



CITY OF TEXARKANA TEXAS

220 Texas Blvd., P.O. Box 1967
Texarkana, Texas 75504

Phone: (903) 798-3535

Fax: (903) 794-1257

www.ci.texarkana.tx.us

HUD CODE MANUFACTURED HOMES

These are the City's requirements for a HUD code manufactured home to be located inside the city limits of Texarkana, Texas. The home must be approved by the **City Council** under a **Specific Use Permit**. After obtaining a Specific Use Permit, you must provide the following to the Inspections Department to obtain a Building Permit:

- 1) **Survey of property by a registered Texas Surveyor or Engineer** showing the proposed location of the manufactured home on the survey and drawn to scale. A minimum setback of 25 feet from the front property line and a minimum side yard of 10 feet and no closer than 10 feet from the rear property line is required.
- 2) **Driveway** must be shown on the survey. The driveway must meet all city ordinance requirements. The driveway must be inspected by the Inspections Department before concrete is poured.
- 3) **Foundation plans** that are designed and stamped by a licensed engineer.
- 4) **Water and Sewer Availability** form from the Texarkana Water Utilities (TWU) stating water and sewer fees have been paid.

A **Building Permit** will be issued based on the total cost of the manufactured home. Once a building Permit is issued, a plumbing and electrical permit will be needed and must be obtained by licensed registered plumbers and electricians only. No homeowner permits will be issued for electrical and plumbing work. Individual contractors (building, electrical, plumbing, HVAC) will call for inspections as required by code. The following must be completed before occupancy is allowed:

- 1) Manufactured homes must be tied down and skirted for Building Final Inspection.
- 2) When located in a flood plain, more stringent regulations are required. Contact the City Engineering Department at 903-798-3948.

Once a City Inspector determines all work has been completed, the City will notify the utility companies for the release of utilities. **The utility releases will be done with the Building Final Inspection.**

You can reach the Inspection Department at 903-798-3912. Please be aware that there may be additional requirements.

FOR MANUFACTURED HOMES LOCATED OUTSIDE THE CITY LIMITS (Inside ETJ and within a sub-division) THE FOLLOWING IS REQUIRED:

- City Water and Sewer Availability obtained from TWU.

No Homeowner Permits are required. Inspections will be made on electrical and plumbing only.

FOR MANUFACTURED HOMES LOCATED OUTSIDE CITY LIMITS (Inside ETJ and NOT within a sub-division) a Certificate of Compliance is required. No other permits or inspections are required.



PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT PROCEDURES FOR APPLYING FOR A ZONING AMENDMENT

Prior to obtaining a building permit, please check the zoning of your property. You can come to the Zoning Department, 3rd Floor, Texas City Hall, 220 Texas Boulevard, or you can call 903-798-3945.

Zoning can also be assessed at <http://ci.texarkana.tx.us.522/Zoning-Map>. Please note that this site is not an official verification of zoning.

If the proposed use of the property is not allowed in the current zoning classification and/or a specific use permit or site plan approval is required, please follow the following procedures:

1. Call or come by the Department of Community Development or obtain an application or visit the City website at www.ci.texarkana.tx.us.
2. Fill out the application. All blanks must be completely filled out in order to be processed.
3. A rezoning, specific use permit or site plan fee of \$250.00 must be turned in with the application along with a check or money order made out to the City of Texarkana, Texas. Credit cards are accepted on-site.
4. The application must include:
 - a. Original signature of property owner.
 - b. Complete legal description of property (metes and bounds or lot and block in subdivision).
 - c. Site plan approval request must be accompanied by a detailed site plan. Please follow site plan application/checklist.
5. See Meeting Schedule for meeting deadlines, Planning and Zoning Commission meeting dates, and City Council meeting dates.
6. Appear at the meetings to present your request or to answer any questions.
7. Applications cannot be filed on-line since an original application with the owner's signature and the filing fee is required before an application can be processed.

You are responsible for the accuracy and completeness of the application. Incorrect or incomplete information may result in the delay of processing the application. All application materials must be clear and legible. Please type or write your name under the signature line.



