



**REGULATING PLAN ADJUSTMENT APPLICATION  
PLANNING AND INSPECTIONS DEPARTMENT  
PLANNING DIVISION**

**City of El Paso, Texas  
811 Texas Avenue  
El Paso, TX 79901  
915-212-0088**

**1. CONTACT INFORMATION**

PROPERTY OWNER(S): \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 APPLICANT(S): \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 REPRESENTATIVE(S): \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

**2. PARCEL ONE INFORMATION**

PROPERTY IDENTIFICATION NUMBER: \_\_\_\_\_  
 LEGAL DESCRIPTION: \_\_\_\_\_  
 STREET ADDRESS OR LOCATION: \_\_\_\_\_ REP DISTRICT: \_\_\_\_\_  
 ACREAGE: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_ PRESENT LAND USE: \_\_\_\_\_  
 REASON FOR REQUEST: \_\_\_\_\_

**3. PARCEL TWO INFORMATION**

PROPERTY IDENTIFICATION NUMBER: \_\_\_\_\_  
 LEGAL DESCRIPTION: \_\_\_\_\_  
 STREET ADDRESS OR LOCATION: \_\_\_\_\_ REP DISTRICT: \_\_\_\_\_  
 ACREAGE: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_ PRESENT LAND USE: \_\_\_\_\_  
 REASON FOR REQUEST: \_\_\_\_\_

**4. PARCEL THREE INFORMATION**

PROPERTY IDENTIFICATION NUMBER: \_\_\_\_\_  
 LEGAL DESCRIPTION: \_\_\_\_\_  
 STREET ADDRESS OR LOCATION: \_\_\_\_\_ REP DISTRICT: \_\_\_\_\_  
 ACREAGE: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_ PRESENT LAND USE: \_\_\_\_\_  
 REASON FOR REQUEST: \_\_\_\_\_

**5. ADDITIONAL INFORMATION**

OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S):  
 Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*Note: Signatures are required for all owners of record for the property proposed for detailed site plan review. Attach additional signatures on a separate sheet of paper.*

**\*\*OFFICE USE ONLY\*\***

CASE # \_\_\_\_\_ RECEIVED DATE: \_\_\_\_\_ APPLICATION FEE: \$ \_\_\_\_\_  
 CRC REVIEW DATE: \_\_\_\_\_  
 ACCEPTED BY: \_\_\_\_\_

*Revised 9/27/2022*

# REQUIRED DOCUMENTATION FOR REGULATING PLAN ADJUSTMENT APPLICATION

ALL DOCUMENTS SHALL BE SUBMITTED ELECTRONICALLY BY LOGGING INTO:

<https://epermits.elpasotexas.gov/CitizenAccess/>

- APPLICATION FOR REGULATING PLAN ADJUSTMENT** - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.
- ZONING MAP SHEET** - Property proposed for building scale plan review must be accurately outlined in red ink. Zoning map sheets may be obtained at the One Stop Shop, 811 Texas Avenue, or by accessing our interactive zoning map at: <http://gis.elpasotexas.gov/planning/index.html>
- REGULATING PLAN MAPS** - A regulating plan shall consist of one or more maps showing the following, and demonstrating their compliance with the standards described in El Paso City Code Section 21.30:
  1. Transect zones (Section [21.30.040](#));
  2. Civic Zones, including civic spaces and Civic Buildings (Section [21.30.050](#));
  3. Special Districts, if any (Section [21.30.060](#));
  4. Thoroughfare network and block layout (Section [21.30.070](#));
  5. Special requirements, if any (Section [21.30.090](#)).

Additional information, if required, shall include the following:

  1. Identification of pedestrian sheds and community types;
  2. Density calculations;
  3. Requests for warrants or variances, if any. (Section [21.10.050](#));
- REGULATING PLAN ADJUSTMENT SUMMARY** - Description of purpose and summary of changes to the current applicable regulating plan.
- METES AND BOUNDS DESCRIPTION** - If the legal description consists of portions of lots or blocks, or if a legal subdivision has not been recorded for the property, one (1) written, sealed metes and bounds description is required for the property proposed for site plan review. The metes and bounds description shall be accompanied by a survey map, shall contain the stamp or seal of a professional engineer or a registered land surveyor, and shall be dated within one year of the application submittal date.
- PROOF OF OWNERSHIP** - One (1) certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making the application for rezoning/special permit is the current property owner. When the owner is a corporation, provide documentation on corporate letterhead that the individual signing as the owner on the application form is authorized to represent the corporation in this matter.
- ZONING CONDITIONS OR SPECIAL CONTRACTS** - One (1) copy of any special contracts or zoning conditions imposed on the property proposed for review.
- SUBMITTAL VERIFICATION FORM** - One submittal verification form, signed by the applicant and representative.
- CASHIER'S VALIDATION** - Upon the application being deemed complete by the Planning Department, the required fee shall be paid. Payment can be made online by logging into <https://epermits.elpasotexas.gov/CitizenAccess/> or by phone by calling (915)212-0104, or at the One Stop Shop—811 Texas Avenue. Fees are nonrefundable.



## SUBMITTAL VERIFICATION FORM

I, the applicant and/or representative for this application, acknowledge the following:

1. I attest that this application is complete and accurate to the best of my knowledge. I understand that any inaccurate or incomplete information provided on this application may delay the processing of the application and may delay any scheduled public hearings.
2. I have checked for zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes for the property proposed for rezoning. (If a conflict should result with this rezoning request due to zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes, it will be the applicant's responsibility to resolve the conflict.) I understand the implications of use and development restrictions that are a result of any zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes. I understand that if requested, I must provide copies of any zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes that may apply to this property proposed for rezoning.
3. I understand that the applicant or representative is required to attend all scheduled meetings regarding this application, including the City Plan Commission public hearing, and the City Council public hearing. If the applicant or representative fails to appear at the scheduled public hearing before the City Plan Commission or City Council, the application may be postponed or may be heard without representation at the discretion of the body holding the hearing. I understand that if an applicant or representative fails to appear at the subsequent postponed hearing, this application may be dismissed for want of prosecution. Failure to receive a notice by the City shall not excuse failure to appear at the City Plan Commission or City Council public hearing.
4. I understand that the applicant is advised to meet with the City Representative where the property as listed on the application is located. It is recommended that the applicant keep the City Representative informed about the status of their application.
5. I understand that the City Council may approve, modify, deny, or table this application at its discretion and may or may not follow the recommendations of the City Plan Commission. A majority vote of all members of the City Council is required to overrule a recommendation of the City Plan Commission.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Name of Representative

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ADDITIONAL APPLICATIONS IN PROCESS REGARDING THIS PROPERTY (please check all boxes that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Rezoning Application       | <input type="checkbox"/> Detailed Site Development Plan Application        |
| <input type="checkbox"/> Special Permit Application | <input type="checkbox"/> Zoning Condition Amendment or Release Application |
| <input type="checkbox"/> Subdivision Application    | <input type="checkbox"/> Historic Review Application                       |
| <input type="checkbox"/> Building Permit            | <input type="checkbox"/> Zoning Board of Adjustment Application            |
| <input type="checkbox"/> Other _____                |  |

For any information regarding this application, please contact the Planning & Inspections Department at (915) 212-0085 or visit our website at <http://www.elpasotexas.gov/planning-and-inspections>.