

## Requirements for ReZoning Property

This document lists the items that need to be filed with your application for a change of Zoning, (including a request for grant of a Specific Use Zoning Permit) on property located within the corporate limits of the City of Palmer, Texas.

The City of Palmer needs the following items:

1. A plat showing this property; This plat does not have to be drawn to scale, but needs to show the subject property in relation to streets and other lots or tracts to enable the city to identify the property.
2. Verification of the present zoning of the property.
3. A **good clean legal description** and **address** of the property.
  - a. A copy of **all pages** of owner's deed will provide the necessary legal description of the property. The **property owner is responsible for providing the correct legal description of the property.**
  - b. If the applicant is not the property owner, (a party intending to purchase or lease) the applicant must provide a letter from the owner to the city authorizing the applicant to act as owner's agent to request and seek the zoning change.
4. A **detailed description** of the use to be made on the property if the zoning change or specific use is granted.
5. Pictures or drawings of the buildings and structures to be located on the property are very important and may be required.
6. A description, drawing, or photographs of any Signs planned to be used for advertising on the property are required.
7. **State law requires two public hearings**, one before the Planning & Zoning Commission that requires a 10 day mailed notice to property owners within 200 feet of the property being zoned, and a second public hearing that requires a 15 day published notice before the City Council hearing.
8. Scheduling of meetings is dependent upon all required information being provided by the applicant.
9. Costs of applying for zoning changes can be determined by referring to the Master Fee Schedule.