



CITY OF DECATUR, TEXAS

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

Zoning Change, PD and SUP Application 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 Planning and Zoning Commission in considering and determining its recommendations to the City Council on any request for a Special Use Permit may require from the applicant plans, information, operating data and expert evaluation concerning the location and the function and characteristics of any building or use proposed. The City Council may, in the interest of the public welfare and to assure compliance with the Ordinance, establish conditions of operation, location, arrangement and construction of any use for which a permit is authorized. In authorizing the location of any of the uses listed as a Special Use Permits, the City Council may impose such development standards and safeguards as the conditions and locations indicate important to the welfare and protection of the adjacent property from excessive noise, vibration, dust, dirt, smoke, fumes, gas, odor, explosion, glare, offensive view or other undesirable or hazardous conditions.

Requirements for Zoning Change, PD and SUP Applications:

- An application form and the appropriate fees.
- A location map indicating property to be rezoned.
- A letter of intent including:
 - Existing and proposed zoning districts
 - 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 written and electronic legal description of property being rezoned on an 8½" X 11" sheet - five (5) typed copies on plain bond - no letterhead.
- Submit a total of **five (5)** copies of site plan drawn in ink and on plain white paper. Drawings by engineering / planning firms are preferred. **All site plans must be individually folded with the name of the project face up.**
- Submit a total of **two (2)** copies of the Tree Survey and Tree Preservation Plan and the Landscape Plan, if applicable. **All plans must be individually folded with the name of the project face up.**
- 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.**
- One (1) CD-ROM** containing all the plans, all completed and signed checklist, Legal description, Letter of Intent in Adobe PDF format.
- If more than one zoning district is proposed, a Zoning Plan is required. If a Zoning Plan is required, submit a total of **five (5)** copies of zoning plan drawn in ink and on plain white paper. **Three (3)** reduced copies (8½" X 11"). Drawings by an engineering firm are preferred. **All zoning plans must be individually folded with the name of the project face up.**

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 Zoning Plan (Only required if more than one zoning district is proposed):

- Drawn on a sheet size of 18" X 24" or 24" x 36" (smaller or larger sheet size may be accepted only if approved by Planning Director).
- Name, address and telephone numbers of all professional consultants, if any.
- Project name, vicinity map, scale, north arrow and date.
- Any city or extraterritorial lines traversing or on the boundary of the development.
- Applicant's name and address and their legal interest in the subject property.
- Owners name and address, if different from the applicant.
- Land use designation as contained in the Master Plan.
- Zoning designations and existing uses adjacent to the proposed development.

Site Plan Requirements:

- Drawn on a sheet size of 18" X 24" or 24" X 36" (smaller or larger sheet size may be accepted only if approved by Planning Director).
- Drawn to an engineer scale not smaller than 1" = 100' (smaller scale may be accepted only if approved by Planning Director).
- Name, address and telephone numbers of all professional consultants, if any.
- Project name, vicinity map, scale, north arrow and date.
- Name of property owner and / or proposed developer.
- Existing zoning and use of the site and adjacent properties.
- Total number of acres in request.
- Distinct boundaries and dimensions of subject site.
- Description of all processes and activities involved with the proposed use.
- Location of all existing and proposed building and structures, including the number of stories, height, roofline, gross floor area, and location of building entrances and exits.
- Approximate location of existing and proposed utilities.
- The Identification, location and size of all existing and proposed gas, petroleum, or similar common carrier easements and pipelines located within or on the boundary of the development. If no easements or pipelines are located on the property, add a note to that effect. This included gathering and flow lines.
- Location of existing drainage and natural features.
- The location and dimension of all curb cuts, public and private streets, parking and loading areas, pedestrian walks, lighting facilities, and outside storage facilities.
- Building setbacks.
- Location, dimension, and type of sign(s) to be used on the property. (Scale drawings preferred.) Separate sign permit may be required.
- Location and size of all greenbelts, open space, recreational areas or parks.
- Location, height, and type of walls, fences or screening.
- Any other information deemed necessary by the Planning Director to analyze the project.



Additional Checklist requirements (for PD's only)

Pre-Application Meeting

Data to Accompany Initial Application.

The following will be included in the initial submission of the PD. Incomplete packages will not be accepted.

