



## APPLICATION REQUIREMENTS FOR A ZONING DISTRICT CHANGE FOR PLANNED DEVELOPMENT

### General Information

A Land area of five acres or more (or a smaller infill tract or tract in a transition area) may be designed as a Planned Development (PD) as an alternative to an ordinary Zoning Change request. A PD Ordinance can designate specific designs, different development standards, and combinations of uses that are unique. Planned Developments may be created with or without an accompanying Site Plan as determined by staff for each case. See the attached check list for a description of what must be submitted.

The Planning and Zoning Commission meets on the *first and third Tuesday of each month.* The City Council meets on the *second and fourth Tuesday of each month.*

### Instructions

1. **Conditions of Approval** In making a decision regarding a requested zoning change, the Planning and Zoning Commission and City Council consider whether substantial reasons exist why the property cannot be used in accordance with current zoning, and whether the proposed change would:

- a. be contrary to the Comprehensive Land Development Plan
- b. alter a property that is suitably zoned and/or developed
- c. create an isolated district that is unrelated to adjacent and nearby districts
- d. encourage a population density or pattern that could increase the load on public facilities such as schools, utilities, or streets
- e. correct zoning boundaries that are illogically drawn in relation to existing property conditions
- f. be necessary due to changed or changing conditions
- g. adversely influence living conditions in the neighborhood
- h. create or excessively increase traffic congestion or otherwise affect public safety
- i. create a drainage problem
- j. seriously reduce light and air for adjacent areas
- k. adversely affect property values in adjacent areas
- l. be a deterrent to the improvement or development of adjacent property
- m. constitute a special privilege to an individual owner in contrast to public welfare
- n. be out of scale with the needs of the neighborhood or the community

2. **Staff Review** The application for rezoning will first be reviewed by City Staff on the Development Services Group (DSG) for compliance with City codes, regulations, and policies. The following items must be submitted to the Planning and Development Department by noon on Monday in order to be distributed in staff meeting the next day. Staff comments will be returned to

the applicant after the Development Services Group meeting. All plans submitted shall be folded to approximately 8"X9", with the title on top.

- Completed application form and check list.
- Application fee: **\$500.00 + \$10.00 per acre over 25 acres.**
- Tax Certificate from Tarrant County
- Tax Certificate from Grapevine-Colleyville Independent School District if the property is located north of Bear Creek
- Ten (10) copies of a site survey (metes and bounds description), along with a drawing of the property requested to be rezoned. Metes and bounds descriptions shall begin at a street intersection or a survey abstract corner which is shown on the drawing. Drawings shall be to scale. Such documents shall bear the original signature and seal of a Texas-registered professional surveyor or civil engineer.
- Ten (10) copies of the site plan documents if applicable.
- One (1) digital copy of all site drawing documents in .pdf format.

3. **Planning and Zoning Commission (P&Z) Review** Staff comments are forwarded to the applicant for preparation of a revised submittal. The revised submittal is again reviewed by the DSG, and if it conforms to City codes, regulations, and policies (or includes a request for a variance), it is certified as such and placed on the P&Z agenda. One (1) 8 ½"x11" copy, three (3) folded and collated copies and one (1) digital copy of the final site drawings must be submitted to the Planning and Development Department by noon on the Monday 15 days prior to the P&Z meeting.

Public hearing prior to the P&Z recommendation and the City Council decision are required for all zoning change cases in order to give citizens who may be affected by the proposed change an opportunity to voice their support or opposition. When the case is certified and placed on the P&Z agenda, notices of the proposed change are sent to all property owners within 200 feet of the property on the application, 10 days prior to the P&Z meeting. At the P&Z meeting, the Commission first holds the public hearing and then decides what recommendation it will make to City Council based on the staff report and public input.

4. **City Council Review** The staff report, P&Z recommendation, and public response to the proposed zoning change are then made available to the public. By law, this public hearing must be advertised in the newspaper 15 days before it is held.

