
**City of Colleyville
Community Development Department**

**Zoning
Application Packet**



Development Application Fees

City of Colleyville
100 Main Street
Colleyville TX 76034
817.503.1050

Zoning

Zoning Change	\$ 500	+ \$5 per acre
Planned Unit Development (PUD)	\$ 750	+ \$5 per acre
Amendment to an existing PUD to add, delete or change a special condition	\$ 450	
Special Use Permit (SUP)	\$ 500	+ \$5 per acre
SUP Residential Accessory Building	\$ 175	
SUP Residential Carport	\$ 175	
SUP for Beer/Wine Sales and Package Stores	\$ 500	

Platting

Preliminary Plat	\$ 500	+ \$7.50 per lot
Final Plat or Replat	\$ 500	+ \$7.50 per lot
Minor Plat	\$ 250	
Amending Plat	\$ 250	

Site Plans

Site Plan application - review	\$ 250	
Landscape Plan application - review	\$ 250	

Variances and Appeals

ZBA Variance and/or Appeal	\$ 175	
Sign Board appeal	\$ 250	
Tree Mitigation appeal	\$ 250	
Sidewalk/ General Waiver Request	\$ 125	

Sale of Materials

Plat or Topo Map (copy)	\$ 3	
Zoning Map (large color)	\$ 7	
Zoning Map (small color)	\$ 5	
Zoning Atlas (black & white)	\$ 7	
Zoning Atlas (color)	\$ 15	
Official Map	\$ 3	
Land Development Code	\$ 35	
Zoning Verification Letter	\$ 50	

The Land Development Code and the City's Municipal Code are available at www.colleyville.com

Community Development Services Application

City of Colleyville
100 Main Street
Colleyville TX 76034
817.503.1050

APPLICATION TYPE

PLEASE CHECK THE APPROPRIATE BOX BELOW.

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Straight Zoning Change | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Replat | <input type="checkbox"/> Sidewalk / General Waiver |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Zoning Variance (ZBA) |
| <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Prelim/Final Plat | <input type="checkbox"/> Site & Landscape Plan | <input type="checkbox"/> Sign Variance (SBA) |
| <input type="checkbox"/> PUD Amendment | <input type="checkbox"/> Amending Plat | <input type="checkbox"/> Interpretation Appeal | <input type="checkbox"/> Other: _____ |

PROPERTY INFORMATION

Project Name: _____

Project Address (Location): _____

Legal Description: _____

Proposed Number of Lots: _____ Gross Acres: _____ Neighborhood District: _____

Existing Zoning: _____ Proposed Zoning: _____

Existing Use: _____ Proposed Use: _____

Application Requirements: The applicant is required to submit sufficient information that describes and justifies the proposal. See appropriate checklist and fee schedule for minimum requirements. Incomplete applications will not be processed.

APPLICANT OWNER INFORMATION

Applicant: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ ZIP: _____ Email: _____

Applicant's Status: (check one) Owner Representative Tenant Prospective Buyer

Property Owner: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ ZIP: _____ Email: _____

Ownership Status: (check one) Individual Trust Partnership Corporation

<p>NAME OF APPLICANT (PRINT): _____</p> <p>SIGNATURE: _____ Date: _____</p> <p>NAME OF PROPERTY OWNER (PRINT): _____</p> <p>SIGNATURE: _____ Date: _____</p>	<p style="text-align: center;">For Departmental Use Only</p> <p>Case #: _____</p> <p>Total Fee(s): _____</p> <p>Receipt #: _____</p> <p>Date Submitted: _____</p> <p>Accepted By: _____</p>
<p>Plats Only: This waiver must be completed for all Plat applications; failure to do so will result in the rejection of your application.</p> <p>I waive the statutory time limits in accordance with Section 212 of the Texas Local Government Code.</p> <p>PROPERTY OWNER SIGNATURE: _____ Date: _____</p> <p style="text-align: center;">The property owner must sign the application or submit a notarized letter of authorization.</p>	

Rev 08/19

ZONING APPLICATION CHECKLIST

City of Colleyville
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INSTRUCTIONS The Community Development Department reviews each zoning application partially based on the items on the following checklist. Every zoning application must be accompanied by a Zoning Exhibit and supporting documents. The applicant is encouraged to meet with a Community Development staff member to determine the extent of plans needed for review. Applications for carports and certain accessory buildings and may require less substantial drawings.

- Zoning Exhibits for most applications should include the applicable items listed in Sections A-C, depending upon the type of application.
- Carport and accessory building applications must provide the information listed in Section E only.

SUBMITTAL REQUIREMENTS

The following items must be submitted with this application, the following checklist, and the exhibit drawings:

- Fifteen (15) copies (11x17) of all exhibits (for plat drawings, include four (4) **FOLDED, NOT STAPLED** (24x36) copies)
- One (1) reduced copy (8½" x 11") of the Zoning Exhibit(s)
- Metes and bounds description on separate sheet, if property is not platted; may be submitted on CD
- Fifteen (15) copies of the **STATEMENT OF PLANNING OBJECTIVES, DEVELOPMENT SCHEDULE, PROPOSED OWNERSHIP, UTILITY PROVISIONS, ECONOMIC DEVELOPMENT INFORMATION, and TRAFFIC IMPACT ANALYSIS** (if required)
- Outstanding Liens and Charges Certificate (attached)
- One (1) CD or USB flash drive with copy of all documents

