



**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.

- SCOPE OF PROPOSED WORK** - One (1) digital copy of plans, elevations, and/or surveys as applicable to demonstrate compliance with the Design Standards of the [Rim-University Neighborhood Plan](#)
 - a. Required yards and setbacks;
 - b. Location and dimension existing and proposed driveways, pavement, parking spaces, curb cuts, and sidewalks;
 - c. Landscaping and open spaces, as needed;
 - d. Proposed paint color(s) (i.e. color swatch with name, manufacturer, & number);
 - e. Location of proposed signage, materials, colors and sketch of proposed sign with dimensions;
 - f. Proposed materials (i.e. cut-sheets, product samples from brochure, catalog or manufacturer);
 - g. Plans and elevations with dimensions of proposed additions/structures;
 - h. Shop drawings, cut sheets, elevations, or plans for windows, doors, architectural components, and structures as needed

- 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.



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/>.