



Please complete all information below. Incomplete applications may not be accepted by the Planning Department.

Application Type

- ☐ Planned Development (PD) Zoning (New or Revised Concept Plan
(\$4,600 + \$50.00 per acre)
- ☐ Planned Development – Amendment of Conditions (\$2,000)
- ☐ Specific Use Provision – New Construction or Expansion
(\$2,000 + \$50.00 per Acre)
- ☐ Specific Use Provision – Renewal (\$2,000)
- ☐ Specific Use Provision- Name or Use change (\$2,000)
- ☐ Specific Use Provision- residential less than one (1) Acre (\$500, 0 – 1 acre)
- ☐ Zoning Change Request (\$2,000)
- ☐ Downtown Development Plan – Less than One Acre (\$1,000)
- ☐ Downtown Development Plan – One Acre or Above (\$6,000)

*Please note that the acreage fee is rounded up to the next whole acre.

*If the application includes multiple requests (ex. PD & SUP) ONLY the highest fee is applied.

Property Address: _____
(If no address is available then provide a general location.)

Subdivision Name: _____ Block: _____ Lot: _____

Total Acreage: _____ Existing Zoning: _____ Proposed Zoning: _____

Proposed Use/Change _____ Pre-Submittal #: _____

Property Owner (name or entity): _____ Owner Contact Name: _____

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

Owner Email: _____ Office/Cell Phone: _____

Applicant / Agent (name or entity): _____ Contact name: _____

Contact Address: _____ City: _____ State: _____ Zip: _____

Contact Email: _____ Office/Cell Phone: _____

Developer (name or entity): _____ Office/Cell Phone: _____

Contact Email: _____

NOTE: All applications require an Acknowledgment on page 2 of this application. Otherwise, the Planning Department may reject this application.

OFFICE USE ONLY

Case # _____ Receipt # _____ Fee Amount: _____



GARLAND
TEXAS MADE HERE

Acknowledgment

Planning & Development
800 Main Street 2nd Floor
Ph: (972) 205-2445

Acknowledgments

I understand that all required information and plans must be submitted with this application or the application be deemed incomplete as per Section 1.16 of the Garland Development Code

I understand the requirements of the zoning classifications as stated in the Garland Development Code 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.

The City of Garland will not accept any application for rezoning if property taxes or liens are outstanding or delinquent. Any property taxes or liens owed to the City of Garland must be paid in full prior to being accepted by the Planning Department.

It is a misdemeanor to give false information to a City employee or an agent of the City, punishable by a maximum fine of \$1,000.00.

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 Plan Commission and City Council.

Signature of Current Property Owner _____ Date _____

BEFORE ME, the undersigned authority, on this day personally appeared _____,

(printed owner name)

known to me to be the person whose name is subscribed to the foregoing instrument _____ and

(printed notary name)

acknowledged to me that they executed the same for the purposes and consideration and under the authority therein expressed.

GIVEN under my hand and seal of office this _____ day of _____, 20____.

Signature of Notary: _____

Notary Public for and in the State of Texas

My commission expires: _____

Signature of Applicant/Agent _____ Date _____

BEFORE ME, the undersigned authority, on this day personally appeared _____,

(printed applicant/agent name)

known to me to be the person whose name is subscribed to the foregoing instrument _____

(printed notary name)

and acknowledged to me that they executed the same for the purposes and consideration and under the authority therein expressed.

GIVEN under my hand and seal of office this _____ day of _____, 20____.

Signature of Notary: _____

Notary Public for and in the State of Texas

My commission expires: _____



Public Hearing **Application Checklist**

Planning & Community Development
800 Main Street 2nd Floor
Ph: (972) 205-2445
Fax: (972) 205-2474

Public Hearing Submittal Materials

Materials include the listed items check marked below.

- ☐ Public Hearing Application
- ☐ Legal Description of Property (Verify document, is it a Word Document?)
- ☐ Acknowledgement Sheet (Signed and Notarized)
- ☐ Detailed Written Narrative (Use the Guide)
- ☐ Concept Plan: (1) 8 ½" X 11" PDF (Planned Development and Specific Use Provision Applications only)
- ☐ Concept Plan: (1) 24" X 36" PDF (Planned Development and Specific Use Provision Applications only)
- ☐ Color Elevation/Renderings: (1) 8 1/2" X 11" PDF (optional or as recommended by staff)
- ☐ Tax Record printed within last 30 calendar days. Search tax records here:
 - City's Tax office: <http://www.garlandtx.gov/Faq.aspx?QID=632>You will then find an instruction that directs you to Texaspayments.com:
<https://www.texaspayments.com/>



WRITTEN NARRATIVE GUIDE

Planning & Development
800 Main Street 2nd Floor
Ph: (972) 205-2445

Applicants should answer the questions below in their written narrative.

WRITTEN NARRATIVE GUIDE

1. What is the existing use on the property?
2. What is the proposed land use? Provide detailed information on the scope of work.
3. How does the proposed use align with surrounding properties?
4. Identify any unique development standards, and/or code deviations proposed with this request, cite the sections from the Garland Development Code and state why the deviation(s) are necessary.
5. Provide SUP time period (if applicable), days of week and hours of operation.
6. Provide proposed building size and building height.
7. Are you proposing any retention /detention pond?
8. Is your property within a floodplain?
9. What are the required landscape buffers along the street frontages?
10. Are you providing any perimeter screening?
11. Provide number of dwelling units, dwelling size and number of bedrooms and density for any Multi-Family, Single-Family Detached, Single-Family Attached and Two-Family developments.
12. What amenities are you proposing with your request?
13. What types of attached, detached, freestanding signage are proposed?