5. **Presentation** It is recommended that applicants prepare a brief presentation on their proposal for each public hearing. Maps, slides, and handouts are also helpful. The applicant should make the presentations, but it is recommended that the property owner also be present at the hearing to answer questions. Applicants may want to include in their presentation:

- present and proposed zoning and use;
- compatibility of proposed zoning with surrounding zoning and land uses;
- important physical feature such as topography, roadways, or creeks;
- a statement of the need for the proposed zoning change;
- descriptions of the ways the proposal is consistent with the City's Comprehensive Land Development Plan;
- evidence of support from adjacent landowners.

**Zoning District Change for Planned Development**

City of Euless  
201 N. Ector Drive  
Euless, Texas  
817-685-1684

**PART 1. APPLICANT INFORMATION**

**APPLICANT/AGENT:** \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Suite #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email: \_\_\_\_\_

**OWNER:** \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Suite #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

**PART 2. PURPOSE OF PROPOSAL**

Amend ZONING REGULATIONS contained in section \_\_\_\_\_

Amend the OFFICIAL ZONING MAP by changing \_\_\_\_\_ acres of land currently zoned \_\_\_\_\_ to be zoned \_\_\_\_\_.

In what ways have conditions changed substantially since the current zoning was set for this property?

\_\_\_\_\_  
\_\_\_\_\_

How would the proposed amendment promote the public welfare and encourage orderly city development?

\_\_\_\_\_  
\_\_\_\_\_

**PART 3. PROPERTY DESCRIPTION**

Street Address of Property (if available): \_\_\_\_\_

LEGAL DESCRIPTION: Subdivision Name \_\_\_\_\_

Block(s) and Lot(s) \_\_\_\_\_

Survey Name(s): \_\_\_\_\_ Abstract No(s): \_\_\_\_\_ Tract(s) \_\_\_\_\_

**PART 4. PRESENT USE OF PROPERTY (Circle One)**

VACANT LAND	VACANT BUILDING	SINGLE FAMILY DWELLING	COMMERCIAL
MULTI-FAMILY DWELLINGS	INDUSTRIAL	OTHER: _____	

**PART 5. ACKNOWLEDGMENTS**

I certify that the above information is correct and complete to the best of my knowledge and ability and that I will be fully prepared to present the above proposal at a Planning and Zoning Commission public hearing. I reserve the right to withdraw this proposal at any time by filing a written request with the Department of Planning and Development. I understand that 50% of my application fee will be refunded if my written request for withdrawal is received by the Department within 24 hours after the Planning and Zoning Commission public hearing.

Applicant, Owner or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY:**

Fee Paid:	Received By:	Date Received:	Case Number:	H.T.E. Number:

## Site Plan Process

### PROPERTY DESCRIPTION:

General Property Location (street name and block number or nearest cross street):

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Current Legal Description (abstract and tract number or subdivision, lot, and block):

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Current Zoning (if property is in more than one zoning district, indicate the number of acres contained within each district):

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### USE/CONDITIONS/PARKING:

Proposed Use: \_\_\_\_\_ SIC Code: \_\_\_\_\_

Special Conditions Applicable to the Use: (Indicate the letter of any "Special Conditions" in UDC Table 4-A that apply to the use(s):

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Parking Group: (Indicate the parking group in UDC Table 4-A that applies to the use(s):

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### PROPOSED BUILDING STATISTICS:

Lot Area \_\_\_\_\_

Lot Width at Building Line for each Street Frontage \_\_\_\_\_

Proposed Building Setbacks:

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side (left): \_\_\_\_\_ Side (right): \_\_\_\_\_

Gross Building Floor Area \_\_\_\_\_

Height in Feet to Highest Point \_\_\_\_\_

Number of Floors \_\_\_\_\_

Exterior Masonry Façade (exclusive of doors and windows):

Front Elevation: Brick \_\_\_\_\_ % / Stucco \_\_\_\_\_ % / Other \_\_\_\_\_ %

Left Side Elevation: Brick \_\_\_\_\_ % / Stucco \_\_\_\_\_ % / Other \_\_\_\_\_ %