ZONING APPLICATION

CITY OF TEXARKANA TEXAS

Po Box 1967
220 Texas Blvd
Texarkana TX 75504
(903) 798-3945
www.ci.texarkana.tx.us.org

Receipt No. _____

Case _____

Date _____

To: The Planning and Zoning Commission
City of Texarkana Texas

Please consider this as my application to amend the Zoning Map of the City of Texarkana, Texas for the following described property.

Lot: _____ Block: _____ Addition: _____
(Or see attached legal description)

Location: _____

Present Zoning: _____

Proposed Zoning: _____

If the Zoning Classification is changed by the Commission, this property will be used as:

Describe the changed conditions, if any, occurring since the original zoning, which affect your property and which justify rezoning:

Attorney or Agent Signature

Printed Name: _____

Address

City, State, Zip

Home Phone & Cell Phone

Email Address

Property Owner Signature

Printed Name: _____

Address

City, State, Zip

Home Phone & Cell Phone

Email Address

BY SIGNING THIS APPLICATION, YOU HAVE AGREED TO ALLOW THE CITY TO PLACE A SIGN ON YOUR PROPERTY



ZONING APPLICATION

CITY OF TEXARKANA TEXAS

Po Box 1967
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(903) 798-3945
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Receipt No. _____

Case _____

Date _____

To: The Planning and Zoning Commission
City of Texarkana Texas

Please consider this as my application to amend the Zoning Map of the City of Texarkana, Texas for the following described property.

Lot: _____ Block: _____ Addition: _____
(Or see attached legal description)

Location: _____

Present Zoning: _____

Requested: Specific Use Permit

The requested Specific Use Permit will be used for the following:

Describe the changed conditions, if any, occurring since the original zoning, which affect your property and which justify rezoning:

Attorney or Agent Signature

Printed Name:

Address

City, State, Zip

Home Phone & Cell Phone

Email Address

Property Owner Signature

Printed Name:

Address

City, State, Zip

Home Phone & Cell Phone

Email Address

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PLANNING AND ZONING COMMISSION MEMBERS

MEMBERS

Gene Joyce, III, Chairman
#2 Hickory Ridge
Texarkana, TX 75503
903-278-0363 (cell)

Dianna Patterson Kinsey
6006 Richmond Road
Texarkana, TX 75503
903-832-4297 (home)
903-826-3382 (cell)

Tom Coleman
2824 Wood St.
Texarkana, TX 75503
903-278-2533 (cell)

James Larkins
1602 Robison Rd.
Texarkana, TX 75501
903-792-7673 (home)
903-280-1014 (cell)

Wanda Northam, MD
2 Shilling Place
Texarkana, TX 75503
903-278-0161 (cell)

Casey Boyette
5625 Century Lane
Texarkana, TX 75503
903-280-0182 (cell)

Brad Bailey
6254 Sandlin Avenue
Texarkana, TX 75503
903-735-3180 (work)
903-277-2204 (cell)

ALTERNATES

Priscilla Lee Kernek
3509 Pine Street
Texarkana, TX 75503
407-790-2204 (cell)

Ross Sarine
3315 Williamsburg Circle
Texarkana, TX 75503
903-792-3971 (work)
903-949-5424 (cell)

Coleman.tm@outlook.com; genejoyce2900@msn.com; Dianna.kinsey@texarkanacollege.edu;
wnorth7731@aol.com; casey.boyette27@gmail.com; bbailey@rrfcu.com; priscilla.lee.kernek@gmail.com;
ross@tatumexcavating.com



