

What is Zoning?

Zoning establishes the types of land uses permitted on a specific tract of land. Zoning also regulates the size, intensity, and height of development, as well as signage, screening, and parking related to development.

How does Zoning Change?

The zoning on a specific piece of property can change only through a public hearing process. This process allows public participation from the applicant, interested citizens, and decision makers. The process requires public notification, public hearings, and final approval by the City Council. An applicant may seek a change to establish a use not permitted in the current zoning district. The applicant may use the zoning process to request rezoning to a district that will permit the use outright or by a Specific Use Permit. Specific Use Permits are permitted exclusively by specific permit approval by the Council. Applicants interested in obtaining a Specific Use Permit should file an application. Fees and processing of an SUP are similar to a zoning case.

What costs are involved?

Specific Use Permit\$100.00
Zoning Change\$100.00

Where can I get additional information about rezoning?

Planning and Zoning questions should be directed to Rhonda Williams. The phone number at City Hall is (254)445-3331. You may come to City Hall to view Zoning Maps and Ordinances.

What information is necessary to complete the application form?

- Accurate legal description of the property being rezoned
- Requested zoning and proposed use
- Acreage
- Applicant's Signature and phone number
- Owner's Signature and Phone Number

Where and when do I submit my zoning change request?

Before noon on the cutoff day, the applicant should submit a completed application form, necessary fees, and other required information to the City Clerk. The cutoff day is generally four weeks before the Planning and Zoning Commission meets in public hearing. You may check with the City Clerk for an exact cutoff date.

Who may apply for a zoning change?

Anyone may apply for a zoning change; however, permission of the property owner is required. A place is provided on the zoning application for the owner's signature, whether a single owner or a corporation. In all cases, the owner's notarized signature must be on the application.

What is an application cut-off?

The application cut-off is the last day for submitting a zoning application. Contact Rhonda Kielers at City Hall to get a list of the Cut-off days.

How long will the re-zoning process take?

The zoning process will take approximately 6 weeks to complete.

What is the notification process?

The applicant and all owners of real property within 200 feet of the proposed change are notified

by mail of the Planning and Zoning meetings, at least 10 days before the meeting. Publication of the "Notice of Public Hearing" for the City Council public hearings appears at least 15 days before the hearing in the Dublin Newspaper.

How can citizens participate in the zoning process?

One of the principle functions of municipal government is to encourage citizen participation within the framework of local government operations and decision making. During the public hearings, the application and people in favor of or opposed to the request may present their views.

In addition to speaking at the public hearing, you may also send letters to the and Council either directly or through the Commission of Planning and Development Services, or you may discuss the case with the Planning and Zoning Commissioners or Council Members.

A simple majority vote recommending approval or denial of a zoning request is all that is required of the Commission. However, the Commission's decision may be influenced by petitions of support or opposition.

How does the Planning and Zoning Commission review zoning cases?

The Planning and Zoning Commission is an appointed advisory body to the City Council. The Commission meets:

On an as needed basis

Council Chambers at City Hall
213 E. Blackjack
Dublin, TX 76446.

The applicant or a representative is expected to attend the Commission hearing and typically make a short presentation supporting the request.

How does the City Council review zoning cases?

When the Commission recommends approval or denial of a zoning change, or Specific Use Permit, the case is automatically forwarded to City Council for another public hearing. City Council public hearings are held during regular Council meetings.

The Council meets:

The 2nd Monday of every month at:
Council Chambers at City Hall
213 E. Blackjack

The applicant or a representative is expected to attend the Council public hearing to make a presentation supporting the request. After the public hearing, the Council will cast the final vote to approve or deny the request.

For more information regarding the City Council meetings, you may contact the City Secretary at (254) 445-3331.