



Mayor: Mario Garza
Mayor Pro-Tem: Jesus "Jesse" Ramirez
Commissioners: Mario Cantu
Gilbert Garza
Marco "Markie" Villegas
"The Friendly City"

**CITY OF SAN JUAN
PLANNING AND ZONING COMMISSION APPLICATION**

NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ DATE RECEIVED: _____

E-MAIL ADDRESS: _____

CIRCLE ITEM BEING APPLIED FOR

CONDITIONAL USE PERMIT

RE-ZONING

SPECIAL USE PERMIT

LEGAL DESCRIPTION: _____

PRESENT ZONE: _____ ZONE CATEGORY REQUESTED: _____

C.U.P./SPECIAL USE PERMIT DESIRED FOR: _____

RECEIPT #: _____ ***\$300.00 + \$50.00 Yearly Renewal Fee**

*** Non-Refundable Processing Fee**

OWNER'S SIGNATURE: _____

AGENT/REPRESENTATIVE SIGNATURE: _____

FOR OFFICE USE ONLY

LETTER MAILED OUT: _____

P&Z ACTION: TABLED

FAILED

PASSED

DATE: _____

CONDITIONS: _____

CITY COUNCIL ACTION: TABLED FAILED PASSED DATE: _____

CONDITIONS: _____

INFORMATION REQUIRED FOR PUBLIC HEARING ITEMS

***REZONING:**

1. Deed of Property.
2. Survey of Property.
3. Affidavit/letter from property owner granting permission to applicant to solicit change of zone.
4. Metes and bounds description of the property.

***CONDITIONAL USE PERMITS:**

1. Site Plan showing parking, landscaping, ingress/egress, dimensions of building and of lot, location of dumpster, etc. A floor plan will be required for the Sale of Alcohol.
2. Days and hours of operation submitted with a notarized affidavit.
3. Property's legal description and physical address.
4. Number of employees; # living in home; # of employees that do not reside in home.
5. Narrative of proposal. (What is proposed?)

***NOTE:**

Planning and Zoning Commission meets every 1st and 3rd Thursday of each month.

City Commission meets every 2nd & 4th Tuesday of each month.

Deadline for Planning & Zoning items is 20 days prior to the meeting date.