



# ZONING CHECKLIST

**Acceptance of the Zoning Application:** The Zoning Application shall be reviewed for completeness in accordance with this checklist before it is accepted by City Staff.

**Failure by the applicant to provide required information or obtain a waiver from the Development Services Director constitutes grounds for refusal of Zoning application for processing.**

**Public Hearings for Zoning:** A public hearing notice must be given prior to the 10<sup>th</sup> day before the date of hearing by publication in an official newspaper and by written notice to the owners of lots with 200 feet of lots to be rezoned. A second public hearing must be held by the City Council and notice given prior to the 15<sup>th</sup> day before the date of the hearing by publication in an official newspaper. When any proposed amendment relates to a change of a zoning regulation or to the text of the zoning ordinance not affecting a specific property, notice of the public hearing of the planning and zoning commission shall be made per the publication policy of the city without the necessity of notifying property owners by mail.

**Preparation of Notice Signage:** The applicant shall erect one sign for each 400 feet of street frontage of the property, with a minimum of two signs on each street frontage, except that no applicant is required to erect more than 15 signs. If the property does not have street frontage, the signs shall be placed upon the closest available right-of-way and upon the property itself. The applicant shall erect the signs not less than ten days prior to the scheduled public hearing before the Planning and Zoning Commission and the signs shall be kept in place until final action has been taken by the City Council concerning the application.

**Determination:** The purpose of a zoning request is to confer a different zoning onto a parcel. No zoning change, however, shall become effective until after the adoption of an ordinance by the city council for same and its publication as required by law.

If the city council denies the zoning, rezoning, or text amendment request, then no other zoning application may be filed for all or part of the subject tract of land, or for that portion of this appendix, in the case of a text amendment request submitted by a property owner or citizen, for a period of one-year following the denial. Where the request was initiated by the city and involved a proposed amendment to the text of this appendix, a waiting period is not required before the request can be reconsidered. The city council may, at its option, waive the one-year waiting period.

This checklist is provided to assist developers and design professionals in the preparation of submittals for development review and is intended to be a guideline for what is needed to facilitate the review. Additional information may be required, as indicated in your Pre-Development meeting or upon review of the plans.

## CHECK ALL BOXES TO SIGNIFY COMPLIANCE WITH SUBMITTAL AND SPECIFICATION SUBMITTAL

### REZONING SUBMITTAL REQUIREMENTS:

**Universal Application Form:** The completed application form shall include the notarized signatures of the applicant and the owner(s).

**Project Narrative:** A narrative indicating the purpose of the development and what is being proposed.

**Copies Required:** (5) copies

**Fee:** Fee paid as described in the current Development Services Fee Schedule.

**Applicant Information:** The applicant is generally the principal design professional (e.g. a surveyor or engineer) preparing the plat document. The applicant shall include his/her name, name of company, company address, phone number, and personal email contact information on the application and on the plat. If the applicant and the property owner are the same, please note as such. All correspondence relating to the plat review and filing will be directed to the applicant designated on the application.

**Owner Information:** The application is required to be signed by the current property owner(s). If the property owner is not available to sign the application, then a notarized letter of authorization from the property owner is required to be submitted which empowers a designee to sign for the property owner.

\*Number of paper copies subject to the discretion of The Planning Director. The selected scale must allow for the legibility of details. Plans requiring multiple sheets shall include match lines and a key plan. Individual cases may require full 24" x 36" plans for review.

## DESIGNED IN COMPLIANCE WITH GUIDING DOCUMENTS:

**Engineering Design Manual**

**Gateway Overlay District**

**Comprehensive Plan**

**Master Thoroughfare Plan**

**Subdivision Ordinance**

**DEVELOPMENT SERVICES DEPARTMENT**

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