



CITY OF GRAPEVINE

ZONE CHANGE/CONCEPT PLAN APPLICATION

SUMMARY OF ZONE CHANGE/CONCEPT PLAN APPLICATION REQUIREMENTS

I. APPLICATION REVIEW REQUIREMENTS

1. Meet with development services staff to review application requirements for your specific development.
2. Application with original/notarized signatures of owner and applicant.
3. Filing fee - \$500.00 for first acre + \$25.00 for each additional acre or portion thereof.
4. Survey and legal description of property on 8 ½ x 11.
5. Five (5) z-folded blue-line copies of the Concept Plan, no less than 22" x 34" and scale of no less than 1" to 50'.
6. Signature of both owner and applicant on acknowledgement form (page 5).
7. Verify with the City of Grapevine Public Works Department regarding platting information. Have the attached verification statement signed by Public Works (page 6).
8. A flash drive with all files in PDF format at time of submittal.

**APPLICATIONS MUST BE COMPLETE AND MEET ALL
GRAPEVINE ORDINANCE REQUIREMENTS BEFORE A ZONE CHANGE
REQUEST CAN BE SET FOR PUBLIC HEARING**

Direct questions to Planning & Zoning Staff at (817) 410-3155

Delivery Address

Development Services
Planning Division
200 S. Main Street
Grapevine, Texas 76051

Correspondence Address

Development Services
Planning Division
P O Box 95104
Grapevine, Texas 76099

CITY OF GRAPEVINE
ZONE CHANGE APPLICATION

1. Applicant/Agent Name _____
Company Name _____
Address _____
City _____ State _____ Zip _____
Phone # _____ Fax # _____
Email _____ Mobile # _____
2. Applicant's interest in subject property _____

3. Property owner(s) name _____
Address _____
City _____ State _____ Zip _____
Phone # _____ Fax # _____
4. Address of subject property _____
Legal Description: Lot _____ Block _____ Addition _____
Size of subject property _____ acres _____ square foot
Metes & Bounds must be described on 8 ½ " x 11" sheet
5. Present Zoning Classification _____
6. Present Use of Property _____
7. Requested Zoning District _____
8. The applicant understands the master plan designation and the most restrictive zone that would allow the proposed use is _____

9. Minimum/Maximum District size for requested zoning _____
10. Describe the proposed use _____

11. The Concept Plan submission shall meet the requirements of Section 45, Contents of a Concept Plan, Section 45.C.

All Zone Change Requests are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.

All public hearings will be opened and testimony given by applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.

Any changes to a concept plan approved with a zone change request can only be approved by city council through the public hearing process.

I have read and understand all of the requirements as set forth by the application for zone change request and acknowledge that all requirements of this application have been met at the time of submittal.

11. Signature to authorize a zone change request and place a zone change request sign on the subject property.

Applicant (print): _____

Applicant signature: _____

Property Owner (print): _____

Property Owner signature: _____

The State of _____

County of _____

Before me _____ on this day personally appeared
_____ known to me (or proved to me on the oath of
_____ or through _____
(description of identity card or other document) to be the person whose name is
subscribed to the foregoing instrument and acknowledged to me that he executed the
same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____,
A.D. _____.

SEAL

Notary Signature

The State of _____

County of _____

Before me _____ on this day personally appeared
_____ known to me (or proved to me on the oath of
_____ or through _____
(description of identity card or other document) to be the person whose name is
subscribed to the foregoing instrument and acknowledged to me that he executed the
same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____,
A.D. _____.

SEAL

Notary Signature

ACKNOWLEDGEMENT

All Zone Change Request are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.

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Any changes to a concept plan approved with a zone change request can only be approved by city council through the public hearing process.

I have read and understand all of the requirements as set forth by the application for zone change request and acknowledge that all requirements of this application have been met at the time of submittal.

Signature of Applicant _____

Date: _____

Signature of Property Owner _____

Date: _____

Platting Verification

This Verification Statement Must Be Signed Prior
To The Submittal of This Zoning Application.

_____ It has been determined that the property described below does
require platting or replatting and the applicant has been
instructed on this procedure.

_____ It has been determined that the property described below is
currently platted or **does not require platting or replatting** at this
time.

Address of subject property _____

Legal description of subject property _____

Public Works Department

Date

**This Form Must Be Signed By The Public Works Department And Submitted Along
With A Completed Application To The Planning And Zoning Department.**

ZONE CHANGE APPLICATION

PROCEDURAL TIMETABLE

APPLICATION DEADLINE

ZONE CHANGE REVIEW SUBMITTAL

DAYS 1-14

PLANNING STAFF REVIEW

DAY 15

TECHNICAL REVIEW COMMITTEE
PLANNING DEPARTMENT
PUBLIC WORKS
BUILDING INSPECTIONS
FIRE DEPARTMENT
POLICE DEPARTMENT
UTILITY COMPANIES

DAY 23

RETURN NECESSARY REVISIONS TO
PLANNING DEPARTMENT STAFF TO
INCLUDE BUT NOT LIMITED TO: 40-
11X17'S, 2-FULL SIZE SETS, 1-MYLAR SET

