

Please print legibly. This application can also be completed online at the [Civic Access portal](#).

Application Checklist

- ☐ Completed Application ☐ Statement of Intent and Purpose ☐ Zoning Exhibits A, B, & C
☐ Owner Authorization (page 6) ☐ Application Fee* (\$1,500 + \$15 per acre)

**An additional fee may apply if a change to the Comprehensive Plan is required.*

Property Information

General Location: _____
Physical Address: _____ City, State: Mesquite, Texas
Zip Code: _____
Platted: ☐ Yes ☐ No (If yes, fill in the information below. If not platted, a metes and bounds description must be submitted)
Subdivision: _____ Block: _____ Lot: _____

Applicant Information – The person filling out the application

First Name: _____ Last Name: _____
Phone Number: _____ Email Address: _____
Company Name: _____

Property Owner(s) Information – The owner of the property listed as physical address

Same as Applicant: ☐ Yes ☐ No (If no, fill in the information below)
First Name: _____ Last Name: _____
Phone Number: _____ Email Address: _____
Mailing Address: _____ City, State: _____
(If different from physical address)
Zip Code: _____

Requested Action

Existing district classification: (Select all that apply)

Residential Zoning Districts

- ☐ AG – Agricultural ☐ R-1 – Single Family ☐ R-1A – Single Family ☐ R-2 – Single Family
☐ R-2A – Single Family ☐ R-3 – Single Family ☐ D – Duplex ☐ Multifamily (less than 25 units)
☐ Traditional Neighborhood Mixed Residential (TNMR)
☐ Other: _____

Non-Residential Zoning Districts

- ☐ O – Office ☐ GR – General Retail ☐ LC – Light Commercial ☐ MU – Mixed Use
☐ CB – Central Business ☐ SS – Service Station ☐ C – Commercial ☐ I – Industrial
☐ CV – Civic
☐ Other: _____

Amending Planned Development

Ordinance Number(s): _____

Change district classification to: (Select all that apply)

Planned Development Residential Zoning Districts (Base Zoning)

- ☐ AG – Agricultural ☐ R-1 Single Family ☐ R-1A Single Family ☐ R-2 Single Family
☐ R-2A Single Family ☐ R-3 Single Family ☐ D – Duplex ☐ Multifamily (less than 25 dwelling units)
☐ Multifamily (more than 25 dwelling units) ☐ Attached Dwellings (3-plex/4-plex)
☐ Zero Lot Line Dwelling ☐ Townhouse Dwellings ☐ Attached Dwellings (3-plex/4-plex)
☐ Patio Home ☐ Mobile Home Parks ☐ Traditional Neighborhood Mixed Residential (TNMR)
☐ Other: _____

Planned Development Non-Residential Zoning Districts (Base Zoning)

- ☐ O – Office ☐ GR – General Retail ☐ LC – Light Commercial ☐ MU – Mixed Use
☐ CB – Central Business ☐ SS – Service Station ☐ C – Commercial ☐ I – Industrial
☐ CV – Civic
☐ Other: _____

Describe the proposed planned development and the purpose of the request using the space below. The following should be included:

1. Description of proposed uses.
2. Existing and proposed zoning and land use.
3. If the property is currently developed, list all active businesses on the property with a brief description of each.
4. Potential residential density if proposed zoning for residential districts.
5. Address how the requested rezoning complies with the Mesquite Comprehensive Plan.

You may use separate or additional sheets

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

The submission of this completed form is a part of the Planned Development (PD) Application. All items must be checked off prior to submitting for review. If the applicant deems an item to be "Not Applicable" (N/A) to the proposed development, please mark N/A. Using a separate sheet, state why an item is not applicable. City staff may request additional exhibits, depending on the proposed development.

EXHIBIT A – Legal Description

- | | | | |
|-----------------------------------|------------------------------|---|---|
| ☐ Complete | ☐ N/A | | Digital PDF copy of the Legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor. |
| OR | | | |
| | | 1 | Subdivision description of platted property or properties. Disclaimer: This method may not be used if the requested zoning change is for a portion of a lot, or unplatted property. |

EXHIBIT B – Planned Development Standards

- | | | | |
|-----------------------------------|------------------------------|---|---|
| ☐ Complete | ☐ N/A | | A list of development standards describing what the applicant wants to achieve in the development of the property. Standards listed should be amendments to the City's Zoning Ordinance. All other development standards not mentioned will be regulated by the PD's base zoning. If different standards will be applied to different tracts within the PD, list proposed standards for all tracts separately, label each list of standards, and comparably label the corresponding tracts on the zoning exhibit. A legal description for each tract with differing standards must be provided. |
| | | 2 | |

EXHIBIT C – Zoning Concept Plan - showing a preliminary layout of proposed uses, access, buildings, parking, open space, and the relationship to existing natural features and to adjacent properties and uses. The concept plan shall be construed as an illustration of the development concepts and not as an exact representation of all specific details.

