

Please print legibly. This application can also be completed online at [LINK](#)

Application Checklist

- ☐ Completed Application ☐ Statement of Intent and Purpose ☐ Zoning Exhibits A & B
- ☐ Owner Authorization (page 6) ☐ Application Fee* (\$1,250 plus \$15 per acre for properties one acre and over)

**An additional fee may apply if a change to the Mesquite Comprehensive Plan is required.*

Property Information

General Location: _____

Physical Address: _____ City, State: Mesquite, Texas

Zip Code: _____

Platted: ☐ Yes ☐ No (If yes, fill in information below. If not platted a metes and bounds description is required)

Subdivision: _____ Block: _____ Lot: _____

Applicant Information – The person filling out the application

First Name: _____ Last Name: _____

Phone Number: _____ Email Address: _____

Company Name: _____

Property Owner(s) Information – The owner of the property listed as physical address

Same as Applicant: ☐ Yes ☐ No (If no, fill in the information below)

First Name: _____ Last Name: _____

Phone Number: _____ Email Address: _____

Mailing Address: _____ City, State: _____
(If different from physical address)

Zip Code: _____

Requested Action

Existing district classification: (Select all that apply)

Residential Zoning Districts

- ☐ AG – Agricultural ☐ R-1 – Single Family ☐ R-1A – Single Family ☐ R-2 – Single Family
- ☐ R-2A – Single Family ☐ R-3 – Single Family ☐ D - Duplex ☐ Multifamily (less than 25 dwelling units)
- ☐ Traditional Neighborhood Mixed Residential (TNMR)
- ☐ Other: _____

Non-Residential Zoning Districts

- ☐ O – Office ☐ GR – General Retail ☐ LC – Light Commercial ☐ MU – Mixed Use
- ☐ CB – Central Business ☐ SS – Service Station ☐ C – Commercial ☐ I – Industrial
- ☐ CV – Civic
- ☐ Other: _____

Change district classification to: (Select all that apply)

Residential Zoning Districts

- ☐ AG - Agricultural ☐ R-1 – Single Family ☐ R-1A Single Family ☐ R-2 Single Family
- ☐ R-2A Single Family ☐ R-3 Single Family ☐ D - Duplex ☐ Multifamily (less than 25 dwelling units)
- ☐ Traditional Neighborhood Mixed Residential (TNMR)
- ☐ Other: _____

Note: Zero Lot Line Dwellings, Patio Homes, Townhouse Dwellings, Other Attached Dwellings (3-plex, 4-plex), Mobile Home Parks, and Multifamily Districts, all require a Planned Development. See the Planned Development application ([LINK](#)).

Non-Residential Zoning Districts

- ☐ O -Office ☐ GR – General Retail ☐ LC – Light Commercial ☐ MU – Mixed Use
- ☐ CB – Central Business ☐ SS – Service Station ☐ C - Commercial ☐ I - Industrial
- ☐ CV - Civic
- ☐ Other: _____

Describe the proposed zoning change and the purpose of the request using the space below. The following should be included:

1. Description of project use(s) and confirmation that development will meet all standards regulating the proposed zoning district and use(s).
2. Existing and proposed zoning and land use(s).
3. If the property is currently developed, list all active businesses on the property with a brief description of each.
4. Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations).
5. Address how the requested rezoning complies with the Mesquite Comprehensive Plan (<https://www.cityofmesquite.com/2051/Comprehensive-Plan>).

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EXHIBIT A – Legal Description

☐ Complete ☐ N/A

Digital PDF copy of the Legal Description (metes and bounds) of the area encompassing the zoning request.

OR

Subdivision description of platted property or properties. Disclaimer: This method may not be used if the requested zoning change is for a portion of a lot, or unplatted property.

EXHIBIT B – Zoning Exhibit

☐ Complete ☐ N/A

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Planimetric map, boundary survey, or other map, adequate to accurately identify and locate the property in question.

Procedures for Zoning Changes

Incomplete Application: If the application is incomplete, the applicant will be notified. Applications that remain incomplete 45 days after the date of submittal shall expire. Incomplete applications will not be reviewed and will not be scheduled for public hearings until the application is considered complete.

