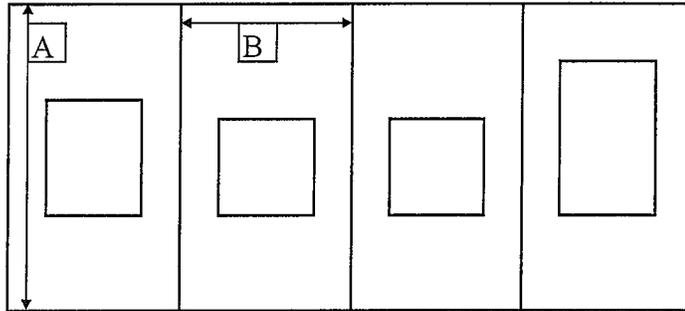
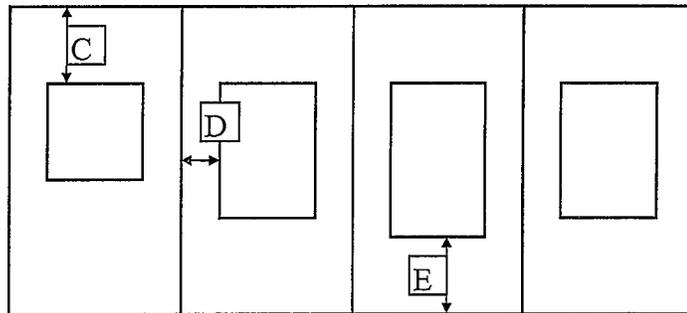


Yard and Lot Illustrations



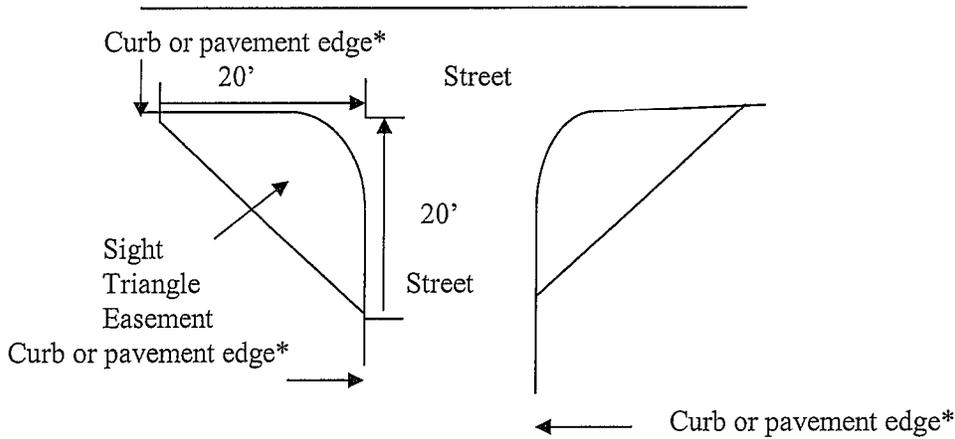
STREET



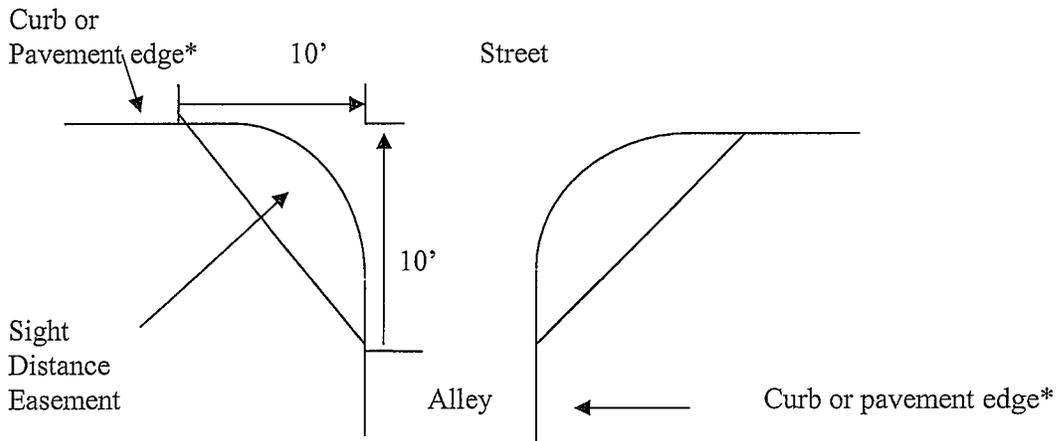
- A - Lot Depth
- B - Lot Width
- C - Front Yard
- D - Side Yard
- E - Rear Yard

**Sight Triangle**

A triangular-shaped portion of land established at street intersections in which nothing is erected, placed, planted or allowed to grow in such a manner as to limit or obstruct the sight distance of motorists entering or leaving the intersection.

