

**APPLICATION TO APPEAR BEFORE THE PLANNING AND ZONING
COMMISSION OF THE CITY OF WINNSBORO, TEXAS:**

DATE OF APPLICATION: _____ **FEE: \$ 250.00 (non refundable)**

NAME: _____ ADDRESS: _____

LEGAL DISCRPTION: _____

RECORD OWNER: _____ PRESENT ZONING: _____

LOT SIZE: _____ FRONT BUILDING LINE: _____ feet

BUILDING SIZE: _____ sq. ft. SETBACKS: SIDE _____ ft. REAR _____ ft.

APPLICATION FOR: ZONING CHANGE ZONING RECLASSIFICATION

REQUEST FOR A ZONING CHANGE FROM _____ TO _____

REQUEST FOR A ZONING VARIANCE FOR _____

ZONING CHANGE FOR: NEW BUILDING VACANT LOT EXISTING STRUCTURE

I, _____, am requesting a ZONING CHANGE for the following reason(s):

**ALL ZONING and/or VARIANCE REQUESTS ARE REQUIRED TO BE HEARD FIRST BY THE
PLANNING AND ZONING COMMISSION, PUBLIC HEARING AND THEN THE CITY COUNCIL FOR
FINAL APPROVAL**

**IT WILL BE REQUIRED TO NOTIFY ALL PROPERTY OWNERS WITHIN 200 FEET OF YOUR
PROPERTY OF ANY PROPOSED ZONING CLASSIFICATION CHANGE TO THE ORIGINALLY
ADOPTED ZONING CLASSIFICATION OR VARIANCE. ALL ZONING CHANGES OR
RECLASSIFICATIONS ARE REQUIRED TO BE HELD IN A PUBLIC HEARING WHICH IS TO BE SET
BEFORE THE ZONING COMMISSION.**

INSTRUCTIONS TO THE APPLICANT REQUESTING A ZONING CHANGE OR VARIANCE:

1. Fill out this application and submit the appropriate fee of \$250.00 dollars. **(non-refundable)**
2. Proof of ownership of the lot that the zoning change request is for.
3. A recorded survey of the property is required to be submitted.
4. Present preliminary plat including all metes and bounds of the property for review by the Commission
5. Final plat will be required to be submitted prior to the final Public Hearing held before the City Council.
6. Applicant should submit a detail account of the reasons for the proposed zoning change to be presented at the first Public Hearing.

*I, _____, do understand that the fee paid to process this application before the
Planning and Zoning Commission is non-refundable and that my application is not complete until
approved by the Zoning Administrator. Once approved by the P&Z, it goes to City Council for FINAL
approval.*

SIGNATURE OF APPLICANT: _____ DATE: _____

FOR OFFICE USE

ZONING COMMISSION MEETING DATE: _____ ZONING CHANGE: APPROVED NOT APPROVED

ZONING COMMISSION CHAIRMAN DATE OF APPROVAL: _____