



City of *Sweetwater*
P. O. BOX 450 • 200 EAST FOURTH STREET
SWEETWATER, TEXAS 79556 • (325) 236-6313

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

200 E. Fourth Street, Sweetwater, TX 79556
Phone: (325) 236-6313 www.sweetwatertx.gov

Conditional Use Permit

Please note that this checklist is intended to applicants in the preparation of submittals for staff review and are generally what is needed to facilitate the review of the rezoning application. A submittal of a complete application will facilitate a timely review. Failure of the applicant to provide required information will result in application not being processed. Under special circumstances, additional items may be required by city staff for application review. Note: Meeting with staff required prior to application.

1. Applicant: _____ Email: _____ Phone: _____
Address: _____
2. Owner: _____ Email: _____ Phone: _____
Address: _____
Type:
 Rezoning
 Conditional Use

3. Request Zoning From: _____
To: _____

Request Conditional Use Permit For: _____

4. Proposed Use (Including all buildings to be constructed)
From: _____
To: _____

5. Street Address or Location: _____

6. Legal Description of Property: _____

7. Tract Size: _____

8. In order that your application can be heard and considered at the next available Planning and Zoning Commission meeting, you must submit this completed application and all other information to include filling fee to the Planning and Development Services Department for processing. Due to public notice requirements, city staff will advise you of the earliest date available for consideration of your application by the Planning and Zoning Commission and City Council. The Planning and Zoning Commission regularly meets the 4th Tuesday of each month and City Council regularly meets the 2nd Tuesday of each month.

Application Fee: _____ \$300.00

SIGNATURE: _____

OWNER INFORMATION AND AUTHORIZATION:

Name: _____

Company name: _____

Address: _____

Telephone: _____ Email: _____

CHECK ONE OF THE FOLLOWING:

____ I will represent the application myself; or

____ I hereby designate _____ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this rezoning application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application.

I hereby certify that I am the owner of the property and further certify that the information provided on this rezoning application is true and correct. By signing below, I agree that the City of Sweetwater is authorized and permitted to provide information contained within this application, including the email address, to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Owner's signature: _____

Date: _____

APPLICATION FOR REZONING

Explanation of Procedures

The zoning districts established under the Sweetwater Zoning Ordinance may be changed by consent of the City Council. The procedure requires the Planning and Zoning Commission to make a recommendation to the City Council, therefore two separate Public Hearings are required. The procedure for initiating a request for zoning change is as follows:

1. To request a rezoning change, the Applicant must:
 - a. Meet with staff prior to submittal.
 - b. Submit a written request to the Planning and Development Services Department, on form provided, and
 - c. Pay a non-refundable application fee of \$300.00, which covers publication cost and U. S. postal rates for certified letter mailing to property owners in the vicinity of the rezoning request.
2. City staff will review the application and visit the site to determine feasibility of the request and make a recommendation to the Planning and Zoning Commission.
3. The applicant will be advised of the dates scheduled public hearing dates scheduled for Planning and Zoning Commission and City Council pertaining to the rezoning request.
4. Publication will be submitted to the Sweetwater Reporter, and Notices posted on the Bulletin Boards at City Hall, outlining the request, legal description of the proposed property, dates of the Planning and Zoning Commission and City Council public hearing dates to consider the rezoning application.
5. Staff will locate all surrounding property owners within a 200-foot radius of the proposed rezoning request, and mail out a public notice advising surrounding property owners of the request and dates for scheduled public hearings. Property owners inside the city limits within 200 feet will receive a response form to send back to record support or opposition.
6. Planning and Development Services will send develop and mail agenda and supplemental information to Planning and Zoning Commission members advising of the request.
7. At the Planning and Zoning Commission and City Council public hearings, anyone may state their position on the proposed change. At the public hearing, the Planning and Zoning Commission may recommend approval or denial of the request to City Council, or table for further review. The P&Z Commission may take as long as 90 days in which to make a recommendation. If planning and zoning commission's recommendation is to deny the request, the issue is brought before the City Council, however, it would then require a $\frac{3}{4}$ vote approval of the City Council to overrule the Planning and Zoning Commission recommendation. A $\frac{3}{4}$ approval vote by City Council is required if more than 20% opposition by responding property owners within 200 feet is received.