



# CITY OF BANDERA

Permit #: \_\_\_\_\_

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (830) 796-4247

## PLACE TYPE ZONING CHANGE APP AND CHECKLIST

### Applicant Information

Applicant's name: \_\_\_\_\_

Applicant's mailing address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

### Pre-Application Meeting

The Pre-Application meeting is an opportunity for an applicant to describe the proposed development project and for City Staff to explain the development process, including:

- Applications / Checklists
- Timelines
- Review Procedures
- Governing Approval
- Development Standards

Schedule a pre-application meeting before submitting a project to the City (see Pre-Application Meeting application). The meeting lasts 30 to 60 minutes and is between the applicant and City Staff.

*Pre-Application meetings are scheduled within 2 to 3 weeks after this request is submitted to the City.*

### Applicability

For the purposes of establishing and maintaining sound, stable and desirable development within the corporate limits of the City.

### Consideration for Place Type Zoning Change

In making a determination regarding a requested Place Type Zoning Change, the City Council shall consider the following factors:

- Whether the Place Type characteristics permitted by the proposed Place Type Zoning change shall be appropriate in the immediate area concerned and the City as a whole.
- Whether the proposed change is in accord with the Comprehensive Plan, any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers, and other utilities to the area, and shall note the findings.
- The amount of vacant land currently classified for similar development in the vicinity and elsewhere in the City, and any special circumstances that may make a substantial part of such vacant land unavailable for development.
- The recent rate that land is being developed in the same Place Type classification as the request, particularly in the vicinity of the proposed change.
- How other areas designated for similar development will be, or are unlikely to be, affected if the proposed amendment is approved.

### REVIEW & PUBLIC PROCESS

SCHEDULE A PRE-APPLICATION MEETING

SUBMIT THIS APPLICATION WITH CHECKLIST ITEMS AND PAY FEE TO THE CITY

Application will be deemed complete/incomplete within 5 days after submission

ADMINISTRATIVE REVIEW AND RECOMMENDATION

Timeline for review will be determined by City Staff.

### NOTICE REQUIREMENTS FOR PUBLIC HEARINGS:

Newspaper: 15 days in advance  
Notice to property owners with 200': 10 days in advance

PUBLIC HEARING #1  
PLANNING & ZONING REVIEW AND RECOMMENDATION

PUBLIC HEARING #2  
CITY COUNCIL FINAL ACTION

-Any other factors that will substantially affect the public health, safety, or general welfare.

## Submission Requirements

In applying for a Place Type Zoning Change for initial consideration by the Planning and Zoning Commission and the City Council, the applicant shall deliver the following to the City Administrator no later than 21 calendar days prior to the date of the zoning change is to be considered by the Commission:

### Submittal Package Detail

-Completed and signed General Planning Application

-Completed Place Type Zoning Change Checklist (this list)

-Project Description Letter explaining why a Place Type zoning change is being requested and how it conforms to the Bandera 2040 Comprehensive Plan. You may include future plans for the property, photos, drawings, surveys or other descriptive materials with the application as additional pages.

-Copy of plat if platted or metes and bound plus legal description of property if not platted

-Place Type Zoning Change fee

-Copy of deed showing ownership

### **FOR CITY USE ONLY:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Routed to: \_\_\_\_\_ on \_\_\_\_\_

Proposed Planning & Zoning meeting date: \_\_\_\_\_

Proposed City Council meeting date: \_\_\_\_\_