



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. & Tract(s): _____
Abstract No. & Tract(s): _____
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 \$2,300 plus \$25.00 to place zoning sign

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.***