Planning and Zoning Fee Schedule

Item#	Description	Amount	Unit
269	Application for Zoning Change	\$250.00	Per Application
270	Application for Specific Use Permit	\$250.00	Per Application
271	Application for Site Plan approval	\$250.00	Per Application
272	Application for Site Plan Amendments	\$250.00	Per Application
273	Specific Use Permit Renewal	\$100.00	Per Permit
274	Application fee for Amendment to Zoning Ordinance	\$250.00	Per Amendment
275	Variances Requests (Zoning Board of Adjustment)	\$150.00	Per Application
276	Historic District Certificate of Appropriateness	\$75.00	Per Applicant
277	Subdivision Plats – preliminary	\$100.00	Per Plat
278	Subdivision Plats – final	\$200.00	Per Plat
279	Subdivision Plats – re-approval	\$100.00	Per Re-approval
280	Subdivision Replats	\$100.00	Per Replat
281	Subdivision Plat - Vacated	\$100.00	Per Plat
282	Subdivision Plat – amendments	\$100.00	Per Amendment
283	Subdivision Minor Plats	\$50.00	Per Minor Plat
285	Zoning Verification Documents	\$25.00	Per Document
286	Voluntary Annexation Application	\$500.00 plus publication costs	Each Application



Zoning District Definitions

Refer to chapter 140 of the City's Zoning Ordinance for complete definitions of districts and permitted uses. (Zoning setbacks are not building setbacks. Building setbacks are 5' minimum from any line)

A - Agriculture District – Single Family homes on 1 acre or more of land; ranches, farms, stables, public utility facilities, country clubs, schools, churches, green houses, and other agricultural related uses. (Side-15' – Front 25'-- Rear-10')

SF-1 – Single Family Dwelling District 1 – Uses permitted in A district plus single family homes on lots of 1,200 square feet (SF) or more. (Side-10% Minimum 8' –Front -25' –Rear-10')

SF-2 – Single Family Dwelling District 2 – Uses permitted in SF-1 District plus single family homes on lots of 7,200 SF or more. (Side-10% Minimum 6' –Front -25' –Rear-10')

SF-3 – Single Family Dwelling District 3 – Uses permitted in SF-2 district plus single family homes on lots of 5,000 SF or more, modular or factory fabricated dwelling, HUD code manufactured homes subject to a specific location and specific use permit (SUP). (Side-10% Minimum 5' –Front -25' –Rear-10')

PUR – Planned Unit Residential – Single family homes on lots intended as Garden Homes, 3,750 SF or more, Zero lot line homes/ patio homes, 5,000-6,000 SF or more. Subdivision must note housing type. Not to exceed 6 homes per gross acre over 2 acres, 8 homes under 2 acres. (Side, Front, Rear – See approved site plan)

2F-1 - Two Family Dwelling District 1 – Uses permitted in SF-3 district plus two-family dwelling units (duplexes) on lots of 10,000 SF or more. (Side-10% Minimum 6' –Front -25' –Rear-10')

2F-2 – Two Family Dwelling District 2 – Uses permitted in 2F-1 district plus duplexes on lots of 6,000 SF or more. (Side-10% Minimum 6' –Front -25' –Rear-10')

TH – Townhouse Dwelling District – Uses permitted in 2F-2 district plus townhouses on lots of 2,000 SF or more; not to exceed 14 ½ dwelling units per gross acre. (Side-5' – Front 25'-- Rear-10')

MF-1 - Multiple Family Dwelling District 1 – uses permitted in the TH district plus apartments are not to exceed 24 units per gross acre, row houses no to exceed 21 units per gross acre, hospitals, boarding, and rooming houses. (Side-10% Minimum 5' –Front -25' –Rear-10')

MF-2 - Multiple Family Dwelling District 2 – Uses permitted in MF-1 district plus apartments not to exceed 27 units per gross acre, fraternity or sorority houses, kindergarten, nursery or day school, nursing home, commercial parking lot with specific approval of City Council, high rise apartments. (Side-10% Minimum 5' –Front -25' –Rear-10')

{for side yard maximum requirements see table 140.141 * Multi-family buildings have minimum 15' between buildings * corner lots not less than 15' for street sides * a garage entered from an alley shall have 15' minimum rear yard}

P – Parking District - Single family detached homes, parking lots (private and public), nursing homes, and schools. (Side-5' – Front 15'-- Rear-0)

O – Office District - Uses permitted in P district plus banks, savings, and loan offices, fraternity or sorority houses, museums or art galleries, kindergarten, day cares, medical offices, general business offices, hotels, and motels. (Side-5' – Front 15'-- Rear-0)

