



# REZONING SUBMITTAL CHECKLIST

Note: This is not all-inclusive list and other reviews, processes and/or fees may apply.

Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals for development review and are generally what is needed to facilitate the review.

The City of The Colony may require additional information for the evaluation of a request for a zoning change. The following applicable information must be submitted to the Development Services Department before a request for a specific use permit can be processed.

## Application Requirements:

- Completed Universal Application form. Signatures must be notarized.
- Appropriate fee as listed in the Development Services Fee Schedule.
- Fourteen (14) copies of the site plan. These copies should be 24" X 36" and individually folded with drawing side out.
- A letter of intent including:
  - Existing and proposed zoning
  - Justification for the request.
- Zoning Exhibit- *see specifications below*
- Land use description (if other than undeveloped) - *see specifications below*

## Materials Required with Submittal:

- Zoning Exhibit (site plan) showing the following:
  - Boundaries of the area covered by the site plan;
  - Adjacent rights-of-way and properties, along with any recorded easements.
  - The location of existing drainageways and significant natural features; and
  - The location of proposed access points.
  - Please tie data to monumentation. Reference the Official City Benchmarks indicated at:  
<http://www.thecolonytx.gov/Depts/Engineering/OfficialCityBenchmarks.htm>
- Land use description showing the following information:
  - Data describing all processes and activities involved with the proposed use.
  - Data describing the estimated taxable value of the proposed use.
  - Data describing the minimum number of employees associated with the proposed use and the minimum wage of the employees.

**Failure of applicant to provide required information constitutes grounds for refusal of application acceptance for processing; or staff recommendation of denial when application is scheduled for consideration.**

## Development Services Department

6800 Main Street, The Colony, Texas 75056 \* Phone: 972-624-3158 or 972-624-3160 \* Fax: 972-624-2273