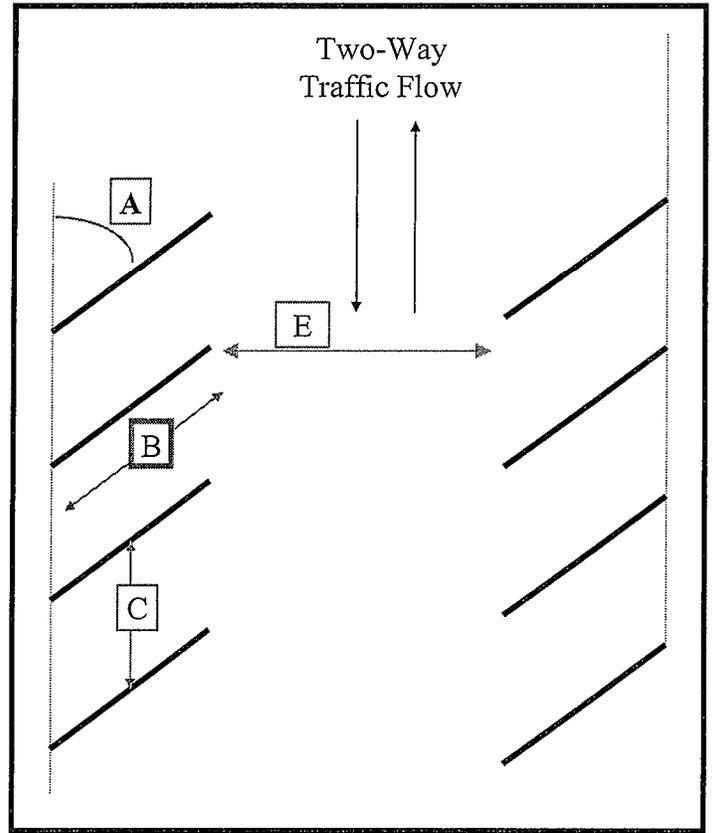
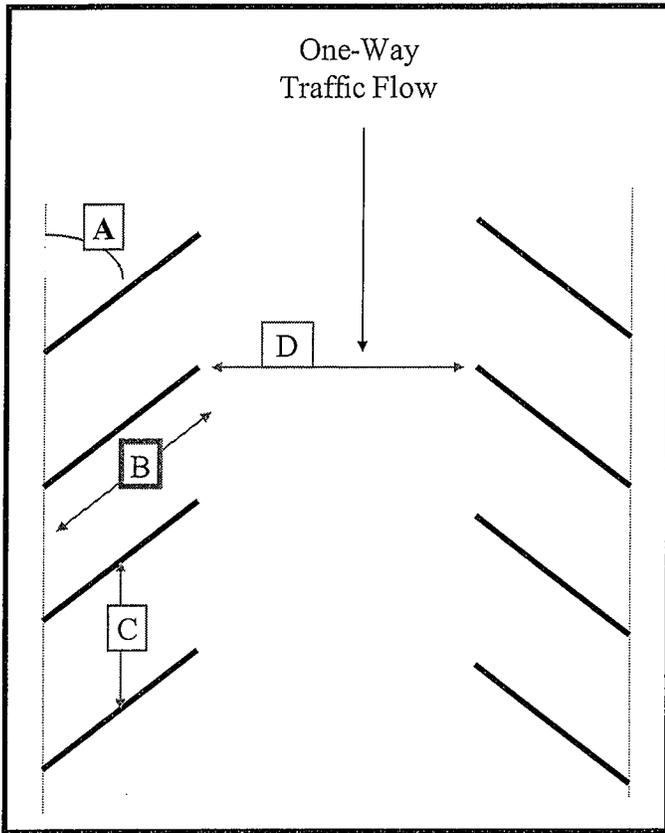


Street Clip (Typical)



Alley Clip (Typical)

\*If a street is substandard when building permit is sought, the measurement will begin from what is to be the width of the road according to the Major Thoroughfare Plan of the Vision 2020 Comprehensive Plan.



