



# Planning and Zoning Commission Application

CITY SECRETARY'S OFFICE  
P.O. BOX 9960 | COLLEGE STATION, TEXAS 77842  
**(979) 764 – 3541**

The Planning and Zoning Commission serves as a review body to recommend changes in development codes and the zoning ordinance to the City Council. The Commission shall prepare, adopt, and modify a comprehensive plan for the city for subsequent approval and adoption by the City Council.

The Commission prepares subdivision regulations and zoning ordinances, and amendments thereto for recommendation to the City Council. This Board shall also make studies and recommendations with regard to proposed annexations. The Commission has final authority over all plats submitted to the City. In addition, the Commission performs other duties as assigned by statute and City Council.

Seven (7) members shall be qualified residents and voters of the City of College Station. Terms of office are limited to three consecutive terms or seven consecutive years.

This is only an application and does not guarantee participation on the committee. All applications must be received at the City of College Station City Secretary's Office at City Hall, 1101 Texas Avenue, by fax at 979-764-6377, or by email at [cso@cstx.gov](mailto:cso@cstx.gov) on or before 5:00 p.m. the day of the deadline.

**PLEASE PRINT**

**PERSONAL INFORMATION:**

1. Full Name:	_____	_____	_____
	FIRST	MIDDLE	LAST
2. Home Address:	_____		
	STREET	CITY	ZIP CODE
3. Contact :	_____	_____	_____
Information	HOME PHONE	CELL/WORK PHONE	EMAIL
4. Residency :	_____	_____	_____
Information	VOTER'S REGISTRATION # (required)	DATE OF BIRTH (required)	YEARS AS RESIDENT OF CS
5. Professional:	_____	_____	
Information	OCCUPATION (if retired, please indicate former occupation)	*If business owner, NAME OF BUSINESS	
	_____		
	EDUCATION (optional)		
6. Professional Licenses:	_____		
7. Professional Association Memberships:	_____		
8. Civic/Volunteer Organization Activities:	_____		
9. Are you related to anyone on City Council?	_____		
10. Do you have any delinquent taxes, utilities, or other assessments owed to the City?	_____		
11. Do you have any pending claims or litigation against the City?	_____		



## PLANNING AND ZONING COMMISSION AGREEMENT

By signing this application, applicant acknowledges and agrees to the following:

- Applicant must be a College Station resident.
- Applicant must be a registered voter.
- Participation on the Planning and Zoning Commission requires a two-year time commitment (meetings will be held approximately twice per month).
- Applicant agrees to make a good faith effort to attend all committee meetings.
- All committee meetings shall be held in a location that is generally available to and accessible by the public.
- All committee meetings are subject to the Texas Open Meetings Act and the Texas Public Information Act.
- I understand that should a situation arises during my term on said board/commission or committee where I have a prohibited substantial interest, either direct or indirect, and such matter comes before said board/commission or committee, I understand that I will need to abstain from any discussion or vote on the matter.
- Completing and signing this application does not guarantee selection for participation on the committee.
- If selected, Applicant will be available for an in-person interview by the Council.
- Committee membership will ultimately be decided by the College Station City Council.
- If appointed, applicant will attend the mandatory committee orientation.

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**SIGNATURE OF APPLICANT**  
(NOT REQUIRED FOR EMAIL SUBMISSION)

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**DATE**

If you have any questions about this application, please contact the City of College Station City Secretary's Office at 979-764-3500 or email your questions to [smashburn@cstx.gov](mailto:smashburn@cstx.gov).

### Delivery Options

#### Print

This form may be printed and mailed to P.O. Box 9960, College Station TX, 77842 or hand delivered to the City Secretary's Office at 1101 Texas Avenue in College Station. You may also fax it to: 979-764-6377.

#### Email

Please attach the saved form and send it to [cso@cstx.gov](mailto:cso@cstx.gov) Use a subject line of "application" and you will receive a confirmation email upon receipt. Please note: Adobe Reader version 9 and older may not allow you to save the completed form.