Applicant(s)/Owner(s)' Agent:	Fee: <u>See Development Fees</u>
I, the undersigned owner(s) or authorized agent(s) of the owner(s) of the following described real property located in the City of Cresson, Texas, hereby make application for change of zoning classification From: _____ To: _____ I hereby certify that there are no existing dwellings or other buildings located on the property which would not conform to the construction standards of the zoning classification being proposed, except as provided in the section relative to <i>Nonconforming Uses, Lots, and Structures</i> of the City of Cresson Zoning Ordinance.	
Property Owner(s): (signature required)	
(Signature) _____	(Street Address) _____
(Printed Name) _____	(City, State & Zip Code) _____
(Telephone No.) _____	(Email Address) _____
I, _____, as owner or duly authorized officer of the property hereinafter referenced do hereby execute this document (above) and certify that all taxes owed on the subject parcel(s) have been paid to the current year. (Please attach blue tax certificate.)	

ADDITIONAL INFORMATION:

Applicant/Owner(s)' Agent: (signature required – attach additional pages if needed)	
(Signature) _____	(Street Address) _____
(Printed Name) _____	(City, State & Zip Code) _____
(Telephone No.) _____	(Email Address) _____
Surveyor or Land Planner: (signature required)	
(Signature) _____	(Street Address) _____
(Printed Name) _____	(City, State & Zip Code) _____
(Telephone No.) _____	(Email Address) _____

PROPERTY INFORMATION:

Attach the written legal description and submit with this application form (metes & bounds written on an 8-1/2 x 11 sheet).

Select the appropriate box below and provide the information: (select one)

☐	An existing lot of record: A _____ acre tract of the _____ Addition to the City of Cresson, Texas. (Circle one) Tract(s)/ Lot (s) _____ Blocks (s) _____
☐	Property within the bounds of an existing survey: An _____ acre tract of the _____ Survey, Abstract No. _____ to the City of Cresson, Texas.
☐	Restrictive Covenants/Easements: Volume _____ Page _____ Date _____

PROPOSED USE of PROPERTY:

For

Proposed Use(s): _____	
Is the proposed use listed as a Permitted Use as listed in Land Use Table in Section 12.2 of the Zoning Ordinance?	☐ Yes ☐ No; listed as _____
Is the proposed zoning compatible with adjacent and nearby uses? If no, please list adjacent uses:	☐ Yes ☐ No; adjacent uses _____
Does the proposed use comply with the Future Land Use Plan of the City's approved Comprehensive Plan?	☐ Yes ☐ No; Land use is designated as: _____
Will development of the rezoned property require construction or extension of Public Facilities?	☐ Yes ☐ No
Concept Plan: (Attach the plan on a separate sheet showing the following minimum requirements.) - Title, name of subdivision, existing zoning, proposed zoning. - Name and address of property owner and surveyor or land planner. - Property lines with bearings and distances. - Scale and north arrow (min. scale of 1" = 100'). - Proposed setbacks and footprint of proposed structures. - All existing and proposed structures, streets, alleys, easements, driveway, trees and signs.	

Office Use Only

Application accepted by:	Date:
Checked for completeness by:	Date:
Application Fee paid: \$	Date:
DRC	Date:
City Council Agenda Item	Date of Meeting:
Staff Comments:	



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REQUEST FOR A CHANGE OF ZONING REVIEW PROCESS:

Submit material to the City of Cresson offices located at 8901 Hwy 377, Cresson, TX 76035

A complete application is required for acceptance of the application. The following lists the minimum items for a complete application:

1. A **completed application form** for a Request for a Change of Zoning.
2. Application fee of (see **Development Fees**)
3. **Legal description** of subject property.
4. List of all **property owners and addresses** within 200' of subject property.
5. A **Concept Plan** showing the proposed use on the subject property.
6. 1 set - 8 ½"x 11" reproducible copy of plat (each page, as applicable)
OR 1- digital copy in PDF format.

Failure to pay the required fee or provide the information itemized above will result in an application submittal that is deemed incomplete. Incomplete applications will not be accepted for review or placement on the City Council agenda.

The request will be placed on an agenda to go before the City Council once the complete application has been reviewed by the Development Review Committee (DRC) and the requested revised information has been provided to the City by the applicant. Revisions required as a result of the DRC review will be compiled into a single letter and faxed or mailed to the applicant. Failure to provide any necessary revised information with regards to this request by the deadline as indicated by staff will delay the consideration of the application. Once the requested revised information is reviewed by the City and deemed complete, the request shall be placed on an agenda for a regularly scheduled meeting of the City Council within 30 days.

City Council meets the 2nd and 4th Tuesday of every month. The owner or the owner(s)' agent must attend the public hearing in order to represent the case to the City Council, as necessary. Failure to attend the regularly scheduled meeting may result in the request being either tabled or denied.

Approval of the Request for Zoning Change by the City Council does not constitute official approval and acceptance of any proposed uses or public infrastructure. Future development may require subdivision approval in accordance with Section 1-4 of the City of Cresson Subdivision and Development Regulations. In addition, any public infrastructure improvements associated with subdivision must be prepared and submitted to the City review and inspections. Future uses may require a Specific Use Permit in accordance with Sections 12 and 27 of the Zoning Ordinance. Construction of any structure will require an approved Building Permit.

Please refer to the City of Cresson Zoning Ordinance, Section 45 for the requirements pertaining to a request for Zoning Change.

FOR ANY QUESTIONS OR ADDITIONAL INFORMATION, PLEASE CALL 817.396.4729