



# **City of Katy**

## **Processing a Zoning Change or Special Use Permit**

### **Application (Required)**

- **Completed Application (attached)**
- **Survey and metes and bounds description**
- **Site plan and floor plan, detailed, drawn to scale**
- **Letter of Intent for the property**
- **Processing Fee**
- **APPOINTMENT REQUIRED AT THE TIME OF APPLICATION SUBMITTAL**

**Application is reviewed by City Staff and determined to be complete or incomplete**

### **City Planning and Zoning Commission (CPZ) – Notice of Public Hearing**

(in Accordance with the Zoning Ordinance and as set out in Section 211.007, Local Government Code, V.T.C.A. (formerly article 1011f)

- City Staff must publish notice 15 days prior to hearing
- City Staff must post notice at City Hall
- City Staff must send notice to all property owners within 200' of subject property

### **Public Hearing – CPZ**

- CPZ conducts hearing at meeting  
(held on second and fourth Tuesdays at 6:30 pm)
- Property Owner/Applicant should be prepared to answer questions from CPZ
- CPZ Considers Request and may make recommendation to City Council

### **City Council – Notice of Public Hearing**

- City Staff must publish notice 15 days prior to hearing
- City Staff must post notice at City Hall
- City Staff must send notice to all property owners within 200' of subject property

### **Public Hearing – City Council**

- City Council conducts hearing at meeting  
(held on second and fourth Mondays at 6:30 p.m.)
- Property Owner/Applicant should be prepared to answer questions
- City Council considers request and may authorize City Attorney to prepare ordinance for consideration, if City Council approves ordinance, request is complete.



Incorporated in 1945

## Special Use Permit (SUP) or Rezoning Application

Please type or print the following information and return your submittal to  
City of Katy, Attention: Planning & Zoning, P. O. Box 617, Katy TX 77492

### Applicant

Contact

Address

Phone

Fax

Email

### Owner (Note: Owner must also sign form if different than applicant)

Contact

Address

Phone

Fax

Email

**Property Legal Description** Address \_\_\_\_\_

Lot

Block

Subdivision

Current Zoning District

Proposed Zoning District (if applying for rezoning)

If this is a SUP application:  new building  existing building

Proposed Use

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application.

Signature of Applicant (Requires property owners signature if different than applicant)

Date

### Submittal Requirements

- Completed Application, signed by applicant and property owner
- Letter of Intent, stating in detail, the applicant's request, plan of operation, traffic circulation, parking and other pertinent information.
- Survey and metes and bounds legal description of the site
- Layout plan, detailed and drawn to scale including the floor plan and parking (show dimensions)
- Application fee payable to The City of Katy