



Development Services Dept.  
P.O. Box 9277  
Corpus Christi, Texas 78469-9277  
(361) 826-3240  
Located at 2406 Leopard Street

# REZONING APPLICATION

**Office Use Only**

Case No.: \_\_\_\_\_ Map No.: \_\_\_\_\_

PC Hearing Date: \_\_\_\_\_ Proj.Mgr: \_\_\_\_\_

Hearing Location: City Hall, Council Chambers, 1201 Leopard Street

Hearing Time: 5:30 p.m.

**\* A MAXIMUM OF FIVE REZONINGS CASES ARE SCHEDULED PER HEARING.  
\* INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

1. Applicant: \_\_\_\_\_ Contact Person : \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
E-mail: \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

2. Property Owner(s): \_\_\_\_\_ Contact Person : \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
E-mail: \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

3. Subject Property Address: \_\_\_\_\_ Area of Request (SF/acres): \_\_\_\_\_  
Current Zoning & Use: \_\_\_\_\_ Proposed Zoning & Use: \_\_\_\_\_  
12-Digit Nueces County Tax ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_  
Legal Description if not platted: \_\_\_\_\_

4. Submittal Requirements:  
 **Early Assistance Meeting:** Date Held \_\_\_\_\_ ; with City Staff \_\_\_\_\_  
 **Land Use Statement**       **Disclosure of Interest**       **Copy of Warranty Deed**  
**IF APPLICABLE:**  
 Peak Hour Trip Form (if request is inconsistent with Future Land Use Plan)       Site Plan for PUD or Special Permit  
 Metes & Bounds Description with exhibit if property includes un-platted land (sealed by RPLS)       Lien Holder Authorization  
 Appointment of Agent Form if landowner is not signing this form

I certify that I have provided the City of Corpus Christi with a *complete* application for review; that I am authorized to initiate this rezoning as or on behalf of the Property Owner(s); and the information provided is accurate.

\_\_\_\_\_  
Owner or Agent's Signature

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Owner or Agent's Printed Name

\_\_\_\_\_  
Applicant's Printed Name

**Office Use Only:** Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ ADP: \_\_\_\_\_  
Rezoning Fee: \_\_\_\_\_ + PUD Fee \_\_\_\_\_ + Sign Fee \_\_\_\_\_ = **Total Fee** \_\_\_\_\_  
No. Signs Required \_\_\_\_\_ @ \$10/sign      Sign Posting Date: \_\_\_\_\_

## Application Fees

(As of November 1, 2011)

### Rezoning Fees

0.00 - 0.99 acres	\$1,107.50
1.00 - 9.99 acres	\$1,692.50
10.00 - 24.99 acres	\$1,976.75
25 + acres	\$1,976.75 plus \$50.00 per acre over 25 acres
Notice Sign	\$10.00 per sign

### Planned Unit Development (PUD) Fees

*(PUD fees are in addition to the rezoning fees above.)*

0.00 ≥ 0.249 acre	\$542.00
0.25 ≥ 0.99 acre	\$591.00
1.00 ≥ 4.99 acres	\$825.00
5.00 ≥ 9.99 acres	\$1,172.00
10.00 ≥ 14.99 acres	\$1,317.00
15.00 ≥ 19.99 acres	\$1,499.00
20.00 ≥ 24.99 acres	\$1,584.00
25.00 acres or more	\$1,584.00 + \$50.00 per acre over 25 acres

# LAND USE STATEMENT

1. State the purpose of the request and include applicable background information as to the development plan for the property, i.e., usage of property, number and square footage(s) of existing and/or proposed building(s)/unit(s), building(s)/unit(s) height, parking plans/spaces, phasing schedule of development, number of employee(s) associated with the office, business or industrial development, hours of operation, modification or demolition plans for existing structure(s), type, area and setback of signage, etc.

