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: _____ Zoning or Re-zoning _____ Platting or Re-platting

_____ Comprehensive Master Plan _____ 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 by 12:00 noon on the Monday a week prior to the regularly scheduled Planning & Zoning Commission meeting date. Regular Planning and Zoning Commission meetings are held on the third Tuesday of each month beginning at 2:00 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.rockdalecityhall.com, at least 72 hours prior to the meeting.
- The Planning and Zoning Commission may only make recommendations to the City Council on the request. The City Council will have final approval or disapproval.
- 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:**_____