Public Hearings/Notification: Public hearings are open to all interested parties where such parties may present testimony in favor or in opposition to a requested action. Once an application is accepted and the dates of the public hearings are established, a notice of the action, hearing date and place will be publicized by the following methods: 1) Publication in the Dallas Commercial Record and Forney Messenger, and 2) Written notice mailed to property owners within 200 feet of the subject property (the statutory notification area). Where appropriate, the notice may be distributed beyond 200 feet to increase public participation. Property owners are also furnished with response forms, which they can return to the Planning Office to indicate their position for a requested change.

Staff Comments and Recommendations: The Planning staff will review the proposals and prepare a staff report to the Planning and Zoning Commission (the Commission). The report will include comments regarding the request and a recommendation for action. This report is available to the applicant, public, and the Commission by the Friday before the meeting.

Planning and Zoning Commission: The Planning & Zoning Commission holds a public hearing at their regular meeting, and anyone can get up and speak for or against the case. The Commission may recommend approval, denial, or to postpone a zoning request. If the Commission recommends approval, the case is automatically scheduled for a public hearing before the City Council. If the Commission denies a request, the applicant has 10 days to appeal this decision to the City Council. Such appeal must be in writing and submitted to the City Secretary.

City Council: The City Council (the Council) will hold a hearing and may sustain or reverse the Commission's recommendation by a simple majority vote. A $\frac{3}{4}$ vote of the Council is required if the owners representing 20% of the property within the statutory notification area file written opposition to the proposed change. Council's action is final, and a request that has been denied may not be presented again for one year without extenuating circumstances.

Presentation/Postponement: The applicant or a representative is recommended to be present at all hearings to describe the proposed change and answer questions. Hearings may be held, and action may be taken, whether or not the applicant is in attendance.

Meeting Information: All public hearings will be held in the City Council Chambers of City Hall, located at 757 North Galloway Avenue. Pre-meetings (if needed) begin at 6:30 p.m. and regular meetings start at 7:00 p.m. in most cases. Should the meeting time change, you will be notified.

Any requests for sign interpretive services must be made 48 hours in advance of the meeting by calling the City Secretary's Office at (972) 216-6244 or TDD 1-800-735-2989.

Site Plan Submittal: If Council approves a Planned Development for new development or redevelopment of a nonresidential project, an approved site plan will be required before building permits are issued. Please review the Site Plan application and contact your Case Manager for more details.

OWNER AUTHORIZATION

1. I hereby certify that I am the owner of the subject property or the duly authorized agent of the owner of the subject property for the purpose of this application.
2. I hereby designate the person named as the applicant on page 1 of this application, if other than myself, to file this application and to act as the principal contact person with the City of Mesquite.
3. I hereby authorize the City of Mesquite, its agents or employees, to enter the subject property at any reasonable time for the purpose of taking photographs, documenting current use and current conditions of the property; and further, I release the City of Mesquite, its agents or employees from liability for any damages which may be incurred to the subject property in taking of said photographs.
4. I have read and understand the information contained in the City of Mesquite Zoning Change Application.

Property Owner: _____ Phone Number: _____
Address: _____

Email Address: _____
Signature: _____

Each property owner must complete a separate authorization form

CITY OF MESQUITE PLANNING OFFICE

Mailing Address: P.O. Box 850137
Mesquite, TX 75185-0137

Physical Address: 1515 N. Galloway Ave.
Mesquite, TX 75149-2300

Phone: (972)-216-6216

Fax: (972) 216-8109

Website: www.cityofmesquite.com

Zoning Submission <https://www.cityofmesquite.com/DocumentCenter/View/14740/Zoning-Submission-Calendar>

Calendar: [g-Submission-Calendar](https://www.cityofmesquite.com/DocumentCenter/View/14740/Zoning-Submission-Calendar)

Citizen Self Service (CSS): <https://energov.cityofmesquite.com>

Engineering Design Manual: <https://www.cityofmesquite.com/2065/Engineering-Design-Manual>

Planning-Related Municode Code, Appendix C – Mesquite Zoning Ordinance

Ordinances: https://library.municode.com/tx/mesquite/codes/code_of_ordinances

CSS Manuals: [How to Register for a CSS Account](#)

[How to Apply Online](#)

[Reviewing Comments and Resubmitting Online](#)

[How to Validate Your CAP Account](#)

Manuals: <https://www.cityofmesquite.com/543/Applications-and-Other-Resources>