



CITY OF GRAPEVINE

ZONE CHANGE REQUEST APPLICATION

SUMMARY OF ZONE CHANGE 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.

A concept plan is not required when rezoning to "R-7.5", "R-12.5" or "R-20" Single Family Districts

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 _____

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.

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.

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 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

CASE NAME:
 CASE NUMBER:
 LOCATION:

MAYOR	SECRETARY
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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.