



ZONING APPLICATION

- Select Application Type:
- | | |
|--|--|
| <input type="checkbox"/> Zoning Change | <input type="checkbox"/> Specific Use Permit (SUP) |
| <input type="checkbox"/> PD Concept Plan | <input type="checkbox"/> PD Detailed Plan |
| <input type="checkbox"/> PD Amendment | <input type="checkbox"/> Site Plan |

The following items shall be included in the application submittal:

- Signed and completed Application form;
- Completed Checklist form for respective application type;
- All required checklist items; and
- Applicable fee(s), see Fee Schedule.

General Location of Property:

Site Address: _____

Parcel ID No(s): _____

Total Area (acres): _____

Subdivision: _____

Lot(s): _____

Block(s): _____

Is Property in FEMA Designated Floodplain? (circle one)

Yes

No

Current Zoning: _____

Current Use: _____

Proposed Zoning: _____

Proposed Use: _____

Type of Development: _____

Development Name: _____

Reason for Request: _____

*** CITY TO COMPLETE ITEMS 1-6 BELOW AT TIME OF SUBMITTAL ***

1) Case Number: _____

2) Application Cycle Date: _____

3) P&Z Date (tentative): _____

4) City Council Date (tentative): _____

5) Current Zoning of Property: _____

6) Current Use of Property: _____



Applicant (Agent): _____

Company: _____

Mailing Address: _____

Phone #: _____

Fax #: _____

Email: _____

Property Owner: _____

Company: _____

Mailing Address: _____

Phone #: _____

Fax #: _____

Email: _____

Property Owner's Signature: _____

(required unless provided below)

The information contained on this application, to my best knowledge and belief, is true and correct. I certify that I obtained legal consent from the property owner to submit this application, either for myself as the property owner or as an agent on behalf of the property owner. I also understand that it is necessary for an agent of this application to be present at the Planning and Zoning Commission (P&Z) meeting(s) as well as City Council meeting(s).

Owner/Agent's Signature

Printed Name

STATE OF _____ COUNTY OF _____

Before me, _____, on this day personally appeared _____ known to me (or
insert the name and character of the officer

proved to me on the oath of _____, or through _____, to be the person whose name
description of identity card or other document

is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____, 20____.

(SEAL)

Notary Public's Signature



SUP & SITE PLAN CHECKLIST

***Case Number:** _____
*Entered by City Staff

Parcel ID #: _____

Development Name: _____

- SUP applications must show a general arrangement of the project and the project's essential requirements. As such, some of the items may not always be applicable, if adequate detail is provided.
- If submitting to satisfy the Detailed Plan requirement of a PD, then a 'PD CHECKLIST' is also required.

Each application shall include the following 37 items:

Applicant must check each box showing that the item was provided | City Staff will verify Items 1-9 at time of turn in, the remaining items will be verified during the technical Completeness Check review.

Provided Y N		Verified Y N
<input type="checkbox"/> <input type="checkbox"/>	1 Two (2) 22"x34" Bond Sets of all Drawings. (Must be folded with development name facing out.)	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	2 CD with all Drawings (to scale) and Supporting Documents in PDF format.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	3 Site layout drawing.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	4 Grading Plan.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	5 Landscape Plan.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	6 Building elevations.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	7 Sign Plan.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	8 Photometric Plan	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	9 Original, embossed Tax Certificate demonstrating all property taxes are paid in full.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	10 Plans shall be drawn to a scale of 1" = 100' or 1" = 50' unless approved in advance by the City.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	11 Title block in lower right hand corner including:	<input type="checkbox"/> <input type="checkbox"/>
	a. Subdivision name with lot and block number;	<input type="checkbox"/> <input type="checkbox"/>
	b. Area in acres;	<input type="checkbox"/> <input type="checkbox"/>
	c. City and County; and	<input type="checkbox"/> <input type="checkbox"/>
	d. Preparation Date.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	12 Name, address, and telephone number of the owner, applicant, and surveyor or engineer	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	13 Vicinity map and key map, if multiple sheets are needed	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	14 Written scale, graphic scale, legend, and north arrow	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	15 Approximate distance to the nearest street	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	16 Site boundaries, dimensions, lot lines and lot areas	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	17 Site data summary table including:	<input type="checkbox"/> <input type="checkbox"/>
	a. Zoning;	<input type="checkbox"/> <input type="checkbox"/>
	b. Proposed use;	<input type="checkbox"/> <input type="checkbox"/>
	c. Building area (gross square footage);	<input type="checkbox"/> <input type="checkbox"/>
	d. Building height (feet and inches);	<input type="checkbox"/> <input type="checkbox"/>
	e. Area of impervious surface;	<input type="checkbox"/> <input type="checkbox"/>
	f. Total Parking: Required and provided;	<input type="checkbox"/> <input type="checkbox"/>
	g. Number of handicap parking spaces; and	<input type="checkbox"/> <input type="checkbox"/>
	h. Number of dwelling units and number of bedrooms (if multifamily).	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	18 Existing improvements within 75 feet of the subject property.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	19 Land use, zoning, subdivision name, recording information, and adjacent owners.	<input type="checkbox"/> <input type="checkbox"/>



