



DEVELOPMENT APPLICATION SUBMITTAL
PROCESS & REQUIREMENTS

ZONING CHANGE

The following list of submission requirements should be used by the applicant as a guide in preparing a complete zoning change application. The City will also use the checklist to verify the completeness of the application at the time it is submitted.

Applicants are responsible for submitting complete applications. Incomplete applications will result in the application being rejected for acceptance or lengthen the development review process.

Application: A completed development application including all required signatures.

Application Fee:

<u>District Requested</u>	<u>Fee</u>
Any district except S-P or I (P.U.D.)	\$250.00
S-P for area less than five acres	\$300.00
S-P for area of five acres or more	\$350.00
District I (P.U.D.)	\$400.00

Tax Certificate: A current tax certification for each parcel indicating all taxes on the subject property have been paid to each taxing unit and for the current year (available from the Galveston County Tax Assessor’s Office).

Applicant’s Statement: A typed summary of the request including the reason for requiring a zone change and the type of land uses. The statement shall include whether or not the property is covered by any restrictive covenants of record in Galveston County. If these covenants exist, the general terms of such shall be indicated.

Zoning Exhibits: Seven copies of a graphic zoning exhibit. See attached submittal requirements for required information. The exhibit must be drawn to a scale at which all details of the drawing are legible after the drawing has been reduced to 8½” x 11”. Please note that upon consultation with the City Planner, a detailed site plan may be required in lieu of a zoning exhibit.

Detailed Site Plans: Seven copies a of a detailed site plan if required to be submitted in conjunction with a zoning change application. See the submittal requirements for Detailed Site Plans.

CITY OF TEXAS CITY ZONING CHANGE PROCESS

Step 1	Pre-Application Meeting with City Staff during Tuesday Pre-Development Meeting		
Step 2	File completed application with Engineering & Planning		
Step 3	Staff Review of application and request revisions, if necessary		
Step 4	Notice of Zoning Commission Public Hearing mailed to property owners within 200 feet of subject site mailed 10 days in advance of the meeting and preparation of Final Staff Report		
Step 5	Zoning Commission Public Hearing and recommendation	AND	Planning Board review and recommendation of Site Plan, if necessary
Step 6	A favorable Zoning Commission recommendation automatically forwarded to the City Commission	OR	A Recommendation of Denial by the Zoning Commission requires an appeal to be filed within 10 days of the meeting
Step 7	Notice of the City Commission Public Hearing published in newspaper 15 days prior to the meeting		
Step 8	City Commission Public Hearing and decision (action could be deferred to later date)		
Step 9	City Commission conditionally approves application	OR	City Commission denies application – no further action
Step 10	If conditionally approved, final approval by Ordinance upon submission of building plans to Building Inspections.		



CITY OF TEXAS CITY

Engineering & Planning
928 5th Ave North
Texas City, Texas 77590
409.643.5936

DEVELOPMENT APPLICATION

APPLICATION TYPE PLEASE CHECK APPROPRIATE BOX BELOW

- | | | |
|---|--|--|
| <input type="checkbox"/> Zoning Change | <input type="checkbox"/> Replat | <input type="checkbox"/> Subdivision Master Plan |
| <input type="checkbox"/> Detailed Site Plan | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> ROW Abandonment |
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Amending Plat | <input type="checkbox"/> Sixth Street Revitalization |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Vacating Plat | |

See appropriate checklist and fee schedule for minimum submittal requirements for each application

PROPERTY INFORMATION

Project Name: _____
 Project Address or Location: _____
 Legal Description: _____
 Proposed No. of Lots: _____ Gross Acreage: _____
 Existing Zoning: _____ Proposed Zoning: _____
 Existing Use: _____ Proposed Use: _____

APPLICANT & OWNER INFORMATION

Name of Applicant: _____
 (print or type)
 Signature: _____ Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-mail: _____ Ph: _____ Fax: _____

Name of Property Owner: _____
 (print or type)
 Signature: _____ Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-mail: _____ Ph: _____ Fax: _____

(The property owner may submit a notarized letter of authorization in lieu of a signed application)

For Department Use Only	
Date Received: _____	Fee Paid: \$ _____
Accepted by: _____	

**CITY OF TEXAS CITY
ZONING EXHIBITS**

SUBMITTAL REQUIREMENTS

The following information is required on all zoning exhibit submissions. A zoning exhibit is intended to serve as a conceptual plan for rezoning requests for single family detached, single attached or duplexes. Requests for any other types of uses should be submitted as a detailed site plan in the required format.

FORMAT

- North arrow
- A notation of the scale, which must be an engineering scale
- A bar of graphic scale
- A location map with the subject site clearly indicated
- A legend for any graphic symbols used
- Date of preparation and subsequent reviews
- The exhibit must be drawn to scale at which all details of the drawing are legible after the drawing has been reduced to an 8 ½" x 11" format

TITLE BLOCK

- The name of the proposed project
- The words "Zoning Exhibit"
- A notation of the gross acreage
- The words "Texas City, Galveston County, Texas"
- The name, address and telephone number of the Property Owner and Applicant

SITE INFORMATION

- Acreage of tract
- Boundary of tract
- Name of abstract and survey of the property, if it has not been platted
- Lot, block and addition name of property, if it has been platted
- Location and width of all existing and proposed internal streets, rights-of-way and easements
- Both sides of all existing and proposed perimeter streets
- Adjacent subdivisions, showing streets, easements, adjacent lot lines and subdivision name. If the adjacent property is unplatted, show property lines and current owner(s) and note "Not Platted"
- Floodplains, floodways, stream courses or other water features

**CITY OF TEXAS CITY
ZONING EXHIBITS**

SITE INFORMATION (concluded)

- Proposed lot lines
- Minimum and average size of the lots
- Current zoning and land use of adjacent property
- Proposed zoning of tract(s)
- Where multiple tracts are being proposed for rezoning, each tract should be labeled by a numerical or alphabetical designation (i.e., Tract A)
- Table identifying the acreage of each tract (where applicable, acreages designated for rights-of-way, parks, open spaces, etc. should be identified on the table)
- Boundary lines of each tract
- Approximate dimensions of each tract