



## Planning Department

700 W US Highway 67

Venus, Texas 76084

972-366-3348 extension 206

[www.cityofvenus.org](http://www.cityofvenus.org)

### Zone Change Checklist

Please read the following Checklist and ensure that all required items have been submitted. Please note that uploaded plans and documents not following the naming conventions established in the Checklist and Plan Template Instructions may be considered incomplete applications and returned for corrections.

1. Zone Change Map: Please upload a Zone Change Map that meets the technical requirements of the City of Venus.
  - Venus.Document Name: Zone Change Map

**I verify that I have reviewed the City of Venus' technical requirements for Zone Change Map submittals and that my plans meet said requirements.**

A copy of the requirements for the City of Venus concerning Zone Change Map submittals can be found here:

- Zone Change Map Template Instructions
2. Proof of Ownership: Please upload the title, deed or other legal instrument which provides evidence of the ownership consent. Property reports from County agencies will not be accepted as proof of ownership. The entity listed as the owner of the property should match with the ownership information entered on the application.
    - Document Name: Proof of Ownership
  3. Legal Description: Please upload a description of land recognized by law, based on surveys, spelling out the exact boundaries of the entire parcel of land. It should so thoroughly identify a parcel of land that it cannot be confused with any other.
    - Document Name: Legal Description
  4. Neighboring Property Owners: Provide a list of all property owners and mailing addresses within 300 feet of the application property. With this list, also include two sets of pre-printed address labels of each property owner, and map demonstrating the neighboring property locations as related to the application property. Property owner addresses should be acquired from current County records.
    - Document Name: Neighboring Property Owners
  5. Hard Copy Requirements:
    1. Two (2) bound copies of the Zone Change Map
    2. Two (2) sets of pre-printed address labels
    3. One (1) copy of the Application (printed from digital submittal)

Delivered to: Planning Department  
City of Venus  
700 W. US Highway 700  
Venus, TX 75165

6. **I understand that by submitting all electronic files, required hard copy documents, and the application fee to the City of Venus Planning Department by 5:00 PM (CT) on Tuesday, my application will meet the required deadline. Any application submitted after the deadline will be officially accepted by the City of Venus the following Tuesday.**