



CITY OF SOUTHLAKE Zoning and Development Application

This application form and all materials from the associated checklist are required for an adequate application.

Fees are payable and due upon receipt of invoice. Email form and all associated materials to

PlanningSubmittal@ci.southlake.tx.us.

APPLICATION TYPE	PROJECT INFORMATION
☐ Zoning (Typically accompanied by a concept plan, development plan, or site plan) ☐ Concept Plan ☐ Development Plan ☐ Site Plan ☐ Specific Use Permit Plats: ☐ Plat Showing ☐ Preliminary Plat ☐ Final Plat ☐ Plat Revision ☐ Amended Plat	Project Name: _____ Project Address (or nearest cross street): _____ _____ Legal Description: _____ _____ Total Acreage: _____ Existing Zoning: _____ Proposed Zoning or Request (if applicable): _____ _____ _____ _____
APPLICANT INFORMATION	
Applicant Name: _____ Company Name: _____ Mailing Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ Email: _____ Applicant's Signature: _____	
PROPERTY OWNER INFORMATION	
Property Owner Name: _____ Company Name: _____ Mailing Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ Email: _____	
MAIN CONTACT FOR PROJECT	
Name: _____ Phone: _____ Email: _____	

GUIDELINES FOR POSTING PUBLIC HEARING SIGNS

(REQUIRED FOR ZONING CHANGES, CONCEPT PLANS, SITE PLANS,
SPECIFIC USE PERMITS AND PRELIMINARY PLATS)

APPLICANT, OWNER, OR AUTHORIZED AGENT MUST READ AND SIGN

Below are the procedural guidelines which must be followed when posting the signs to ensure proper consideration of the zoning issue.

The City of Southlake will initially place public hearing signs on the property listed in the application for the development case. Upon placement, the Applicant, Owner, or Authorized Agent assumes responsibility for the public hearing signs. These signs are required by Zoning Ordinance No. 480, as amended, and Subdivision Ordinance No. 483, as amended, as part of the public notice process. **The Applicant, Owner, or Authorized Agent must notify the city if signs have not been placed in accordance with the following:**

The signs must be in place on the subject property not later than the 10th day prior to the public hearing to be held before the Planning and Zoning Commission.

One (1) sign must be placed on each property line with street frontage. If the street frontage is greater than 1,000 feet, one sign must be placed for every one thousand (1,000) feet of street frontage. One sign must also be placed at every proposed tie-in or continuation of an existing public street.

Signs must be placed in the most prominently visible locations as possible but should not be placed where they might serve as an obstruction of view for motorists. Ideally, the placement of signs ten to fifteen (10'-15') feet from the edge of the roadway, clear of any excessive undergrowth, would serve this requirement. The city reserves the right to place signs in such manner as to improve visibility.

The signs must remain in place on the subject property throughout the time action is being taken on the case. **The Applicant, Owner, or Authorized Agent must notify the city if a sign has been removed from the property, fallen down, or damaged** so that a replacement sign may be placed. The Applicant, Owner, or Authorized Agent is responsible for removing the signs from the property after final action has been taken on the development case.

I have read the above requirements concerning the posting of public hearing signs and understand my responsibilities as the Applicant, Owner, or Authorized Agent.

Applicant, Owner, or Authorized Agent _____ Date _____

Witness _____

PROPERTY OWNER ACKNOWLEDGEMENTS

Notarized signature of *all* owners is mandatory for zoning changes and specific use permits.

Use additional sheets if necessary.

Property Ownership Acknowledgement: As owner of the property described in this application, I understand that my property is being considered for rezoning. In addition, I have read and understand the attached "Guidelines for Posting Public Hearing Signs". I hereby release the City of Southlake and its employees from liability for any damages which may be incurred to my property in erecting, maintaining, or removal of said signs.

I hereby understand that it is necessary for me or my agent to be present at the Planning and Zoning Commission and City Council public meetings to represent this request.

Signature of Owner _____ Date _____

Owner's Name (Typed or Printed) _____

Notary Acknowledgement: Before me, the undersigned authority, on this day personally appeared

_____ known to me to be the person whose name is subscribed to the above and foregoing instrument, and knowledge to me that he/she executed the same for the purposes and consideration expressed and in the capacity therein stated.

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

Notary Public In and For Texas

My commission expires the _____ day of _____, 20_____.

Agent Authorization (if applicable)

Agent Authorization: I, _____, owner of the aforementioned property do hereby certify that I have given my permission to _____ to act as my agent for this rezoning request.

Signature of Owner _____ Date _____

Owner's Name (Typed or Printed) _____

Notary Acknowledgement: Before me, the undersigned authority, on this day personally appeared

_____ known to me to be the person whose name is subscribed to the above and foregoing instrument, and knowledge to me that he/she executed the same for the purposes and consideration expressed and in the capacity therein stated.

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

Notary Public In and For Texas

My commission expires the _____ day of _____, 20_____.

Traffic Impact Analysis

Title of Plan

Case Number

THRESHOLD WORKSHEET

Driveway Ordinance No. 634 requires that a Traffic Impact Analysis (TIA) be submitted with development applications (zoning, concept plan, site plan, etc.) if the proposed development exceeds one or more of the three threshold criteria listed below. ***No development applications will be accepted unless accompanied by a TIA.*** For those projects that do not exceed any of the three criteria, a TIA Threshold Worksheet must be submitted and approved by the City Engineer in lieu of the required TIA ***prior to submittal*** of the development application. Please describe in detail your evaluation of each criteria listed below. Additional sheets may be attached if necessary.

Criteria #1: The development exceeds parking 100 spaces average per driveway.

Criteria #2: Any driveway in the development is projected to serve 1000 or more vehicles per day.*

Criteria #3: Any driveway in the development is projected to serve 100 ingress vehicles or more in the design hour.*

* Unless approved otherwise, trip generation rates should be based on the most recent edition of the Institute of Transportation Engineers (ITE) *Trip Generation Manual*.

I hereby certify that this project does not exceed any of the three threshold criteria shown above and therefore the development would not warrant a TIA in accordance with Section 3.4 of the Driveway Ordinance No. 634 of the City of Southlake.

Name _____ Registration No. _____ Date _____

Firm _____ Phone _____ Fax _____

For City Use Only: The requirement for a Traffic Impact Analysis with this submittal is hereby waived:

Name: _____

Title: _____

Date: _____