



## CITY OF ALAMO

### COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT

#### REZONING APPLICATION REQUIREMENTS

1. A complete application must be filled out and must include a detailed reason for the rezone request.
2. Warranty deed or other legal document must accompany the application.
3. A non-refundable fee of four hundred (\$400) up to 5 acres; (\$500) if tract is over 5 acres; should applicant request the rezone to be 'Tabled' a (\$250) fee will be charged to reactivate the public hearing process.
4. **The Regular Planning and Zoning Commission Meeting will be held on the third Wednesday of every month and convene at 6:00 p.m.** The application must be submitted with all the required documentation at least thirty (30) days prior to the monthly meeting. Once a completed application is received, the Community Planning & Development Department must first notify by mail, all property owners within a 200' radius of the affected property. Secondly, the proposed zone change must be advertised fifteen (15) days prior to the Regular Planning and Zoning Meeting.
5. Should the P & Z Commission or twenty percent (20%) of the affected property owners residing within the 200' radius oppose the request, a 4/5<sup>th</sup> vote by the Board of Commissioners will be required to approve the rezone.
6. All applications must be presented to the City of Alamo Board of Commissioners for final consideration. The Board of Commissioners meets on the first and third Tuesday of every month and convenes at 7:00 p.m.
7. Only after the final reading of the zoning ordinance has been approved, the proposed activity may proceed.

If there any questions, please contact the Community Planning & Development Department at (956) 787-0006.



**COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT**

**REZONING REQUEST APPLICATION**

Date: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Legal Description: Lot(s) \_\_\_\_\_, Block \_\_\_\_\_

Subdivision \_\_\_\_\_

Phone: Home \_\_\_\_\_ Other \_\_\_\_\_

Property Involved: \_\_\_\_\_

Copy of Warranty Deed

Have you applied for a Zone Change before? Yes \_\_\_\_\_ No \_\_\_\_\_

Same property? Yes \_\_\_\_\_ No \_\_\_\_\_

Zone change request from “ \_\_\_\_\_ ”to “ \_\_\_\_\_ ”

**\*Statement for rezoning request required:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that said zone change may or may not be approved by the Planning and Zoning Commission and the Alamo Board of Commissioners and that the application fee is non-refundable even if the application is withdrawn. I also understand that all the required information must be completed before the application can be processed.

\_\_\_\_\_  
Signature of applicant Date

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**FOR OFFICIAL USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Application fee (\$400) up to 5 acres; (\$500) if tract is over 5 acres; should applicant request the rezone to be 'Tabled' a (\$250) fee will be charged to reactivate the public hearing process.

Cash \_\_\_\_\_ Check No. \_\_\_\_\_ Money Order No. \_\_\_\_\_