



**ZONING CONDITION AMENDMENT OR RELEASE  
APPLICATION  
PLANNING & 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 condition release. Attach additional signatures on a separate sheet of paper.*

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

CASE # \_\_\_\_\_ RECEIVED DATE: \_\_\_ / \_\_\_ / \_\_\_ APPLICATION FEE: \$ \_\_\_\_\_  
 CPC REVIEW DATE: \_\_\_ / \_\_\_ / \_\_\_ (1:30 pm, City Council Chambers, 1<sup>st</sup> Floor, City Hall Building, 300 N. Campbell)  
 ACCEPTED BY: \_\_\_\_\_

# REQUIRED DOCUMENTATION FOR ZONING CONDITION AMENDMENT OR RELEASE

ALL DOCUMENTS SHALL BE SUBMITTED ELECTRONICALLY BY LOGGING INTO:

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

- APPLICATION FOR ZONING CONDITION AMENDMENT OR RELEASE** - 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 zoning condition amendment or release must be accurately outlined in red ink. Zoning map sheets may be obtained at the City Development Department, One Stop Shop, 811 Texas Avenue, or by accessing our interactive zoning map at <http://gis.elpasotexas.gov/planning/index.html>
- DETAILED SITE DEVELOPMENT PLANS** - If the property proposed for zoning condition amendment or release is occupied by existing structures or buildings, a detailed site development plan is required with the following information:
  - a. Legal description of the property;
  - b. Location and arrangement of structures;
  - c. Size and use of structures, including number of dwelling units;
  - d. Lot lines with dimensions of the areas;
  - e. Required yards and setbacks;
  - f. Landscaped planted areas, where applicable;
  - g. Open spaces, where applicable;
  - h. Curb cuts and driveways;
  - i. Pedestrian ways and sidewalks;
  - j. Parking calculation table;
  - k. On-site parking areas, loading /unloading berths where applicable, number and size of on-site parking spaces (including accessible spaces, lighting of parking areas and bicycle spaces);
  - l. Storm water drainage;
  - m. Retaining walls, where applicable;
  - n. Screening walls or fences, where required;
  - o. Utility rights-of-way and easements;
  - p. Architectural design of buildings (and side elevations); show height of highest elevation
  - q. Show placement of trash dumpster receptacles.
- *Prior to final action by the approving body, the Detailed Site Plan shall include the stamp or seal of a professional engineer or registered architect who prepared the plans.*
- GENERALIZED PLOT PLANS** - If the property proposed for zoning condition amendment or release is vacant, a generalized plot plan is required with the following information:
  - a. General features or concept of development;
  - b. Lot lines with dimensions of the areas;
  - c. Legal description of the property;
  - d. Location of streets, and ingress and egress to the property;
- 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, a written, sealed metes and bounds description is required for the property proposed for zoning condition amendment or release. 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 certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making the zoning application 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.
- PROOF OF NOTICES SENT TO RECOGNIZED NEIGHBORHOOD ASSOCIATIONS** - Section 2.102 of the El Paso City Code requires that notices be sent to recognized neighborhood associations registered with the City of El Paso. Proof of notices sent is required and may be demonstrated by an email, a certified mail receipt, or an affidavit attesting hand delivery.
- ON-SITE POSTING OF NOTICE** - For applications proposing remove or amend conditions on areas larger than one acre in size. See page 4 of this packet.
- ZONING CONDITIONS OR SPECIAL CONTRACTS** - One (1) copy of any special contracts or zoning conditions imposed on the subject property.
- SUBMITTAL VERIFICATION FORM** - One (1) 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.

**CERTIFIED TAX CERTIFICATE:** *Prior to the item's placement on the City Council Agenda, one (1) certified original city tax certificate is required for each parcel of property described in the application for rezoning. Certified city tax certificates may be obtained at the City Tax Office, Wells Fargo Plaza, 221 N. Kansas, 3<sup>rd</sup> Floor, Suite 300. For any zoning application, all taxes must be paid in full before a public hearing is held by the City Council.*

**PLEASE NOTE:** *In addition to the application fees, the City of El Paso will subsequently bill the applicant for public notice mailing and newspaper publication costs.*



## REQUIREMENTS REGARDING RECOGNIZED NEIGHBORHOOD ASSOCIATIONS

Section 2.102 of the El Paso City Code requires that notices be sent to recognized neighborhood associations within the City of El Paso for rezoning, special permit, and zoning condition amendment or release applications. Notices to recognized neighborhood associations must be sent prior to submittal of the application to the City Development Department - Planning Division. Proof of notices may be demonstrated by providing a copy of the letter and a copy of an email, a certified mail receipt, or an affidavit attesting hand delivery.

The notification letter sent by the applicant shall include the following information:

1. A detailed description of what is being applied for; including:
  - a. The street address and location of the property proposed for rezoning.
  - b. The legal description of the property proposed for rezoning.
  - c. Type of application being submitted (rezoning, special permit, or zoning condition amendment or release).
2. A statement as to the application's projected impact on the land comprising the geographic boundary of any affected recognized neighborhood associations.
3. The name, address, and telephone number of the applicant and/or representative as listed on the application.



## REQUIREMENTS REGARDING ON-SITE POSTING OF NOTICE

The El Paso City Code requires on-site posting of notice by an applicant for rezoning, special permit, and zoning condition amendment or release applications for parcels of **one** acre or more in size. The on-site posting of notice shall comply with the following:

**Location.** The notice should be placed on the proposed site so that it is clearly visible and legible from each right-of-way abutting the property.

1. The sign(s) shall be placed perpendicular to the street frontage and be double sided.
2. One sign per right-of-way shall be required. However, if a property identified in an application is separated by a right-of-way, on-site postings shall be required on each side of the property divided by the right-of-way.
3. Required signage shall be made of durable material. Signage shall be properly anchored to the ground with at least two posts, or on a building, a fence, or a wall. The top of the text portion of such signage shall be a minimum of five feet above ground.

**Duration of posting.** On-site posting shall be continuous until final City Council action on the application. Posting shall commence at least **15 (fifteen) days prior to the date of the first public hearing** at the City Plan Commission. The applicant shall provide a digital or printed photograph to the Planning Division of the City Development Department showing that all required signage has been properly placed on the property. Failure to provide such photograph proving compliance with signage requirements shall result in postponement of the application until such time as a photograph is received. Any sign required by this provision shall be removed **no later than 10 (ten) days after final action** on the application. Posting is continuous so long as lost, stolen, or vandalized signage is **replaced within five (5) days** following the mailing of a letter to the applicant by the City notifying the applicant that the sign has been lost, stolen, or vandalized.

**Size and content.** A sign area with a minimum width of eight feet and a minimum height of four feet shall be required. The sign shall provide a caption stating ["Location of Proposed Rezoning (or other type of application). Public Hearings are scheduled. Please call (telephone number is provided by the planning official)."] The caption shall also be provided in Spanish. The caption shall be a minimum of four inch high bolded block lettering in black and appear on a light green background.



## 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>.