2. Identify the existing land uses adjoining the area of request:

North - \_\_\_\_\_

South - \_\_\_\_\_

East - \_\_\_\_\_

West - \_\_\_\_\_



# DISCLOSURE OF INTERESTS

City of Corpus Christi Ordinance 17112, as amended, requires all persons or firms seeking to do business with the City to provide the following information. **Every question must be answered.** If the question is not applicable, answer with "NA".

**NAME:** \_\_\_\_\_

**STREET:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**FIRM is:**  Corporation  Partnership  Sole Owner  Association  Other \_\_\_\_\_

## DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheet.

1. State the names of each "employee" of the City of Corpus Christi having an "ownership interest" constituting 3% or more of the ownership in the above named "firm".

Name	Job Title and City Department (if known)
_____	_____
_____	_____

2. State the names of each "official" of the City of Corpus Christi having an "ownership interest" constituting 3% or more of the ownership in the above named "firm".

Name	Title
_____	_____
_____	_____

3. State the names of each "board member" of the City of Corpus Christi having an "ownership interest" constituting 3% or more of the ownership in the above named "firm".

Name	Board, Commission, or Committee
_____	_____
_____	_____

4. State the names of each employee or officer of a "consultant" for the City of Corpus Christi who worked on any matter related to the subject of this contract and has an "ownership interest" constituting 3% or more of the ownership in the above named "firm".

Name	Consultant
_____	_____
_____	_____

## CERTIFICATE

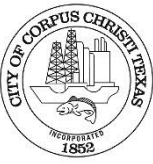
I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the City of Corpus Christi, Texas as changes occur.

**Certifying Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
(Print Name)

**Signature of Certifying Person:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **DEFINITIONS**

- a. "Board Member". A member of any board, commission or committee appointed by the City Council of the City of Corpus Christi, Texas.
- b. "Employee". Any person employed by the City of Corpus Christi, Texas, either on a full or part time basis, but not as an independent contractor.
- c. "Firm". Any entity operated for economic gain, whether professional, industrial or commercial and whether established to produce or deal with a product or service, including but not limited to, entities operated in the form of sole proprietorship, as self-employed person, partnership, corporation, joint stock company, joint venture, receivership or trust and entities which, for purposes of taxation, are treated as non-profit organizations.
- d. "Official". The Mayor, members of the City Council, City Manager, Deputy City Manager, Assistant City Managers, Department and Division Heads and Municipal Court Judges of the City of Corpus Christi, Texas.
- e. "Ownership Interest". Legal or equitable interest, whether actually or constructively held, in a firm, including when such interest is held through an agent, trust, estate or holding entity. "Constructively held" refers to holding or control established through voting trusts, proxies or special terms of venture or partnership agreements.
- f. "Consultant". Any person or firm, such as engineers and architects, hired by the City of Corpus Christi for the purpose of professional consultation and recommendation.



### PEAK HOUR TRAFFIC (PHT) FORM

A Traffic Impact Analysis (TIA) determination must be made prior to the submittal of any rezoning application, site plan or street closure request. The Peak Hour Traffic Generation (PHT) Form is required to be completed for developments that are projected to contain 500 or fewer weekday peak hour (A.M. or P.M.) trips (UDC Section 3.29.4).

Property Address: \_\_\_\_\_

Legal Description (Subdivision, Lot, Block): \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Application Status (Select One):  Rezoning  Site Plan  Street Closure

**Existing Land Use**

Tract Acres	Unit of Measure	Zoning	Land Use	I.T.E. Code	A.M. Trip Rate	Peak A.M. Trips	P.M. Trip Rate	Peak P.M. Trips

**Proposed Land Use**

Tract Acres	Unit of Measure	Zoning	Land Use	I.T.E. Code	A.M. Trip Rate	Peak A.M. Trips	P.M. Trip Rate	Peak P.M. Trips
<b>Total</b>							<b>Total</b>	

**Abutting Streets**

Street Name	Access Proposed To Street?	Pavement Width (FT)	ROW Width (FT)

**For City Use Only**

\_\_\_\_\_ A Traffic Impact Analysis **IS** required. The consultant preparing the TIA must meet with the City to discuss the scope and requirements of the analysis prior to beginning the TIA.