Provided	Y	N		Verified	Y	N
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20	Building locations, sizes, and dimensions.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	Distance(s) between buildings on the same lot.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Building lines and setbacks.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23	Dimensions of all drive lanes and traffic flow arrows.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	FEMA floodplains with 100-year (1% Annual Chance of Flood) Water Surface Elevations, and minimum finished floor elevations (include the floodplain note shown on the final plat).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	Public streets, private drives, and fire lanes with pavement widths and including rights-of-way, median openings, turn lanes, existing driveways, and adjacent existing driveways with dimensions, radii, and surface.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26	Distances between existing and proposed driveways.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27	Loading and unloading areas.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28	Ramps, crosswalks, sidewalks, and barrier-free ramps with dimensions.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29	Locations of dumpsters and trash compactors with height and material of screening.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	Size, location, dimensions and details of all signs and exterior lighting of signs, including type of standards, locations and radius of light and intensity of foot-candles. All signage is subject to approval by the Building Inspections Department.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31	Location and sizes of existing and proposed water and sewer mains.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32	Location of fire hydrants.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33	Location(s) and size(s) of storm drains, culverts, inlets, and other drainage features on or adjacent to the site.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34	Locations, widths, and types of existing and proposed easements.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35	An elevation of all four sides of the building including materials, colors, and dimensions at an architectural scale of 1"=20'.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36	Show and describe on the site plan anything that generates objectionable smoke, fumes, noise, odor, dust, glare, vibration or heat.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37	Impact of Development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.	<input type="checkbox"/>	<input type="checkbox"/>
Landscape plan provided on a separate sheet must show the following:						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a.	Natural features including tree masses and anticipated tree loss;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b.	Floodplains, drainage ways, and creeks;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c.	Screening walls and fences (include height and type of construction);	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d.	Retaining walls and headlight or service area screens (include height & construction type);	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e.	Existing and preserved trees including location, size, and species;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f.	Landscaping materials including location and size;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g.	Proposed plant materials; and	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	h.	Note to indicate type and placement of irrigation system.	<input type="checkbox"/>	<input type="checkbox"/>

Applicant shall provide a written description for the reason any item was not provided.

Item #: _____ Reason for Omission: _____

Item #: _____ Reason for Omission: _____

Item #: _____ Reason for Omission: _____

Item #: _____ Reason for Omission: _____



ZONING APPLICATION PROCEDURES

The following process pertains to Zoning Case applications:

