



CITY OF
CASTLE HILLS

209 LEMONWOOD DRIVE • CASTLE HILLS, TEXAS 78213-2410 • (210) 342-2341 • FAX (210) 342-4525

*APPLICATION AND INFORMATION
PUBLIC HEARING ON ZONING CHANGE*

All applications for changes in the zoning district classification of property or for changes in the textual provisions of the ordinance shall be filed with the Zoning Commission.

In order to insure proper consideration of an application for a Zoning Change by the Zoning Commission and the City Council, the Castle Hills Code provides in Section 50-498 the following:

All applications shall be submitted with site plans drawn to scale showing:

- (1) the arrangement of the proposed uses;
- (2) off-street parking facilities to include dimensions, spaces, arrangement, landscaping, finish materials, and the requirements of Section 50-351;
- (3) locations of all buildings, fences, signs, dumpsters, and improvements;
- (4) means of ingress and egress to public streets and adjacent properties;
- (5) visual screening;
- (6) the location of adjacent residences and other buildings;
- (7) the location and area of coverage of all outside lighting, including spill-over onto adjacent public and private properties;
- (8) modifications to existing drainage characteristics, existing and proposed surface water entry and discharge locations, and any detention or retention facilities;
- (9) uses to be permitted;
- (10) setbacks from lot lines; and
- (11) any other information requested by the City, the Zoning Commission, or the City Council.

The original application and 19 copies of the application, supporting documentation, and fee must be submitted prior to the submission deadline. Incomplete applications will not be accepted. All applications shall be submitted in an electronic form that is either compatible with

the City's computer software or in Adobe Acrobat, in addition to the original hard copy.

The City Manager shall file the application and report on the application to the Zoning Commission, which shall conduct a public hearing and make a recommendation to the City Council.

The person or persons making such application shall have permission in writing, signed by the owner or owners of record of the property being considered for rezoning. Such written permission must accompany any such application for rezoning. An "Owner Affidavit" is attached.

The application for REZONING shall be accompanied by a non-refundable filing fee of \$500.00.

The Zoning Commission meets the 1st Tuesday of every month upon request at 7:00 P.M. All requests will be submitted a minimum of 30 days prior to the date of the Commission's hearing for proper channeling. Notices of the public hearing shall be sent to owners of real property lying within 500 feet of the property on which the request is proposed.

The applicant or his representative must be present at the Hearing in order for the application to be considered.

The applicant shall post a City provided sign on the property in question advising the public of the application and of the Zoning Commission hearing date on the application. A sign must be visible from each street that borders the property and shall be posted within seven (7) days of the filing date of the application and be maintained until the day after the hearing. Sign location shall be subject to City approval.

The Zoning Commission shall make a written report of recommendations to the City Council. This report shall be signed by the Commission's Chairman and kept on file in the office of the City Manager.

The City Council meets regularly the 2nd Tuesday of every month at 6:00 P.M. You will also be required to appear at the City Council meeting for a final decision.

*REQUEST
FOR ZONING COMMISSION HEARING
REZONING*

Property Address

Legal Description

Applicant's Name

Address & Phone #

Property Owner

Address & Phone #

Proposed Zoning District and Use of Building or Property

Please provide your written request for the Hearing below.

SIGNATURE OF APPLICANT

DATE

Date of Hearing

Acceptance of application subject to review by City Staff

Payment & Application Received by _____ Date _____

OWNER AFFIDAVIT

I, _____

Owner of subject property at _____

authorize (applicant) _____

to pursue a request to the City of Castle Hills Zoning Commission for Rezoning:

the aforementioned property from the current Zoning of: _____ to _____

for the following purpose: _____

Printed Name of Property Owner

Signature of Property Owner

Date

Before me the undersigned on this day personally appeared

(Print Name of Property Owner)

Who on his/her oath certifies that the above statements are true and correct to his/her best knowledge.

Subscribed and sworn to before me this _____ day of _____.

Notary Public in and for
Bexar County, Texas
Commission expires on _____

Notary Public Signature