- | | | | |
|-----------------------------------|------------------------------|----|--|
| ☐ Complete | ☐ N/A | 3 | A title block in the lower right corner that includes project name, case number, subdivision name, lot and block, or survey name, abstract number, Dallas or Kaufman County, submission date, and a log of submittal/revision dates since submitted to the City. |
| ☐ Complete | ☐ N/A | 4 | Names, addresses, and phone numbers of owner, applicant, and surveyor. |
| ☐ Complete | ☐ N/A | 5 | Written and bar graph scale and north arrow are indicated. (North shall be oriented to the top or left side of the sheet) |
| ☐ Complete | ☐ N/A | 6 | Legend, if abbreviations or symbols are used. |
| ☐ Complete | ☐ N/A | 7 | Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow. |
| ☐ Complete | ☐ N/A | 8 | Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street. |
| ☐ Complete | ☐ N/A | 9 | Natural features including tree masses, drainage ways, and creeks. |
| ☐ Complete | ☐ N/A | 10 | Existing streets and thoroughfares, indicate whether public or private. |

☐ Complete	☐ N/A	11	Building sites (including maximum building density, heights, and use restrictions as appropriate). Illustration of the approximate shape and placement of buildings is required for multifamily and non-residential uses
☐ Complete	☐ N/A	12	Subdivision name, zoning, future land use plan designation, and land use description of property adjacent to the subject property.
☐ Complete	☐ N/A	13	Phases of development, including delineation of areas, building sites, land use and other improvements to be constructed in independent phases.
☐ Complete	☐ N/A	14	Site Data Summary Table, including: • Proposed Use(s) (with type, number, and acreage) • Existing Zoning District • Proposed Base Zoning District • Gross Site Area (ac. & sq. ft.) • Lot Coverage • Maximum Height (in ft. & stories) • Required Landscape Area (ac. & %) • Provided Landscape Area (ac. & %) • Parking Spaces Ratio by Use • Parking Spaces Required • Parking Spaces Provided • Percentage of Open Space
☐ Complete	☐ N/A	15	A note that states, "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at the time of plat."
☐ Complete	☐ N/A	16	A note that states, "All current development requirements of the City as amended shall be met unless approved otherwise within these Planned Development Zoning District Development Regulations."
☐ Complete	☐ N/A	17	A note that states, "This Zoning Concept Plan is for illustrative purposes only and subject to change. This Zoning Concept Plan, along with development regulations, is intended to describe the intent of the Planned Development. Significant deviations from this Zoning Concept Plan, as determined by the Director of Planning and Development Services, will require an amendment to the Zoning Concept Plan and, as necessary, the development regulations."
☐ Complete	☐ N/A	18	Additional information, as requested by the City, to clarify the proposed development and compliance with minimum development requirements.

The following items may be applicable for new development or redevelopment of a property. Please confirm with the Case Manager.

☐ Complete	☐ N/A	19	Natural features including tree masses, drainage ways, and creeks
☐ Complete	☐ N/A	20	Topography at five-foot contours or less. – Add for new/redevelopment
☐ Complete	☐ N/A	21	Existing and proposed FEMA 100-year floodplain with elevation. If the site does not contain a floodplain, note that: “No 100-year floodplain exists on the site”
☐ Complete	☐ N/A	22	Proposed reclamation of floodplain area(s), if applicable, with acreage.
☐ Complete	☐ N/A	23	Proposed dedications and reservations of land for public use including but not limited to: rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites.
☐ Complete	☐ N/A	24	Existing or proposed easements (utility, drainage, visibility and maintenance, etc.).
☐ Complete	☐ N/A	25	Proposed detention areas.
☐ Complete	☐ N/A	26	Conceptual detail of landscaping including total open space area in square feet and percentage of total site area.

Show amenities that will be included in the PD. If it cannot be clearly identified, additional plans may be submitted.

☐ Complete	☐ N/A	27	Parkland Dedication
☐ Complete	☐ N/A	28	Water/Fire Feature(s)
☐ Complete	☐ N/A	29	Trails (Refer to the City of Mesquite Master Trail Plan)
☐ Complete	☐ N/A	30	Outdoor Seating
☐ Complete	☐ N/A	31	Enhanced Landscaping

Procedures for Planned Development

Incomplete Application: If the application is incomplete, the applicant will be notified. Applications that remain incomplete 45 days after the date of submittal shall expire. Incomplete applications will not be reviewed and will not be scheduled for public hearings until the application is considered complete.

