

# City of Uvalde

## Planning & Zoning Application Check List

- Complete Application Form
- Proof of Ownership  Y  N  If not, Owners written authority
- Property Description
- Plat and/or Metes & Bounds
- Application packet administratively complete
- SUBDIVISION ONLY:** Application must include a legible drawing showing the property boundaries and dimensions with legal description, adjacent street and/or alleys, and location of existing structures.  
**(See attachment for Subdivisions & Short Form Plats)**
- ZONING CHANGE FEE or SPECIAL USE PERMIT FEE \$200.00**
- OR
- SUBDIVISION FEE \$300.00**

Application due date \_\_\_\_\_  
Planning & Zoning meeting date \_\_\_\_\_  
City Council meeting date \_\_\_\_\_

# City of Uvalde

## Planning & Zoning Commission

### ZONING CHANGE/SUBDIVISION APPLICATION

ZONING CHANGE  SPECIAL PERMIT  ZONING ORDINANCE AMENDMENT  SUBDIVISION

Applicant's Name: \_\_\_\_\_  
(If applicant is other than owner, attach written authority from owner)

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

#### DESCRIPTION

Street Address: \_\_\_\_\_

New City Block # (NCB): \_\_\_\_\_

Current use of Property: \_\_\_\_\_

Drainage plan submitted on: \_\_\_\_\_

If property **IS NOT** platted, submit metes and bounds description: \_\_\_\_\_

Proposed type of development: \_\_\_\_\_

#### ZONING ONLY:

Existing zoning designation is: \_\_\_\_\_ Requesting zoning change to: \_\_\_\_\_

**SUBDIVISION ONLY:** Application must include a legible drawing showing the property boundaries and dimensions with legal description, adjacent street and/or alleys, and location of existing structures.

**ZONING CHANGE FEE \$200.00**

**SUBDIVISION FEE \$300.00**

Print Name: \_\_\_\_\_

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

#### For office use only:

Customer Service Rep. \_\_\_\_\_ Date Received: \_\_\_\_\_

Addition: \_\_\_\_\_ Block #: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Lot Size: \_\_\_\_\_

Section of Zoning Ordinance that applies: \_\_\_\_\_

Approved by City Council on \_\_\_\_\_  Did NOT get Approved by City Council on \_\_\_\_\_

Submitting Requirements:

1. Fill out application
2. Subdivisions and/or Replats need to meet the lot size for their District.
3. Plat size 24" X 18" – 1 Mylar, 3 regular paper & 1 copy on legal size paper (8.5 X 14)
4. All drawings, printing, and signatures must be in permanent black ink.
5. Ink must be on Mylar with image on top.
6. 3 mil or greater matte finish Mylar material.
7. An engineering or surveying firm must prepare the plat. Architectural plans are not acceptable.
8. The engineering or surveying firms' name and address, including signature and seal.
9. Owner's printed name and notarized signature.
10. In addition to other required certificates, the following form shall be printed on the plat:

**Short Form Plat:**

STATE OF TEXAS  
COUNTY OF UVALDE

We the undersigned certify that \_\_\_\_\_, was reviewed and approved by the Planning and Zoning Commission of the City of Uvalde, Uvalde County, Texas on \_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Attest: Building Official

\_\_\_\_\_  
Chairman of Planning and Zoning Commission

\_\_\_\_\_  
Mayor

STATE OF TEXAS  
COUNTY OF UVALDE

Before me, the undersigned authority, personally appeared the Building Official, Chairman of Planning and Zoning Commission, and Mayor known to me to be the persons whose name subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and considerations therein expressed in the capacity therein stated.

Given under my hand and seal of office this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Notary of Public, State of Texas,  
My Commission Expires on \_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**Long Form Plat:**

STATE OF TEXAS  
COUNTY OF UVALDE

We the undersigned certify that \_\_\_\_\_, was reviewed and approved by the Planning and Zoning Commission of the City of Uvalde, Uvalde County, Texas on \_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Attest: Building Official

\_\_\_\_\_  
Chairman of Planning and Zoning Commission

We the undersigned certify that \_\_\_\_\_, was reviewed and approved by the Uvalde City Council on \_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Mayor

STATE OF TEXAS  
COUNTY OF UVALDE

Before me, the undersigned authority, personally appeared the Building Official, Chairman of Planning and Zoning Commission, and Mayor known to me to be the persons whose name subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and considerations therein expressed in the capacity therein stated.

Given under my hand and seal of office this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary of Public, State of Texas,  
My Commission Expires on \_\_\_ day of \_\_\_\_\_, \_\_\_\_.