

TOWN OF VAN HORN ZONING APPLICATION

ZONING CHANGE/VARIANCE REQUEST

- ☐ VARIANCE IN REGULATIONS IN SECTION _____
- ☐ CHANGE IN ZONE CLASS
- ☐ VARIANCE FOR HUD-CODE MANUFACTURED HOME**
- ☐ SPECIAL EXCEPTION USE FOR _____
AS ALLOWED IN SECTION _____

NOTICE: THE RECORD PROPERTY OWNER, AND THE APPLICANT, IF DIFFERENT, MUST BE PRESENT AT THE HEARING OF THE ZONING BOARD. FAILURE TO APPEAR WILL RESULT IN THE REQUEST BEING DISAPPROVED AND NO FURTHER ACTION WILL BE CONSIDERED ON THE APPLICATION.

**Manufactured after June 15, 1976.

PROPERTY IDENTIFICATION

STREET OR ROAD ADDRESS: _____
(Location Map and Site Plan Attached)

LEGAL DESCRIPTION (according to Deed Records)

- ☐ Platted Land
Subdivision Name: _____ Block No. (S) _____
Lot No. (S) _____
- ☐ Unplatted Land
Attach Metes and Bounds Description (from Deed)

RECORD OWNER _____
&
MAILING ADDRESS _____

PHONE: _____

APPLICANT/AGENT _____
&
MAILING ADDRESS _____

PHONE: _____

[attach authorization from record owner to submit this request]

JUSTIFICATION: Describe circumstances involved and why this request should be considered. (Attach additional page if necessary.)

PETITION:

As Owner/Agent, I hereby petition the Town of Van Horn for the approval of the above-described request as provided by the Laws of the State of Texas and Ordinances of the Town. I understand that this application may take from 30 to 60 days to process.

Signature: _____ Date: _____

APPLICATION BY:

FEE:

SCHEDULED HEARING
DATE:

CASE NO.

RECEIVED BY:

Amount: \$ _____

Receipt No. _____

ZONING CASE _____ WORKSHEET

ACTION		DATE	BY
A. PLANNING AND ZONING COMMISSION			
1. Application filed		_____	_____
2. Fee paid, Amount _____		_____	_____
3. Meeting Set: Date _____ Time _____		_____	_____
4. Property Description prepared		_____	_____
5. Vicinity Map prepared		_____	_____
6. Notice of Public Hearing		_____	_____
a. Applicant		_____	_____
b. Newspaper (1) Delivered to _____		_____	_____
(2) Published		_____	_____
(3) Affidavit received		_____	_____
c. Property Owners		_____	_____
(1) List prepared from tax roll		_____	_____
(2) Mailed Number ()		_____	_____
d. Replies () In Favor () In Opposition		_____	_____
7. P & Z recommendations:		_____	_____
() Approved; () Conditionally Approved; () Denied		_____	_____
8. Petitioner Notified of P & Z Action		_____	_____
B. CITY COUNCIL			
1. Public Hearing Set: Date _____ Time _____		_____	_____
2. Petitioner notified of hearing: () Called () Letter		_____	_____
3. Notice of Public Hearing		_____	_____
a. Newspaper (1) Delivered to _____		_____	_____
(2) Published		_____	_____
(3) Affidavit received		_____	_____
b. Property Owners (1) Mailed Number ()		_____	_____
c. Replies () In favor () In opposition		_____	_____
4. City Council Action		_____	_____
() Denied; () Approved () Conditionally approved		_____	_____
5. Petitioner Notified of Action		_____	_____
6. Ordinance received from City Secretary,		_____	_____
Ordinance # _____		_____	_____
7. Ordinance Publication: a. Mailed to _____		_____	_____
b. Effective date _____		_____	_____
8. Zoning Maps Revised		_____	_____