- Metes and bounds description of the overall tract with topographic information necessary to project the natural terrain and environmental character of the site.
- A written and graphic description of the PD and the existing and allowable land use surrounding the proposed PD. This is to include the size and location of all major areas planned for public and private uses.
- A written description of planning assumptions and projections relating the PD to the overall community growth and planning goals.
- A graphic depiction of potential land uses under the existing zoning and of proposed land uses under the PD. Include a comparison chart to illustrate all setbacks, height, impervious coverage, green space, parking requirements, traffic generated, and water/sewer impacts between the potential and proposed land uses.
- Open Space Requirement. All single family residential PDs will provide open space at a minimum ratio of .01 acres for each residential unit. Private ownership of these areas is permitted subject to deed restrictions that mandate the private park area be committed to permanent open space and the grounds and equipment of such will be maintained in an attractive manner comparable with the neighborhood.

Submission of preliminary plat and final plat to the Development Review Team for in-house review and approval.

Data to Accompany Preliminary Plat (PP).

- Metes and bounds description of the overall tract with topographic information at two (2) feet contours.
- Drainage Plan.
- Overall graphic of lot layout.
- All rights-of-way, easements and dedicated common areas.

Data to Accompany Final Plat (FP).

- Individual lot setbacks.
- Dedication of rights-of-way.
- Dedication of open space.

Submission of development construction plans (single family development) or engineering site plans (non-single family development), in accordance with plan requirements, to the Development Review Team for in-house review and approval.

Data to Accompany Engineered Site Plan.

- Landscape Plan
- Water and Sewer layout, connections and details
- Sidewalk, Street and Driveway details.

CITY OF DECATUR DEVELOPMENT SERVICES UNIVERSAL APPLICATION

Check box to indicate application type

Incomplete applications will be rejected

<input type="checkbox"/> Annexation Petition	<input type="checkbox"/> Gas Well Development Plat	<input type="checkbox"/> Special Use Permit
<input type="checkbox"/> Amending Plat	<input type="checkbox"/> Plat Extension-Final or Preliminary	<input type="checkbox"/> Subdivision Variance
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Zoning Change
<input type="checkbox"/> Conveyance Instrument	<input type="checkbox"/> Replat	<input type="checkbox"/> Zoning Variance (ZBA)
<input type="checkbox"/> Design Standards Variance	<input type="checkbox"/> ROW Use Agreement	<input type="checkbox"/> Vacation Plat
<input type="checkbox"/> Final Plat	<input type="checkbox"/> ROW Abandonment/ Closing	<input type="checkbox"/> Other _____

Application Requirements: Signed application form, application fees, Copy and filing fees, Proof of Ownership (Recorded Deed or current tax statements), required # of plats / plans, signed checklist and a PDF of all documentation.

PROJECT INFORMATION: Residential Commercial Is this property platted? Yes No
If this property is not platted, submit a survey with complete metes and bounds description sealed by a licensed surveyor

Project Name: _____ Total Acres: _____

Project Address (Location): _____ Parcel(s) Tax ID R #: _____
(LOT, BLOCK & SUBDIVISION OR SURVEY WITH METES & BOUNDS DESCRIPTION SEALED BY A LICENSED SURVEYOR)

Parent Project Name/Number _____ Parcel(s) Tax ID GEO #: _____

Brief Description of Project: _____ ETJ Yes

Please state the identity of any individual(s), or other entities that presently hold a lien upon the real estate which is the subject of this request: _____ *Lien holder/mortgagee must also sign plat for filing of record.*

Existing Use: _____ Existing Zoning: _____ # of Existing Lots: _____ # of Existing Units: _____

Proposed Use: _____ Proposed Zoning: _____ # of Proposed Lots _____ Proposed Units: _____

APPLICANT INFORMATION: Please circle your preferred method of contact.

Applicant / Company _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

Property Owner _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

Key Contact/Company _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

(MUST BE SIGNED FOR ALL APPLICATIONS) - Letter of authorization required if signature is other than property owner and a letter of authorization is required from lienholder/mortgagee, if applicable.

I hereby certify that I am the owner of the property identified in this application; or, that I am the authorized agent of the owner of said property; and that I am authorized to act in their behalf, and that this application, to the best of my knowledge and belief, is true and correct.

SIGNATURE OF PROPERTY OWNER

SIGNATURE OF LIEN HOLDER

PLAT WAIVER (MUST BE SIGNED FOR ALL PRELIMINARY, FINAL & REPLATS)

I waive the statutory time limits in accordance with Section 212 of the Texas Local Government Code.

SIGNATURE OF PROPERTY OWNER

SIGNATURE OF LIEN HOLDER

Known to me to be the person(s) whose name is subscribed to the above and foregoing instrument, and acknowledged to me that they executed the same for the purposed and consideration expressed and in the capacity therein stated. Given under my hand and seal of office on this _____ day of _____ 20_____

Notary Public

For Departmental Use Only

Case#: _____

Project Mgr : _____

Total Fee(s): _____

Payment Method: _____

Submission Date: _____

Accepted By: _____

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: _____