

APPLICATION CHECKLIST

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| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Copy of Property Warranty Deed | <input type="checkbox"/> Owner Authorization Letter (if applicable) |
| <input type="checkbox"/> Application Fee | <input type="checkbox"/> Site Plan of Property w/ Details | <input type="checkbox"/> Copy of Subdivision Plat or Metes & Bounds |

(Applications will not be placed on agenda until all items are submitted and application is considered complete by staff)

PROPERTY INFORMATION:

Subject Property Address/Location: _____

Legal Description: _____

Property ID#: _____ Platted: ☐ Yes ☐ No (If not platted, a metes and bounds description is required)

(Property ID # can be found at esearch.starrcad.org)

Existing Land Use: _____ Proposed Land Use: _____

Existing Zoning District:

<input type="checkbox"/> AGO – Agricultural / Open Space	<input type="checkbox"/> SF – Suburban Residential	<input type="checkbox"/> MF – Multi-Family	<input type="checkbox"/> MH – Mobile Home Residential	<input type="checkbox"/> MDR – Mixed-Density Residential
<input type="checkbox"/> MU – Mixed Use	<input type="checkbox"/> C1 – Neighborhood Commercial	<input type="checkbox"/> C2 – General Commercial	<input type="checkbox"/> HTC - Historic Town Center	<input type="checkbox"/> OPR - Office/Professional/Retail
<input type="checkbox"/> PFI - Public Facilities / Institutional	<input type="checkbox"/> LI - Light Industrial	<input type="checkbox"/> HI – Heavy Industrial	(Zoning District can be found at: www.cityofroma.net/government-2/development-services)	

Proposed Zoning District:

<input type="checkbox"/> AGO – Agricultural / Open Space	<input type="checkbox"/> SF – Suburban Residential	<input type="checkbox"/> MF – Multi-Family	<input type="checkbox"/> MH – Mobile Home Residential	<input type="checkbox"/> MDR – Mixed-Density Residential
<input type="checkbox"/> MU – Mixed Use	<input type="checkbox"/> C1 – Neighborhood Commercial	<input type="checkbox"/> C2 – General Commercial	<input type="checkbox"/> HTC - Historic Town Center	<input type="checkbox"/> OPR - Office/Professional/Retail
<input type="checkbox"/> PFI - Public Facilities / Institutional	<input type="checkbox"/> LI - Light Industrial	<input type="checkbox"/> HI – Heavy Industrial	(Zoning District can be found at: www.cityofroma.net/government-2/development-services)	

Please state the reason(s) for requesting a Change of Zone and why you feel the Planning & Zoning Commission should approve the request: _____

CONTINUE TO NEXT PAGE

OWNER INFORMATION:

Name: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

APPLICANT / AUTHORIZED AGENT INFORMATION:

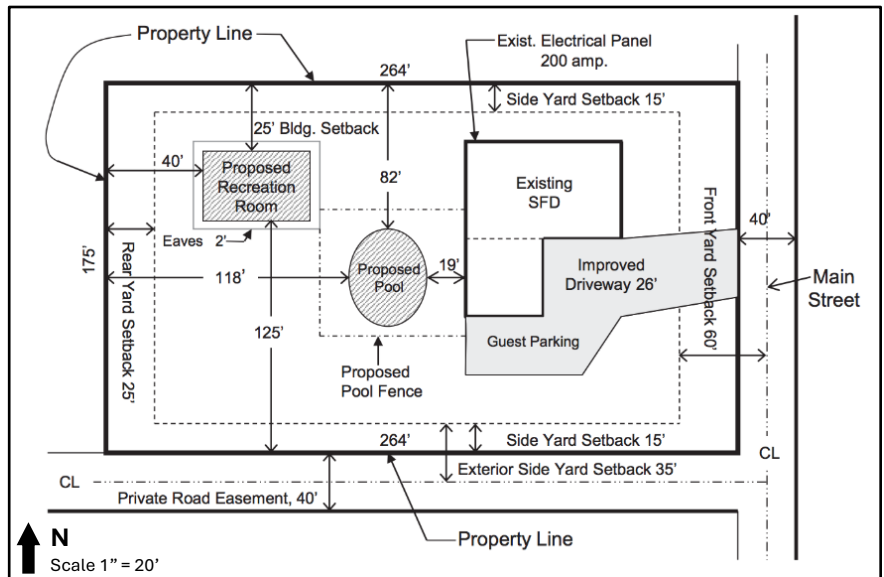
Company Name: _____ Contact Person: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

(If you are applying on behalf of the owner, an Authorization Letter from the owner must accompany this application).

SITE PLAN REQUIREMENTS

This application must be accompanied by a site plan, indicating existing improvements to the property and the proposed use of the property. The site plan shall contain the following items:

- The location of all structures on the subject property and on adjoining property
- Landscaping and/or fencing of yards and setback areas, and proposed changes
- Off-street parking and loading facilities
- Proposed uses
- Narrative – Proposed Use and Intent of Property



This example is for illustration purposes only. Your site plan will differ.

ACKNOWLEDGEMENT:

I hereby certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request. I am the actual owner of the property described above and this application is being submitted with my consent (include corporate name if applicable); or I am authorized by the actual owner to submit this application and have attached written evidence of such authorization. ☐ Owner ☐ Authorized Agent

Applicant's Signature: _____ Applicant's Name: _____ Date (MM/DD/YYYY): _____

DATE RECEIVED: (OFFICE USE ONLY)	APPLICATION ID: (OFFICE USE ONLY)	APPLICATION FEE: (OFFICE USE ONLY)
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CHANGE OF ZONE PROCESS

- Upon receipt of a complete application packet by the Development Services Department, the Change of Zone Request will be scheduled for the next available Planning & Zoning Commission meeting date as a Public Hearing.
- The city will publish a Notice of Public Hearing in the Towncrier Newspaper 2 weeks before the Public Hearing. Additionally, the city will send notice of the public hearing to all property owners within 200 feet of the subject property where the Change of Zone is being requested.
- The Planning and Zoning Commission Public Hearing will be held in the City Council Chamber at City Hall (201 W. Convent Avenue). At the meeting, the Planning and Zoning Commission conduct a public hearing and provide a recommendation to the City Council on the proposed Change of Zone. If additional information is requested by the Commission, the public hearing may be continued to a future meeting date.
- The Commission is tasked to review the proposed Change of Zone and offer a recommendation to the City Council for approval, denial, or approval with conditions.
- Following the Commission's public hearing, their recommendation on the proposed Change of Zone is then forwarded to City Council for consideration.
- For the City Council public hearing, the city will also publish a notice of the public hearing in the Towncrier Newspaper and post notice at City Hall in conformance with legal requirements.
- The City Council public hearing will be held in the City Council Chamber at City Hall (201 W. Convent Avenue). At the meeting, the City Council will conduct a public hearing and render a decision on the proposed Change of Zone. However, if additional information is requested by the City Council, the public hearing may be continued to a future meeting date.