

Date Received by City: _____

Received By Staff Initials: _____



**CITY OF BRUCEVILLE-EDDY
ZONING / PDD CHANGE APPLICATION**

Zoning / PDD Change \$300.00 Conditional Use Permit \$500.00

Name(s) of Property Owner: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Cell Phone: _____

Email: _____

Name of Applicant (If Different Than Above): _____

Current Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Cell Phone: _____

Email: _____

Address & Property Tax ID# of rezone request: _____

Legal Description: _____

Is the rezone request consistent with the Comprehensive Plan? YES NO If No, need FLUM amend application

Is there a simultaneous plat application for the property? YES NO

Total Acreage: _____ Number of Lots: _____ In City Limits (Yes/No)? _____

Type of ownership (*Sole, Partnership, Corporation, Other*) _____

Present Zoning: _____ Present Use: _____

Proposed Zoning: _____ Proposed Use: _____

Conditional Use Permit for: _____

This property was conveyed to owner by deed dated _____ and recorded in Volume _____, Page _____, Instrument Number _____ of the McLennan or Falls County Deed Records.

Is this the first rezoning application on a unilaterally annexed tract? Yes No

CITY OF BRUCEVILLE-EDDY- ZONING / PDD CHANGE APPLICATION

All required items below and information requested on other pages of this application must be fully completed for an application & its submission to be considered complete. Incomplete submissions will not be accepted. By signing below I acknowledge that I have read through all pages & met the requirements of a complete submittal

Applicant Signature

Date

- Completed zoning change application form (**turn in the original wet ink executed copy to the City**)
 - **Must be signed by the property owner**, or in the case of a corporation or partnership, documentation must be provided authorizing a single party to sign on behalf of the corporation or partnership

- Application fee & Billing Contact Form (cash or check; checks made payable to City of Bruceville-Eddy)
 - Zoning change application: \$300.00
 - Conditional Use Permit Application: \$500.00

- Description of property location (in one of the following forms)
 - Property address
 - Property survey
 - Legal description (subdivision name with lot and block)
 - Metes and bounds description

- Warranty deed or Tax Certificate (**Proof of current ownership of this property**)

- Letter of request signed by property owner or applicant, including the following information:
 - Reason for the request
 - Information about the proposed uses
 - Will the proposed change impact the surrounding properties, and how
 - Whether the request is consistent with the Future Land Use Map (FLUM)

- PDF Copies of:* CONCEPT PLAN / MAPS / PLANS / BUILDING ELEVATIONS / ALL Documents
 - Digital copies of all submittal documents must be emailed or delivered on a USB flash drive
 - GIS Data to be included if applicable
 - Copy of PDD if applicable
 - File names to be labeled with the name of the plat & name of each application document

For additional Zoning / PDD requirements & more information reference City of Bruceville-Eddy Code of Ordinances Chapter 14 (online)

APPOINTMENT OF AGENT

As owner of the subject property, I hereby appoint the person designated below to act for me, as my agent in this request:

Name of Agent: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Business Phone: _____

I acknowledge and affirm that I will be legally bound by the words and acts of my agent, and by my signature below, I fully authorize my agent to:

be the point of contact between myself and the City: make legally binding representations of fact and commitments of every kind on my behalf; grant legally binding waivers of rights and releases of liabilities of every kind on my behalf; to consent to legally binding modifications, conditions, and exceptions on my behalf; and, to execute documents on my behalf which are legally binding on me. This authorization only applies to this specific zoning change request.

I understand that the City will deal only with a fully authorized agent. At any time, it should appear that my agent has less than full authority to act, then the application may be suspended and I will have to personally participate in the disposition of the application. I understand that all communications related to this application are part of an official proceeding of City government and, that the City will rely upon statements made by my agent. Therefore, I agree to **hold harmless and indemnify the City of Bruceville-Eddy, its officers, agents, employees, and third parties who act in reliance upon my agent's words and actions from all damages, attorney fees, interest and costs arising from this matter.** If my property is owned by a corporation, partnership, venture, or other legal entity, then I certify that I have legal authority to make this binding appointment on behalf of the entity, and every reference herein to 'I', 'my', or 'me' is a reference to the entity.

***Signature of Agent (Wet Ink):** _____ Title: _____

Printed/Typed Name of Agent: _____ Date: _____

***Signature of Property Owner (Wet Ink):** _____ Title: _____

Printed/Typed Name of Property Owner: _____ Date: _____

Signature of Property Owner (Wet Ink): _____ Title: _____

Printed/Typed Name of Property Owner: _____ Date: _____

Signature of Property Owner (Wet Ink): _____ Title: _____

Printed/Typed Name of Property Owner: _____ Date: _____

Signature of Property Owner (Wet Ink): _____ Title: _____

Printed/Typed Name of Property Owner: _____ Date: _____

Application must be signed by property owner, individual applicant, by each partner, or by an officer of a corporation/association.

BILLING CONTACT FORM

Project Name: _____

Project Address: _____

Project Applicant Name: _____

Billing Contact Information

Name: _____

Mailing Address: _____

Email: _____ Phone Number: _____ Type of

Project/Application (check all that apply):

- Zoning
- PDD
- Conditional Use Permit
- Development Agreement
- Variance
- Street Closure

Applicants are required to pay all associated costs associated with a project's application for a permit, plan, certificate, variance, or agreement, regardless of City approval. Associated costs may include, but are not limited to, public notices and outside professional services provided to the City by engineers, attorneys, surveyors, inspectors, landscape consultants, lighting consultants, architects, historic preservation consultants, and others, as needed/required. Please see the City of Bruceville-Eddy's online Fee Schedule for more details. Fees must be paid in full in order to have your application filed with the City of Bruceville-Eddy; full payment is required before any processing can begin. By signing below, I am acknowledging that the above listed party is financially accountable for the payment and responsibility of these fees.

Signature of Applicant

Date