

ZONE CHANGE & CUP PROCESS

Step by Step

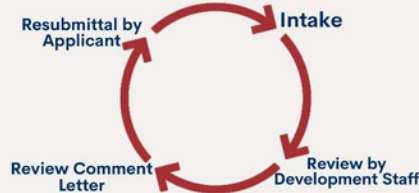


APPLICATION SUBMITTAL

Once Staff determines that the application is complete, the fee is assessed based on acreage. Once the fee is paid in full and all documents reviewed meet the requirements, the zone change is scheduled for a Planning and Zoning Commission meeting based on noticing requirements.

1st Submittal - 15 day review
Fees listed in development manual

Process After Submittal



PLANNING AND ZONING COMMISSION

The City Administrator or his/her designee shall forward a zone change or SUP process to the Planning and Zoning Commission for discretionary approval. The application must be deemed complete, paid, and submitted on the resubmittal date to be scheduled for the P&Z hearing.

Note: Council currently serves as P&Z so there is only one public hearing and consideration/possible action meeting

30 day notice/review



CITY COUNCIL

City Council has discretionary approval over zone changes and specific use permits. The date of the City Council hearing is based on legal notification deadlines. A notice of the public hearing is posted in the local newspaper before the City Council hearing.



CITY COUNCIL APPROVAL

If the ordinance is approved, the applicant can submit subsequent applications as required per the Development Manual.



CITY COUNCIL DENIAL

If the zone change/ specific use permit is denied, an application for the same zone change request cannot be resubmitted for 6 months. A new request can be submitted immediately if it is substantially different from the original denied request.



CITY OF CALDWELL

114 S. Echols St.
Caldwell, TX 77836

*ALL APPLICATION REQUIREMENTS ARE LISTED IN THE DEVELOPMENT MANUAL.

**ADDITIONAL DOCUMENTS AND PROCESSES MAY BE REQUIRED.

***ALL APPLICATIONS ARE SUBMITTED ONLINE VIA THE APPLICATION PORTAL.