\_\_\_\_\_ A Traffic Impact Analysis is **NOT** required. The proposed traffic generated does not exceed the established threshold.

\_\_\_\_\_ The Traffic Impact Analysis has been waived for the following reason(s):

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This completed and reviewed form must accompany any subsequent application for the IDENTICAL project. CHANGES to the proposed project will require a new TIA determination to be made.

**INSTITUTE OF TRANSPORTATION ENGINEERS**  
**COMMON TRIP GENERATION RATES (AM/PM PEAK HOUR)-TRIP GENERATION MANUAL, 9<sup>TH</sup> ED.)**

CODE	DESCRIPTION	UNIT OF MEASURE	TRIPS PER UNIT (AM PEAK HR)	TRIPS PER UNIT (PM PEAK HR)
<b>RESIDENTIAL</b>				
210	Single-Family Detached Housing	Dwelling Units	0.77	1.02
220	Apartment	Dwelling Units	0.55	0.67
221	Low-Rise Apartment	Dwelling Units	0.51	0.62
222	High-Rise Apartment	Dwelling Units	0.34	0.40
230	Residential Condominium/Townhouse	Dwelling Units	0.44	0.52
240	Mobile Home Park	Dwelling Units	0.44	0.60
251	Senior Adult Housing-Detached	Dwelling Units	0.29	0.34
252	Senior Adult Housing-Attached	Dwelling Units	0.39	0.35
253	Congregate Care Facility	Dwelling Units	0.14	0.20
254	Assisted Living	Beds	0.23	0.37
255	Continuing Care Retirement Community	Dwelling Units	0.19	0.25
270	Residential Planned Unit Development	Dwelling Units	0.58	0.72
<b>LODGING</b>				
310	Hotel	Rooms	0.52	0.61
320	Motel	Rooms	0.44	0.56
330	Resort Hotel	Rooms	0.24	0.31
<b>RECREATIONAL</b>				
415	Beach Park	Acres	0.48	0.60
420	Marina	Berths	0.17	0.21
430	Golf Course	Acres	0.33	0.39

Note: All land uses in the 800 and 900 series are entitled to a "passby" trip reduction of 60% if less than 50,000 ft<sup>2</sup> or a reduction of 40% if equal to or greater than 50,000 ft<sup>2</sup>.

\* Users are cautioned to use data with care because of the small sample size.

\*\*Applicable for Peak Hour of Adjacent Street Traffic, One Hour Between 4 and 6 p.m.

**INSTITUTE OF TRANSPORTATION ENGINEERS**  
**COMMON TRIP GENERATION RATES (AM/PM PEAK HOUR)-TRIP GENERATION MANUAL, 9<sup>TH</sup> ED.)**

CODE	DESCRIPTION	UNIT OF MEASURE	TRIPS PER UNIT (AM PEAK HR)	TRIPS PER UNIT (PM PEAK HR)	
<b>RECREATIONAL</b>					
445	Multiplex Movie Theater	Movie Screens		25.84	
480	Amusement Park	Acres	0.68	4.11	*
488	Soccer Complex	Fields	2.10	18.36	
490	Tennis Courts	Courts	1.83	3.67	*
492	Health/Fitness Club	1,000 SF	1.43	4.06	
493	Athletic Club	1,000 SF	3.19	5.84	
495	Recreational Community Center	1,000 SF	2.89	3.35	
<b>INSTITUTIONAL</b>					
520	Elementary School	1,000 SF	5.20	3.11	
522	Middle School/Junior High School	1,000 SF	4.35	2.52	
530	High School	1,000 SF	3.06	2.12	
536	Private School (k-12)	Students	0.81	0.58	
540	Junior/ Community College	1,000 SF	3.09	2.64	
560	Church	1,000 SF	0.87	0.94	
565	Daycare Center	1,000 SF	13.44	13.75	
566	Cemetery	Acres	<b>0.76</b>	<b>1.64</b>	*
590	Library	1,000 SF	4.47	7.20	
<b>MEDICAL</b>					
610	Hospital	1,000 SF	0.96	1.16	
620	Nursing Home	1,000 SF	0.60	1.01	
630	Clinic	Full - Time Doctors	<b>3.60</b>	4.43	*

