

**DEVELOPMENT SERVICES DEPARTMENT**  
CITY OF UNIVERSAL CITY  
2150 Universal City Blvd., Universal City, Texas 78148  
Phone: (210) 659-0333 or Fax: (210) 659-7062

**APPLICATION FOR ZONE CHANGE**

**Property Identification:**

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

Legal Description: \_\_\_\_\_

Present Improvement of Property: \_\_\_\_\_

**Owner of Property:**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Authorized Agent or Applicant:**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

If owner of property is not submitting application, a letter of authorization from the owner to apply for the request must accompany this application.

**Zone Change Requested:**

I, as the owner or authorized agent of the subject property request a zone change

From \_\_\_\_\_ (Present Zoning of Property)

To \_\_\_\_\_ (Proposed Zoning of Property).

**Proposed Use of Property:**

\_\_\_\_\_

The applicant believes the Planning and Zoning Commission should approve this request for zone change for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Attach two (2) copies of site plan, no larger than 11" x 17" in size relative to the property in question, indicating existing improvements to the property and the proposed use of the property. Include the following information, where applicable:

- (A) A scaled drawing, showing scale used, north arrow, date and title of project.
- (B) Location, length and width of streets, alleys and easements.
- (C) Location and width of driveways and sidewalks.
- (D) Property lines and setbacks.
- (E) Location and dimension of buildings, parking spaces, landscaped areas and/or open space.
- (F) Location of signs and/or design features.
- (G) Location of visual screens or fences.
- (H) Total square footage of the lot or lots, proposed buildings, parking spaces, sign area, landscaped areas.
- (I) Height of buildings proposed.
- (J) Number of parking spaces.

Has a previous application for a zone change been filed for this property?

\_\_\_\_\_ No                      \_\_\_\_\_ Yes      If yes, date: \_\_\_\_\_

Was zone change granted by City Council? \_\_\_\_\_ If yes, date: \_\_\_\_\_

I hereby certify the preceding information and any supporting documents submitted herewith are true and correct to the best of my knowledge.

I realize this application will not be reviewed by the Planning and Zoning Commission until the date of public hearing and that prior to being placed on the Planning and Zoning Commission agenda, all required submissions must have been reviewed by city staff and all fees must have been paid.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Filing Fee Due:** \$150.00 – Residential/Non Profit    \$200.00–All Others/Commercial

Make all checks or money orders payable to the City of Universal City. Visa and MasterCard are acceptable, but must be paid for in person.

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FOR OFFICE USE ONLY

Appeal No. \_\_\_\_\_ Fee Received: \_\_\_\_\_ By: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Legal Notice: \_\_\_\_\_

Revised: 11/2015