DAY 25

NOTICE TO NEWSPAPER

DAY 32

ADJACENT PROPERTY OWNERS; POSTING
OF SIGNS ON PROPERTY

DAY 39

PACKETS SUBMITTED FOR DISTRIBUTION
TO CITY COUNCIL AND PLANNING AND
ZONING COMMISSION

DAY 42

CITY COUNCIL AND PLANNING AND
ZONING COMMISSION JOINT PUBLIC
HEARING

PLANNING AND ZONING COMMISSION RECOMMENDATIONS TO CITY COUNCIL
RESULT IN THE FOLLOWING ACTION

APPROVAL - REQUIRES A COUNCIL MAJORITY VOTE

DENIAL - REQUIRES 3/4 VOTE APPROVAL BY COUNCIL

CONTINUING - SET TO A DATE CERTAIN; FURTHER RESEARCH AND
INFORMATION REQUIRED

SECTION 45.C.

CONTENT OF A CONCEPT PLAN

A concept plan shall include all of the following information in graphic representation and shall be prepared by a registered architect, registered engineer or registered surveyor.

1. The legal description, or the metes and bounds description, certified by a registered land surveyor; showing the date, scale, north point (north shall be at the top of the page on all drawings), property boundary lines, dimensions and easements.
2. Applicant's name and address and their legal interest in the subject property.
3. Owner's name and address, if different from applicant.
4. Zoning classification and present use of the subject property.
5. Land use designation as contained in the Comprehensive Master Plan.
6. Conceptual representation of proposed use.
7. Conceptual representation of vehicular circulation within the subject site.
8. Conceptual representation of points of connection to the public right of way.
9. Computation of proposed number of dwelling units and the total acreage for residential uses. For nonresidential uses compute the approximate square footage of building, by type, or the maximum building square footage allowed in the particular district requirements.
10. Conceptual landscaping and buffer plan according to Section 53, Landscaping.
11. Description of how essential public services, including water, sewer, drainage and solid waste, will be provided.
12. Description of any proposed grading, regrading or fill that is proposed on the subject site.
13. Maximum number of parking spaces required according to Section 56, Off-Street Parking Regulations.
14. Other information the applicant and/or owner might wish to include.
15. The names, addresses and telephone numbers of all professional consultants, if any, advising the applicant with respect to the proposed rezoning.

16. Street address, or common description of the property.
17. A graphic rendering of the existing site conditions, which depicts all significant natural, topographical and physical features of the subject property including contours; location and extent of tree cover; location and extent of water courses, marshes and flood plains on the subject property; and existing drainage patterns.
18. Vicinity map indicating the area in which the property is located.
19. In the bottom right corner title the plan the same as the subdivision being platted and number each sheet in a similar manner (Example: Sheet 1 of 1).
20. Note the assigned case number in the bottom right corner on each sheet.
21. The initial submittal for review purposes shall be on a sheet no less than 22" x 34". The scale shall be no less than 1" = 50'.
22. Include an internal traffic circulation plan on the concept plan.
23. All turning radii - 35 feet minimum per Grapevine Fire Department
24. After comments are received - final documents shall contain 11x17 color renderings of the landscape plan and elevations for presentation purposes only. A PowerPoint presentation may be submitted, please make sure all drawings are compressed prior to providing to the City of Grapevine.
25. **North shall face up on all pages**

CASE NAME:
CASE NUMBER:
LOCATION:

MAYOR

SECRETARY

DATE: _____

PLANNING AND ZONING COMMISSION

CHAIRMAN

DATE: _____

SHEET: _____ OF _____

APPROVAL DOES NOT AUTHORIZE ANY WORK
IN CONFLICT WITH ANY CODES OR
ORDINANCES.

DEPARTMENT OF DEVELOPMENT SERVICES

THIS SIGNATURE BLOCK MUST APPEAR ON EACH PAGE OF THE SUBMITTAL
AND FINAL REVISIONS.

NUMBER EACH SHEET AS PER EXAMPLE BELOW:

SHEET 1 OF 4 ;
SHEET 2 OF 4 ;
SHEET 3 OF 4 ;
SHEET 4 OF 4 , ETC.

2020
CITY OF GRAPEVINE
PLANNING & ZONING COMMISSION
MEETING AGENDA SCHEDULE

CITY COUNCIL PLANNING & ZONING MEETING DATES *	FILING DEADLINE First Monday of the month
January 21, 2020	December 2, 2019
February 18, 2020	January 6, 2020
March 17, 2020	February 3, 2020
April 21, 2020	March 2, 2020
May 19, 2020	April 6, 2020
June 16, 2020	May 4, 2020
July 14, 2020	June 1, 2020
August 18, 2020	July 6, 2020
September 15, 2020	August 3, 2020
October 20, 2020	September 8, 2020 Tuesday
November 17, 2020	October 5, 2020
December 15, 2020	November 2, 2020
January 19, 2021	December 7, 2020

* These dates are prior to council approval and may change

**THE DEVELOPMENT SERVICES STAFF WILL DETERMINE
THE AGENDA FOR EACH OF THE PUBLIC HEARING DATES.
BASED ON THE SIZE OF THE AGENDA, YOUR APPLICATION
MAY BE RESCHEDULED TO A LATER DATE.**