



# ZONING CHANGES

PROCEDURE/PROCESS FOR ZONE CHANGES  
APPLICATION FOR ZONING CHANGES



## PROCEDURE/PROCESS FOR REQUESTING A ZONE CHANGE

1. Complete and submit the "Petition for Change of Zoning Classification" form, provided by the City of Forest Hill.
2. Attach to the Petition, Exhibit "A" which is a Legal Description of the property, identified by Metes and Bounds as determined by a registered surveyor.
3. Attach to the petition Exhibit "B" which is a map of the vicinity in which the property is located, and on which the property to be re-zoned is clearly identified by highlighter or by heavy lines. (City Staff can provide a copy of that portion of the City of Forest Hill's zoning map, which applies, if so requested.)
4. Applicant shall attach, as part of his application packet, payment for the zone change request fee, which is as follows:
  - \$750.00 for 0-10 acres
  - \$1,500.00 for 10 or more acres
  - \$1,500.00 + \$10.00/Lot for Planned Development Zone Change
5. The Zone change request will be reviewed by both the Planning and Zoning Commission and City Council - each will conduct a Public Hearing prior to rendering their decision. The Planning and Zoning Commission meets on the first Monday of each month. Planning and Zoning Commission review must precede City Council action.
6. Applicants shall submit his "Petition for Change of Zoning Classification" packet along with required exhibits and fee to the Permits/Planning Department at least thirty (30) days prior to the Planning and Zoning Commission meeting date. The applicant and property owners within two-hundred (200) feet of the site to be considered for a Zoning Change will be advised of the Public Hearing dates by U.S. Mail and Public Notice of same will appear in the City's official newspaper.

**PLANNING AND ZONING COMMISSION**  
**ZONE CHANGE APPLICATION**  
3219 California Parkway, Forest Hill, TX 76119  
Phone: (817) 806-4701 Fax: (817) 982-8254



Form must be completed in ink or typed.

DATE: \_\_\_\_\_

ZONING CASE # \_\_\_\_\_

City Council  
City of Forest Hill  
Forest Hill, Texas 76140

HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL:

You are hereby respectfully requested to approve the following request for a change of zoning classification.

To change the zoning classification of the property described on Exhibit "A" attached, from it's current zoning classification of "\_\_\_\_\_" (\_\_\_\_\_) to that of "\_\_\_\_\_" (\_\_\_\_\_) in it's entirety as shown on Exhibit "B" attached. The property totals some \_\_\_\_\_ acres.

Legal Description is \_\_\_\_\_

Present use of the property is \_\_\_\_\_

Address of the property is \_\_\_\_\_

Proposed use of property \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

THIS IS TO CERTIFY THAT \_\_\_\_\_ IS THE SOLE OWNER(S) OF THE PROPERTY DESCRIBED IN EXHIBIT "A" AND DEPICTED IN EXHIBIT "B", ON THE DATE OF THIS APPLICATION.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Signature

**City of Forest Hill  
Zoning Ordinance  
Section XIX - Amendments**

Sec. 19.100            General: The zoning regulations, restrictions and boundaries may from time to time be amended, supplemented, changed, modified or repealed. Such amendments, supplements, changes, modifications or repeals, shall be deemed to amend, supplement, change, modify or appeal the comprehensive plan of the City and shall become a part of such comprehensive plan.

19.101            Amendment Initiation: An amendment to this Ordinance may be initiated by:

- a. City Council on its own motion;
- b. Planning and Zoning Commission; or
- c. Request by the owner or agent of the owner of property to be changed.

19.102            Procedure: All requests for amendments to zoning district boundaries shall be submitted, together with required fees to the zoning administrator, which officer shall cause notices to be sent and the application placed on the Planning and Zoning Commission agenda. The City Council may not enact any proposed amendment until the Planning and Zoning Commission makes its final report to the City Council. The City Council may refer proposed amendments to the Planning and Zoning Commission for recommendation.

Requests for changes in zoning districts shall include the proposed designation or designations for the area concerned. Alternative proposals may be made.

19.103            Public Hearing and Notice: Prior to making its report to the City Council, the Planning and Zoning Commission shall hold at least one public hearing thereon. Written notice of all such public hearings on proposed changes and district boundaries shall be sent not less than ten (10) days before such hearing is held to all owners of property who have rendered their said property for city taxes, which is located either within the area proposed to be changed, or within 200 feet of such property. Such notice may be served by using the last known address as listed on the city tax rolls and depositing the notice, postage paid, in the United States mail. No notice of hearing before the Planning & Zoning Commission on proposed changes in zoning regulations need be given, except as may be required by "open meetings" law.

19.104            Commission Report: The Planning and Zoning Commission, after the public hearing is closed, shall vote on its recommendations on the proposed change to be sent in a report to the City Council. Such report may recommend for or against such proposed change and may, but need not, include reasons for such decisions. The Commission may defer its report for not more than sixty (60) days until it has had opportunity to consider other proposed changes which may have a direct bearing thereon. If the Commission fails to report after sixty (60) days, it shall be deemed to have recommended negatively to the proposal.

19.105            Forwarding Final Report: Every proposal receiving a final report by the Commission shall be forwarded to the City Council for setting and holding of public

hearing thereon. No change, however, shall become effective until after the adoption of an ordinance for same and publication as required by law.

19.106            Withdrawal: Any proposal or application may be withdrawn orally, followed by a written request submitted to the Planning and Zoning Commission Secretary, by the proponent after the Commission makes its final report, and such proposal or application shall not be subject to the provisions hereof that a period of time must pass before a new application is considered. If such proposal is withdrawn, the Council will not consider it.

19.107            Council Hearing and Notice: The City Council may, from time to time, amend, supplement, or change by ordinance the boundaries of the districts or the regulations herein established. A public hearing on such amendment, supplement or change shall be held by the Council. Notice of Council hearing shall be given by publication one time in the official paper of the City, setting the time and place of such hearing, which time shall not be earlier than fifteen (15) days from the date of publication. No such amendment, supplement, or change shall be considered unless and until the Commission makes its final report thereon.

19.108            Delay Penalty on Reapplication: No application for rezoning shall be considered within six (6) months of denial of a request for the same classification on the same property.

19.109            Protest Against Change: In case of a protest against such changes signed by the owners of twenty (20) percent or more either of the land included in such proposed change or the land within two hundred (200) feet thereof, and these amendments shall not become effective except by the favorable vote of three-fourths (3/4) of all members.

19.110            Council Action on Application: The proponent of any zone change shall satisfy the City Council that either the general welfare of all the City affected by the area to be changed will be enhanced, or that the property is unusable for the purposes allowed under existing zoning. If such is proved to the Council's satisfaction, it may grant the request in zone change; or it may change the zone's designation of a portion of such property; or it may grant a more restrictive zone change; or it may initiate a request to consider changing all or a portion of such property to a district other than that requested and of a different character.