



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



ZONING CHANGE CHECKLIST

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

Parcel ID #: _____

Development Name: _____

Each application shall include the following five (5) items:

Applicant must check each box showing that the item was provided | City will verify Items at time of turn in

Provided			Verified	
Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	1 Two (2) 22" x 34" Bond Sets of a Survey Map with legal description.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2 If requested site is not platted, provide a Metes-and-Bounds description of the area subject to the proposed zoning change. Description shall be provided in a word processing, e.g., Microsoft Word, format.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3 CD or other media device that contains all documents in electronic format.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4 For projects involving more than one property owner, an original notarized petition indicating full consent and full property description by each shall accompany a single zoning application.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5 Original, embossed Tax Certificate demonstrating all property taxes are paid in full.	<input type="checkbox"/>	<input type="checkbox"/>

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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.