



Town of Westlake
1500 Solana Blvd Ste 7200, Westlake, TX 76262
817-430-0941
planning@westlaketx.gov

Zoning and SUP Application

Date of Pre-Application Meeting (Required): _____

Name of Subdivision or Project: _____

Type of Application and Fees

Zoning Change (newly annexed, rezoning, or agricultural property)	\$
Amendment (PD amendments)	\$
Specific Use Permit (SUP)	\$
Total Fee Submitted	\$

<i>Zoning Change</i>	<i>Total</i>	<i>Amendment</i>
< 1 acre	\$1,000.00	\$510.00
< 2 acres	\$2,000.00	\$1,020.00
< 5 acres	\$5,000.00	\$2,550.00
< 10 acres	\$7,875.00	\$4,016.25
< 25 acres	\$10,500.00	\$5,355.00
< 50 acres	\$21,000.00	\$10,710.00
≤ 100 acres	\$42,000.00	\$21,420.00
> 100 acres	\$44,000.00	\$22,440.00
+ per acre over 100 acres	\$105.00	\$53.55

<i>Specific Use Permit</i>	<i>Total</i>	<i>Amendment</i>
< 1 acre	\$500.00	\$255.00
< 2 acres	\$1,000.00	\$510.00
< 5 acres	\$1,500.00	\$765.00
≤ 10 acres	\$2,000.00	\$1,020.00
> 10 acres	\$2,500.00	\$1,275.00

Physical Location of Property: (Address and general location - approximate distance to nearest existing street corner) _____

Brief Legal Description of Property: (must also attach accurate metes and bounds description. Please include survey/abstract no. and tracts, or platted subdivision name with lots/block)

Acreage: _____ **Existing Zoning:** _____

Requested Zoning: _____

[Attach a detailed description of requested zoning and development standards if a PD.]

Owner's Name: _____ **Phone Number:** _____

Applicant/Contact Person: _____ **Title:** _____

Company Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Email:** _____

Engineer/Representative's Name: _____

Contact Person: _____ **Title:** _____

Company Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Email:** _____

SUBMITTAL DEADLINE: REFER TO THE TOWN'S ADOPTED SUBMITTAL CALENDAR. (All zoning/SUP applications must be advertised in the newspaper, and notices must be mailed to all property owners within 200 feet of the subject property. Please contact Town staff in advance for submittal deadlines.) ALL APPLICATIONS MUST BE COMPLETE BEFORE THEY WILL BE SCHEDULED FOR P&Z AGENDA. It is the applicant's responsibility to be familiar with and to comply with all Town submittal requirements (and any separate submittal policies, requirements, and/or checklists that may be obtained from Town staff), including the number of plans to be submitted, application fees, etc. Please contact Town staff in advance for submittal requirements. Incomplete submittals will not be accepted. SUBMISSIONS. Failure to submit all materials (including the Conceptual Plan) to the Town with this application will delay scheduling the agenda date. NOTICE OF PUBLIC RECORDS. The submission of plans/drawings with this application makes such items public record, and the applicant understands that the public may view these items. Unless the applicant expressly states otherwise in writing, submission of this application (with associated plans/drawings) will be considered consent by the applicant that the public may view and/or reproduce (i.e., copy) such documents.

Read before signing:

By signing this application, I grant the Town of Westlake staff access to my property to perform work related to my request.

Signature: _____ **Print or Type Name:** _____ **Date:** _____

(Letter of authorization required if signature is other than property owner)

BEFORE ME, a Notary Public, on this day personally appeared _____ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (proof attached) for this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

[Notary seal] SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20____.

SIGNATURE: _____

****Owner/Agent (Circle one)**

Notary Public in and for the State of Texas: _____

Additional Owners

If there should be more than one property owner, complete a separate sheet with the same wording as below. The Town requires all original signatures. If the applicant is other than the property owner, a "Power of Attorney" with original, notarized signatures is required. Notaries are available upon submittal.

BEFORE ME, a Notary Public, on this day personally appeared the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (proof attached) for this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."

Signature: _____ **Owner/Agent** (Circle one) **Date:** _____

Notary Public in and for the State of Texas: _____

Submittal Checklist

Applicant Initials	Required Items	Town Representative Initials
	Application: Signed and notarized application with original signatures of all property owners and applicant	
	Written Verification, such as a notarized statement or Power of Attorney from a real property owner authorizing an agent to act on his/her behalf.	
	Proof of Ownership (e.g., General Warranty Deed, Special Warranty Deed, Title Policy, or document approved by the Town Planner)	
	Metes and Bounds Description	
	Boundary/Property Survey	
	Address labels for 200 ft. property adjacent property owners	
	Conceptual Plan	
	Post Zoning Change Request Sign	
	Detailed description of all submittal documents and development standards if PD	

All requests are submitted via email at planning@westlaketx.gov