



Melissa City Hall  
3411 Barker Avenue  
Melissa, Texas 75454  
Phone: (972) 838-2036

# Zoning Application

## I. Applicant Information

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

## II. Land Use Information

### *Zoning Ordinance Section 7*

*All land, buildings, structures or appurtenances thereon located within the City of Melissa, Texas which are hereafter occupied, used, erected, altered, removed, placed, demolished or converted, shall be occupied, used, erected, altered, removed, placed, demolished or converted in conformance with the zoning regulations prescribed for the zoning district in which such land or building is located as hereinafter provided.*

**Note:** Applicant should reference the Zoning Ordinance Sections 8 thru 19 to properly identify existing and proposed zoning, as well as all permitted uses and setbacks.

Project Name: \_\_\_\_\_ Acres: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_  
(Ref. Zoning Ordinance) (Ref. Zoning Ordinance)

I hereby request that this zoning application be placed on the agenda for action at the first available Planning & Zoning Commission meeting even if staff comments have not been addressed and the zoning is not in compliance with City code. I realize this will likely result in a disapproval of my application and I will be required to pay new filing fees. **If this option is chosen twenty-five (25) application sets with supporting documents are required with the application submittal.**

I HEREBY CERTIFY THAT I AM THE SOLE CURRENT OWNER OF RECORD OF THE PROPERTY DESCRIBED ABOVE. THAT THIS APPLICATION IS BEING SUBMITTED WITH MY CONSENT AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. IF I AM NOT THE SOLE CURRENT OWNER OF RECORD OF THE REAL PROPERTY INVOLVED, I HAVE ATTACHED NOTARIZED WRITTEN EVIDENCE OF AUTHORIZATION FROM THE CURRENT OWNER(S) OF RECORD. I ACKNOWLEDGE THAT ANY INVALID INFORMATION MAY BE CAUSE FOR DENIAL OF THIS APPLICATION. I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE STATEMENTS AND REPRESENTATIONS HEREIN ON THE BEHALF OF THE OWNER.

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Zoning Ordinance Section 33.5.a**

*Every proposal that is recommended favorably by the Planning and Zoning Commission shall be forwarded to the Council for a public hearing thereon. No ordinance change shall become effective until after the adoption of the ordinance and its publication as required by law.*

- Provide written comments from the applicable public school district making any recommendations to the City Council.
- Provide written comments from private utilities making any recommendations to the City Council.

**IV. Submittal Checklist** (To be completed by City of Melissa)

- Complete Zoning Application
- Exhibit “A” (Meets & Bounds Description)
- Exhibit “B” Drawing including adjacent property owners within ±200 feet of site
- List of adjacent property owners’ mailing addresses as noted in most recent tax records in mailing label format. (Ex. Avery 5260 three column label template)
- Current Tax Certificate issued by Collin County Tax Offices:  
2300 Bloomdale Rd, Suite 2104  
McKinney, TX 75071  
972-548-4185
- Zoning application fee check made payable to “City of Melissa” (\$300.00 plus \$15.00 per acre)

**Zoning sign(s) will be placed on the property by City Staff once the application is deemed to be administratively complete and the dates of the public hearings have been established.**

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**This application with the attached material has been fully and properly processed in accordance with the provisions of the ordinances of the City of Melissa.**

City of Melissa Representative: \_\_\_\_\_

Title: \_\_\_\_\_

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