Public Hearings/Notification: Public hearings are open to all interested parties where such parties may present testimony in favor or in opposition to a requested action. Once an application is accepted and the dates of the public hearings are established, notice of the action, hearing date and place will be publicized by the following methods: 1) Publication in the Dallas Commercial Record and Forney Messenger, and 2) Written notice mailed to property owners within 200 feet of the subject property (the statutory notification area). The City will also mail a courtesy notice to allow property owners within 400 feet of the subject property and place a rezoning sign on the property. The notice may be distributed beyond 200 feet to increase public participation. Property owners are also furnished with response forms, which they can return to the Planning Office to indicate their position for a requested change.

Staff Comments and Recommendations: The Planning staff will review the proposals and prepare a staff report to the Planning and Zoning Commission (the Commission). The report will include comments regarding the request and a recommendation for action. This report is available to the applicant, public, and the Commission by the Friday before the meeting.

Planning and Zoning Commission: The Planning & Zoning Commission holds a public hearing at their regular meeting, and anyone can get up and speak for or against the case. The Commission may recommend approval, denial, or to postpone a zoning request. If the Commission recommends approval, the case is automatically scheduled for a public hearing before the City Council. If the Commission denies a request, the applicant has 10 days to appeal this decision to the City Council.

City Council: The City Council (the Council) will hold a hearing and may sustain or reverse the Commission's recommendation by a simple majority vote. A $\frac{3}{4}$ vote of the Council is required if the owners representing 20% of the property within the statutory notification area file written opposition to the proposed change. Council's action is final, and a request that has been denied may not be presented again for one year without extenuating circumstances.

Presentation/Postponement: The applicant or a representative is recommended to be present at all hearings to describe the proposed change and answer questions. Hearings may be held, and action may be taken, whether or not the applicant is in attendance.

Meeting Information: All public hearings will be held at City Hall, located at 757 North Galloway Avenue. Pre-meetings, if held, begin at 6:30 p.m. and regular meetings start at 7:00 p.m. in most cases. Should the meeting time change, you will be properly notified.

Any requests for sign interpretive services must be made 48 hours in advance of the meeting by calling the City Secretary's Office at (972) 216-6244 or TDD 1-800-735-2989.

Site Plan Submittal: If Council approves a Planned Development for new development or redevelopment of a nonresidential project, an approved site plan will be required before building permits are issued. Please review the Site Plan application and contact your Case Manager for more details.

OWNER AUTHORIZATION

1. I hereby certify that I am the owner of the subject property or the duly authorized agent of the owner of the subject property for the purpose of this application.
2. I hereby designate the person named as the applicant on page 1 of this application, if other than myself, to file this application and to act as the principal contact person with the City of Mesquite.
3. I hereby authorize the City of Mesquite, its agents or employees, to enter the subject property at any reasonable time for the purpose of taking photographs, documenting current use and current conditions of the property; and further, I release the City of Mesquite, its agents or employees from liability for any damages which may be incurred to the subject property in taking of said photographs.
4. I have read and understand the information contained in the City of Mesquite Planned Development Application.

Property Owner: _____ Phone Number: _____
Address: _____
Email Address: _____
Owner Title: _____
Signature: _____

Each property owner must complete a separate authorization form

CITY OF MESQUITE PLANNING OFFICE

Mailing Address: P.O. Box 850137
Mesquite, TX 75185-0137

Physical Address: 1515 N. Galloway Ave.
Mesquite, TX 75149-2300

Phone: (972)-216-6216

Fax: (972) 216-8109

Website: www.cityofmesquite.com

Zoning Submission Calendar: <https://www.cityofmesquite.com/DocumentCenter/View/14740/Zoning-Submission-Calendar>

Citizen Self Service (CSS): <https://energov.cityofmesquite.com>

Engineering Design Manual: <https://www.cityofmesquite.com/2065/Engineering-Design-Manual>

Planning-Related Ordinances: Municode Code, Appendix C – Mesquite Zoning Ordinance
https://library.municode.com/tx/mesquite/codes/code_of_ordinances

CSS Manuals: [How to Register for a CSS Account](#)
[How to Apply Online](#)
[Reviewing Comments and Resubmitting Online](#)
[How to Validate Your CAP Account](#)

Manuals: <https://www.cityofmesquite.com/543/Applications-and-Other-Resources>