NS – Neighborhood Services - Uses permitted in MF-2 and O districts plus theater, antique shop, bakery, barber, beauty shop, camera shop, drug store, food store, hardware store, restaurant (no drive-in service), greenhouse or nursery. (Side-5' – Front 15'-- Rear-0)

GR – General Retail District – Uses permitted in NS district plus gas stations, new and used automobile sales, service and display, amusement parks, swim or tennis clubs, private club with specific approval of city council, bus stations, parking lots, auto parts sales (indoor), department store, general retail uses as specified in the zoning ordinance, per clinic. (Side-5' – Front 15'-- Rear-0)

LC – Limited Commercial District – Uses permitted in GR district plus auto glass or seat cover shop, commercial golf course, indoor pistol or rifle range, office/ warehouse (no outside storage), and plumbing shops (with a specific use permit). (Side-5' – Front 15'-- Rear-0)

CB – Central Business District - Uses permitted in LC District plus storage yards, dance hall or night club, commercial golf course, private club, roller skating ring, drive in theater, freight terminal, rail yards, muffler shop, auto repairing and painting, outdoor new and used auto sales lots, advertising signs, bakery, building material, cabinet shops, and other light manufacturing uses, warehouse. (Side-5' – Front 0-- Rear-0)

C – Commercial District – uses permitted in LC district plus hatchery, tire retreading plant, auto storage or auction, truck parking lot, private stables, contractors storage yard, manufacturing laboratory, open air sales, mobile home sales or rental, wholesale storage facilities, heavy machinery sales and storage. (Side-5' – Front 15'-- Rear-0)

I-1 - Industrial District 1 – all uses permitted in C district with the exception of Single Family homes, duplexes and attached single family housing plus outdoor sale and storage of auto parts and accessories, refinery, oil and gas well, light manufacturing. (Side-0 Lot Line – Front 15'-- Rear-0)

I-2 - Industrial District 2 – Any use except for housing in any form, not prohibited by any other laws or regulations of the Code of Ordinances of the City, County or State of Texas. (Side-0 Lot Line – Front 15'-- Rear-0)

PD - Planned Development District – any permitted use when approved as part of an overall project plan by the City council; subject to conditions as indicated in the City zoning ordinance. {See approved site plan}

SUP - Specific Use Permit – Allows certain specific uses as outlined in the city zoning ordinance, Section 140-81.

2023 Planning and Zoning Commission Meeting Schedule

P&Z and City Council Meetings - City Hall, Council Chambers (2nd Floor)

	TIME	P&Z DEADLINE	P&Z MEETING	1ST BRIEFING	PUBLIC HEARING & VOTE
JANUARY	6:00 PM	12/14/2022	* 1/3/2023	1/23/2023	2/13/2023
FEBRUARY	6:00 PM	1/18/2023	2/6/2023	2/27/2023	3/13/2023
MARCH	6:00 PM	2/15/2023	3/6/2023	3/27/2023	4/10/2023
APRIL	6:00 PM	3/15/2023	4/3/2023	4/24/2023	5/8/2023
MAY	6:00 PM	4/12/2023	5/1/2023	6/12/2023	7/10/2023
JUNE	6:00 PM	5/17/2023	6/5/2023	7/10/2023	8/14/2023
JULY	6:00 PM	6/14/2023	7/3/2023	8/14/2023	8/28/2023
AUGUST	6:00 PM	7/19/2023	8/7/2023	8/28/2023	9/11/2023
SEPTEMBER	6:00 PM	8/16/2023	* 9/5/2023	9/25/2023	10/9/2023
OCTOBER	6:00 PM	9/13/2023	10/2/2023	10/23/2023	11/13/2023
NOVEMBER	6:00 PM	10/18/2023	11/6/2023	12/11/2023	1/8/2024
DECEMBER	12:00 PM	11/15/2023	12/4/2023	1/8/2024	1/22/2024

Only one City Council meeting is held during the months of May, June, July, November, and December

Any meeting date and time is subject to change

* Meetings held on TUESDAY