



PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

PROCEDURES FOR APPLYING FOR A ZONING AMENDMENT

Prior to obtaining a building permit, please check the zoning of your property. You can come to the Department of Community Development and Planning, 4th floor, Texas City Hall, 220 Texas Boulevard, or you can call 903-798-3945.

Zoning can also be assessed at <http://ci.texarkana.tx.us.522/Zoning-Map>. Please note that this site is not an official verification of zoning.

If the proposed use of the property is not allowed in the current zoning classification and/or a specific use permit or site plan approval is required, please follow the following procedures:

1. Call or come by the Department of Community Development or obtain an application or visit the City website at www.ci.texarkana.tx.us.
2. Fill out the application. All blanks must be filled out to be processed.
3. A rezoning, specific use permit or site plan fee of \$250.00 must be turned in with the application along with a check or money order made out to the City of Texarkana, Texas. Credit cards are accepted on-site.
4. The application must include:
 - a. Original signature of property owner.
 - b. Location address.
 - c. Present zoning.
 - d. Proposed zoning.
 - e. Complete legal description of property (metes and bounds or lot and block in subdivision).
 - f. Site plan approval request must be accompanied by a detailed site plan. Please follow site plan application/checklist.
 - g. Description of changed conditions, if any, since the original zoning which affect the property and justify rezoning or reason for Specific Use Permit.
 - h. Property owner or individual with legal authority's signature, address, phone number and email address.

You are responsible for the accuracy and completeness of the application. Incorrect or incomplete information may result in delay of processing application. All application materials must be clear and legible. Please type or write your name under the signature line.

SAMPLE APPLICATION TIMELINE

Application submittal date	Planning and Zoning Meeting	City Council 1 st briefing	Public Hearing	2 nd briefing	Final vote
1/20/17	2/6/17	2/27/17	3/13/17	3/27/17	4 /10/17

Approximate overall time frame is approximately 90 days. The earliest an item can be voted on is at the City Council public hearing. Please note that Planning and Zoning Commission and City Council meetings are normally held on Mondays at 6:00 p.m. in the Council Chambers, 2nd floor, Texas Municipal Building, 220 Texas Boulevard. Meeting dates could change due to a holiday. Please see meeting schedule for dates. You will be responsible for attending the Planning and Zoning and City Council meetings to present your request and/or answer any questions.

Applications cannot be filed on-line since an original application with the owner's signature is required,