



Building Department
400 S. Ohio Ave, Mercedes, TX 78570

Tel. (956) 565-3114 ext. 130
Fax (956) 565-5184

Property Owner Information (PLEASE PRINT CLEARLY):

Property Owner Name: \_\_\_\_\_ DL#: \_\_\_\_\_ Phone #: \_\_\_\_\_
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_
Email Address: \_\_\_\_\_

Legal Description of Property Requesting Change: (Please Print):

Lot #: \_\_\_\_\_ Block #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

If the above does not adequately identify the property, submit a legal survey showing metes and bounds description.

Property Address: \_\_\_\_\_ Mercedes, Texas 78570.

I, HEREBY ACKNOWLEDGE THAT THE APPLICATION IS MADE FOR THE REQUESTED CATEGORY OR A MORE RESTRICTIVE CATEGORY.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Conditional Use Permit: (\$200 Non-Refundable Application Fee)

\*Conditional use permit shall have a time limit of (1) year and renewable every year thereafter for fee of \$25.

Will an advertising sign be installed? [ ] YES [ ] NO Proposed Sign Size: \_\_\_\_\_

Is the property vacant? [ ] YES [ ] NO If so how long has property been vacant? \_\_\_\_\_ YRS \_\_\_\_\_ MTHS

Does the Building have power? [ ] YES [ ] NO

Total Sq. Ft. of Home: \_\_\_\_\_ sq. ft. Area of space to be occupied: \_\_\_\_\_ sq. ft.

Variance: (\$250 Non-Refundable Application Fee)

Reason for Variance Request: \_\_\_\_\_

Required Setbacks:

Proposed Setbacks:

Front: \_\_\_\_\_ ft.

Front: \_\_\_\_\_ ft.

Rear: \_\_\_\_\_ ft.

Rear: \_\_\_\_\_ ft.

Side: \_\_\_\_\_ ft.

Side: \_\_\_\_\_ ft.

Rezone: (\$300 Non-Refundable Application Fee)

Current Zoning Classification: \_\_\_\_\_

Zoning Classification Requested: \_\_\_\_\_

Has the request been made before: [ ] Yes [ ] No

If so, Date \_\_\_\_\_ Action Taken: \_\_\_\_\_

Reason for Rezone Change: \_\_\_\_\_

For Office Use Only: Date Submitted: \_\_\_\_\_ Receipt #: \_\_\_\_\_

[ ] Copy of DL/ID [ ] Property Deed [ ] Site Plan

Deadline Date: \_\_\_\_\_ Ad Deadline: \_\_\_\_\_ Ad Date: \_\_\_\_\_

Mailed Notices: \_\_\_\_\_ Board Meeting Date: \_\_\_\_\_ CC Meeting Date: \_\_\_\_\_

[ ] APPROVED [ ] DENIED

**Site Plan**

**NOTE: This square indicates your property lines**

