



CITY OF TEXAS CITY

Engineering & Planning Dept.
928 5th Ave North
Texas City, Texas 77590
409.643.5936
Fax 409.949.3001

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:** 13 copies of a graphic zoning exhibit for single-family, single-family attached, or duplex dwellings. 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:** 13 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

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| Step 1 | Pre-Application Meeting with City Staff during Tuesday Staff Review Meeting | | |
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| Step 2 | Completed Application Filed with Planning & Engineering Dept. | | |
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| Step 3 | Staff Review of Application and Request Revisions if Necessary | | |
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| Step 4 | Notice of Zoning Commission Public Hearing Mailed to Property Owners within 200 feet of Subject Site 10 days in advance of the Meeting & Preparation of Final Staff Report | | |
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| Step 5 | Zoning Commission Public Hearing & Recommendation | And | Planning Board Review & Recommendation of Site Plan if Necessary |
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| 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 |
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| Step 7 | Notice of the City Commission Public Hearing Published in Newspaper 15 Days Prior to the Meeting | | |
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| Step 8 | City Commission Public Hearing & Decision (Action could be deferred to later date) | | |
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| 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 Inspection Dept | | |



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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.

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FORMAT

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North arrow.

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A notation of the scale, which must be an engineering scale.

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A bar or graphic scale.

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A location map with the subject site clearly indicated.

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A legend for any graphic symbols used.

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Date of preparation and subsequent revisions.

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The exhibit must be drawn to a scale at which all details of the drawing are legible after the drawing has been reduced to an 8 ½" x 11" format.

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TITLE BLOCK

The name of the proposed project.

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The words "Zoning Exhibit."

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A notation of the gross acreage.

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The words, "Texas City, Galveston County, Texas."

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The name, address, and telephone number of the property owner and applicant.

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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.

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.