



# Zoning/Variance Change Application

101 East Main St.  
Robstown, Texas 78380  
Phone (361) 387-4589 Opt.5

Building Inspection Department  
P.O. Box 892  
Robstown, Texas 78380  
Email: qc\_hub@cityofrobstown.com

**PLEASE PRINT ALL INFORMATION** DATE \_\_\_\_\_

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

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

Agent Attorney \_\_\_\_\_ Phone \_\_\_\_\_

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

Status or Applicant (if other than owner or agent or attorney, please attach written authority from owner which states the exact zoning/variance change and his/her consent.)

\_\_\_\_\_ Owner      \_\_\_\_\_ Tenant      \_\_\_\_\_ Prospective Purchaser

Property Description:    Lot(s) \_\_\_\_\_      Block \_\_\_\_\_

   Section \_\_\_\_\_      Addition \_\_\_\_\_

(If description is in metes and bounds, please attach on a separate sheet with a plot of said property.)

Present use of Property (If vacant, please state so):

\_\_\_\_\_

Zoning/Variance change request:

From: \_\_\_\_\_

To: \_\_\_\_\_

Proposed development & reason(s) for zoning/variance change:

\_\_\_\_\_

**Filing Fee: Application fees are not refundable after the application has been submitted and deemed complete.**

_____	\$500 =	less than 10 acres
_____	\$700 =	10 acres or more, but less than 20 acres
_____	\$950 =	20 acres or more
_____	\$500 =	Variance

\_\_\_\_\_

Mail in application with correct filing fee or submit in person to: Applicant Signature

City of Robstown Planning & Zoning Commission  
101 East Main St. /P.O. Box 872  
Robstown, TX 78380

**TYPES OF PAYMENT: CHECK OR MONEY ORDER ONLY**



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# Robstown

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Hub – Quality Control Dept.  
101 East Main St.  
Robstown, Texas 78380  
Phone (361) 387-4589 Opt.5

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## ZONING PROCESS

- An application for a change of zoning requires two public hearings, one before the Planning Commission and one before the City Council. Please note that the Planning Commission and City Council may conduct their public hearing over one or more meetings. The applicant or representative should be present at the hearings.
- All surrounding property owners within 200 feet of the area under consideration will be notified 5 days before the Planning Commission public hearing. The notice advises property owners of their right to appear and express their opinion at the hearing or submit written comments on the requested change.
- Notice of such hearing shall be given by publication three (3) times in the official publication of the City of Robstown, Texas stating the time and place of such hearing, which time shall not be earlier than fifteen (15) days from the first day of such publication.
- After considering all the facts presented at the public hearing, the Planning Commission will take an action that is a recommendation to the City Secretary Office to be scheduled for a City council public hearing.
- If written opposition, totaling 20% or more of the land area within the 200-foot notification area is received; a  $\frac{3}{4}$  vote majority of the City Council (4 of the 7 Council Members) is required to approve the request.
- Applicants may withdraw an application (in writing) at any time during the process. If an application for zoning is denied by the Planning and Zoning Commission and no appeal is prosecuted to the City Council, a refund of fifty (50) percent of the filing fee shall be made to the applicant. If an application is prosecuted to the City Council and is not finally approved, then a refund of thirty-five (35) percent of the filing fee shall be made to the applicant.
- If an action on the application is made by the Planning Commission or City Council, no further application for rezoning on all or part of the subject property may be considered for a period of twelve (12) months unless a waiver is granted by the City Council.

NOTE: It is important to understand that approval of a change in zoning cannot be construed as amending the Building Code, Fire code, or any other applicable ordinances.