



Rezone Request Procedure

Planning & Zoning Commission meets the first and third Monday of each month

City Council meets the first and third Tuesday of each month

1. Complete “Application for Amendment”
The following must accompany the application
 - a. Letter of intent addressed to the Planning & Zoning Commission
 - b. Survey of property with metes and bounds description stamped by a licensed Professional Land Surveyor in the State of Texas and a scaled drawing
 - c. Certificate of ownership or title policy
 - d. Fee of \$1,000.00 (non-refundable)
2. Planning & Zoning Commission sets date and time for the Preliminary Public
 - a. Notice of hearing is placed in the local newspaper 21 days prior to the hearing date
 - b. Notice is given to the property owners within a 200’ radius of the property
3. Preliminary Public Hearing is held at City Hall in the Council Chambers prior to a regular scheduled Planning & Zoning Commission meeting
 - a. Planning & Zoning Commission will make a recommendation to the City Council
4. City Council sets the time and date for a Joint Public Hearing with the Planning & Zoning Commission
 - a. Notice of hearing is placed in the local newspaper 21 days prior to the hearing date
 - b. Notice is given to property owners within a 200’ radius of the property
5. Joint Public Hearing is held at City Hall in the Council Chambers prior to a regularly scheduled City Council meeting
 - a. If a protest is made against the proposed change in the ordinance such amendment shall not become effective except by a favorable vote of three fourths by the City Council. A protest occurs when a petition is signed by 20% of the property owners in the 200’ radius.
 - b. If the City Council votes to adopt the amendment, the amendment will be filed with the City Secretary.
 - c. If the amendment is not approved by City Council, reconsideration of the request shall not be made before one (1) year from the date of the final action by City Council (date of the Joint Public Hearing).

**Application for Amendment
to the
City of Deer Park, Texas Zoning Ordinance**

To: City of Deer Park
Planning & Zoning Commission

Date Submitted: _____

(I and/or We) _____ hereby make application for an amendment to the City of Deer Park Zoning Ordinance on the following described property (legal description):

Currently zoned as _____ Request to be zoned to _____

Deed Restrictions on the above described property are as follows:

(I and/or We) _____ have paid the application fee of \$1,000.00 to the City of Deer Park City Secretary and a copy of the receipt is attached.

Date

Property Owner's Signature

Owner's Designated Representative (if any)

Other Representative (if any)