

# Zoning Amendment Information and Application Packet

Revised: 10/10/11



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**This application applies to all requests for:**

- **Zoning Change**
- **Specific Use Permit**
- **Site Plan review**

Applications shall be filed with appropriate fees (checks made out to the "City of Waxahachie"), at the City of Waxahachie Planning and Development Department, 401 S. Rogers, Waxahachie, Texas 75168. All applications shall be filed no less than 30 days prior to Planning and Zoning Commission meeting (P&Z meets second and fourth Wednesdays of each month at 4:30pm).

**The following shall be submitted as a part of each application:**

1. 15 copies of a 18" x 24" survey map with accompanying metes and bounds description and/or legal description of City lot and block **folded into no larger than 8 ½" x 11" with project description information facing up**. Adjacent property (including owner's names and addresses), streets, alleys within 200 feet of property shall be depicted with related zonings. The survey shall be prepared and stamped by a registered public surveyor.
2. For projects involving more than one property owner, an original notarized petition indicating full consent and full property description by each shall accompany a single zoning application.
3. For Planned Developments, refer to section 31 of the City's Zoning Ordinance. A pre-application conference shall be conducted to discuss project plan and application requirements. Contact Planning Department at 972-938-2101 x220.
4. For Specific Use Permit, refer to section 32 of the City's Zoning Ordinance. 15 copies of proposed detailed development plan shall also be provided.
5. For Site Plan reviews, refer to section 39 of the City's Zoning Ordinance. **A site plan is required for all Planned Development and Specific Use Permit applications.**
6. Digital PDF, DWG and DWF of all drawing documents on a CD only.



**Procedure for Processing Zoning Applications:**

1. Pre-application meeting with City Staff – contact City Planning Department at 972-938-2101 x220 for scheduling.
2. Applicant submits complete application. Applications will not be considered complete until all supporting documentation and fees are received.
3. City Secretary's office mails notices to property owners within 200 feet of subject property not less than ten days prior to Public Hearing before the Planning and Zoning Commission.
4. Applicant to present request to Planning and Zoning Commission (meets 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of month at 4:30pm)
5. City Secretary's office publishes legal notice in local newspaper at least 15 day prior to Public Hearing before City Council
6. Applicant presents request to City Council (meets 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month at 7:00pm). If approved, zoning amendment shall not be construed as amending City Building Codes or other applicable ordinances.

A request denied by City Council may be resubmitted at any time for reconsideration by the City (a new filing fee must be submitted with the request). The City Council may deny any request with prejudice. If a request has been denied with prejudice, the same or similar request may not be resubmitted to the City for six (6) months from the original date of denial.

**Fee Schedule:**

<b>Zoning Change</b>	<b>\$350.00 plus \$10 per acre</b>
<b>Specific Use Permit</b>	<b>\$350.00</b>
<b>Site Plan review</b>	<b>\$350.00 plus \$10 per acre</b>

# Zoning Amendment Application

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Case No.: \_\_\_\_\_

Date Received: \_\_\_\_\_

Submission Checklist (for office use):

- Complete Application
- Fees (per fee schedule)
- Property Owners within 200 feet
- 15 copies of folded survey maps
- Digital copy of all drawing documents

**This request is for:** (check one)

- Zoning Amendment
- Specific Use Permit
- Site Plan Review

(please type or print legibly in black ink)

**General Information:**

Current Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Owner Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Email \_\_\_\_\_

**Property Information:**

Physical Address/General Location

Subdivision

Block

Lot(s)

Acres

Legal Description of Property

Current Use of Property: \_\_\_\_\_

Is property in FEMA designated flood plain? YES \_\_\_\_\_ NO \_\_\_\_\_



**Zoning Information:**

Current Zoning of Property: \_\_\_\_\_ Proposed Zoning \_\_\_\_\_

Reason for request:

\_\_\_\_\_  
\_\_\_\_\_

Proposed Use of Property:

\_\_\_\_\_  
\_\_\_\_\_

Does this request comply with the City's Comprehensive Plan? Explain.

\_\_\_\_\_  
\_\_\_\_\_

**I hereby certify that all the above information and related supporting documents being submitted herewith are true and accurate to the best of my knowledge.**

\_\_\_\_\_(Date)\_\_\_\_\_ (Signature of Applicant)\_\_\_\_\_

**Notarization:**

**BEFORE ME**, the undersigned, a Notary Public in and for \_\_\_\_\_ County and the State of Texas, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument.

**GIVEN UNDER MY HAND AND SEAL OF OFFICE** this, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC**