



**TOWN OF HORIZON CITY**  
 14999 Darrington Road  
 Horizon City, Texas 79928  
 Phone 915-852-1046 Fax 915-852-1005

# REZONE APPLICATION

1. Owner of Record: \_\_\_\_\_

(ADDRESS) \_\_\_\_\_ (ZIP) \_\_\_\_\_ (PHONE) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

2. Applicant \_\_\_\_\_ Is applicant also the Owner?  Yes  No

Contact Person \_\_\_\_\_

(ADDRESS) \_\_\_\_\_ (ZIP) \_\_\_\_\_ (PHONE) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**3. PARCEL ONE**

Site Address/Location \_\_\_\_\_

Legal Description: \_\_\_\_\_  
(Lot) (Block) (Subdivision Name)

**PARCEL TWO**

Site Address/Location \_\_\_\_\_

Legal Description: \_\_\_\_\_  
(Lot) (Block) (Subdivision Name)

If the legal description of the complete tracts or if plat is not available, attached are the **required** Metes & Bounds Description & survey map(s)?  Yes  No

4. Briefly explain why you request to rezone? \_\_\_\_\_

5. Land's Presents Use: \_\_\_\_\_ Zone \_\_\_\_\_  
 Land Vacant  Lot size \_\_\_\_\_ Structure  Structure's size \_\_\_\_\_ Last known date the structure was occupied? \_\_\_\_\_

Land's Proposed Use: \_\_\_\_\_ Proposed Zone Use \_\_\_\_\_

Will you be making any improvements to the existing lot or structure?  Yes  No This request includes *Site Development Plans* for approval?  Yes  No

**NOTICE:** Applicant is responsible for all expenses incurred by the City in connection with the Rezone Application request, including but not limited to attorney's fees, engineering fees and publication. Additional charges will be invoiced separately and shall be paid to the Town prior to City Council action.

Applicant's Signature \_\_\_\_\_

**6. Signatures:**

\_\_\_\_\_  
 (OWNER'S SIGNATURE)

\_\_\_\_\_  
 (OWNER'S PRINTED NAME)

\_\_\_\_\_  
 (APPLICANT'S SIGNATURE)

\_\_\_\_\_  
 (APPLICANT'S PRINTED NAME)

**FEE SCHEDULE: (NON-REFUNDABLE)**

<b>\$1000 - UP TO 1.0 ACRES</b>	<b>\$1600 - 30.1 ACRES TO 50 ACRES</b>
<b>\$1200 - 1.1 ACRES TO 10 ACRES</b>	<b>\$1800 - 50.1 ACRES TO 75 ACRES</b>
<b>\$1400 - 10.1 ACRES TO 30 ACRES</b>	<b>\$2000 - 75.1 ACRES AND UP</b>
<b>EL PASO TIMES PUBLISHING FEE APPROXIMATELY \$460</b>	<b>ENGINEERING FEE \$800</b>

Application & Submittals Due Date: \_\_\_\_\_

P&Z Scheduled Mtg. Date: \_\_\_\_\_

City Council Scheduled Date: \_\_\_\_\_

Application Received By: \_\_\_\_\_

Date Application Rec'd: \_\_\_\_\_

**Please see reverse side for list of items required at time of submitting REZONING application.**

**REQUIRED ITEMS TO BE SUBMITTED WITH REZONING APPLICATION ARE AS FOLLOWS:**

(APPLICANT & STAFF CHECKLIST)

- 1) **Completed Application and Required Fee** (See Fee Schedule on reverse side)
- 2) **Affidavit**- Appointment of representative by landowner
- 3) Provide a list of **adjacent property owners** within two hundred (200) ft of zoning change, to include current mailing address and legal description of property.
- 4) **Proof of Ownership:** Title or Recorded Deed.
- 5) **Articles of Incorporation, Covenants and/or Restrictions.** If the property is owned by a business entity, articles of incorporation must be submitted. In all cases covenants & restrictions must be provided or a statement from owner that none exist.
- 6) **Tax Certificate** – Current Tax Statement
- 7) **Site Development Plans** (Layout) to be reviewed and approved by the P&Z Commission & City Council. (*Apartment rezone applications require Site Development Plan §502.7 Zoning Ordinance 0102*)
- 8) **Digital Copy** of Site Plan (Layout) – One (1) copy
- 9) **Original Metes and Bounds Description** – if legal subdivision has not been recorded for the property, one (1) copy of a written metes and bounds description with survey map, signed and sealed by a professional engineer or a registered surveyor, and shall be dated within one year of the application submittal date.
- 10) **Original Survey Map** (With Metes and Bounds Description even if legal subdivision has been recorded.)
- 11) **Supplementary Information** (When applicable- additional information may be request as is necessary to evaluate the impacts of the Special/specific use permit)

**Utility Commitment Letters (Current year):**

<b>Utility Company</b>	<b>Contact</b>
Horizon Regional Municipal Utility District (HRMUD)	General Manager
AT&T	EP Admin Mail Box
El Paso Electric	Margaret G. Ontiveros
Texas Gas	Laura C. Ruiz
Texas Gas	Claudia Y. Villanueva

- 12) **SIGN:** Erect on the site proposed for rezoning a SIGN notifying the public of the proposed zoning. Sign requirements are as follows:
  - a) The sign shall be non-illuminated and have two sides, identically painted with information regarding the proposed rezoning in a form and format as specified by the City.
  - b) Size: Shall be four (4) feet in height and eight (8) feet in width and mounted such that is eight (8) feet above the ground surface.
  - c) Visibility: Sign shall be installed at a location visible to passing vehicular traffic, the location of which shall be subject to the approval of the Director of Public Works or designee.
  - d) Removal: Applicant to remove sign within 72 Hrs of the conclusion of the public hearing, regardless of the Commission's or Council's decision regarding the proposed zoning change.
- 13) Sign notifying public of the proposed zoning must be erected not less than fifteen (15) days prior to the Public Hearing.

**Town of Horizon City "PUBLIC HEARING" requirements in accordance with Texas Local Government Code:**

- I. Before the 15<sup>th</sup> day before the City Council hearing, publish **PUBLIC HEARING** with official newspaper.
- II. Mail notices of Public Hearing to all property owners within 200 Ft. 15 days prior to schedule meeting. (both hearings)