



Zoning Application

Applicant Information:

Name/Entity:	Phone Number:	Email Address:	
Address:	City:	State:	Zip Code:

Property Owner Information:

(Complete if Different than Applicant; if different, *Authorized Agent Form* is required)

Name/Entity:	Phone Number:	Email Address:	
Address:	City:	State:	Zip Code:

Property Information:

Lot:	Block:	Addition:	Plat Page No. (If Applicable):
Address:	City:	State:	Zip Code:
Area (Acreage):	Present Zoning Classification:	Requested Zoning Classification:	

Reason(s) for the request (Be specific):

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Type of Zone Change Requested:

- General Zone Change (See fee ordinance for the current non-refundable fee)
- Special Use Permit (See fee ordinance for the current non-refundable fee)
- Temporary Use Permit (See fee ordinance for the current non-refundable fee)

I have searched all applicable records, and, to my best knowledge and belief, there are not restriction covenants that apply to the property as described in Part 1 (B) which would be in conflict with this rezoning Request

Signature:	Date:



CITY OF JACKSONVILLE, TX

1220 S Bolton St.
Jacksonville, Texas 75766
(903) 586-3510
www.jacksonvilletx.org

Authorization of Agent:

I (we), the undersigned, being owner(s) of the real property described above, do hereby authorize (PLEASE PRINT NAME) _____ to act as our agent in the matter of this request. The term "agent" shall be construed to mean any lessee, developer, option holder, or authorized individual who is legally authorized to act in behalf of the owner(s) of said property. (Application must be signed by all owners of subject property).

Owner Name:	<input type="text"/>	Owner Name:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
City, State, Zip:	<input type="text"/>	City, State, Zip:	<input type="text"/>
Phone:	<input type="text"/>	Phone:	<input type="text"/>
Signature:	<input type="text"/>	Signature:	<input type="text"/>

The Authorized Agent/Property Owner must sign this portion of the application in the presence of a Notary in and for the State of Texas. By signature of the Authorized Agent/Property Owner permission is being submitted to the Applicant to apply for the Zone Change.

Authorized Agent/Property Owner's Name:

Address: City: State: Zip Code:

Signature of Authorized Agent/Property Owner:

SUBSCRIBED TO AND SWORN BEFORE ME, THIS _____ DAY OF _____, 20_____.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS



Information for Completing Applications for Requesting Zone Changes

- A. A General Zone Change is a request by an Applicant for a change in a designated Zoning District within the City limits of the City of Jacksonville to seek recommendation of the Planning and Zoning Commission for approval/denial of a request to change the designated Zoning to meet an applicant's specific request for use of their property. Recommendations are presented to the City Council for final approval. The process generally takes approximately 60-90 days. (Request a copy of the approved uses of zoning designations)
- B. A Special Use Permit is a permit requested in a designated Zoning District that is not a permissible use of the Zoning District in which the special use permit is being sought. Each Zoning District has specific Special Use Permits, which are required to be submitted before the Planning and Zoning Commission. (Examples include but are not limited to: daycare centers, bed and breakfast, churches, public parks, playgrounds, public or private schools, etc.) (Request a copy of the approved uses of zoning designations)
- C. A Temporary Use Permit is a request initiated by a property owner or his authorized agent by filing an application with the Planning and Zoning Commission. The application shall be accompanied by a site plan, drawn to scale, showing the location and arrangement of the proposed temporary use. A Temporary Use Permit is for temporary use of the property for an event or action that is not to be construed as permanent. A Temporary Use Permit shall be considered by the Planning and Zoning Commission and City Council shall include specific time limits. (Examples include but are not limited to: carnival, circus, temporary skating rink, temporary church revival, tent revival, amusement development for temporary or seasonal periods of time.)
- D. All zoning is by ordinance and only the City Council has the authority to adopt or to change an ordinance. The Council has assigned the study of zoning and rezoning to the City Planning and Zoning Commission, which will make recommendations to the Council. If the Planning and Zoning Commission recommends this request for rezoning, it will not be effective until it is passed by the City Council. The rezoning process normally requires a period of sixty (60) to ninety (90) days.
- E. All requests must be filed in the Planning and Zoning Department located at 1220 S Bolton St., Jacksonville, Texas. A Filing fee must be received with the completed application form.
- F. The Planning and Zoning Commission hears all requests on the third (3rd) Tuesday of each month at 12:00 P.M. at 315 S Ragsdale St. Please have a representative present at the public hearing.



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- G. The applicant has the duty to produce evidence before the Planning and Zoning Commission and the City Council to legally justify the proposed zoning change. This generally requires a showing that conditions affecting the property have substantially changes since the last zoning classification decision of the City.

- H. The City Council meets on the Second (2nd) Tuesday of each month at 6:00 P.M. at 315 S Ragsdale St. Please have a representative present at the public hearing.

IMPORTANT

Please check with the building official or the public service director as to the availability of water and sewer service to the area where you are zoning to build. Check with the building official or the zoning department as to the restrictions and regulations of city requirements for the setback requirements, parking requirements, paving requirements, etc. and research the area in which you are requesting a zone change for criteria standards required for that zoned area. You may bring your request before the planning and zoning board at any time for any request, but you must be aware of the zoning requirements of the area for which you are seeking a zone change.