

# ZONING APPLICATION PACKET



*Lancaster*

Development Services Department  
Planning Division

700 E. Main Street - Lancaster, TX 75146

Phone: 972-218-1200 - Fax: 972-227-7220

[www.lancaster-tx.com](http://www.lancaster-tx.com)

**ACTION REQUESTED\* (CHECK ONE)**

- |                          |                           |                      |
|--------------------------|---------------------------|----------------------|
| Easement Abandonment     | Site Plan Review          | Voluntary Annexation |
| General Development Plan | Special Exception         | Zoning Change        |
| Right-of-way Abandonment | Specific Use Permit (SUP) | Other                |

\*Please complete a new application for each action you request.

\*\*If the action requested below is a residential replat, it requires special notification and public hearing as required by State Law

**Applicant/Owner Information**

Key Contact Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

Owners Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Ownership Status (check one):    Individual    Trust    Partnership

Applicant Signature: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

*Property owner must sign the application or submit a notarized letter of authorization.*

**Request Information**

Proposed Project Name: \_\_\_\_\_

Site Location: \_\_\_\_\_

Site Street Address: \_\_\_\_\_

Subdivision\*: \_\_\_\_\_ Block #: \_\_\_\_\_ Lot #: \_\_\_\_\_

Existing Zoning/Land Use: \_\_\_\_\_ Requested Zoning/Land Use: \_\_\_\_\_

Requested Specific Use Permit: \_\_\_\_\_ Requested Planned Development District: \_\_\_\_\_

*\*A metes and bounds description must be attached if the request is for a portion of a platted lot or a non-platted tract.*

**Notary Statement (All signatures must be notarized)**

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_  
known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged  
to me that he/she executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal office

Seal

on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public in and for the State of Texas. My Commission Expires: \_\_\_\_\_

**For Office Use Only**

Application Date:  
Planning and Zoning Hearing:

Fee:

Case No.:  
City Council Hearing:

# **Zoning Application**

## **General Requirements and Application Information**

### ***General Information***

**Zoning District Change** Zoning establishes the types of land uses permitted on a specific tract of land. Zoning regulates the size, intensity and height of development, as well as screening, landscaping and parking. Anyone may apply for a zoning change; however, permission from the property owner is required.

**Specific Use Permit** Certain types of land uses may be approved by the City Council when such use is determined to have adverse impact on surrounding properties. A Specific Use Permit is required when a particular land use is not expressly authorized as a permitted use by right in a zoning district. Specific Use Permits, when approved, will be issued to the site being considered and be subject to any time limitations imposed by the City Council.

**Planned Development Districts** Planned Development Districts are intended to encourage opportunities for development innovation by allowing mixed-use or unique developments which offer a greater variety in type, design, and layout of buildings; by encouraging land conservation and more efficient use of open space; by modification of certain controls in a manner so as to produce large area development arranged to better serve community needs. Planned Development Districts may be approved subject to any conditions imposed by the City Council to reduce the effect on adjacent or surrounding properties.

**Site Plan Approval** Site plan approval by the Planning & Zoning Commission and City Council may be required as part of a Specific Use Permit or Planned Development District. The purpose of the review is to ensure efficient and safe land development; compliance with appropriate design standards; safe and efficient vehicular and pedestrian circulation, parking and loading; and adequate water supply, drainage and storm water management, and sanitary facilities.

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### ***Instructions***

- 1. Application Procedure** - Applicants shall submit a written application to the Planning & Development Department using the form included in this packet. Detailed submittal requirements for each type of application are contained in this packet.

Every application shall be accompanied by a filing fee established by the City Council. The amount of the fee is based on the actual cost of processing the application by the City. The fees for each application are detailed below.

- 2. Site Plan** - A site plan drawing shall accompany every application for a Specific Use Permit or Planned Development District. The site plan shall contain all the requirements established by the Zoning Ordinance. The Site Plan shall be made part of the amended ordinance.
- 3. Public Hearing Procedure** - Public hearings are required for all zoning district changes, specific use permit requests, and planned developments. Upon submittal of the application, the Planning & Development Department will schedule the application for public hearings before the Planning and Zoning Commission and the City Council. The public hearings provide an opportunity to obtain citizen input and determine neighborhood compatibility. At the public hearing, the applicant, all proponents and all opponents will be given the opportunity to speak in favor or against the proposal. After completion of the public hearing, the Planning and Zoning Commission will forward its recommendation to the City Council for final consideration. The City Council may not act on a zoning change until the Planning and Zoning Commission makes its final recommendation.

Not less than ten days prior to the Planning and Zoning Commission public hearing, notices will be mailed to all owners of real property within 200 feet of the property under consideration. Notice of the date and time of the City Council public hearing will be published in the official local newspaper of the city not less than fifteen days prior to the City Council meeting at which the request is considered.

