



Mayor: Mario Garza  
Mayor Pro-Tem: Marco "Markie" Villegas  
Commissioner: Leonardo "Lenny" Sanchez  
Commissioner: Adina "Dina" Santillan  
Commissioner: Ernesto "Neto" Guajardo

*"The Friendly City"*

**CITY OF SAN JUAN  
PLANNING AND ZONING COMMISSION APPLICATION**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**CIRCLE ITEM BEING APPLIED FOR**

\*\*\*\*\*

CONDITIONAL USE PERMIT      RE-ZONING      SPECIAL USE PERMIT

\*\*\*\*\*

LEGAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

PRESENT ZONE: \_\_\_\_\_ ZONE CATEGORY REQUESTED: \_\_\_\_\_

C.U.P./SPECIAL USE PERMIT DESIRED FOR: \_\_\_\_\_

\_\_\_\_\_

RECEIPT #: \_\_\_\_\_ **\*\$300.00 + \$50.00 Yearly Renewal Fee**

**\* Non-Refundable Processing Fee**

OWNER'S SIGNATURE: \_\_\_\_\_

AGENT/REPRESENTATIVE SIGNATURE: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**FOR OFFICE USE ONLY**

LETTER MAILED OUT: \_\_\_\_\_

P&Z ACTION: TABLED      FAILED      PASSED      DATE: \_\_\_\_\_

CONDITIONS: \_\_\_\_\_

CITY COUNCIL ACTION: TABLED      FAILED      PASSED      DATE: \_\_\_\_\_

CONDITIONS: \_\_\_\_\_

## INFORMATION REQUIRED FOR PUBLIC HEARING ITEMS

### **\*REZONING:**

1. Deed of Property.
2. Survey of Property.
3. Affidavit/letter from property owner granting permission to applicant to solicit change of zone.
4. Metes and bounds description of the property.

### **\*CONDITIONAL USE PERMITS:**

1. Site Plan showing parking, landscaping, ingress/egress, dimensions of building and of lot, location of dumpster, etc. A floor plan will be required for the Sale of Alcohol.
2. Days and hours of operation submitted with a notarized affidavit.
3. Property's legal description and physical address.
4. Number of employees; # living in home; # of employees that do not reside in home.
5. Narrative of proposal. (What is proposed?)

### **\*NOTE:**

Planning and Zoning Commission meets every 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month.

City Commission meets every 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of each month.

Deadline for Planning & Zoning items is 20 days prior to the meeting date.