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**COMMON TRIP GENERATION RATES (AM/PM PEAK HOUR)-TRIP GENERATION MANUAL, 9<sup>TH</sup> ED.)**

CODE	DESCRIPTION	UNIT OF MEASURE	TRIPS PER UNIT (AM PEAK HR)	TRIPS PER UNIT (PM PEAK HR)	
<b>OFFICE</b>					
710	General Office Building	1,000 SF	1.56	1.49	
714	Corporate Headquarters Building	1,000 SF	0.45	0.38	
715	Single Tenant Building	1,000 SF	1.80	1.74	
720	Medical-Dental Office Building	1,000 SF	3.50	4.27	
730	Government Office Building	1,000 SF	<b>5.88</b>	<b>11.03</b>	*
731	State Motor Vehicles Department	1,000 SF	18.53	19.93	
732	United States Post Office	1,000 SF	12.19	14.67	
750	Office Park	1,000 SF	1.71	1.48	
760	Research and Development Center	1,000 SF	1.22	1.07	
770	Business Park	1,000 SF	1.40	1.26	
<b>RETAIL</b>					
812	Building Materials and Lumber Store	1,000 SF	4.16	5.56	
813	Free-Standing Discount Superstore	1,000 SF	3.08	4.40	
814	Variety Store	1,000 SF	3.81	6.99	
815	Free Standing Discount Store	1,000 SF	5.48	5.57	
816	Hardware / Paint Store	1,000 SF	4.91	4.74	
817	Nursery (Garden Center)	1,000 SF	8.00	9.04	
818	Nursery ( Wholesale)	1,000 SF	3.02	5.00	
820	Shopping Center	1,000 SF		<b>3.71</b>	**
823	Factory Outlet Center	1,000 SF	2.06	1.94	
826	Specialty Retail Center	1,000 SF	6.84	5.02	

Note: All land uses in the 800 and 900 series are entitled to a "passby" trip reduction of 60% if less than 50,000 ft<sup>2</sup> or a reduction of 40% if equal to or greater than 50,000 ft<sup>2</sup>.

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**INSTITUTE OF TRANSPORTATION ENGINEERS**  
**COMMON TRIP GENERATION RATES (AM/PM PEAK HOUR)-TRIP GENERATION MANUAL, 9<sup>TH</sup> ED.)**

CODE	DESCRIPTION	UNIT OF MEASURE	TRIPS PER UNIT (AM PEAK HR)	TRIPS PER UNIT (PM PEAK HR)
<b>SERVICES</b>				
912	Drive-In Bank	1,000 SF	2.48	4.71
925	Drinking Place	1,000 SF	<b>8.10</b>	15.49
931	Quality Restaurant	1,000 SF	5.57	9.02
932	High-Turnover (Sit-Down) Restaurant	1,000 SF	13.33	18.49
933	Fast Food Restaurant without Drive-Through Window	1,000 SF	63.50	52.40
934	Fast Food Restaurant with Drive-Through Window	1,000 SF	53.61	47.30
936	Coffee / Donut Shop without Drive-Through Window	1,000 SF	64.21	25.81
937	Coffee / Donut Shop with Drive-Through Window	1,000 SF	101.40	36.16
938	Coffee / Donut Shop with Drive-Through Window and No Indoor Seating	1,000 SF	310.00	96.00
941	Quick Lubrication Vehicle Shop	Service Positions	<b>4.00</b>	4.60
942	Automobile Care Center	1,000 SF	2.83	3.51
944	Gasoline / Service Station	Fueling Stations	12.58	15.65
945	Gasoline / Service Station with Convenience Market	Fueling Stations	10.56	13.57
946	Gasoline / Service Station with Convenience Market and Car Wash	Fueling Stations	13.32	14.52
947	Self Service Car Wash	Stalls	8.00	8.00

Note: All land uses in the 800 and 900 series are entitled to a "passby" trip reduction of 60% if less than 50,000 ft<sup>2</sup> or a reduction of 40% if equal to or greater than 50,000 ft<sup>2</sup>.