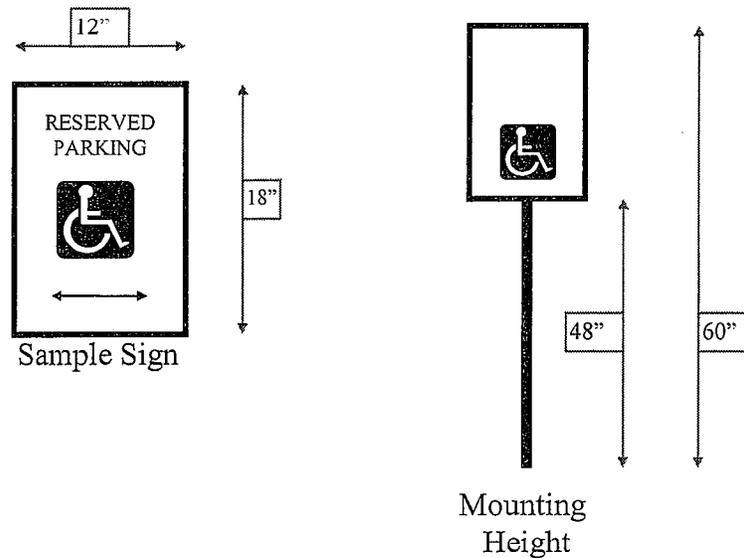
Angle of Parking in Degrees										
A	90	85	80	75	70	65	60	55	50	45
B	20'	20.9'	21.2'	21.6'	22'	22'	21.9'	21.8'	21.1'	20.6'
C	9'	9'	9'	9'	9'	9'	9'	9'	9'	9'
D	22'	21'	20'	19'	18'	17'	16'	15'	14'	13'
E	22'	22'	22'	22'	22'	22'	22'	22'	22'	22'

- A - Angle of Parking in Degrees
- B - Length of Parking Space in Feet
- C - Width of Parking Space in Feet
- D - Width of Parking Aisle (One-Way Traffic)
- E - Width of Parking Aisle (Two-Way Traffic)

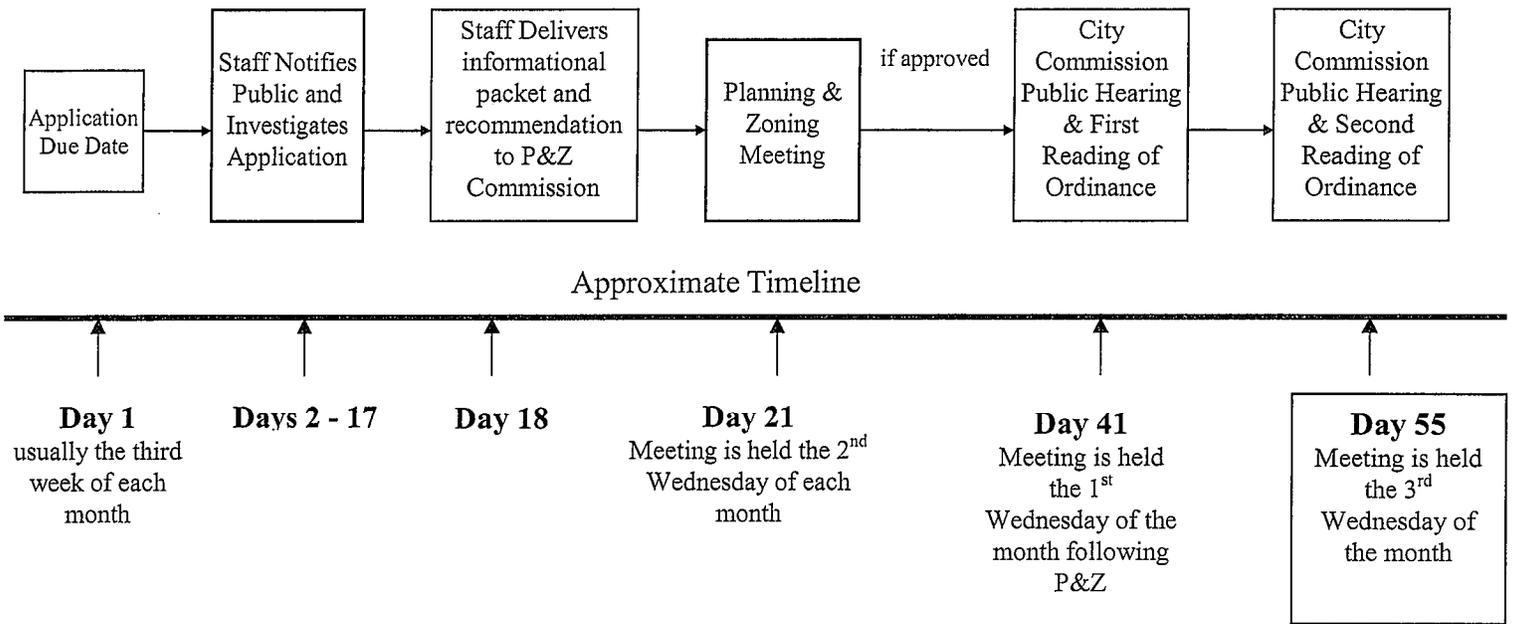
**Calculation of Handicapped Spaces Required**

