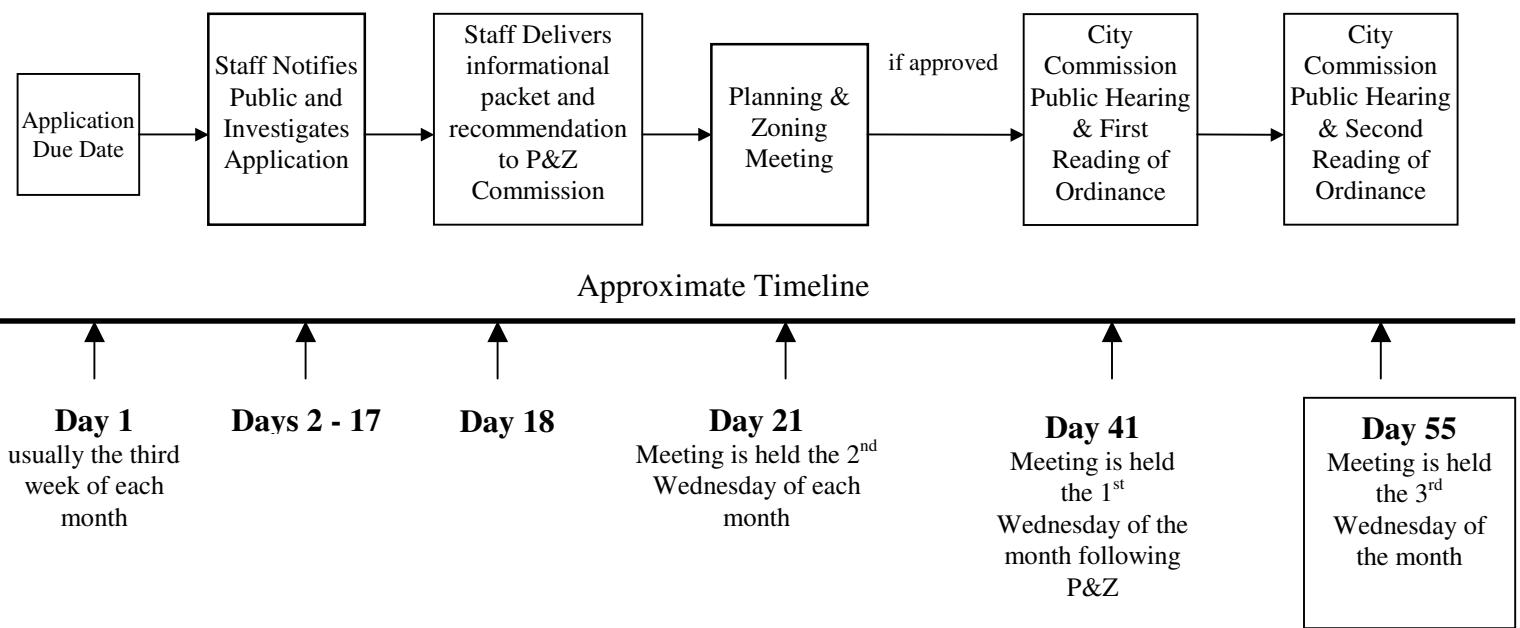


Re-Zoning Application Process



<p>City of Harlingen Planning and Development Department 956-427-8727 fax 956-430-6692 APPLICATION FOR REZONING</p>			
<p>Project</p>	Legal Description of property to be rezoned: Lot _____ Block _____ Subdivision Name _____ Street Address _____ Existing zoning _____ Existing land use _____ Proposed zoning _____ Proposed land use _____ <input type="checkbox"/> \$125 nonrefundable filing fee <input type="checkbox"/> Survey and Metes & Bounds if the legal description is a portion of a lot <input type="checkbox"/> If this is a new subdivision(less than 2 yrs.) attach a plan/map <input type="checkbox"/> City and school tax receipts attached <input type="checkbox"/> I have received a copy of "What to expect when you Rezone"		
	<p>Applicant</p>	Name _____ Phone _____ Address _____ City _____ State _____ Zip Code _____	
		<p>Owner</p>	Name _____ Phone _____ Address _____ City _____ State _____ Zip Code _____
			<p>Authorization</p>
	I certify that I am the actual owner of the property described above and this application is being submitted with my consent (include corporate name if applicable); OR I am authorized by the actual owner to submit this application and have attached written evidence of such authorization.		
	Signature _____ Date _____ Owner _____ Authorized Agent _____		
	Rev. 9/2000	Accepted By _____ Payment Received by _____ Date Paid _____	

What to Expect When You Rezone

City of Harlingen

You've determined you need to rezone your property in order to use it for the use you want. How feasible is it, and what's involved?

The Process

If you decide you would like to rezone your property the first step is to sit down with one of our staff members from the Planning & Development Department. Explain your situation in detail, they can help you identify and examine your various options. While a staff member cannot tell you for sure that an option will or will not work, they can give you their professional opinion and reasons why or why not one option is more feasible than another.

If we determine that you will proceed with the rezoning, you need to fill out an application for rezoning with the Planning & Zoning Commission (P&Z). There's a \$125 non-refundable charge to apply. You will also be required to provide copies of your latest tax receipts.

Staff will mail a notice of application with the time, date, and location of the public meeting to be held on the subject. This notice goes to all property owners within 200' of the site in question and to the local newspaper. We will also post the meeting agenda as required by Texas Local Government Code.

Staff members will visit the site and study other relevant information such as neighboring land uses, traffic characteristics, utility line capacities, the Comprehensive Plan, and planning and zoning principles and laws, to determine a recommendation for the board. An information package with the executive summary of staff recommendation and other pertinent information (maps, a copy of the application, any correspondence relevant to the matter, etc.) is provided to board members several days prior to the meeting.

Attend the Planning & Zoning Commission meeting. Sometimes Board members will have questions regarding the rezoning request, or will seek input from the applicant. You may want to consider bringing your neighbors or any other support you may have. No one will be forced to speak, nor will they be denied the opportunity to speak during the public hearing portion of the meeting. There will be Spanish interpretation available upon request. The Chairman of the meeting will declare the public hearing closed once everyone who wishes to, has had the opportunity to speak. The Board members will then deliberate their course of action and take a vote. An application requires the consenting

vote of a majority of the members of the Board in order to be passed. The Chairman does not vote except to break a tie.

If the P&Z passes a rezoning request, it will go on for two readings at the next City Commission meetings. The first reading is generally two weeks after approval by the P&Z, and if the item is approved on the first reading, the second reading will be the next regular City Commission meeting. The entire process takes approximately 6-8 weeks to complete.

Who is the P&Z Board and How Does it Work?

The Planning & Zoning Commission is a six member board appointed by the Mayor and City Commission, which hears and decides a recommendation on rezoning cases and specific use permits, and approves land subdivisions.

There must be at least four members present to make a quorum and allow a public hearing to take place. It takes a simple majority of affirmative votes to pass an item. The Chairman only votes in the event of a tie.

The P&Z meets once a month, on the second Wednesday of each month at 5:30 p.m. in City Hall Townhall. Meeting agendas are posted at least 72 hours in advance of the meeting in the bulletin cases located in front of City Hall at 118 E. Tyler Avenue.