Right Side Elevation: Brick \_\_\_\_\_ % / Stucco \_\_\_\_\_ % / Other \_\_\_\_\_ %

Rear Elevation: Brick \_\_\_\_\_ % / Stucco \_\_\_\_\_ % / Other \_\_\_\_\_ %

**OFF STREET PARKING: (UDC 84-200 and 84-202)**

Total Spaces Required / Provided \_\_\_\_\_

Number of Handicapped Spaces \_\_\_\_\_

Number of Loading Bays Provided \_\_\_\_\_

**DRIVEWAYS: (UDC 84-202 through 84-210)**

Number proposed per street \_\_\_\_\_

Clearance from nearest street intersections \_\_\_\_\_

Clearance between existing and proposed driveways \_\_\_\_\_

Width of each driveway \_\_\_\_\_

Curb Radii for each driveway \_\_\_\_\_

Distance between property line and first parking space \_\_\_\_\_

**SIGN & STREET GRAPHICS: (UDC 84-230 through 84-302)**

**Proposed Pole/Ground Signs:**  
 Street Name \_\_\_\_\_ Front Setback \_\_\_\_\_ Side Setback \_\_\_\_\_

Overall Height \_\_\_\_\_ Sign Area \_\_\_\_\_

**Proposed Wall Signs:**  
 Street the sign faces \_\_\_\_\_ Sign Area \_\_\_\_\_

**LANDSCAPING: (UDC Article VII)**

Land Area of Street Yard \_\_\_\_\_

	<u>Street Yard</u>	<u>Non Street Yard</u>
Number of parking spaces provided	_____	_____
Square feet of landscaped area	_____	_____
Square feet of landscape islands in parking lot	_____	_____
Number of large trees existing / proposed	_____	_____
Number of ornamental trees proposed	_____	_____
Number of shrubs proposed	_____	_____
Square feet of ground cover proposed	_____	_____

## INFORMATION TO BE INCLUDED ON ALL SITE PLANS

Site Plans must be prepared by a Texas-Registered Professional Architect or Professional Civil Engineer, and must include at least the following information. (Staff may require additional information or may eliminate items as needed for specific sites.) Scale used should be 1"=50' or larger. Pages can be combined, or additional pages created, as long as all items can be clearly seen.

**The Development Services Group WILL NOT REVIEW any drawings that are missing any applicable check list items. Please mark all that apply and submit signed list with the application. Application will not be accepted unless this list is submitted.**

### SHEET ONE

#### Site Plan Layout

- Title Block near lower right corner
- North indicator, Graphic scale, Sheet number
- Bearings and distances of perimeter of subject property
- Location, size, and purpose of existing and proposed easements, including emergency access and fire vault
- Lot lines with bearings and distances; block and lot designations
- At least 200 feet beyond subject property line; property lines, pavement and ROW widths, street medians, street intersections, street names, driveways, building outlines
- Driveway radii
- Distances between driveways, and between driveways and street intersections
- Location and size of parking spaces, handicapped spaces, and loading zones
- Proposed sidewalks along streets

#### Building Layout

- Building footprints
- Distance from property lines to buildings and from building to building
- When adjacent to flood prone areas, include minimum finished floor elevations
- For each building: gross floor area, height, stories, building number, address ranges

#### General

- Names, addresses, telephone and fax numbers of preparer, applicant, property owner
- Vicinity map to scale

#### Site Data

- Required building setbacks consistent with the zoning district
- Ownership, legal description, zoning, land uses for land within 200 feet of site boundary
- Existing structures and fences, labeled whether they are to be removed
- Horizontal clear triangles at all driveways (8'X70')
- 25 foot visibility triangles at street intersections
- Parking Table indicating number of parking spaces required and number provided
- Location of any proposed controlled access gates

### **Site Data Table**

- Area of subject property
- Number of lots
- Number of dwelling units
- Required maximum lot coverage, maximum building height, minimum lot area, and minimum lot width
- Amounts of landscaping required and provided for trees, shrubs, and groundcover
- Lot area
- Street yard area
- Required landscaped area
- Required minimum landscape spacing
- Required minimum size (caliper/height) for landscaping materials at time of planting

### **Site Data Notes**

- If property is located east of Euless Main Street, add an Avigation Easement and a note stating "This property is located within Aircraft Noise Zone B. All noise sensitive uses will be constructed to achieve a 25 decibel reduction from outside to inside".
- Description of proposed land uses
- Description of proposed landscape protection
- Note indicating when landscaping will be installed

### **Lighting Plan**

- Fixture locations
- General throw patterns
- Average and minimum foot-candles provided
- Calculation grid of foot-candles and distance from light fixtures that demonstrates compliance with Unified Development Code Section 84-201(i)
- Lighting Table listing type of luminaries, pole height, and wattage for each fixture
- Note stating, "The property represented on this Plan conforms with the parking lot lighting requirements of Section 84-201(i) of the Unified Development Code of the City of Euless, Texas".

### **Screening and Fencing**

- Location of trash receptacle and recycling areas
- Location, height, and type of materials used for all walls, fencing, and screening (including dock, loading areas, and service areas)
- Location of controlled access gates, gate control pedestals, and key boxes

### **Landscaping**

- Location of existing trees 6" in diameter or greater, with type and size indicated
- "Street yard" delineated, with square footage indicated
- Square footage of each landscaped area
- Location, type, and size of proposed landscaping material
- Note stating, "Underground irrigation system plans designed by a Licensed Irrigator will be submitted with the Building Permit application", if applicable

### **Free Standing Signs**

- Location, height, and area of existing or proposed free standing signs
- Distance from each sign to front and side property lines



## SHEET TWO

### Site Plan Layout

- Title Block near lower right corner
- Date of preparation, with space for revision dates
- North indicator, Graphic scale, Sheet number
- Bearings and distances of perimeter of subject property
- Lot lines with bearings and distances
- Block and lot designations
- Location, size, and purpose of existing and proposed easements, including emergency access and fire vault
- Extending at least 200 feet beyond subject property line: property lines, pavement and ROW widths, street medians, street intersections, street names, driveways, building outlines
- Driveway radii
- Distances between driveways, and between driveways and street intersections
- Location and size of parking spaces, handicapped spaces, and loading zones
- Proposed sidewalks along streets

### Building Layout

- Building footprints
- Distance from property lines to buildings and from building to building
- When adjacent to flood prone areas, include minimum finished floor elevations
- For each building: gross floor area, height, stories, building number, address ranges

### Grading

- Existing topography, showing 2' contours, half toned, extending at least 200 feet beyond subject property lines
- Proposed grading with spot elevations throughout site, particularly along perimeter

### Drainage and Utilities

- Location, type, and size of proposed and existing water and sanitary sewer mains and taps, and their utility easements
- Limits of 100 year frequency storm water run-off
- Boundaries and elevations of flood prone areas identified on the Flood Insurance Rate Maps
- Areas to be reclaimed
- Location, type, size, capacity of existing and proposed storm sewer systems on and off site
- Locations of proposed detention and retention areas, with capacities and discharge velocities and rates
- Locations and sizes of existing and proposed drainage easements
- Drainage area map (overall as well as on site) with calculations and areas in tabular form

### Existing and Proposed Fire Protection Systems

- Existing and proposed fire hydrants with fire protection radii indicated
- Proposed fire sprinkler line, fire vault, and fire department connection locations

**SHEET THREE**

- Typical building elevations, indicating exterior façade materials and percentages, and addressing
- Location of address plaque on each elevation provided
- Detail of an address plaque, showing layout, typestyle, and colors
- Roof slopes labeled
- Elevations of proposed screening, indicating height and materials, for the following: the site, trash receptacles, docks, loading areas, service areas
- Detail of controlled access gate design and description of operation

**PLAN PREPARER’S ACKNOWLEDGMENT:**

I prepared this Site Plan in accordance with the City of Euless Unified Development Code and I included all applicable requested information.

