



# APPLICATION FOR CHANGE OF ZONING

File No.: \_\_\_\_\_  
Application Date: \_\_\_\_\_

P & Z: \_\_\_\_\_  
C C: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Description of Property

Subdivision: \_\_\_\_\_ Lot No.: \_\_\_\_\_ Block No.: \_\_\_\_\_  
Lot Size: \_\_\_\_\_ No. Acres: \_\_\_\_\_ Abstract No.: \_\_\_\_\_  
Street Address/Location: \_\_\_\_\_

### Zoning Change Requested

Current Zoning: \_\_\_\_\_  
Zoning Classification Requested: \_\_\_\_\_  
Intended use of property and applicant's reasons for requesting change: \_\_\_\_\_

New Construction: \_\_\_\_\_ Existing Building to be used: \_\_\_\_\_ (Check only one)

**FEE: Non-refundable Fee of \$500 plus \$10 per acre**

Application must include:

1. Receipt showing all City of DeSoto property taxes has been paid.
2. If property has not been platted, will need a survey with metes and bounds description.


**By Signing the CHANGE OF ZONING application below, you grant permission to the City of DeSoto to enter said property and install a ZONING Notification Sign.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Printed Name \_\_\_\_\_ Owner Printed Name \_\_\_\_\_

**Property owner must sign application or submit letter of authorization**

Received by the City of DeSoto in the amount of \$ \_\_\_\_\_  
City Receipt No.: \_\_\_\_\_ Dated: \_\_\_\_\_  
\_\_\_\_\_  
Agent for City of DeSoto



**CHECK LIST**  
**For**  
**CHANGE OF ZONING**

*For Initial Submittal, please provide:*

- \_\_\_\_\_ Completed Application (Including Owner's Signature or letter of authorization)
- \_\_\_\_\_ Appropriate fee to City of DeSoto
- \_\_\_\_\_ Description of property by metes and bounds, unless property has been platted.
- \_\_\_\_\_ One Tax Receipt, (city and school taxes) from Dallas County, for each lot or tract of land involved in the Zoning Change request.
- \_\_\_\_\_ \*Digital presentation materials (i.e., power point) for P&Z and City Council meetings.

***\*The City of DeSoto requires that all digital presentation materials (i.e., power point), for the P&Z and City Council meetings, be provided to staff one (1) week prior to the actual meeting date and all presentations should not exceed ten (10) minutes in length.***