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\*\*Applicable for Peak Hour of Adjacent Street Traffic, One Hour Between 4 and 6 p.m.

## APPOINTMENT OF AGENT

As owner of the subject property, I hereby appoint the person designated below to act for me, as my agent in this request.

Name of Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

I acknowledge and affirm that I will be legally bound by the words and acts of my agent, and by my signature below, I fully authorize my agent to:

Be the point of contact between myself and the City of Corpus Christi; make legally binding representations of fact and commitments of every kind on my behalf; grant legally binding waivers of rights and releases of liabilities of every kind on my behalf; consent to legally binding modifications; conditions, and exceptions on my behalf; and, to execute documents on my behalf which are legally binding on me.

**I understand that the City of Corpus Christi will deal only with a fully authorized agent.** At any time it should appear that my agent has less than full authority to act, then the application may be suspended and I will have to personally participate in the disposition of the application. I understand that all communications related to this application are part of an official proceeding of City government and, that the City will rely upon statements made by my agent. Therefore, **I agree to hold harmless and indemnify the City of Corpus Christi, its officers, agents, employees, and third parties who act in reliance upon my agent's words and actions from all damages, attorney fees, interest and costs arising from this matter.** If my property is owned by a corporation, partnership, venture, or other legal entity, then I certify that I have the legal authority to make this binding appointment on behalf of the entity, and every reference herein to "I", "my", or "me" is a reference to the entity.

**\*Signature of Agent:** \_\_\_\_\_ Title: \_\_\_\_\_

Printed/Typed Name of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Signature of Property Owner:** \_\_\_\_\_ Title: \_\_\_\_\_

Printed/Typed Name of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Signature of Property Owner:** \_\_\_\_\_ Title: \_\_\_\_\_

Printed/Typed Name of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Signature of Property Owner:** \_\_\_\_\_ Title: \_\_\_\_\_

Printed/Typed Name of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

\*Application must be signed by the individual applicant, each partner of a partnership, or by an authorized officer of a corporation or association.



P.O. Box 9277  
Corpus Christi, Texas 78469-9277  
(361) 826-3240  
Located at: 2406 Leopard Street  
(Corner of Leopard St. and Port Ave.)

## CHANGE OF ZONING APPLICATION INSTRUCTIONS

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**Incomplete applications are not accepted. Contact a City Planner for a pre-submission conference.**

### **1. APPLICANT INFORMATION:**

- Identify the name of the person or company who is requesting the change of zoning, along with their telephone number and address.
- Identify whether the applicant is the owner of the subject property, a tenant (renter, leasee), prospective purchaser (intends to buy the property), or other (trustee, etc.).

### **2. REPRESENTATIVE INFORMATION:**

- Identify the name of the person or company, if any, who will represent the applicant in the rezoning request, along with their telephone number and address.
- If the representative is a company, identify the name of a person who can be contacted if additional information is needed.