\_\_\_\_\_  
Plan Preparer’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

## CONTACTS

### FRANCHISE UTILITY COMPANIES

#### ONCOR – ELECTRIC

2001 N. Industrial Boulevard  
Bedford, Texas 76021  
(817)858-2506

#### AT&T

Eugene Patton  
2513 W.E. Roberts, Ste 200  
Grand Prairie, Texas 75051  
(972) 660-0066  
eugene.d.patton@att.com

#### ATMOS ENERGY CORPORATION

Robert C. Shaddox  
Project Manager - Mid Tex Division  
(817) 359-1334 Office  
(817) 375-7979  
Robert.Shaddox@atmosenergy.com

#### TIME WARNER CABLE

Phillip Gwin  
1565 Chenault St.  
Dallas, TX 75228  
(214)320-5433  
(214) 320-7559 fax

Abandoning Easements:  
Josh Stewart  
(214)320-7544  
(214)328-2882  
Juan Zapata  
(214)320-7404  
1565 Chenault St.  
Dallas, TX 75228

### TAX OFFICES

#### **CITY AND H/E/B SCHOOL DISTRICT**

(property located south of Little Bear Creek)  
Tarrant County Tax Assessor/Collector  
100 E. Weatherford Street  
Fort Worth, Texas 76196  
(817) 884-1186

#### **GRAPEVINE SCHOOL DISTRICT**

(property located north of Little Bear Creek)  
Grapevine Tax Office  
3072 Mustang Drive  
Grapevine, Texas 76051  
(817) 481-1242

### DEVELOPMENT SERVICES GROUP

Mike Collins, Director of Planning and Economic Development	(817) 685-1684
Stephen Cook, Senior Planner	(817) 685-1648
Don Sheffield, Building Official	(817) 685-1656
Hal Cranor, Director of Public Works	(817) 685-1646
Allen Harts, Senior Civil Engineer	(817) 685-1647
David Allen, Geographic Information Services Manager	(817) 685-1633
Paul Smith, Fire Marshal	(817) 685-1659
Gary Landers, Police Captain	(817) 685-1506

**CITY OF EULESS, TEXAS  
FRANCHISE UTILITY COMPANY APPROVAL**

Regarding (Addition Name): \_\_\_\_\_

Utility easements have been provided on the Plat for the above described addition in a manner and location that is sufficient for (Name of Utility Company) \_\_\_\_\_ to provide adequate service to this development.

\_\_\_\_\_  
Name of Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**TITLE BLOCK FOR ZONING CHANGE REQUESTS:**

ZONING CHANGE *Case number*  
*Addition Name, Blocks, Lots*  
 \_\_\_\_ Lots located on \_\_\_\_ Acres of Land out of the  
*Survey Name, Abstract Number, Tract Numbers*  
 City of Euless, Tarrant County, Texas  
*Date of Preparation, with space for revision dates*

**PREFERRED LOCATION**

<p>24"x36" Sheet</p>	<ul style="list-style-type: none"> <li>• Vicinity Map (scalable)</li> <li>• North Arrow</li> <li>• Graphic Scale</li> <li>• All Notes</li> <li>• Architect/Engineer/Surveyor Seals &amp; Signatures</li> <li>• Owner/Developer/Plan Preparer Information</li> </ul>		
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**ALTERNATE LOCATION**

<p>24"X36" Sheet</p>				
<ul style="list-style-type: none"> <li>• Vicinity Map (Scalable)</li> <li>• North Arrow</li> <li>• Graphic Scale</li> </ul>	<ul style="list-style-type: none"> <li>• All Notes</li> <li>• Architect/Engineer/Surveyor Seals &amp; Signatures</li> </ul>	<ul style="list-style-type: none"> <li>• Owner/Developer/Information</li> </ul>		
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