



CITY OF DECATUR, TEXAS

Development Services ★ 1601 S. State St ★ P.O. Box 1299 ★ Decatur, TX 76234 ★ www.decaturtx.org

Comprehensive Plan Amendment Checklist

A submittal of a complete application will facilitate a timely review. Failure of the applicant to provide required information or obtain a waiver from the Planning Director will result in application not being processed. **Under special circumstances, additional items may be required.**

The Project Plan is intended to provide the Planning and Zoning Commission and the City Council with the information and data that is necessary to assess the merits of requests for the amendment.

Application Requirements:

- An application form and the appropriate fees.
- A letter of intent including:
 - Existing and proposed land uses categories.
 - Justification for the request.
 - An assessment of public facilities, demonstrating the adequacy of or provision for public facilities serving the proposed development, including but not limited to roads and/or traffic, water, wastewater, drainage and schools.
- A location map indicating property for which the Comprehensive Plan Amendment is requested.
- Submit one (1) copy of proof of ownership (recorded property deed or current year tax statements).**
- Submit documentation on any and all liens and lien holders of property.**
- A project plan. Submit a total of **five (5)** copies of project plan drawn in ink and on plain white paper. Drawings by an engineering firm are preferred. **All project plans must be individually folded with the name of the project face up.**
- A written and electronic legal description of property being rezoned on an 8½" X 11" sheet - seven (7) typed copies on plain bond - no letterhead.
- One (1) CD-ROM containing the general required documents in Adobe PDF format.
- I have reviewed the checklist and all submittals for completeness and accuracy. If application submittal is determined to be incomplete, additional fees may be assessed.**

Signature

Date

Contents of a Project Plan:

- Drawn on a sheet size of 18" X 24" or 24" x 36" to an engineer scale not smaller than 1" = 60' (smaller or larger sheet size or scale may be accepted only if approved by Planning Director).
- Project name, vicinity map, scale, north arrow and date.
- Any city or extraterritorial lines traversing or on the boundary of the development.
- Name, address and telephone numbers of all professional consultants, if any.
- Applicant's name and address and their legal interest in the subject property.
- Owners name and address, if different from the applicant.
- Property boundaries plotted to scale with bearings and distances shown and a layout of the development, showing the configuration and location of proposed land use amendment.
- Existing and proposed land use designation as contained in the future land use map.
- Existing and proposed zoning designations. Zoning designations and existing uses adjacent to the proposed development.

FREQUENTLY ASKED QUESTIONS

When will my application be considered?

Your application will be reviewed by the Planning & Zoning Commission (P & Z) and then the City Council. P & Z usually meets the first **Tuesday** of each month, while Council meets on the 2nd and 4th **Mondays** of each month.

When should I apply?

By law, your application **may** require a minimum of two public hearings. These hearings must be advertised in the local newspaper 15 days prior to the meetings. In order to be heard at the next P & Z meeting, you will need to apply a minimum of 40-45 days prior to the meeting to allow the City time to place the ads in the paper.

What happens at the meetings?

The person chairing the meeting will open the public hearing and invite people to speak about your item. After gathering all public comments, the chair will close the public hearing and the commission will make a decision about your application.

So others may talk about my application?

Yes, if your application requires a public hearing, your case will be advertised in the local newspaper. In addition, for most public hearing items, everyone within 200 feet of the property will be mailed a notification letter.

How do they decide?

The P & Z looks at local, state and federal laws as well as the City’s long-range plan and makes a recommendation to the City Council. Council considers P & Z’s recommendation and may approve, deny or approve with conditions.

How much does it cost?

The application fee is based on the City’s current Fee Schedule Ordinance. Check the City’s Web Site or the Planning Department for the most current Fee Schedule. Please make checks payable to the “City of Decatur”.

What type of Property Drawings do I need?

The applicant must provide a legible and reasonable drawing, to scale, illustrating that which is requested. At a minimum, the drawing must show property in question along with all adjacent properties, streets, street names, north arrow and scale of drawing. Identify lots with lot and block numbers and subdivision name or, if not subdivided, a complete metes and bounds description when addressed. For assistance, contact a surveyor. For additional requirements, please refer to Decatur’s Design Standards, Zoning Ordinance and Subdivision Ordinance.

DO NOT WRITE BELOW THIS LINE

<ul style="list-style-type: none"> • <i>Application</i> <i>Yes</i> <i>No</i> • <i>Fee Paid</i> <i>Yes</i> <i>No</i> • <i>Survey Provided</i> <i>Yes</i> <i>No</i> <i># of Copies</i> _____ • <i>Plans Provided</i> <i>Yes</i> <i>No</i> <i># of Copies</i> _____ • <i>Application</i> <i>Yes</i> <i>No</i> <i>Accepted</i> 	<p><i>To Be Completed by Staff Accepting Application</i></p> <p style="text-align: right;"><i>Key Dates</i></p> <p>On P&Z Agenda: _____</p> <p>On Council Agenda: _____</p> <p>Newspaper Publication Dates:</p> <p style="padding-left: 40px;">P&Z: _____</p> <p style="padding-left: 40px;">CC: _____</p> <p>Property Owner Notification Date _____</p>
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Recommendations and Decisions

Staff: _____
P&Z: _____
CC: _____