1. Pre-application meeting with Development Review Committee (DRC) Staff, not required. Contact the Planning Department at (469) 309-4290 for scheduling.
2. Applicant turns in application on one of the identified Application Dates.
 - a. Applications will not be accepted unless all required documentation and fees are provided.
 - b. The application will follow the City's Development Review Calendar in accordance with the Planning Application Cycle.
3. The Planning Department will notify the applicant of the application's completeness status on or before the tenth (10th) business day after the Application Date. The written notice will either identify the application as complete or specify the necessary documents or other information that was not provided and the date the application will expire if the documents or other information is not provided.
4. Within five (5) business days after the applicant is notified via email that the application is complete, the Planning Department will also email review comments to the applicant.
5. The applicant is required to contact the Planning Department to schedule a DRC meeting for the Wednesday afternoon subsequent to the date the comments were emailed. The applicant will identify during the DRC meeting whether the comments can or will be satisfied.
 - a. DRC meetings are scheduled in thirty (30) minute intervals.
 - b. Meetings are scheduled on the hour and half-hour starting at 1:30 p.m.
 - c. A decision will be made whether the project is ready for the tentative P&Z meeting.
 - d. In lieu of a DRC meeting, the applicant may choose to contact the Case Manager and discuss the comments to describe how each comment will be addressed.
6. Staff comments shall be addressed on or before the comment response due date.
 - a. Due date is scheduled a maximum of ten (10) business days after comments are emailed.
 - b. Comment response requires:
 - i. Revised set of all drawings, and
 - ii. A response letter describing how each comment was satisfied.
7. City Secretary's Office sends public notices:
 - a. To property owners within two hundred (200) feet of subject property; and
 - b. Publishes notice in local newspaper at least sixteen (16) days prior to the Public Hearing.
8. Planning Department posts on-site notice sign at least fifteen (15) days before the City Council meeting.
9. Applicant to present request before Planning and Zoning Commission (P&Z) [2nd & 4th Tuesday of each month at 7 p.m.] and City Council [1st & 3rd Monday of each month at 7 p.m.].
10. If approved by City Council subject to any outstanding comments, within thirty (30) days the applicant shall provide to the Planning Department one (1) revised plan set that incorporates any outstanding staff, P&Z, or City Council comments.
11. Once the revised plans are provided, City staff will verify all outstanding comments were satisfied. If comments were not satisfied, applicant will be notified to make corrections and repeat Steps 10-11.
12. If approved, the zoning amendment shall not be construed as amending City Building Codes or other applicable ordinances. A request denied by City Council without prejudice may be resubmitted at any time for reconsideration by the City (a new filing fee must be submitted with the request). If a denied with prejudice, the same or similar request may not be resubmitted to the City for six (6) months.



FEE SCHEDULE

CONTACT PLANNING DEPARTMENT FOR FEE CALCULATION ASSISTANCE, IF NECESSARY

Zoning, PD, or SUP Fees

Zoning District Change:	\$350 + \$10 per acre
Planned Development (PD):	\$350 + \$10 per acre
PD Amendment:	\$350 + \$10 per acre
Site Plan Review:	\$350 + \$10 per acre
Specific Use Permit (SUP):	\$350

Platting Fees

Preliminary Plat (PP):	
Single-Family Residential (S-FR), Multi-Family Residential (M-FR), & Non-Residential (NR)	\$250 + \$10 per lot
Final Plat (FP):	
S-FR, M-FR, & NR	\$350 + \$5 per lot plus Plat Filing fees
Development Plat (DP):	
S-FR, M-FR, & NR	\$250 + \$25 per lot plus Plat Filing fees
Replat (RP):	
S-FR (with public hearing)	\$350 + \$5 per lot
S-FR (without public hearing), M-FR, & NR	\$200 + \$5 per lot plus Plat Filing fees
Amended Plat (AP):	\$250 + \$5 per lot plus Plat Filing fees
Plat Vacation (PV):	\$250 + \$5 per lot plus Plat Filing fees
Minor Plat (MP):	\$250 + \$5 per lot plus Plat Filing fees
Plat Filing (at Ellis County):	Subject to County Recording Fees
ETJ Plats:	Subject to Platting Fees Above + County Plat Fees (see Ellis Cnty. fee schedule)
Infrastructure Inspection Fee:	2.5 percent of total infrastructure cost
Change Street Name (after PP approval, for each name changed):	\$100
Landscape/Irrigation Plan:	\$100
Park Land and Public Facility Dedication:	
Park Land Dedication	Two (2) acres for each 100 dwelling units
Cash in lieu of Land	At City Council's Option: \$400/dwelling unit

Impact Fees

Refer to City of Waxahachie Ordinance Number 2830, as amended, for Water, Wastewater, and Roadway Impact Fee regulations. Impact Fee Tables are also included in the City of Waxahachie's Code of Ordinances (Chapter 33, Article VII, Section 33-179). Impact fees are paid at the time of permit (roadway) or water meter (water and sewer) issuance.

In addition to any other fees, a \$2,500 deposit may be required at the time of submission of a PP, FP, or combination PP/FP for review by City Consultants of any facilities agreement or civil construction plans. At time of final approval, the deposit will be adjusted based on actual costs incurred by the City and an invoice for costs over \$2,500 or a refund to the extent actual costs are less than \$2,500 will be provided to the applicant.