



## City of Rockdale

## Request for Placement on Planning and Zoning Commission Agenda

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Property Address and Legal Description: \_\_\_\_\_

I hereby request that the following item be placed on the agenda for the Rockdale Planning and Zoning Commission meeting on \_\_\_\_\_ (date):

**Topic you wish to address:** \_\_\_\_\_ Platting or Re-platting \_\_\_\_\_ Comprehensive Master Plan  
 \_\_\_\_\_ Zoning / Re-zoning – Current zoning \_\_\_\_\_ / Proposed zoning \_\_\_\_\_  
 \_\_\_\_\_ Variance \_\_\_\_\_ Other (specify)

Please attach additional sheets if more room is needed.

Signature of person who will address the topic

Date

**Guidelines and Procedures**

- Requests are due in to the City Secretary according to the Planning and Zoning calendar which can be found on the city website. Regular Planning and Zoning Commission meetings are held on the first and third Tuesday of each month beginning at 1:30 PM and are held in the City Council Chambers at 505 W. Cameron Avenue.
- Requests for platting or re-platting must have the application fee and a copy of the re-plat submitted along with this form. Make all checks payable to “City of Rockdale”.
- Requests for re-zoning must have the application fee and a map of the proposed re-zoning submitted along with this form. Make all checks payable to “City of Rockdale”. Re-zoning also requires a listing of all property owners within two hundred feet (200') of the property proposed for re-zoning.
- The Planning and Zoning Commission must abide by the Texas Open Meetings Act.
- The Planning and Zoning Commission may or may not take action on the request, depending on the nature of the request and its posting on the agenda. Agendas are posted at City Hall at least 72 hours prior to the meeting and are also posted on the City’s website, [www.rockdaletx.gov](http://www.rockdaletx.gov), at least 72 hours prior to the meeting.
- The Planning and Zoning Commission is the final authorizing board on any short form subdivision plats. The Commission may forward the short form subdivision on to the City Council at the Commission’s discretion. The City Council has final authorization on all other plats, rezone requests, or any other items that may come before the Commission.
- The presiding officer may stop the person from speaking further if the remarks or gestures are profane, abusive, inflammatory or otherwise offensive. Persons who refuse to stop speaking at the direction of the presiding officer may be escorted from the meeting by a law enforcement officer at the request of the presiding officer.

**For office use only:**

Request taken by \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_