

ZONING APPLICATION

CONTACT INFORMATION

Applicant/ Agent _____ **Contact:** _____

☐ Engineer ☐ Architect ☐ Surveyor ☐ Owner ☐ Other

Applicant/Agent Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Agent Email: _____ **Telephone:** _____ **(Fax)** _____

Property Owner: _____ **Contact:** _____

Owner Address _____ **City:** _____ **State:** _____ **Zip:** _____

Owner Email: _____ **Telephone:** _____ **(Fax)** _____

REQUIRED

PROPERTY INFORMATION

Property Address: _____

Legal Description of Property: _____

Lot No. _____ Block No. _____ Acreage: _____ Existing Zoning District: _____

REQUIRED

REQUEST TYPE

☐ Specific Use Permit - Commercial
 For _____

☐ Specific Use Permit - Residential
 For _____

☐ Change in Zoning
 From _____ To _____

☐ Planned Development (PD)

☐ Amend PD Approval

☐ Development Plan Approval

☐ Conceptual Plan Approval

☐ Alternative Compliance Request

☐ Text Amendment

REQUIRED

SUBMITTAL DOCUMENTS

ALL ZONING REQUESTS MUST CONTAIN THE FOLLOWING DOCUMENTATION

- ☐ Completed application **(The application fee will be accepted after staff has reviewed the application for completeness. Staff will contact you after review of your application.)**
- ☐ Property survey, or site plan or electronic copy of the metes and bounds legal description Microsoft word format or plat
- ☐ Written description of request (associated variance requests require justification), business statement or business plan with detailed description of proposed operation
- ☐ Electronic copies of all submittals via email

REQUIRED

Completed applications may be emailed to planningandzoning@duncanvilletx.gov.

Acknowledgments

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

Notarization

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.

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

(Seal)

Notary Public in and for the State of Texas
My Commission Expires: _____

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

Owner Validation

Applicant has permission to pursue a zoning change on the property located at _____ with the City of Duncanville.

Signature of Owner/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.

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

(SEAL)

Notary Public in and for the State of Texas
My Commission Expires: _____

SUBMITTAL CHECKLIST

Specific Use Permit - Commercial

Please check if applicable

*Red asterisk indicates a required item. Staff will notify the applicant if any other items are needed.

YES N/A

- ☐ ☐ Written Letter with detailed description of proposed operation *
- ☐ ☐ Site Plan *
- ☐ ☐ Building Elevation and Signage Plan
- ☐ ☐ Landscape Plan
- ☐ ☐ Floor Plans *
- ☐ ☐ Other _____

Specific Use Permit - Residential

Please check if applicable

*Red asterisk indicates a required item. Staff will notify the applicant if any other items are needed.
Requests for Short-Term Rental or Temporary Workforce Housing will require a floor plan.

YES N/A

- ☐ ☐ Written Letter of Intent with detailed description of request *
- ☐ ☐ HOA approval letter (if applicable) *
- ☐ ☐ Drawings, spec sheets, diagrams or other documents in electronic format (PDF)
- ☐ ☐ Letter from owner (if applicant is not owner) and/or approval letter from HOA (if applicable) *
- ☐ ☐ Other _____

Planned Development

YES N/A

All items below are required.

- ☐ ☐ 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

(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).

REQUIRED

Development Plan Submittal includes the following:

- ☐ ☐ Site plan
- ☐ ☐ Building Elevations
- ☐ ☐ Landscape plan
- ☐ ☐ Floor Plans
- ☐ ☐ Other _____

Amendment of Planned Development

YES N/A

All items below are required.

- ☐ ☐ Written Letter with Detailed Description of proposed operation including list of proposed changes.
- ☐ ☐ Revised Development Plan

Development Plan

YES N/A

All items below are required.

- ☐ ☐ Proposed PD Conditions
- ☐ ☐ Site plan
- ☐ ☐ Building Elevations
- ☐ ☐ Landscape Plan
- ☐ ☐ Floor Plans
- ☐ ☐ Other _____

Change of Zoning

All items below are required.

- ☐ ☐ 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.