



ZONING PETITION

PAGE 1 OF 2

For Office Use Only
Project # _____

Revision Date: 01/2017

Type of Petition Requested *(check the appropriate box)*

- Rezoning/Initial Zoning *(for single-family detached, single-family attached, and two-family residential petitions)*
- Rezoning/Initial Zoning *(for multifamily residential, nonresidential, and plan development petitions)*
- Specific Use Permit *(specify use in General Description below)*
- Zoning Ordinance Text Amendment *(specify request in General Description below)*
- Old Town Residential District *(specify request in General Description below)*

General Description of Request *(complete the following)*

Existing Zoning _____

Proposed Zoning / Purpose of Request _____

Subject Property Information *(complete the following)*

General Location (street frontage and distance to cross street) _____

Gross Area of Parcel (to the nearest tenth of acre) _____

Items Required with Submittal *(check the appropriate boxes to indicate items submitted with petition)*

The items below must be submitted with the zoning petition unless noted otherwise on the zoning petition checklist. (Please refer to the checklist for additional information).

- Zoning Petition Checklist **(1 completed original)**
- Petition Fee *(see fee schedule)* Fee Amount \$ _____
- Current Tax Certificate **(1 original tax certificate from all taxing agencies)**
- Metes and Bounds Legal Description **(1 copy - 8.5"x11")**
- Zoning Exhibit **(3 copies - 11"x17" or 24"x36")**
- Proposed Development Stipulations **(1 copy - 8.5"x11")**
- Concept Plan or Land Study *(requires separate development application)*
- Traffic Impact Analysis **(3 copies - 8.5"x11") (see fee schedule)** Fee Amount \$ _____

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Owner and Authorization *(sign and notarize)*

Name *(signature required below)* _____
Company Name _____
Address _____
City _____ State _____ Zip Code _____
Telephone _____ Fax _____ Email _____

Owner, Check ONE of the following:

- I will represent the application myself; OR
- I hereby designate _____ *(name of project representative)* to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

I hereby certify that I am the owner of the property and further certify that the information provided on this development application is true and correct.

Owner's Signature _____ Date _____

STATE OF TEXAS:
COUNTY OF:

BEFORE ME, a Notary Public, on this day appeared _____ *(printed owner's name)* the above signed, who, under oath, stated the following: "I hereby certify that I am the owner for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20____.

Notary Public in and for the State of Texas

Project Representative *(complete if designated by owner)*

- Purchaser Tenant Preparer of Application
- Other *(specify)* _____

Name _____
Company Name _____
Address _____
City _____ State _____ Zip Code _____
Telephone _____ Fax _____ Email _____



The following list of submission requirements should be used by the applicant as a guide in preparing a complete zoning change application. The City of Van Alstyne will also use the checklist to verify the completeness of the application at the time it is submitted. Applicants are responsible for submitting complete applications. Incomplete applications will result in the application being rejected for acceptance and will lengthen the development review process.

Requirements

The following must be submitted for a complete application packet in both printed and digital form (PDF or JPG):

- Petition:** A completed Zoning Petition including all required signatures.
- Applicant's Statement:** A typed summary which describes the purpose of the request.
- Metes and Bounds Property Description:** A typed metes and bounds description of the subject site on 8 ½"x 11" paper and electronically submitted in MS Word format.
- Zoning Exhibit (Conceptual Site Plan):**
 - 4 folded copies (24" x 36")
 - 4 copies (8 ½" x 11")
 - Drawn to a scale at which all details of the drawing are legible at 8 ½" x 11"
 - Zoning Exhibit requirements are listed on page 2 of this document.
- Other Exhibits:**

Other exhibits may be required upon consultation with City staff such as flood studies, traffic impact analyses, etc.

If the applicant chooses to provide a PowerPoint presentation during either City Plan Commission or City Council Public Hearing, the PowerPoint must be submitted on portable electronic media to the City Clerk at least 24 hours in advance of the meeting

- Filing Fee** (See Fee Schedule on Page 2)

Zoning Exhibit (Conceptual Site Plan)

A zoning exhibit is a detailed, scaled drawing that indicates existing and proposed site improvements. Prior to the submittal of development plans for projects that require a zoning change or special permit, the Planning and Zoning Commission and City Council must approve the requested zoning change or special permit. Commission and Council consideration shall include: conformance with the Comprehensive Zoning Ordinance; the Subdivision and Development Ordinance; the Master Transportation Plan; and all other applicable City ordinances and policies; and any other aspect deemed necessary to consider in the interest of providing for public health, safety, order, convenience, prosperity and general welfare of the community.

The Zoning Exhibit must conform to the standards listed on the Conceptual/Preliminary Site Plan Checklist, available on the City of Van Alstyne website (www.cityofvanalstyne.us).

Zoning / Specific Use Permit Process

Step 1	Application filed with City Clerk (includes payment of application fee). See calendar for submittal schedule.		
Step 2	Staff review of application and request revisions if necessary		
Step 3	Notice of City Plan Commission Public Hearing mailed to property owners within 200 feet of subject site 10 days in advance of the meeting		
Step 4	City Plan Commission Public Hearing & Recommendation (Commission may table the request)		
Step 5	A favorable recommendation by the City Plan Commission automatically forwarded to the City Council	OR	A recommendation of denial by the City Plan Commission requires an appeal to be filed within 10 days of the meeting.
Step 6	Notice of the City Council meeting published in newspaper 15 days prior to the meeting		
Step 7	City Council Public Hearing & decision (action could be deferred to later date)		
Step 8	City Council approves application	OR	City Council denies application – No further action.
Step 9	If approved, ordinance prepared and submitted for Council action at the next regularly scheduled City Council meeting.		

Zoning Fees

Zoning Application Fees:	Base fee - each	\$300.00
	additional per acre	\$ 15.00
Specific Use Permit Fees:	Base fee - each	\$300.00
	additional per acre	\$ 10.00
Appeals to the Board of Adjustment:	per appeal	\$200.00

City of Van Alstyne Planning Department

242 E. Jefferson Street | Van Alstyne, Texas | 903-482-5426 | www.cityofvanalstyne.us