



## Planning Department

700 W US Highway 67

Venus, Texas 76084

972-366-3348 extension 206

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

### Zoning Map Amendment Template Instructions

#### General Template

Each sheet in the plan set shall contain the following in the bottom right corner:

1. "Zoning Map Amendment for *Project Name*" (i.e. Zone Change Map for Country Store, Inc.)
2. An abbreviated legal description
3. The date of preparation
4. The page number (i.e. 1 of X)
5. A scale and a north arrow pointed to the top of the page

#### Individual Sheet Requirements

The following are requirements for the individual sheets in the plans. Each sheet shall be named according to the title given:

1. Zoning Map Amendment Sheet X of Y
  - a. Names of abutting, existing subdivisions or "Unplatted"
  - b. Proposed Zone Designations per parcel
  - c. Signature blocks (provided by the City)
    - i. DRC Stamp
  - d. Overall Vicinity Map
  - e. Full legal description
    - i. Please provide separate legal descriptions for any parcel(s) that have differing zoning designations.

#### Hard Copy Requirements

1. Two (2) bound copies of the Zoning Map Amendment Set
2. Two (2) sets of pre-printed address labels
3. One (1) copy of the Application (printed from digital submittal)

Delivered to:

Planning Department  
700 W. US Highway 67  
Venus, TX 75165