



# Rezoning Request

**City of Mexia**

Building Department  
101 N McKinney  
Mexia, Texas 76667  
Office: (254) 562-4184  
Fax: (254) 562-0828  
permits@cityofmexia.com

Rezoning Defined: Rezoning is the act of changing the current zoning designation assigned to a single or multiple lot, tract or property in order to conform to several conditions including conforming with the City of Mexia ordinances, the character of the neighborhood, reflecting the existing conditions or similar requirement as specified in the Zoning Ordinance No. 2009-07-01. The applicant brings the request before the Planning and Zoning Commission for consideration. If approved, a report is submitted to the City Council for approval. If approved, the Zoning Ordinance No. 2000-09 is amended by ordinance changing the zoning designation.

**APPLICATION SUBMITTAL:** Applications will be *conditionally* accepted on the presumption that the information, materials, and signatures are complete and accurate. If the application is incomplete or inaccurate, your r will be delayed until corrections and/or additions are received.

**Applicant:**

Date \_\_\_\_\_

Name: \_\_\_\_\_ Complete Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner:**

Name: \_\_\_\_\_ Complete Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_ Account Number : \_\_\_\_\_

Limestone CAD Identification Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

**Rezoning Request\*:**

What zoning designation is being requested? \_\_\_\_\_

**This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT and the under signed is authorized to make this application. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.**

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Owner Date



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## Submittal Requirements

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the Zoning Ordinance, subdivision regulations, and other development related ordinances of the City of Mexia.

### **Checklist:**

- Application and checklist filled out completely and signed by the owner of the property
- If the applicant is the designated agent, the application shall include a written statement from the property owner authorizing the agent to file the application on his behalf.
- Metes and bounds description (deed, survey, or plat of the property that provides or contains the metes and bounds description)
- Parcel Map, printed from the Limestone CAD website, indicating the location and boundaries of the subject property.
- Letter of Intent explaining the zone change request in detail, why the zoning is being requested to be changed, and the uses that are being proposed.
- Provide evidence or proof that all taxes and obligations have been paid regarding the subject property.

## Process

City Staff will complete a report for the Planning and Zoning (P&Z) Commission that will provide all the details the P&Z Commission will need to make a determination. It is always in the best interest of the applicant to be present for the meeting to answer any specific questions the commissioners might have. The public hearing will allow anyone to speak and offer support or protest the request. Once the public hearing is complete, the P&Z Commission can choose to table the discussion (if they need additional information, etc.), or choose to vote for or against the request. If approved, a report and ordinance amending the zoning ordinance will be placed on the City Council agenda for consideration. If approved, the amending ordinance will become part of the record.

## Rezoning Criteria

In considering any application for rezoning, the planning and zoning commission and city council may give consideration to the criteria in this section, to the extent pertinent to the application. In addition, other factors may be considered which may be relevant to the application.

- Conformance of the proposed zoning and use with the City of Mexia ordinances and other city policies.
- The character of the neighborhood.
- The zoning and use of nearby properties, and the extent to which the proposed zoning and use would be compatible.
- The suitability of the property for the uses permitted by right in the proposed zoning district.
- The extent to which approval of the application would detrimentally affect nearby properties.
- The extent to which the proposed use would adversely affect the capacity or safety of that portion of the street network or present parking problems in the vicinity of the property.
- The extent to which approval of the application would harm the value of nearby properties.
- The gain to the public health, safety, and welfare due to denial of the application as compared to the hardship imposed upon the landowner as a result of denial of the application.
- There are exceptional circumstances or conditions applicable to the property involved or to the intended use or development of the property that do not apply generally to other property in the same zone or neighborhood.