

THE CITY OF
BALCH SPRINGS
GROWING COMMUNITY

Case No. _____

APPLICATION FOR ZONING CHANGE

- 1.) Applicant – if owner(s), so state, if agent, tenant or other type of relationship, a letter of authorization must be furnished from the owner(s) with the application.

NAME: _____

MAILING ADDRESS: _____

TELEPHONE: _____

OWNER: (CHECK ONE) _____ YES _____ NO

- 2.) Property Location: _____

- 3.) Legal Description: _____ Block(s) _____
Subdivision _____

*Please provide a separate metes and bounds description on a separate sheet.

- 4.) Existing Use of Property: _____

- 5.) Give an explanation of the proposed use of the property and attach supporting information:

- 6.) Zoning Request:

From: _____

To: _____

- 7.) Give a brief explanation of reason for the request: _____

- 8.) The undersigned hereby requests rezoning of the above-described property as indicated.

Applicant/Agent

Date

- 9.) Owner: _____

Name: _____

Mailing address: _____ Telephone: _____

Signature _____

Owner

Date

Fee Received by: _____ Date Received _____
 Amount: _____ Cash/Check Number: _____ Rec.# _____

- 10.) In addition to the above, a **SITE PLAN & LANDSCAPING PLAN** (drawn at a minimum scale of 1" equals 100 feet) should be attached to the application showing the proposed development; all building lines; parking area or areas (including the identification of the marked/stripped parking spaces); and the means of ingress and egress to/from the property. (1 copy)
- 11.) **ELEVATION** (North, South, East and West rendering of proposed building including signage and building materials shall be called out depicting elevation of building, signage)
- 12.) A signed and notarized copy of the current deed for the property. All deed restrictions on the property, if any, are to be listed and highlighted in yellow. (1 copy)

13.) A Tax Impact Analysis.

- A. An evaluation of the current taxable value of the land and the physical improvements) ie., building improvements) after re-zoning:

<u>Assessment Category</u>	<u>Taxable Value/ Current</u>	<u>Future</u>
LAND	_____	_____
PHYSICAL/BUILDING		
IMPROVEMENTS	_____	_____

- B. An evaluation of the tax dollars that are currently being paid to the City of Balch Springs on the land & the physical improvements (ie., building and improvements) compared to the anticipated future tax dollars (using the current rate) that will be paid to the City Of Balch Springs on the land & the physical improvements (ie.,building & improvements) after the rezoning:

Using current tax rate show increase/decrease below:

<u>Assessment Category</u>	<u>Taxable Value/ Current</u>	<u>Future</u>
LAND	_____	_____
PHYSICAL/BUILDING		
IMPROVEMENTS	_____	_____

14.) The application will be proposed as follows:

- A. Following receipt of an application, an initial review is conducted to ensure that all required information has been submitted. If deemed complete, it is accepted as a formal application and internal review begins. Staff will work with the applicant on issues that arise during internal review and on proposed conditions to be included in the Planning & Zoning Department staff recommendation to the Planning & Zoning Commission and City Council.
- B. The application will be set for by Public Hearing before the Planning & Zoning Commission and a Notice will be mailed to all property owners that are located within 250 feet of the boundary lines of the property to be rezoned. This notice shall be given to all affected property owners no less than ten (10) days prior to the scheduled hearing.
- C. The request for rezoning will be advertised in the City's official newspaper at least fifteen (15) days prior to the scheduled date of the public hearing.

GUIDELINES FOR ZONING APPLICATION:

1. Typed application. (1 copy)
2. A legal description is required for the property for which a change in zoning is being requested. It must be attached as Exhibit "A". The description shall include the distance and bearing of the point of beginning from the nearest intersection of streets or roads and shall contain the following statement, signed and notarized:

"I certify that, to the best of my knowledge, this is an accurate description of the property upon which I have requested a change in zoning. I understand that I'm fully responsible for the accuracy of the legal description given above." (1 copy)

Name of applicant (Typed or Printed)

Signature of applicant

Date

3. A survey of the property for which the zoning change is being requested shall be provided (1 copy):
 - A. Be drawn at a minimum scale of 1" equal 200 feet.
 - B. Display the boundaries of the property.
 - C. Identify any and all improvements located upon the property.
 - D. Include a metes & bounds description of the property.
 - E. Provide a small vicinity map showing the location of the property and all major streets/roads within a one mile radius.
4. The applicant shall provide a "Neighborhood Map" that identifies the location of:
 - A. The property that is to be rezoned.
 - B. All properties that are to be relocated within 250 feet of any boundary line of the property that is to be rezoned. The zoning of each of these nearby properties is to be shown on the map.
 - C. The "Neighborhood Map" shall be attached to the application as Exhibit "B".
 - D. The application shall provide 1 copy of the "Neighborhood Map".
5. The application shall provide a "Vicinity Map". This map shall identify the geographic location of the property that is to be rezoned and all major roads and streets that are located within a one (1) mile radius of the property that is to be rezoned. Each road and/or street is to be identified by name and state or federal route number (if applicable).
6. Narrative statement: shall include a detailed description of the proposal. At a minimum, it must include (if applicable):
 - A. Square Footage
 - B. Number of dwelling units
 - C. Number of employees
 - D. Operational details including hours of operation and number of clients/customers
 - E. Number of existing and proposed parking spaces
 - F. Circulation of vehicular traffic on site and to and from site
 - G. Detailed description of business to be conducted
 - H. Description of length of ownership/management
7. Application Fee of \$1,000 for first acre plus \$25 per additional acre