



**CITY REVIEW COMMITTEE HEARING 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 detailed site plan review. Attach additional signatures on a separate sheet of paper.*

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

CASE # \_\_\_\_\_ RECEIVED DATE: \_\_\_/\_\_\_/\_\_\_ APPLICATION FEE: \$ \_\_\_\_\_  
 CRC HEARING DATE: \_\_\_/\_\_\_/\_\_\_ (10:00 a.m., City Building 3, 801 Texas)  
 ACCEPTED BY: \_\_\_\_\_

## REQUIRED DOCUMENTATION FOR CITY REVIEW COMMITTEE HEARING APPLICATION

- APPLICATION FOR CITY REVIEW COMMITTEE HEARING** - 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.
- SITE PLANS AND ELEVATIONS** - Three (3) copies of a detailed site development plan, including one (1) 8½" x 11" copy or pdf file, are 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 and square footage;
  - d. Lots lines with dimensions of the areas;
  - e. Required yards and setbacks;
  - f. Landscaped planted areas, calculations showing required and provided square footage
  - g. Open spaces, where applicable;
  - h. Curb cuts and driveways including width of drive
  - i. Pedestrian ways and sidewalks including width
  - j. 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);
  - k. Retaining walls, where applicable;
  - l. Screening walls or fences, where required;
  - m. Utility rights-of-way and easements;
  - n. Architectural design of buildings (and side elevations); show highest elevation
- 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) copy of a 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) copy of a certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making the application for site plan review is the current property owner.
- 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 a copy of an email message, or a certified mail receipt, or an affidavit attesting hand delivery.
- SUBMITTAL VERIFICATION FORM** - One (1) copy of the submittal verification form, signed by the applicant and representative.
- CASHIER'S VALIDATION** - Upon review and acceptance of the application by the Department, the required fee shall be paid at the Cashier, One Stop Shop, 811 Texas Avenue. After validation of the payment, the application form shall be returned to the City Development Department - Planning Division. Fees are nonrefundable.

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



## 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 CRC Hearing. (If a conflict should result with this 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 Review Committee public hearing, and the City Council public hearing. If the applicant or representative fails to appear at any scheduled public hearings, 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 public hearing.
4. I understand that the applicant is advised to meet with the Neighborhood Association where the property as listed on the application is located. It is recommended that the applicant keep the Neighborhood Association informed about the status of their application.
5. I understand that the City Review Committee 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 Plan Commission is required to overrule a recommendation of the City Review Committee

\_\_\_\_\_  
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 City Development Department - Planning Division at (915) 212-0088 or visit our website at <http://www.elpasotexas.gov/city-development/>.