

ZONING APPLICATION

CONTACT INFORMATION

Property Owner: _____ Contact: _____
 Owner Address _____ City: _____ State: _____ Zip: _____
 Owner Email: _____ Telephone: _____ (Fax) _____
 Applicant/ Agent _____ Contact: _____
 Engineer Architect Surveyor Owner
 Applicant/Agent Address: _____ City: _____ State: _____ Zip: _____
 Agent Email: _____ Telephone: _____ (Fax) _____

REQUIRED

PROPERTY INFORMATION

Property Address: _____
 (or general location if no address is available)
 Legal Description of Property: _____
 Lot No. _____ Block No. _____ Acreage: _____ Existing Zoning District: _____
 If property is unplatted, provide Metes and Bounds description in Microsoft Word format via email.

REQUIRED

REQUEST TYPE

SELECT APPLICABLE

<input type="checkbox"/> Specific Use Permit For _____ <input type="checkbox"/> Special Use For _____ <input type="checkbox"/> Change in Zoning From _____ To _____	<input type="checkbox"/> Planned Development (PD) <input type="checkbox"/> Amend PD Approval <input type="checkbox"/> Development Plan Approval <input type="checkbox"/> Conceptual Plan Approval <input type="checkbox"/> Alternative Compliance Request
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REQUIRED

ALL ZONING REQUESTS MUST CONTAIN THE FOLLOWING DOCUMENTATION.

SUBMITTAL DOCUMENTS

- Completed application
- Application fee
- Electronic copy of the metes and bounds legal description in Microsoft word format (if unplatted)
- Written description of request
- Drawings: (3) 24" x 36" Black Line prints (Folded) and electronic document (PDF) via email

REQUIRED

ACKNOWLEDGEMENT

I understand that all required information and plans must be submitted with this application or the application be deemed incomplete.

I hereby authorize the placing of a sign on subject property indicating a zoning change is under consideration.

I understand the requirements of the zoning classifications as stated in the City of Duncanville Zoning Ordinance related to this request and will comply with all necessary requirements of the City codes. I am aware that the City Council has the power to zone land as most appropriate in their wisdom, to promote the health, safety, and morals and for the protection and preservation of places of historical or cultural importance, and the general welfare of the community.

I have read and understand this application and certify that all information and attachments are true and correct. I certify that I am the owner of the property involved in this request or have authorization to act as the owner's agent for the request described. Applicants (or a representative) are expected to be present at all public hearings concerning this application to justify and explain their request and to answer questions posed by the City Planning and Zoning Commission and City Council.

Signature of Current Property Owner Date

BEFORE ME, _____, on this day personally appeared _____, known to or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person(s) whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal)

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, 20__.

My Commission Expires: _____

Notary Public in and for the State of Texas

Following is to be completed only if a person other than the owner is submitting this application.

Signature of Applicant/Agent Date

BEFORE ME, _____, on this day personally appeared _____, known to or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person(s) whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal)

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, 20__.

My Commission Expires: _____

Notary Public in and for the State of Texas

OFFICE USE ONLY

<input type="checkbox"/> Application fee: _____	Pre-Development No.: _____
<input type="checkbox"/> Legal Description of Property	File Number: _____
<input type="checkbox"/> Completed Application	Date Received: _____

SUBMITTAL CHECKLIST

Special Uses and Specific Use Permit

Please check if applicable

YES N/A

- Written Letter with Detailed Description of proposed operation
- Site Plan (see Site Plan Checklist)*
- Building Elevation and Signage Plan (See Building Elevation* and Signage Plan* Checklist)
- Landscape Plan (See Landscape Plan Checklist)*
- Floor Plan
- Other _____

Planned Development

YES N/A

- Written Letter with Detailed Description of proposed development with proposed conditions.
- Conceptual Plan

(The purpose of a Conceptual Plan is to provide a general layout of the proposed development prior to a more specific Development Plan being submitted. A Conceptual Plan shall be construed to be an illustration of the development concepts only and not an exact representation of the specific development proposed.)

- Development Plan with proposed PD Conditions (see Development Plan Checklist)*

(The purpose of a Development Plan is to specifically illustrate the proposed location and arrangement of uses and structures, the relationship of such uses to base zoning districts, development phasing, planned public improvements, open space, proposed amenities and the overall design of the development. Development Plan shall be incorporated into the regulations of the PD ordinance, shall be construed in conjunction with the authorized uses and development standards set forth in such regulations, and shall be in general conformity with the approved Conceptual Plan for the PD (if applicable).

Development Plan Submittal includes the following:

YES N/A

- Site plan (see Site Plan Checklist)*
- Building Elevation and Signage Plan (See Building Elevation and Signage Plan Checklist)*
- Landscape Plan (See Landscape Plan Checklist)*
- Floor Plan
- Other _____

SUBMITTAL CHECKLIST

Amendment of Planned Development

YES N/A

- Written Letter with Detailed Description of proposed operation including list of proposed changes.
- Revised Development Plan (See Development Plan Checklist)*

Development Plan

YES N/A

- Proposed PD Conditions
- Site plan (see Site Plan Checklist)*
- Building Elevation and Signage Plan (See Building Elevation and Signage Plan Checklist)*
- Landscape Plan (See Landscape Plan Checklist)*
- Floor Plan
- Other _____

Change of Zoning

YES N/A

- Written Detailed Description of request including how the request considers the following factors:
 - Whether the proposed change of zoning change implements the policies of the adopted Comprehensive Plan
 - Whether the uses allowed by the proposed change will be appropriate in the immediate area concerned and their relationship to the general area and the City as a whole;
 - Whether the proposed change is in accordance with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers, and other utilities to the area;
 - The amount of and development absorption (or redevelopment) rate of vacant or underutilized land currently classified for similar development in the vicinity and elsewhere in the City, and any special circumstance which may make a substantial part of such vacant land unavailable for development;
 - How other areas designated for similar development will be, or are unlikely to be, affected if the proposed amendment is approved, and whether such designation for other areas should be modified also; and
 - Any other factors which substantially affect the public health, safety, morals, or general welfare.