



# Application for Boards and Commissions

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Resident of Santa Fe, Texas, since: \_\_\_\_\_  
 Are you a registered voter of Santa Fe? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Occupation/Business Affiliation: \_\_\_\_\_

By executing this document, the applicant does hereby certify and affirm the truth and accuracy of the information contained herein. The applicant further authorizes the City Council, or its designee, to verify any information. The applicant agrees to release and hold harmless the City from all claims incident to the verification of information contained herein.

\_\_\_\_\_  
 Applicant's Signature Date

*NOTE: This application is a public record. Public Service opportunities are offered by the City of Santa Fe without regard to race, color, national origin, religion, sex, or disability.*

Return completed application to the City Secretary  
 Via email: [CitySecretary@santafetx.gov](mailto:CitySecretary@santafetx.gov)  
 In-person: 12002 Hwy. 6, Santa Fe, Texas 77510  
 Via U.S. Mail: P.O. Box 950, Santa Fe, Texas 77510  
 Questions? Please call (409) 925-6412 for assistance.

### Applying for:

- Zoning Board of Adjustment
- Planning & Zoning Commission
- Economic Development Corporation
- Park and Recreation Board
- Library Advisory Board
- Civil Service Commission

*Specific membership criteria requirements apply for different boards and commissions – see back page for information*

Based on your board selection, do you meet the membership criteria? \_\_\_ Yes \_\_\_ No

If no, which criterion do you not meet? \_\_\_\_\_  
 \_\_\_\_\_

Education and/or Professional Licenses Held: \_\_\_\_\_  
 \_\_\_\_\_

Current or Previous Municipal and Civic Organization Membership(s): \_\_\_\_\_  
 \_\_\_\_\_

What personal qualifications can you bring to this board? \_\_\_\_\_  
 \_\_\_\_\_

What is your personal vision for the City? \_\_\_\_\_  
 \_\_\_\_\_

Why do you want to serve on this board? \_\_\_\_\_  
 \_\_\_\_\_

Additional relevant information: \_\_\_\_\_  
 \_\_\_\_\_

\*The City of Santa Fe seeks to assure public confidence in the integrity of local government and its effective and fair operation. Therefore, all members shall comply with the laws of the nation, the State of Texas, and the City of Santa Fe in the performance of their public duties. If you have been convicted of a Misdemeanor or Felony, and/or placed on probation, fined, or given a suspended sentence such as pretrial diversion or deferred adjudication in court within the last ten years, disclosure of such should be forwarded under separate cover.

## BOARD/COMMISSION DESCRIPTIONS, DUTIES, AND MEMBERSHIP CRITERIA

- **ZONING BOARD OF ADJUSTMENT:** The Zoning Board of Adjustment shall act in a quasi-judicial capacity and activities shall be in accordance with Chapter 711 of the Texas Local Government Code, as amended. The Board may hear an appeal that alleges error in an order or decision of the Santa Fe Zoning Officer pertaining to the City's Zoning Ordinance text or map; and shall be authorized to grant variances from the terms of the City's Zoning Ordinance if the variance is not contrary to the public interest and, due to special conditions which are not self-imposed, a literal enforcement of the ordinance would result in unnecessary part or modify the Zoning Officer's decision pertaining to the Zoning Ordinance. Applicants must be at least 18 years of age and a resident of Santa Fe.

The Board is composed of five regular members and two alternate members for staggered two-year terms without compensation. The Board meets monthly on an as-needed basis.

- **PLANNING AND ZONING COMMISSION:** The Planning and Zoning Commission shall have the responsibility for the preparation and maintenance of the City's Comprehensive Plan; shall serve in an advisory capacity on matters concerning amendments to the Santa Fe Zoning Ordinance text or map on matters concerning the granting or denial of conditional use permits, and on matters pertaining to Planned Unit Designation under the terms of the Zoning Ordinance, and shall be exclusively responsible for the City's review, and approval/rejection of subdivision plats. Applicants must be at least 18 years of age and a resident of Santa Fe.

The Commission is composed of seven members for staggered three-year terms without compensation. The Commission meets monthly on an as-needed basis.

- **ECONOMIC DEVELOPMENT CORPORATION:** The Santa Fe Economic Development Corporation (EDC) is an official public body governed by State law and is funded by a half-cent sales tax. The EDC is charged with economic development within the city, which can either be organic or planned. The EDC works to encourage and guide development in an effort to attract and retain businesses that enhance and compliment the lifestyle of the residents, as well as to generate sales tax and jobs. Applicants must be at least 18 years of age and a resident of Santa Fe.

The EDC is composed of seven members for staggered two-year terms without compensation. The EDC meets monthly.

- **PARK AND RECREATION BOARD:** The Mission of the Park and Recreation Board is to develop parks and recreational opportunities, in aesthetic places, for people of all ages to pursue safe, healthy, cultural, and educational activities.

The goals of the Board are to increase community awareness of plans for the development and improvement of parks and recreation; to become familiar with parks and recreation possibilities, responsibilities, and standards to better serve the recreational needs of the community; to pursue all sources of funding; private, municipal, state, and federal, to fulfill the park and recreation projects; and to develop a park and recreation master plan to serve the recreational needs of the community. Applicants must be at least 18 years of age and a resident of Santa Fe.

The Board consists of seven members for staggered two-year terms without compensation. The Board meets monthly.

- **LIBRARY ADVISORY BOARD:** The Board shall make studies and project plans for the improvement of the Mae S. Bruce Library with a view to its future development and extension, so as to ensure orderly growth of the library. Applicants must be at least 18 years of age and a resident of Santa Fe.

The Board consists of seven members for staggered two-year terms without compensation. The Board meets quarterly.

- **CIVIL SERVICE COMMISSION:** The Commission adopts rules, conducts investigations and inspections, and hears appeals for police personnel in accordance with the Municipal Civil Service Act.

The Commission is composed of three members who are appointed for staggered three-year terms without compensation. The Commission meets at as needed.

Members of the Commission must be 25 years of age or older, a resident of Santa Fe for a minimum of three years, must not have held public office within the past three years, and must be of good moral character.