



City of Liberty Hill
 Planning and Development Department
 100 Forrest St.
 PO Box 1920
 Liberty Hill, Texas 78642
 Tel (512) 548-5519

www.libertyhilltx.gov

Project Name: _____

Submittal Date: _____

Zoning Case #: _____

(CITY WILL ASSIGN PROJECT NUMBER)

ZONING CHANGE

APPLICATION & CHECKLIST

PLEASE SCHEDULE AN APPOINTMENT WITH THE PLANNING DEPARTMENT TO SUBMIT THIS APPLICATION:

planning@libertyhilltx.gov
 512-548-5519

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Use the most current application from the City's website (www.libertyhilltx.gov) or at City Hall.
- City ordinances can be obtained at our website or City Hall.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

- ___ 1. Completed application form with owner's original signature.
- ___ 2. a. Tax map(s) highlighting the subject property and showing the line extending 200 feet from property.
 b. List of property owners names and addresses from the county appraisal district (www.wcad.org) within 200 feet of the perimeter of the tract (include the tract being re-zoned) and
 c. One set of mailing labels for notification of adjacent owners from (b) above.
- ___ 3. Letter of intent explaining requested zoning change. Include statements supporting request.
- ___ 4. Field notes, dimensioned map or subdivision name with lot and block describing all proposed zoning districts.
- ___ 5. Prepare an 8½" x 11" (minimum) hard copy, color map including the area of the requested zoning change and surrounding areas within 1,000'.
- ___ 6. A physical description of the property including slopes or other topographic conditions, tree cover (extent and type), waterways, existing structures and any unique features of the site.
- ___ 7. Tax certificates or other evidence that all applicable property taxes have been paid for the subject property.
- ___ 8. Rezoning Fees (calculation listed below)

FILING FEE CALCULATION:

Filing Fee:	\$ 325.00
Owner Notification Fee – \$5.00 per owner notification:	+ \$ _____
Public Hearing Notification (newspaper):	+ \$ 150.00
TOTAL FEE (due at the time of application submission):	\$ _____

\$200 plus new notification fees apply if zoning case is postponed after public notification

