

City of Mineral Wells

Planning & Zoning Commission Application

Type of Request (check one):

- ☐ Application (\$300)
☐ Rezoning Application (\$300)
☐ Specific Use Permit (\$300)
☐ Site Plan Approval (\$200)
☐ Petition to Close, Vacate or Abandon a Street/Alley (\$300)

OFFICE USE:

Case No.: _____
Fee Pd.: _____
Received By.: _____
Date Received: _____

NOTE: Please type or print legibly. (See attached page for instructions.)

Property Address: _____

Legal Description of Property: _____

Current Zoning Classification: _____ Number of Lots: _____ Acres: _____

Proposed Zoning Classification (if applicable): _____

Present Use: _____

Proposed Use: _____

Specific Request: _____

Reason for Request: _____

Name of Applicant: _____ Phone No.: _____

Mailing Address: _____ City, State, Zip: _____

Email: _____

Name of Property Owner: _____ Phone No.: _____

Mailing Address: _____ City, State, Zip: _____

Email: _____

I hereby certify that all information contained herein is true and correct, and that all required submissions (see attached information) have been submitted.

Signature of Applicant _____ Date _____

Signature of Property Owner _____ Date _____

OFFICE USE ONLY:

This application was ☐ Conditionally Approved ☐ Approved ☐ Disapproved
by the City Council on _____ (date). Ord. No. _____.

Director of Planning & Zoning

Date

For any questions or concerns, please contact the Inspections Department, located at
211 SW 1st Ave., Mineral Wells, TX 76067
You may call (940) 328-7715 or email: inspections@mineralwellstx.gov

City of Mineral Wells Planning & Zoning Commission Application

Information

Submission requirements: The completed application, along with **all** required documentation **and** the required fee must be submitted **at least 21 days prior to the Planning and Zoning Commission meeting date**. Your application cannot be processed until all documentation and the required fee are submitted. Required documentation: completed application, site plan drawn in a professional manner, construction plans, vicinity map, landscaping plans (if required), special conditions (if required), and other related information that may be helpful regarding your case.

Zoning change: Zoning is the division of land into districts. The purpose for the zoning districts is to allow compatible development of the city by specifying permitted uses in each zone. These districts have uniform zoning regulations including those on land use, height, setbacks, lot size, density, and coverage. Development must be in an appropriate zone.

Why use the zoning change process?

1. If the use is not permitted in the zone.
2. Rezone for a more restrictive district.

Specific use permit: Certain uses are not allowed in certain districts except through a specific use permit. To obtain a specific use permit, the applicant must submit an application, site plans drawn to scale, and all other required documentation. Each case requires a specific set of documentation, so check with the City Inspection Department to find out what is required for your application.

Site plan: A site plan is required for rezoning applications and specific use permits. The site plan approved by the Planning and Zoning Commission shall be adhered to by the applicant. Please plan carefully before you submit your site plan. Also, please be sure your site plan meets all setback requirements and all other regulations to avoid any delay in your application process. If your site plan does not meet city regulations, the processing of your application will be delayed until an acceptable plan is submitted to the Inspection Department.

Petition to Close, Vacate or Abandon a portion of a Street/Alley: This application along with an Application for the Vacation of a Street/Alley. Exhibit No. 1 is the Application for the Vacation of a Street/Alley, Exhibit No. 2 is a plat or sketch of the street/alley, Exhibit No. 3 is copies of recorded deeds or a title check, Exhibit No. 4 is the consent of all public utilities to the vacation of the street/alley.

Where do you begin the rezoning application / specific use permit application process?

City of Mineral Wells Inspection Department, 211 S.W. 1st Avenue, P.O. Box 460, Mineral Wells, Texas 76068
Phone: (940) 328-7715

Procedure: Submit the completed application with the required fee and all required documentation at least 21 days prior to the Commission meeting. The fee is nonrefundable. After submitting the application, property owners within 200 feet of the site are notified. At the scheduled public hearing, the Commission will make a recommendation to the City Council. The City Council will hold a public hearing at their regularly scheduled meeting and will take final action on the case. **The Planning and Zoning Commission meets on the first Monday of each month at 5:30 p.m.** in the Council Chambers in the City Hall Annex, located at 115 S.W. 1st Street. **The City Council meets on the first and third Tuesday of each month at 6:00 p.m.** at the same location.

How long will this process take?

The rezoning application / specific use permit application process takes about two months to complete. However, the time required to process a request varies. It depends on the case, submittal date, and any revision that may result from the public hearings.

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