THE CITY OF Mont Belvieu TEXAS

Commercial Development Review Process

Pre-Application Conference

A meeting with city staff to determine the feasibility of a project idea, compliance with the current zoning requirements and city ordinances, and other issues that may be surrounding the site.

MyPermitNow & Staff Review

A project site plan & architectural elevations are submitted using mygovernmentonline.org, and will be reviewed by city staff in 30 days or less. If the review is negative, or extensive revisions are needed, city staff will have 30 days to review the subsequent draft

Is a Variance Requested?

Yes

Board of Adjustment Hearing

If your intended use cannot be accomodated on the, given parcel, you can be heard at a Board of Adjustment hearing for a variance. You will need to be able to prove that the land use regulations create a hardship that prevents you from developing your property in a reasonable manner. A variance cannot be granted to permit a specifically prohibited use. Hearing requires newspaper advertisement 11 days before hearing, and notification of property owners within 300 feet of the site.

No

Re-Zoning?

No

Yes

Zoning Amendment

If an amendment to change the current zoning map for the parcel is desired, an application will be submitted to the city planner. The planner will make a recommendation for approval, and then a planning and zoning public hearing will be conducted on the subject, where P&Z will make their recommendation. City Council will then conduct a public hearing, and vote on the proposed amendment.

Planning & Zoning Commission

Once a favorable staff review and Board of Adjustment meeting or rezoning have been completed (if necessary), the project will go to a planning and zoning commission meeting. Materials must be submitted 7 days prior to the hearing, including any responses to staff comments made during the initial submission.

City Council Approval

After the Planning and Zoning Commission gives its recommendation, projects must receive final approval from City Council. Revised plans must be submitted one week prior to the City Council meeting.

Building Permit Submission

After city council approval, a building permit must be obtained. This is done by submitting a building plan set for review using mygovernmentonline.org. The submission must meet all conditions set from the approval process.

Begin Construction