



ZONING/REZONING/PLANNED DEVELOPMENT APPLICATION

Please complete all of the following information (type or print):

Project Name: _____

Project Address/Location: _____

Legal Description: _____

Existing Zoning District: _____ Proposed Zoning District: _____ Acreage: _____

Land Use Category: _____

Owner (applicant):

Contact Person: _____

Company: _____

Address: _____

City, State Zip: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Agent:

Contact Person: _____

Company Name: _____

Address: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Land Planner / Engineer / Surveyor:

Contact Person: _____

Company Name: _____

Address: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Signature of Owner or Agent: _____

The signature of the Owner authorizes the City of Bastrop and its agents to visit and inspect the property for which this application is being submitted. The signature also indicates that the Owner or his Agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The Owner's signature designates the Agent as the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the Agent. If no agent is listed, the Owner will be considered the Agent.**

(STAFF USE ONLY) Date Submitted: _____ Fee Paid: _____ Received by _____

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The following must be provided with the application to rezone property, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Unless an item is determined by the Director to be not applicable, written explanation must be provided for any requirement not submitted with the application. **NO PARTIAL/INCOMPLETE SUBMITTALS WILL BE ACCEPTED**

Rezoning Application Checklist (This form must be completed and submitted with application)			
Submittal Requirements	Submitted		
	Yes	No	N/A
Completed and signed application and checklist.			
A cover letter providing an explanation of the appropriateness for the proposed change in zoning classification given the six factors outlined in Section 10.1.			
If a PD, Planned Development District is being requested – See Section 32 of the City of Bastrop Zoning Ordinance: Is this a Residential Concept Plan? Is this a Non Residential Concept Plan? A Detailed Site Plan must be included with this application – See Section 32-4 B			
Legal description of property, including clear and legible copy of field notes (metes and bounds) describing the tract of land (when not subdivided).			
A location map identifying the property to be rezoned and identifying the uses on the surrounding properties within a minimum of 200 feet.			
A notification list of all property owners and mailing addresses, as identified on the latest approved tax roll of the Bastrop Central Appraisal District, within 200 feet of the subject property. One copy of the list must be submitted on mailing labels (Avery 5160 or similar).			
Copy of deed showing current ownership.			
A current tax certificate showing that taxes have been paid.			
Application fee – \$300.00 + 3 dollars per acre thereafter – (Fee Schedule, of the City of Bastrop Code of Ordinances)			
Total Application Fee Submitted			

Applications missing any required items above will be rejected

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PURPOSE:

The purpose of the rezoning review is to ensure a proposed variance from the design standards and regulations maintain an efficient and safe land development project that is a harmonious use of land and does not adversely impact vehicular and pedestrian circulation, parking and loading, adequate water supply, wastewater facilities, drainage and storm water management, and other utilities and services.

The procedures for considering a change in zoning designation are outlined by Section 10 of the City of Bastrop Zoning Ordinance. In making a determination regarding a requested zoning change, the Planning and Zoning Commission and City Council must consider the following factors:

1. Whether the uses permitted by the proposed change will be appropriate in the immediate area concerned and their relationship to the general area and the City as a whole.
2. Whether the proposed change is in accord with 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.
3. The amount of vacant land currently classified for similar development in the vicinity and elsewhere in the City, and any special circumstances which may make a substantial part of such vacant land unavailable for development.
4. The recent rate at which land is being developed in the same zoning classification as the request, particularly in the vicinity of the proposed change.
5. How other areas designated for similar development will be, or are unlikely to be, affected if the proposed amendment is approved.
6. Any other factors which will substantially affect the public health, safety, morals, or general welfare.

INSTRUCTIONS:

Step 1 – Pre-Application Process.

Make an appointment to schedule a pre-application project meeting with the Planning and Development Department (512) 332-8840 prior to plan submission. The purpose of this meeting is to:

- allow the applicant to explain issues relating to the design of the project and to ask questions about the approval process and procedures,
- provide staff the opportunity to identify issues that may be addressed prior to the application being finalized,
- identify policies and regulations that create opportunities or pose significant restraints for the proposed development, and to
- identify special information and data needed in conjunction with the application.

This exchange of information often makes the remainder of the process more efficient and may reduce the time required to receive approval. ***Please be aware that the pre-application meeting may not address all issues related to the development process, and decisions/discussions during the pre-application process are subject to change based on information submitted at the time the application is filed.***

Step 2 – Complete the Application and Checklist.

These items must be fully completed prior to submission.

- Place a check mark in the appropriate box on each line indicating if the submitted plans have complied with that item. Indicate with N/A if the item does not apply to your application. ***This checklist is a***

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guide for meeting local and state development requirements. Please refer to the City of Bastrop Zoning Ordinance to ensure all requirements are addressed appropriately for the proposed development. You may contact the Planning and Development Department staff anytime to discuss applicable requirements.

- All requirements must be addressed by the application, unless otherwise approved by City staff depending on the scope and complexity of the project. Any requirements not required to be addressed should be so noted on the checklist.
- A supporting summary and explanation must be provided for each item in the checklist marked “not submitted” or “not met”. The application will be considered incomplete and will not be accepted without the summary and such explanation. This explanation will help facilitate staff review and help reduce the time required to receive approval.

Step 3 – Approval Process and Procedure.

The complete process for consideration and approval of a rezoning application is found in Section 10 of the Zoning Ordinance. A summary of the process is described below.

- The completed application must be received by one of the application deadlines published for each calendar year by the Planning and Development Department.
- Upon acceptance of the completed application the Planning and Development Department will schedule the application for public hearing and consideration by the Planning and Zoning Commission in accordance with the published calendar and provide the legally required notice to surrounding property owners.
- The Planning and Zoning Commission will make a recommendation to the City Council for approval or denial of the application and the City Council shall hold a public hearing on the application and consider an ordinance making the zoning change on two readings in accordance with the published calendar.

Do Not Write Below This Line ~ Staff Will Complete

Notification List of Property Owners Within 200 feet – on blank mailing labels

All Fees Paid: Filing Site Plan of Subject Property

Accepted for Processing By: _____ Date: _____

Date of Public Notification in Newspaper: _____

Date of Public Hearing @ the Planning and Zoning Commission: _____