Total Parking Spaces Req. or Provided in Lot	Minimum # of Handicap Spaces Req.
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of Total
1001 and over	20 + 1 for each 100 > 1000

The parking space, or area, must be identified with signage designated by the State of Texas Department of Licensing and Regulation as follows;



**Re-Zoning Application Process**



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# Specific Use Permit Requirements

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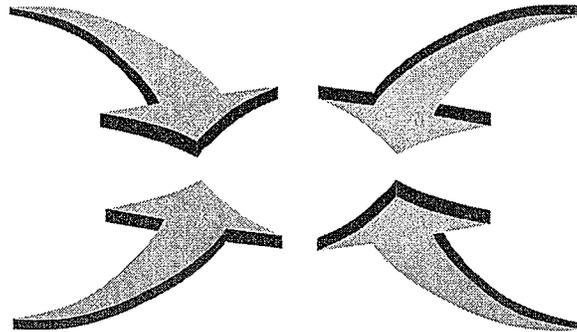
City of Harlingen 2006

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**You've been told you need a Specific Use Permit for what you want to do on your property. How feasible is it, and what's involved?**

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## The Process

If you determine you need to obtain a Specific Use Permit (SUP) to use your property the way you desire, 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.

When you are ready to proceed with the permit, you will need to fill out an application for SUP to go before the Planning & Zoning Commission (P&Z). There is a \$125 non-refundable charge to apply. You will also be required to provide a detailed site plan, (which may be hand-drawn), and copies of your latest tax receipts.

If you are not the owner of the property, but the lessee, you will need the owner's signature to obtain a SUP for the property. The SUP is good only for the applicant to whom it is issued.

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. A sign will be posted on the property in question. 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 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 approves an SUP request, it will go on for two readings at the following two City Commission meetings. The first reading is generally the first Wednesday of the following month, 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. In addition, there is a bi-annual renewal requirement for a business serving alcoholic beverages under a specific use permit.

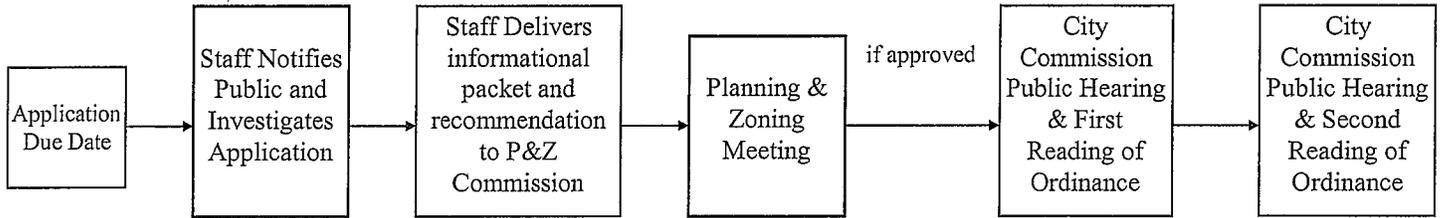
#### **Who is the P&Z Board and How Does it Work?**

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.

