



**MIXED-USE DEVELOPMENT PLAN APPLICATION  
CITY DEVELOPMENT 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: \_\_\_/\_\_\_/\_\_\_  
 REVIEW DATE: \_\_\_/\_\_\_/\_\_\_  
 ACCEPTED BY: \_\_\_\_\_

## REQUIRED DOCUMENTATION FOR MIXED-USE DEVELOPMENT PLAN

- APPLICATION FOR MIXED-USE DEVELOPMENT PLAN** - 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 review must be accurately outlined in red ink. Zoning map sheets may be obtained at the City Development Department - Planning Division, One Stop Shop, 811 Texas Avenue.
- MASTER ZONING PLAN** - One (1) copy of the Master Zoning Plan (MZP) approved for the proposed mixed-use zoning district. The Mixed-use Development Plan must comply with all provisions of the approved Master Zoning Plan for the mixed-use zoning district.
- MIXED-USE DEVELOPMENT PLANS** - Eight (8) copies of the mixed-use site development plan (drawn to scale), including one (1) 8½" x 11" copy, are required with the following information:
- a. Legal description of area proposed to be developed showing the boundaries of the tract to be developed;
  - b. Location and arrangement, use, dimensions, square footage and height of all structures;
  - c. Where applicable, number of dwelling units in multi-family structures;
  - d. Lots lines with dimensions of the areas;
  - e. Yards and setbacks (number of feet);
  - f. Landscaped planted areas, calculations showing required and provided square footage;
  - g. Open spaces, where applicable;
  - h. Sidewalks, curb cuts and driveways including width of driveways;
  - i. Pedestrian ways and sidewalks including width;
  - j. Stamp or seal of a professional engineer, registered architect who prepared;
  - k. On-site parking areas, to include loading/unloading berths where applicable (showing number and size of on-site parking spaces, including accessible spaces, and lighting of parking areas); screening of on-site parking facilities;
  - l. General storm water drainage layout;
  - m. General water layout and general sanitary sewer layout;
  - n. Screening walls and retaining walls, where applicable;
  - o. Utility rights-of-way and easements;
  - p. Elevations or perspectives of the building showing highest elevation;
  - q. For development tracts containing residential dwelling units, representative examples of typical elevations.
- 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 rezoning. 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 rezoning is the current property owner.
- CERTIFIED CITY TAX CERTIFICATE** - One (1) copy is required for each parcel of property described in the application. Certified city tax certificates may be obtained at the City Tax Office, Wells Fargo Plaza, 221 N. Kansas, 3rd Floor, Suite 300. For any zoning application, delinquent taxes must be paid in full before a public hearing is held by the City Council.
- ZONING CONDITIONS OR SPECIAL CONTRACTS** - One (1) copy of any special contracts or zoning conditions imposed on the property.