



City of Willow Park

516 Ranch House Road

Willow Park, Texas 76087

Phone: (817) 441-7108 · Fax: (817) 441-6900

Our mission at the City of Willow Park is to promote commerce while preserving neighborhoods through orderly review, study and consideration of zoning issues relative to state and local laws. The Zoning Ordinance adopted by the City of Willow Park specifies the districts in the Comprehensive Plan that are allowed within our city limits. There are certain guidelines that a zoning change must adhere to in order to become a legal district and we would like to make this a pleasant experience by assisting you through this process.

In order to ensure the development review process is understood by applicants, the City has prepared a checklist to include all the necessary steps. We ask each applicant to review the checklist thoroughly and provide all documentation required for this process to proceed in a timely manner.

Each submittal is reviewed by City staff, comprised of development related departments, to assure compliance with City ordinance. Once the application is accepted by each of the departments the application will go forward, along with staff comments, to the Planning & Zoning Commission. There will be a Public Notice posted in the local newspaper for the zoning request, not less than 15 days before the Public Hearing, and surrounding property owners within 200' will be notified by certified letter, not less than 10 days before the Public Hearing.



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ZONING CHANGE REQUIREMENTS

Name of Applicant: _____

Mailing Address: _____
Street City State Zip

Phone: _____ Fax: _____ Email: _____

Property Owner: _____

Mailing Address: _____
Street City State Zip

Phone: _____ Fax: _____ Email: _____

Location of property requesting to be re-zoned: _____

Intended Use of property: _____

Current Zoning District: _____

Requested Zoning District: _____

Specific reason for zoning request: _____

FEES: \$150 (Residential) Additional fees (if applicable): _____
\$150 (Non-Residential) Additional fees (if applicable): _____

Any reasonable fees and/or costs which are required by the City of Willow Park for a proper review of this request are the sole responsibility of the applicant. Such fees or costs shall include, but are not limited to engineering reviews, legal opinions, building/property inspections and/or testing(s).

SIGNATURE OF OWNER DATE

SIGNATURE OF APPLICANT DATE

If the property owner is represented by another, a notarized letter of authorization must be submitted.

This checklist is provided to assist you in addressing the requirements for a Zoning Change request. An application is incomplete unless all applicable information noted below is submitted to the City of Willow Park Building Official. Please indicate that all information is included on the application by initialing in the box to the left of the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate with "N/A" next in the box. Return this completed form at the time of your application submittal.

Applicant: Please complete the following

For Office Use Only

ITEM	INITIAL	ZONING CHANGE REQUIREMENTS	For Office Use Only		
			N/A	COMPLETE	MISSING
1		Site boundary is indicated by a heavy solid line, dimensioned with bearings and distances, and distance to the nearest cross street.			
2		Site location/vicinity map clearly showing the location of the subject			
3		A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet.			
4		A written and bar scale is provided. 1"= 200' unless previously approved by staff			
5		Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.			
6		Adjacent property lines within 200 feet of the subject property.			
7		Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped etc.) within 200 feet of the property line is indicated.			
8		Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.			
9		Does the request conform to the proposed future land use in the city's Comprehensive Plan			