### **3. OWNER INFORMATION:**

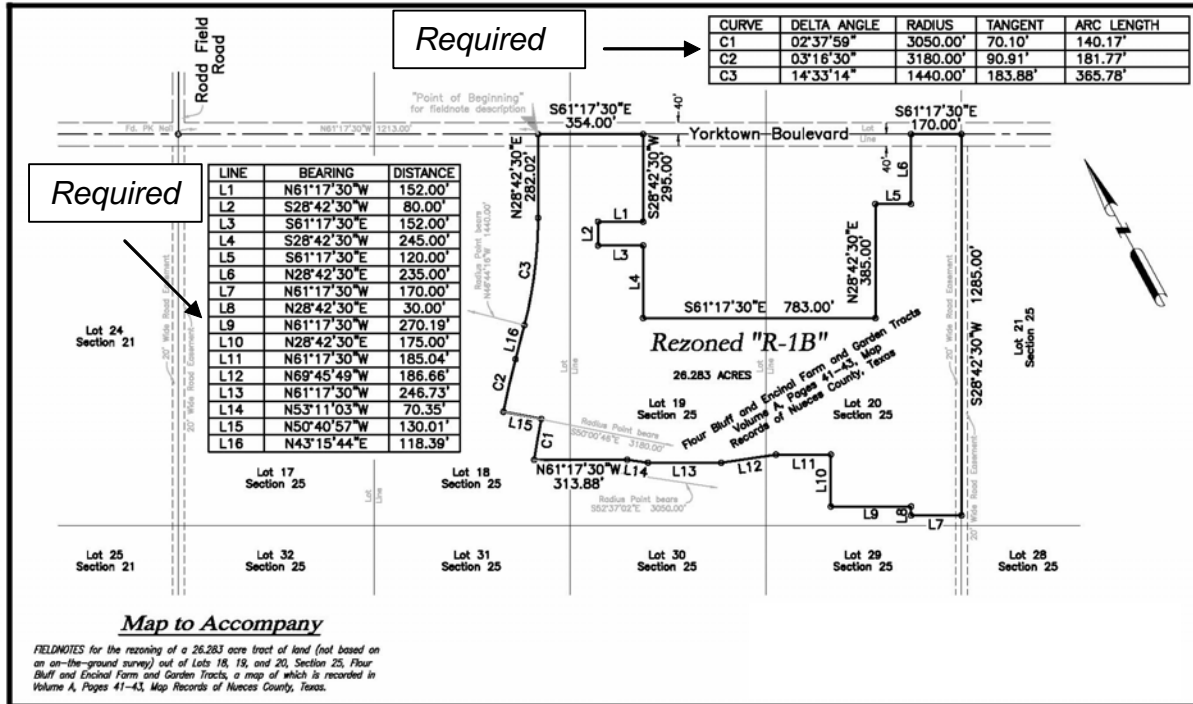
- Identify the name of the person or company who owns the property, along with their telephone number and address. If the applicant and owner are the same, write "Same as Applicant."
- If the property was recently purchased, provide a copy of the recorded deed.
- If the property is owned by an entity, provide proof of who can execute contracts on behalf of the entity.

### **4. REQUEST INFORMATION:**

- From: Identify the property's current zoning classification (i.e. RS-6, CN-1, IL, etc.), including any overlay districts (i.e. RS-6/SP, CI/HC, etc.).
- To: List the requested zoning classification. If requesting more than one classification, submit a map showing the area divided into tracts with the requested zoning for each tract, along with the size of each tract in square feet or acres.
- Describe the location of the property using the address and nearest cross street (i.e. 1213 Santa Fe Street, south of Craig Street). If there is no address, list the street the property fronts on and the distance to the nearest cross street (i.e. Johanna Street, approximately 800' west of Richter Street).
- List the size of the property in square feet if less than one acre, or in acres if one acre or more.
- Provide the legal description of the property (i.e. Lot 1, Block 1, Bayview Addition Unit 1).
- If the property is part of a lot, or is an unplatted tract of land, submit a metes and bounds description sealed by a registered surveyor and drawing of the area. Please refer to Graphic 1 for what is needed.

- List the current use(s) of the property (i.e. convenience store, restaurant, residential, etc.)
- List the proposed use(s) of the property.
- Provide the 12-digit tax account number.

Graphic 1 – Metes and Bounds Drawing



**5. DISCLOSURE OF OWNERSHIP INTEREST INFORMATION:**

- Applicants seeking a change of zoning must provide a completed Disclosure of Ownership Interest form. The form is available from the Department of Development Services.