A. Zoning Exhibit General Requirements

- _____ 1. The scale of the exhibit shall be no smaller than 1" = 100'. The sheet size may be 11"x17", 18"x24", or 24"x36"
- _____ 2. Show the use of the land and the zoning designation of all adjacent properties.
- _____ 3. Show names and addresses of applicant, owner of record, and land planner or surveyor.
- _____ 4. Vicinity map - show nearby major roads and site location within the community.
- _____ 5. Physical features - show the location of existing streets, buildings, railroads, watercourses, ponds, etc. on and adjacent to the subject property.
- _____ 6. Show the existing 100-year flood plain limits within the subject property.
- _____ 7. If the property will be subdivided, include a conceptual layout of the property into blocks and lots showing the dimension, area or square footage of the proposed parcels.
- _____ 8. A legal description (metes and bounds) of the total site area proposed for the zoning change on the Exhibit and submitted separately on 8½" x 11" paper. Provide deed restrictions, if any.
- _____ 9. Provide a caption on the bottom right corner of the exhibit that states ZONING EXHIBIT FOR ZONING CHANGE REQUEST FROM _____ TO _____.

B. Shown on Exhibits for Applications for PUD, SUP, CPO, CN, CC1, CC2, CC3, ML, RD & R-MF Districts

- _____ 1. Show general landscaping areas and extensive areas of existing tree cover.
- _____ 2. Show proposed screening fences and walls around the perimeter of the land, including any screening of internal separations of land use.

- _____ 3. Show the building layout and the layout of proposed parking areas.
- _____ 4. Show the proposed pedestrian walkways and sidewalks
- _____ 5. Provide the following information on a schedule or table on the exhibit:
 - a. gross area (acreage or square feet) of the property proposed for zoning change
 - b. gross area and floor area of each separate building and its percentage of the total property area
 - c. gross area of streets, sidewalks and other paved surfaces and its percentage of the total property area
 - d. gross area of open space and its percentage of the total property area
 - e. For residential uses (PUD, RD and R-MF), indicate the number of dwelling units per acre.
 - f. For residential uses (PUD, RD and R-MF), indicate the number of each type of dwelling unit (i.e. Single Family, Duplex).

C. Supporting Documents for Applications for PUD, SUP, CPO, CN, CC1, CC2, CC3, ML, RD & R-MF Districts

- STATEMENT OF PLANNING OBJECTIVES** Written statement of what is to be achieved in the development proposal for this property. The statement should be prepared as a narrative description of the character of the proposed development and rationale behind the assumptions and choices made by the applicant, including the use and ownership of open spaces. This is the applicant's opportunity to describe what they want to do with the property and why. The applicant may also submit drawings, photographs, company information, etc. with the application.
- DEVELOPMENT SCHEDULE** Indicate the approximate date(s) when construction of the proposed development, and subsequent stages or phases can be expected to begin and be completed, to the best of applicant's knowledge and belief.
- ECONOMIC DEVELOPMENT INFORMATION** Provide the following data in table or spreadsheet format: ① total square feet of building area, ② estimated sales per square foot, ③ estimated sales per year, and ④ estimated ad valorem taxes per year.
- TRAFFIC IMPACT ANALYSIS** Required when a proposed development is projected to generate more than 1,000 vehicle trips per day, as determined by the Director of Public Services. The purpose of the analysis is to determine the need for traffic mitigation measures such as additional right-of-way width, turning lanes, or traffic control devices.

D. Supporting Documents for Applications for PUDR and PUDC.

- 1. *Drainage Analysis* – The applicant shall submit a Preliminary Drainage Analysis to determine the need for drainage facilities. The Preliminary Drainage Analysis shall be prepared in accordance with drainage analysis requirements contained in *Chapter 14 – Engineering Design Standards* of the Land Development Code.
- _____ 2. *Site Plan* – The Site Plan, which may be conceptual and general in nature, but in sufficient detail appropriate for the type of development being proposed and shall at a minimum include the following items, where applicable:
 - a. Proposed layout, indicating the approximate size and dimensions of all residential and non-residential lots
 - b. Proposed land uses and building locations
 - c. General elevation drawings of all non-residential structures indicating building height
 - d. Landscaping, lighting, fencing and screening of common areas
 - e. General locations of existing tree clusters
 - f. Location and construction type of perimeter fencing
 - h. Design of ingress and egress with description of any special pavement treatments
 - i. Calculations and location of off-street parking and loading facilities
 - j. Location and type of all commercial signage and lighting, including pole heights, for parking lots and common areas
 - k. Location and description of subdivision signs and landscaping at entrance areas
 - l. Street names on all proposed streets

Exception: A Planned Unit Development application may be submitted and approved without a Site Plan, if the approving ordinance contains sufficient written detail to establish all site criteria.

** Refer to Section 3.23 PUD - Planned Unit Developments of the Land Development Code for detailed PUDR and PUDC development standards

E. Information Required for Accessory Buildings and Carports Only

The following information is required for SUP applications for accessory buildings and carports. This information should be provided instead of that listed in Sections A-C.

- PLOT PLAN** A dimensioned drawing showing the location of all structures on the property and the proposed location for the accessory building or carport, including all setbacks. A copy of a title survey may be used for this purpose.
 - DRAWINGS** Complete drawings of the accessory building or carport, showing enough detail to determine compliance with the applicable ordinances, such as height, area and design.
 - MATERIALS** Description of the construction materials of the accessory building or carport.
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Acknowledgments

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal before the Planning & Zoning Commission and City Council.

I reserve the right to withdraw this proposal at any time upon written request filed with the Community Development Department. I understand that if the request is withdrawn before a vote is considered by the City Council that the application shall not be subject to the time limitation for submitting a new application.

Printed
name:

- Owner Applicant Representative

Signature:

Date: