



972.230.9622

211 E. Pleasant Run Road, DeSoto, TX 75115-3939

desototexas.gov

ZONE CHANGE REQUEST CHECKLIST

Complete and submit the following checklist.

Zone Change Requests require:

- ☐ A complete application. **SEE PAGE 3 Titled "ZONE CHANGE APP.."**
- ☐ Have you submitted, with your application, certified copies of any instrument that contains a restriction on the uses of or on construction on the affected property? Examples include deed restrictions, easements, parking agreements, etc.

☐ Yes

☐ No, not applicable

☐ Site Plan showing:

- 1 folded copy at 24 x 36
- All buildings and structures including square footage. Plans must indicate building extremities i.e. balconies, awnings, etc.
- Construction type as defined in the Zoning Ordinance
- Parking spaces and parking calculations
- Street and drive approaches
- Property lines
- Easements
- Indicate whether the building has fire sprinklers
- Fire lanes
- Fire hydrants
- Fences and gates
- North arrow
- Scale (all plans must be drawn to scale)

☐ Landscape Plan:

- 1 folded copy at 24 x 36
- All buildings and structures and parking lot
- Location of all existing protected trees (tree survey)
- Proposed location of landscaping
- Landscaping analysis
- Location of utility lines and easements including water/sewer and overhead lines
- Scale (All plans must be drawn to scale)

— *So much to love* —

DeSoto City Planning and Zoning



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☐ Elevation Plan:

- 1 folded copy at 24 x 36
- Showing all elevations
- Scale (All plans must be drawn to scale)

Please note that, in addition to the items listed above, all plans will be reviewed for compliance with the Zoning Regulations as set forth in the City of DeSoto Code of Ordinances.

ADDITIONAL REQUIRED DOCUMENTS:

- ☐ Receipts showing all City of DeSoto property taxes have been paid
- ☐ Survey with metes and bounds description
 - (Required for each lot)
- ☐ Application fees
 - (Cashier's check or money order made payable to City of DeSoto)
- ☐ Digital Submittal
 - (All application materials provided on a flash drive)
- ☐ Zoning Exhibit
 - (Two (2) hard copies, 11" x 17")
- ☐ Letter of Intent
- ☐ Tree Mitigation Application
 - Only required if there are trees on the property
 - **To be reviewed & invoiced after Site Plan Review is completed.**



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ZONING CHANGE APPLICATION

THE FOLLOWING INFORMATION IS REQUIRED. FAILURE TO PROVIDE ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION PACKET BEING RETURNED AS INCOMPLETE.

Applicant/ Contact Person: _____ Phone No.: _____
Address: _____ Email Address: _____

Owner's Name: _____ Phone No.: _____
Address: _____ Email Address: _____

Description of Property

Subdivision: _____ Lot No.: _____ Block No.: _____
Lot No.: _____ No. Acres: _____ Abstract No. & Tract (s): _____
Street Address/Location: _____

Zoning Change Requested

Current Zoning: _____
Zoning Classification Request: _____
Intended use of property and applicant's reasons for requesting change: _____

Fee: Non-refundable Fee of \$2300.00 plus \$25 to place zoning sign
(Fees are due at the time of submittal)



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By Signing the ZONING CHANGE application below, you grant permission to the City of DeSoto to enter said property and install a ZONING Notification Sign.

Property owner must sign application or submit letter of authorization

_____	_____	_____	_____
Applicant Signature	Date	Owner Signature	Date
_____		_____	
Applicant Printed Name		Owner Printed Name	

**The City of DeSoto requires that all digital presentation materials (i.e., power point), for the P&Z and City Council meetings, must be provided to staff one (1) week prior to the actual meeting date and all presentations should not exceed ten (10) minutes in length.*

Staff Use Only: City Receipt #: _____

Application Date: _____ Case #: _____

Case Manager: _____ P&Z Date: _____ CC Date: _____

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