Zone Change & SUP Process

Step by Step

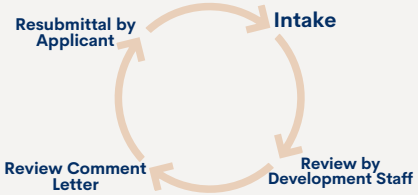
APPLICATION SUBMITTAL

Once Staff determines that the application is complete, the fee is assesed based on acreage. Once the fee is paid in full and all documents reviewed meet the requirements, the zone change is scheduled for a Planning and Zoning Commission meeting based on noticing requirements.

0 to 2 acres	$ 650.00
2+ to 5 acres	$1,000.00
5+ to 20 acres	$2,000.00
20+ to 50 acres	$3,500.00
50+ to 100 acres	$4,000.00
100+ acres	$6,000.00

90 days minimum based on submittal date & hearing dates

Process After Submittal



PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission meets once a month. They will make a recommendation to City Council about the zone change/ specific use permit. The date of the Planning and Zoning Commission hearing is based on legal notification deadlines. A mailer is sent out prior to the Planning and Zoning Commission Meeting and a sign is placed by the applicant at the subject property.

CITY COUNCIL

City Council has discretionary approval over zone changes and specific use permits. The date of the City Council hearing is based on legal notification deadlines. A notice of the public hearing is posted in the local newspaper before the City Council hearing.

CITY COUNCIL APPROVAL

If the ordinance is approved, the applicant can submit subsequent applications as required per the Development Process.

CITY COUNCIL DENIAL

If the zone change/ specific use permit is denied, an application for the same zone change request cannot be resubmitted for 6 months. A new request can be submitted immediately if it is substantially different from the original denied request.

SCHERTZ

COMMUNITY ★ SERVICE ★ OPPORTUNITY

*All application requirements are listed in the Development Manual.
**Additional documents and processes may be required.
***All applications are submitted online via the application portal.