



VILLAGE OF VINTON
436 E. Vinton Road Vinton, TX 79821
(915)886-5104

APPLICATION TO GO BEFORE PLANNING AND ZONING COMMISSION

DATE _____

Name of Applicant _____

Address _____

Phone _____ email _____

Address of Property to be reviewed _____

- I) This petition is a public proposal for an amendment to the Unified Development Code brought by the Planning and Zoning Commission, the Village Council, or the Village Administrator. Yes ___ No ___
- II) This petition is a private proposal to be heard by the Planning and Zoning Commission. Yes ___ No ___
- III) This request is for a:
- Subdivision Plat or Replat
 - Special Permit
 - Rezoning of a property
 - Zoning Map Amendment
 - Other. Specify _____

PROPERTY OWNER INFORMATION

(for multiple owners-please submit information on each owner. Use additional sheet if necessary)

Name _____

Address _____

Telephone No. _____ email _____

PROPERTY LEGAL DESCRIPTION

Subdivision Name or Survey and Tract Numbers: _____

Lot Number: _____ Block Number: _____

Number of Lots/Tracts _____ Number of Acres _____

OWNER CERTIFICATION

This is to certify that _____, the undersigned, is/are the sole owner(s) of the property described upon this application.

Applicant/Owner Signature

Date

Please note that all applications must be accompanied by all supporting documentation and fees before acceptance. Application fees are non-refundable in the event of denied application.

Required Documents:

Letter: stating as much detail for the reasons of the request.

Site Plan: showing the existing and proposed buildings, parking and accessory structures. Attach additional maps or drawings as necessary.

Processing Fee

Engineering Report

Construction Plans & Specifications

Copy of Deed/Proof of Ownership

Special permits or rezoning of properties may only be granted where all of the following requirements are met. Indicate how your application meets each of these requirements in the space provided. (The applicant has the burden of proof to demonstrate that all requirements necessary for granting a request have been met. Attach additional pages if necessary).

SPECIAL USE PERMIT (SUP)

- 1. The proposed SUP will operate or be designed in a manner that does not diminish the use or functionality of surrounding properties:

- 2. Provisions for hours of operation, parking and loading areas, driveways, lighting, signs, landscaping, buffering, and other site improvements have been provided:

- 3. Adequate public services (such as: street, off-street parking, pedestrian facilities, water sewer, gas, electricity, police and fire protection) must be available without the reduction of services to any existing uses:

4. The proposed use will incorporate design features to sufficiently protect adjacent uses including but not limited to, service areas, pedestrian and vehicular circulation, safety provisions, access ways to and from the site, buffering, fencing and site building placement:

5. The proposed use is compatible with adjacent existing uses. Compatibility shall be expressed in terms of appearance, architectural scale and features, site design and scope, landscaping, as well as the control of adverse environmental impacts, including noise and lighting, or other undesirable conditions:

6. For unique uses that can result in public benefits needed to be strategically placed due to technological reasons such as wireless telecommunications tower the following question shall be asked: Have potential impacts to adjoining uses been adequately and reasonably mitigated by site design or conditions of approvals to a degree where the needs of the public can be provided?:

REZONING

1. The land being rezoned is presently inconsistent with the Comprehensive Plan:

2. The character of the surrounding area is transitioning or being affected by other factors, such as traffic, a new school, adjoining uses, or environmental issues:

3. The rezoning is necessary to allow a land use not anticipated by the UDC or Comprehensive Plan:

4. There will be benefits derived by the community and in the area where the amendment is proposed:

5. The amendment, if approved, would be compatible with the surrounding area and would not constitute "spot zoning"

I HERBY ATTEST THAT, TO THE BEST OF MY KNOWLEDGE, MY REQUEST MEETS ALL APPLICABLE REQUIREMENTS STATED ABOVE.

Applicant/Owner Signature

Date

SCHEDULE OF FEES

- ENGINEERING REPORT REVIEW VARIES
- SPECIAL PERMIT VARIES
- SUBDIVISION VARIES
- RE-ZONING VARIES
- PUBLICATIONS VARIES
- MAILING FEES VARIES

OFFICE USE ONLY

Application Fee Paid: _____
Date Amount

Received By: _____

Office Use Only

This submitted application is; COMPLETE INCOMPLETE

If Incomplete, list items to be completed: _____

Reviewed by: _____

Date	Description	By
	Applicant met with City Staff prior to submittal of application	
	Filing/Application Fees Paid	
	Verification of Ordinance for Variance	
	Copy to City Secretary	
	Copy to Building Inspector	
	Copy to City Engineer	
	Received Comment from City Engineer	
	Comments to Applicant	
	Resubmission received	
	Resubmission redistributed	
	Notification letters to property owners	Number of Letters sent: _____
	Legal Notice published in newspaper	Name of Publication: _____
	Planning and Zoning Meeting Scheduled for: _____ @ _____ AM/PM	
	Planning and Zoning Meeting Item APPROVED _____ DISAPPROVED _____	
	City Council Meeting Scheduled for: _____ @ _____ AM/PM	
	City Council Meeting Item APPROVED _____ DISAPPROVED _____	