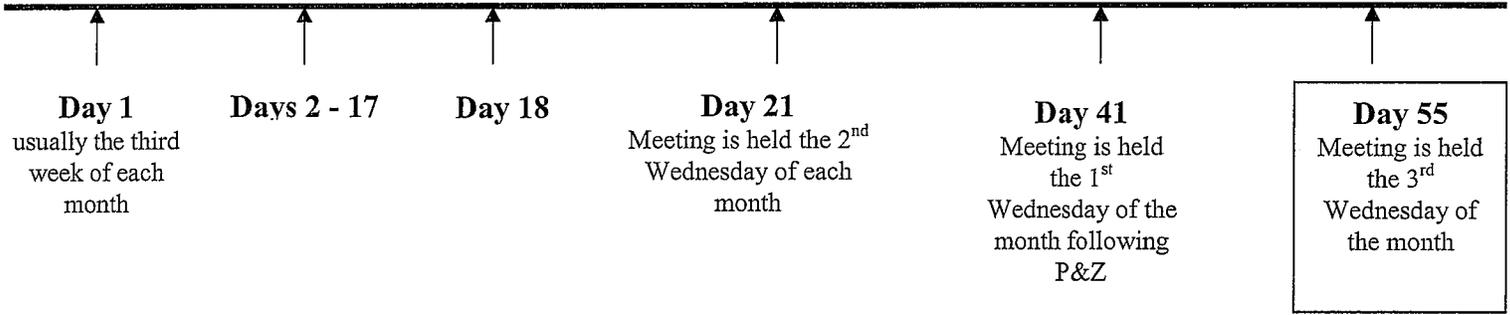
There must be at least four members present to make a quorum and allow a public hearing to take place. It takes a simple majority of affirmative votes to pass an item. The Chairman only votes in the event of a tie.

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.

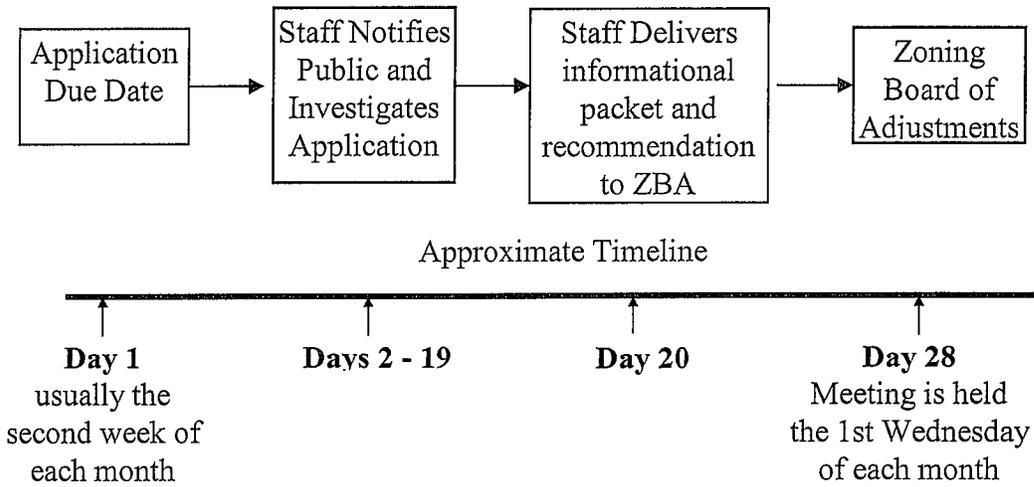
Specific Use Permit Application Process



Approximate Timeline



Variance Application Process



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# Zoning Board of Adjustments

## What to Expect

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City of Harlingen 2006

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**You've been told you need a variance or special exception to a City Ordinance. What do you do now?**



## The Process

First, one of our staff members will sit down with you and discuss your options for your particular problem. Explain the situation in detail, we are here to assist you.

If we determine that you need to apply for a variance you will get an application for a hearing with the Zoning Board of Adjustments (ZBA). There is a \$125 non-refundable charge to apply. You will be required to provide copies of your latest tax receipts, a copy of the deed for the property in question, and a site plan showing distances between the structure, and street and property lines.

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, special physical circumstances, 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 ZBA meeting. Sometimes Board members will have questions regarding the 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 they will 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 at least five members of the Board in order to be passed.

## **Who is the ZBA and How Does it Work?**

The ZBA meets once a month, on the first Wednesday of each month at 9:30 a.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.

If you have any questions throughout the process, feel free to call 216-5101. We understand this may be a new situation for you, and we are happy to help in any way we can.

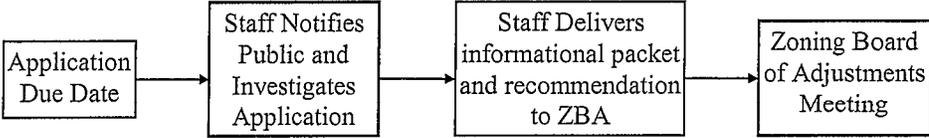
The Zoning Board of Adjustments is a five member board appointed by the City Commission which hears and decides appeals for variances to the zoning

ordinance, special exceptions to ordinance provisions, and administrative review.

There must be at least four members present to make a quorum and allow a public hearing to take place. It takes at least five affirmative votes to pass an item.

Any appeals to the decision of the ZBA would go to District Court.

**Variance Application Process**



Approximate Timeline

