



## APPLICATION REQUIREMENTS FOR A ZONING DISTRICT CHANGE

### General Information

This type of zoning change involves only a categorical change from one Zoning District that has been approved by the Euless City Council to another approved Zoning District.

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 Review Committee (DRC) 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 on Tuesday of the following week. All plans submitted shall be folded to approximately 8" x 9", 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
- Fifteen (15) 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.
- One (1) digital copy of the site survey 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 DRC, 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) 8½" x 11" copy, three (3) folded and collated copies of the Site Survey drawing, and one (1) digital copy of the site survey in .pdf format must be submitted to the Planning and Development Department by noon on the Monday that is fifteen (15) days prior to the P&Z meeting.

# Zoning District Change Application

## Page 2

Public hearing notices 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, and an additional public hearing is scheduled within 30 days of the initial hearing. By law this public hearing must be advertised in the newspaper 15 days before it is held. The second public hearing is then conducted at a City Council meeting, after which the Council makes the final decision on the request.

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 if necessary. 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.

### TITLE BLOCK FOR ZONING DISTRICT 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*

Zoning District Change Application  
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: \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Suite #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**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) \_\_\_\_\_ 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: