



Planning & Zoning Application

CASE NO. _____ P&Z Fee: _____ Date Paid: _____ Receipt #: _____

SELECT ZONING APPLICATION TYPE:

☐ Zoning Change

☐ Specific Use Permit

☐ Planned Development

DEVELOPMENT INFORMATION

Project Address: _____

Project Name: _____

Legal Description: (Abstract) _____ (Tract) _____ (Block) _____ (Lot) _____

(Survey) _____ (Addition) _____

Current Zoning: _____ Proposed Zoning: _____

Current Use: _____ Proposed Use: _____

IF PROPERTY IS NOT PLATTED, PLEASE PROVIDE METES AND BOUNDS DESCRIPTION.

OWNER INFORMATION

NAME: _____
Please Print Owner Signature*

ADDRESS: _____

PHONE: _____ EMAIL: _____

I certify I have given my permission to the below representative to act on my behalf for zoning, specific use permit, platting or variance/special exception cases _____.
Owner Signature

*For additional owners, please include additional copies of this page. The property owner may sign the application or submit a notarized letter of authorization. *Applicant, owner, and grantee of the specific use permit shall accept and agree to be bound by and comply with the written requirements of the specific use permit as attached to the site plan drawing and recommendation by the planning and zoning commission and approved by the city council.*

REPRESENTATIVE/AGENT INFORMATION

NAME: _____
Please Print Agent Signature*

BUSINESS NAME (If applicable): _____
Agent Title*

BUSINESS ADDRESS: _____

PHONE: _____ EMAIL: _____



CERTIFICATION

I certify that the above information is correct and complete to the best of my knowledge and ability, and that I will be fully prepared to present the proposal at a Planning and Zoning Commission and City Council public hearing. I reserve the right to withdraw this proposal at any time by filing a written request with the Development Services Division.

*Application will be considered filed when project is set on an appropriate agenda.

_____ Owner Name (Print)	_____ Date	_____ Owner Signature
_____ Agent Name (Print)	_____ Date	_____ Agent Signature

State of Texas

County of _____

Before me, _____ the undersigned authority, on this day personally appeared _____, known to me, or proved to me on the oath of _____ or through Drivers License Verification, to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of the office this _____ day of _____, 20____

Signature of Notary Public

My commission expires the _____ day of _____, 20____

APPLICATION SUBMITTAL REQUIREMENTS

The following items are required with all types of applications:

- ☐ Zoning Application form (this form)
- ☐ Application filing fee (Non-refundable) \$600 – Zoning Change; \$600 – Planned Development; \$600 – Specific Use Permit, plus costs incurred by the City for postage, mailing, copying and other related expenses. \$150 - Specific Use Permit related to childcare in residential districts, plus costs incurred by the City for postage, mailing, copying and other related expenses.
- ☐ One 11"x17" copy of the subdivision Plat (If property is platted).
- ☐ One digital (PDF) copy of subdivision plat (if property is platted).
- ☐ If request is for (i) a portion of a platted lot, or (ii) an un-platted lot, surveyed site boundary dimensions (metes and bounds) and gross acreage determined by licensed surveyor must be provided electronically in Microsoft Word format and in paper copy.
- ☐ Original paid receipt or tax certificate indicating that property taxes have been paid for the property. The certificate may be obtained for a fee from the Tarrant County Tax Office at 100 E. Weatherford Street in downtown Fort Worth.
- ☐ Completed trip generation data form, if requested by the Director of Public Works or their designee. This will be used to determine if a traffic impact analysis will be required for the development.
- ☐ If the ownership does not match the ownership on the Tarrant County Appraisal District website, a warranty deed or corporate resolution stating who may act on behalf of the company stating "The company approves the application and agent" shall be submitted with this application. Please verify ownership prior to submitting the application.
- ☐ Additional information may be requested by the Development Review Team if deemed essential for review and consideration by Planning and Zoning Commission and City Council.
- ☐ Additional application submittal requirements, based on the specific type of application (see below).

ZONING CHANGE

- ☐ Three (3) copies of a zoning exhibit indicating the proposed land area of the zoning request. The exhibit must show the abutting properties, adjacent streets, and all structures on the property. A copy of a property survey less than two years old will satisfy this requirement.
- ☐ One digital (PDF) copy of the zoning exhibit.

SPECIFIC USE PERMIT

- ☐ A written statement describing what is to be achieved in the development proposal for the property.
- ☐ Electronic copy of a site plan showing the items indicated in the technical requirements described below for **SITE PLAN**.

PLANNED DEVELOPMENT

- ☐ A written statement describing what the applicant wants to achieve in the development of the property and how the proposal conforms to the development standards established in Section 115-62 (12) PD Planned Development District of the Zoning chapter. This statement should be prepared as a narrative description of the character of the proposed development and rationale behind the assumptions and choices made by the applicant, including the use and ownership of open spaces. This is the applicant's opportunity to describe what they want to do with the property and why. The applicant may also submit drawings, photographs, company information, and other relevant material with the application.
- ☐ Confirmation of the required pre-submittal meeting with City Staff.
- ☐ Electronic copy of a site plan showing the items indicated in the technical requirements described below for **SITE PLAN**.

SITE PLAN

Applications requiring a site plan must show the items indicated in the technical requirements below. Sheet size for all plans must be 22" x 34" unless otherwise approved by the Development Services Division. All SUP's and where indicated on the Table of Uses require a Site Plan.

- ☐ Site Plan Layout
 - o Location map, north arrow, graphic and written scale (not less than 1" = 60').
 - o Existing zoning and land uses of properties adjacent to the site.
 - o Existing structures on the site and exterior to the site within 25 feet of all property lines, including setbacks from property lines and dimensions between buildings.
 - o Proposed site layout, including the size and dimensions of all lots.
 - o The number of square feet of impervious area or surfaces and vegetated areas.
 - o Proposed land uses and building locations, indicating setbacks from property lines and dimensions between buildings.
 - o Square footage, acreage, and density of all proposed land uses and lots.
 - o Location and gross area of all streets, sidewalks, approaches and other paved surfaces and its percentage of total property area.
 - o Roadway speeds and distances to adjacent driveways from proposed driveways.
 - o Location of all fire hydrants.
 - o Location and height of all walls and fences.
 - o Location of screened refuse containers, air conditioners, and outside storage or displays.
 - o Gross area of open space areas and recreational areas and its percentage of total property area.
 - o Existing and proposed public and private rights-of-way, easements, access points in the property, and street names.
 - o Calculation and location of all off-street parking and loading facilities.
 - o Location of all floodplains and watercourses.



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- ☐ Location, type, and elevation drawings of all signs, including ground-mounted and building-mounted signs.
- ☐ For residential uses, the number, type, and density of each type of dwelling unit (i.e., single-family, multi-family, townhouse, etc.).
- ☐ For requests of alcoholic beverage uses, provide distances from churches or hospitals. Distances shall be measured along property lines of the street fronts and from front door to front door, and in a direct line across intersections. For alcoholic beverage uses, provide distances from public schools. Distances shall be measured in a direct line from property line to property line, and in a direct line across intersections.
- ☐ Landscape Plan
 - ☐ Plans demonstrating compliance with standards described in Section 115-117 Landscape Regulations, showing all required and proposed landscaping, landscape setbacks, buffer zones, screening, and fencing.
- ☐ Building Elevations
 - ☐ Plans demonstrating compliance with standard materials accepted within the currently adopted International Building or International Residential Codes.
 - ☐ Elevation drawings of all sides of all buildings, showing dimensions, height, building materials, color, texture, and design.
- ☐ Photometric Plan
 - ☐ Plans demonstrating compliance with standards described below:
 - a. Minimize adverse off-site impacts of lighting such as light trespass and glare.
 - b. Curtail light pollution, reduce skyglow and improve the nighttime environment.
 - c. Conserve energy and resources to the greatest extent possible.
 - d. Conformance with applicable codes. All outdoor lighting shall be installed in conformance with provisions of the code of ordinances, applicable electrical and energy codes, and applicable sections of the building code.
 - e. The provisions of these regulations shall apply to all new development, redevelopment, construction or new luminaire installations.
 - f. Except as otherwise noted, legal non-conforming luminaries may be repaired, maintained and replaced.
 - g. All exterior luminaries shall be placed so as to not cause light trespass or glare beyond the property line.
 - h. Submission of a photometric plan and data sheet showing the angle of cut off or light emissions in footcandles across the entire property and at the property lines.
- ☐ Engineering Plans
 - ☐ Civil engineering plans for all public and private improvements for street, water, sanitary sewer, stormwater, grading, and drainage. Plans must demonstrate compliance with accepted engineering practices and the code of ordinances for design and construction.
 - ☐ Traffic impact analysis or traffic circulation analysis, if required by the Director of Public Works or their designee for this property.

CHILD CARE/DAY CARE FACILITY (SUP)

- ☐ Show proof of compliance with all local and state rules, regulations, and license requirements.
- ☐ Fulfill all required steps described in the Code of Ordinances, Sections 22-79 through 22-81, pertaining to zoning approval for facilities in residential districts.
- ☐ Provide a list of signatures of all property owners within 200 feet of the proposed location; said list shall contain the personal signature and address of each property owner, together with such owner's statement of approval or disapproval or otherwise expressing opinions on the proposed nursery or kindergarten.

OFFICE USE ONLY: CASE APPROVED BY:

PLANNING & ZONING COMMISSION:	Yes _____ No _____	DATE: _____
CITY COUNCIL:	Yes _____ No _____	DATE: _____
ADDITIONAL P&Z FEE: _____	RECEIPT #: _____	DATE: _____