**6. LAND USE STATEMENT INFORMATION:**

Complete land use statement form containing the following information:

- State the purpose of the request and include applicable background information as to the development plan for the property, i.e., usage of property, number and square footage(s) of existing and/or proposed building(s)/unit(s), building(s)/unit(s) height, parking plans/spaces, phasing schedule of development, number of employee(s) associated with the office, business or industrial development, hours of operation, modification or demolition plans for existing structure(s), type, area and setback of signage, etc., (additional supporting documents are acceptable, i.e., site plan).

- Identify the existing land uses adjoining the area of request:

North -  
 South -  
 East -  
 West -

## **OTHER INFORMATION:**

### **SITE PLAN:**

If a site plan is required during the public hearing process, the following must be included:

- One color copy of the plan drawn to scale, and one 8½" x 11" copy.
- The location, height, and square footage of existing signs. A scale drawing of proposed signs along with an 8½" x 11" of sign elevation plans.
- On-site parking with typical dimensions.
- Existing building lines, easements, existing and proposed drive approaches, etc.

### **ZONING NOTICE SIGNS:**

- The applicant is required to post a zoning notice sign(s) on the property at least 15 days before the Planning Commission hearing. The sign must remain posted until either final City Council action or the applicant withdraws the request. Failure to properly post the sign(s) may result in postponement of the application until the next available meeting agenda.
- One sign is required for each 1,000 feet of street frontage. For the purpose of calculating the required number of signs for a property with more than one street frontage, each street frontage will be calculated separately.
- Zoning notice signs are available from the Department of Development Services for \$10.00 per sign. Signs must be picked up at the Department of Development Services.

### **NOTES:**

- Planning Commission hearings are held every other Wednesday in the Council Chambers at City Hall beginning at 5:30 p.m. City Council hearings are held every Tuesday, except the first Tuesday of the month, in the Council Chambers beginning at noon.
- In fairness to the Planning Commission, this request should not be discussed with members of the Planning Commission before the hearing.
- Department of Development Services staff is available to provide assistance.



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Located at: 2406 Leopard Street  
(Corner of Leopard St. and Port Ave.)

## ZONING PROCESS

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- An application for a change of zoning requires two public hearings, one before the Planning Commission and one before the City Council. Please note that the Planning Commission and City Council may conduct their public hearings over one or more meetings. The applicant or representative should be present at the hearings.
- All surrounding property owners within 200 feet of the area under consideration will be notified 10 days before the Planning Commission public hearing. The notice advises property owners of their right to appear and express their opinion at the hearing, or submit written comments on the requested change.
- After considering all the facts presented at the public hearing, the Planning Commission will take an action that is a recommendation to the City Council. The zoning request will then be forwarded to the City Manager's Office to be scheduled for a City Council public hearing.
- All surrounding property owners within 200 feet will be notified 15 days before the City Council public hearing. A notice will also be placed in the Caller-Times newspaper 15 days before the City Council hearing.
- If **written** opposition, totaling 20% or more of the **land area** within the 200-foot notification area is received, a  $\frac{3}{4}$  vote majority of the City Council (7 of the 9 Council members) is required to approve the request.
- Applicants may withdraw an application (in writing) at any time during the process. If the application is withdrawn after the notices for the Planning Commission public hearing are mailed, the applicant is eligible for a refund of 35% of the filing fees. Applications withdrawn after the notices for the City Council public hearing are mailed are not eligible for a refund.
- If an action on the application is made by the Planning Commission or City Council, no further applications for rezoning on all or part of the subject property may be considered for a period of twelve (12) months unless a waiver is granted by the City Council.
- As a general rule, the time period involved from the submission of a completed application to the passage of an ordinance is two months. This time period can vary depending on the complexity of the application and the number of cases currently on the docket.

**NOTE:** It is important to understand that approval of a change in zoning cannot be construed as amending the Building Code, Fire Code, or any other applicable ordinances.

Further information  
call the **Department of Development Services** at  
**(361) 826-3240**