- 4. Sign Posting** - At least ten days prior to the Planning and Zoning Commission public hearing, a zoning change sign shall be erected on the property under consideration for a zoning change. The

sign will be removed after final action by the City Council or upon withdrawal of the request. The erection or continued maintenance of the sign shall not be deemed a condition precedent to the granting of any zoning change or the holding of any public hearing. Signs are not posted for requests regarding Specific Use Permits and Site Plan approval.

5. **City Council Action on Application** - No zoning district change, planned development district or specific use permit shall become effective until approved by an ordinance passed by the City Council. After completion of the City Council public hearing, the Council may approve or deny the request.
6. **Protest Against Change** - If the proposed zoning district change, planned development district or specific use permit is protested in accordance with the Zoning Ordinance of the city, the proposed change shall not become effective except by the favorable vote of three-fourths of all the members of the City Council. The protest must be written and signed by the owners of at least 20% of the area of the land covered by the proposed change, or by the owners of at least 20% of the area of the land within 200 feet of the property under consideration.
7. **Specific Use Permit and Planned Development District Amendments** - Changes to a Specific Use Permit or Planned Development District, or to its approved site plan, shall be processed in the same manner as the original request, unless specifically stated in the amending ordinance. Changes of detail within a site plan which do not alter the basic physical relationship of the property to adjacent property; do not alter the uses permitted; do not increase the density, floor area, height, or reduce the yards provided at the boundary of the site as indicated on the approved site plan may be authorized by the Building Official.
8. **Building Permit Compliance** - No building permit for any structure shall be issued, nor shall a Certificate of Occupancy be issued on any existing structure, until such development plans are consistent with the approved site plan and the conditions established for the Planned Development District or Specific Use Permit.

***Zoning Application Submittal Requirements***

**A Letter of Intent is required for each Application submitted**

<b>Zoning District Change</b>	<input type="checkbox"/> Completed application form and application fee <input type="checkbox"/> Lot, block and subdivision name; or current metes and bounds description
<b>Specific Use Permit</b>	<input type="checkbox"/> Completed application form and application fee <input type="checkbox"/> Lot, block and subdivision name; or current metes and bounds description <input type="checkbox"/> Site Plan
<b>Planned Development District</b>	<input type="checkbox"/> Completed application form and application fee <input type="checkbox"/> Lot, block and subdivision name; or current metes and bounds description <input type="checkbox"/> Conceptual Plan or Detailed Site Plan
<b>Site Plan Approval</b>	<input type="checkbox"/> Completed application form <input type="checkbox"/> Site Plan <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Building Elevations

***Site Plan Requirements***

Every applicant requesting a Specific Use Permit, a Planned Development District, or Site Plan approval shall submit a site plan drawing with the application in both physical and PDF formats. The site plan drawing shall contain sufficient information to adequately determine the type of development being proposed. The drawing shall include the following features.

	<u>Item</u>	<u>Check if Shown</u>
1.	A drawing at a scale not less than 1"=50' showing all existing and planned structures, building set-back lines, perimeter boundaries, and easements.	<input type="checkbox"/>
2.	Elevation drawings of all buildings, indicating the proposed exterior finish materials.	<input type="checkbox"/>
3.	Landscaping, lighting, fencing, and screening. Indicate all heights.	<input type="checkbox"/>
4.	Location of ingress and egress.	<input type="checkbox"/>
5.	Off-street parking and loading areas, with calculations showing how the quantities were derived.	<input type="checkbox"/>
6.	All pedestrian walks, malls and open areas for use by residents, tenants or the public.	<input type="checkbox"/>
7.	Proposed location of all areas for outside display or storage.	<input type="checkbox"/>
8.	Location and type of all signs, including lighting and height.	<input type="checkbox"/>
9.	Street names of proposed streets.	<input type="checkbox"/>
10.	Proposed water, wastewater collection and storm sewer lines. Proposed grading and drainage patterns. Flood plain location and finished floor elevation.	<input type="checkbox"/>
11.	Utility and drainage easements for dedicated infrastructure.	<input type="checkbox"/>
12.	Any additional items and conditions, including all design standards as the Planning & Zoning Commission and City Council deem necessary.	<input type="checkbox"/>

Note: The City Council may affix conditions associated with the proposed development as specified below.

- |   |  |
|---|--|
| a. Setbacks for buildings or structures                   | k. Pedestrian circulation  |
| b. Public street access                                   | l. Signs   |
| c. Drainage   | m. Mitigation of noise, fumes, odors, vibrations or airborne particles |
| d. Vehicular traffic, circulation, parking lots or spaces | n. Exterior lighting   |
| e. Screening or buffer zones                              | o. Exterior construction materials                                     |
| f. Hours of operation                                     | p. Special fire protection measures                                    |
| g. Activities and uses permitted on the property          | q. Outside storage and display of merchandise                          |
| h. Building or structure heights                          | r. Refuse and waste storage  |
| i. Landscaping  | s. Lot sizes and dimensions  |
| j. Lot coverage   | t. Accessory buildings   |

**Please Note: If submitting a site plan, 5 FOLDED 24" x 36" copies and 2 11" x 17" copies are required at time of submittal. Colored Elevations will also be required.**