



Zoning Change (Rezone) Checklist

Incomplete submissions will NOT be accepted

For Office Use Case No. _____

Application Completeness Requirements:

- Development Application signed by owner
- This checklist (signed by applicant or authorized representative)
- Application fees in the form of a check made payable to City of Garden Ridge
- 3 Copies of a rezoning exhibit prepared in accordance with this checklist
- Metes and Bounds Description (field notes) - on 8 ½" by 11" paper including surveyor seal and signature.
- Certified Copy of a Tax Certificate showing no taxes owed (if taxes are owed submit Tax Receipts with the Certificate showing a zero balance owed)
- Letter of Intent (see letter of intent requirements below)
- Traffic impact analysis determination form (traffic impact analysis if required by determination form)
- Agent authorization letter (if required)
- Digital copy in .pdf format of entire application submission (application, checklist, exhibits, etc.) on CD or USB drive
- Any additional information required by this application, City Staff, City Council, City Codes & Ordinances and State Statutes, needed to evaluate this request

Submittal Information

- INCOMPLETE APPLICATIONS AND SUBMITTALS WILL BE REJECTED; an application may be deemed incomplete after initial staff review.

Questions shall be directed to, and complete applications shall be submitted in person to the following:

City of Garden Ridge
Attn: City Administration
9400 Municipal Parkway
Garden Ridge, TX 78266
(210) 651-6632
Administrator@ci.garden-ridge.tx.us

Letter of Intent Requirements

The letter of intent is a narrative to describe the zoning request and generally should contain the following (some items may only be applicable for new development proposals):

- Describe in detail the location of the property (including distance from nearest intersection). Additionally, include the County Appraisal District property identification no. and address when available.
- Define acreage of subject property and current zoning district
- General description of the proposed development
- Specify proposed land uses with specific operations defined.
- Specify if the proposed development will be developed in phases.
- Detail any special considerations.
- Any additional information from the owner/applicant to thoroughly describe the request.
- The letter of intent must provide the signature and contact information of the owner or applicant.

Zoning Exhibit Technical Requirements

Use the following technical checklist in preparing a zoning exhibit:

Applicant	Zoning Exhibit Technical Requirements <i>**Do not leave any items unchecked**</i>	
<input type="checkbox"/>	1)	Title block placed in the lower right corner, with a complete legal description including survey name and abstract number, acreage, city, county, and preparation date
<input type="checkbox"/>	2)	Location / vicinity map with north arrow and scale and showing all adjacent arterial or collector roadways and City and County limits where applicable
<input type="checkbox"/>	3)	Location of City limits boundary and/or County boundary if they traverse the property, form part of the boundary of the property or are contiguous to such boundary
<input type="checkbox"/>	4)	Name, address, and phone number of owner and applicant
<input type="checkbox"/>	5)	North arrow
<input type="checkbox"/>	6)	Graphic and written scale, appropriate for level of detail
<input type="checkbox"/>	7)	Legend containing all symbols and abbreviations used
<input type="checkbox"/>	8)	Property boundary with bearings and dimensions
<input type="checkbox"/>	9)	Existing and requested zoning boundary lines
<input type="checkbox"/>	10)	Total gross and net acreage of existing and requested zoning
<input type="checkbox"/>	11)	Locations of existing and proposed rights-of-way and easements with filing information
<input type="checkbox"/>	12)	Location of existing and proposed FEMA 100-year floodplain and floodway limits, if not located in a floodplain provide a note that no 100-year floodplain exists on the property
<input type="checkbox"/>	13)	Location, dimensions and uses of existing or proposed structures, improvements, and curb cuts on the property to be rezoned
<input type="checkbox"/>	14)	Owner's name, property ID#, address, current land use, and zoning information for all adjacent properties within 200'
<input type="checkbox"/>	15)	Any additional information as required to clarify the proposal

Preparer's Signature: _____ Date: _____

Printed Name: _____

Company Name: _____