



# CITY OF RICHLAND HILLS, TEXAS

3200 DIANA DRIVE • RICHLAND HILLS, TEXAS 76118 •  
PHONE (817) 616-3770 • FAX (817-616-3752  
NEIGHBORHOOD SERVICES

## Zoning Amendment Application

- Zoning - Use Change       PUD Amendment       Zoning - Text Change

### Property Owner Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Number \_\_\_\_\_ Contact E-mail \_\_\_\_\_

I, the undersigned owner or authorized agent of the following described real property, located in the City of Richland Hills, Texas, hereby make application for a request for a zoning amendment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Applicant/Tenant Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Number \_\_\_\_\_ E-mail \_\_\_\_\_

### Legal Description

Tract(s) Lot (s) \_\_\_\_\_ , Survey(s) Block(s) \_\_\_\_\_

of \_\_\_\_\_ Addition to  
the City of Richland Hills.

### Street Address

\_\_\_\_\_, Richland Hills, TX \_\_\_\_\_

(Street Address)

(Zip Code)

**Prior to acceptance and placement on an agenda all supporting documentation and the \$100.00 non-refundable application fee must be received. Filing the application and paying the fee does not guarantee Planning and Zoning Commission or City Council approval.**





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<b>Land Planner/Engineer's Information</b>	
Name	
Company Name	
Title	
Company Address	
Company Phone	
Company Fax Number	
E-mail Address	

<b>Land Planner/Engineer's Information</b>	
Name	
Company Name	
Title	
Company Address	
Company Phone	
Company Fax Number	
E-mail Address	

<b>Submittal Checklist</b>	
	<b>Completed Application – Signed by the property owner and the applicant.</b>
	<b>Application Fee</b>
	<b>Statement of Operation – A detailed statement on company letterhead signed by the responsible party that fully describes and explains the operation of the business. The statement should provide clear understanding of how the business operates.</b>



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	<b>Legal Description</b> – <i>Surveyed metes and bounds description of the property.</i>
	<b>Site/Concept Plan</b> – <i>professionally produced document that depicts the property boundaries of the parcel, all easements and right-of-ways, all improvements to be located on the site (e.g.: buildings, parking lots, etc.) to scale.</i>
	<b>Floor Plan</b> – <i>professionally produced document that depicts the layout of the building with the proposed uses of each space identified.</i>
	<b>Site Data Table</b> – <i>table that calls out the street address, zoning, proposed use, required parking, parking provided, setbacks (e.g.: front, rear, side), building area, and site area.</i>
<b>Additional items may be requested as part of the staff review process.</b>	

~ Do not write below this line ~

Received	
Receipt Number	
Received by	