

INFORMATION & PROCEDURES
FOR CHANGE OF ZONING REQUESTS
AND CONDITIONAL USE PERMITS

The applicant is strongly encouraged to attend a pre-application meeting for the project prior to submittal of a zoning application.

COMPLETE APPLICATION REQUIRED — CONDITIONS FOR PROCESSING

The applicant shall submit the following information to begin the rezoning or conditional use permit process. Each and every item is considered an essential part of the application and is necessary to ensure a proper review. Once submitted, the Case Manager will review the application for completeness. *If the application is incomplete, the applicant will be notified. Applications that remain incomplete 45 days after the date of submittal shall expire. Incomplete applications will not be reviewed.*

All Applications: The following items must be submitted for a zoning application to be considered complete.

- A completed “Zoning Application” form, including a clear description of the requested action and a valid E-mail address.
- The property owner’s signature on the application form, or the owner must otherwise indicate his or her consent in writing
- A planimetric map, boundary survey, or other map, adequate to accurately identify and locate the property in question
- Field notes submitted electronically to the Case Manager in MS Word(.doc) or PDF format.
- For a conditional use permit: A plan of development for the tract (not a site plan) when requested by the Case Manager. Plans of development and other information describing the proposed project are encouraged and may be submitted with all zoning applications.
- An application fee, as noted below:

Change of Zoning:	\$800.00 plus \$15.00 per acre
Conditional Use Permit:	\$800.00 (all acreages)

Applications for Planned Development Districts: A complete application must also include the following items:

- A concept plan showing a preliminary layout of proposed uses, access, buildings, parking, open space, existing natural features, and the relationship to adjacent properties. If concept plans are on sheets larger than 11 x 17 inches, 20 copies of the site plan must be submitted.
- The applicant’s proposed conditions and stipulations, if any, for the Planned Development District. This submission should include a table, listing or other description of proposed uses and development standards, including but not limited to, density, lot size, unit sizes, setbacks, building heights, lot coverage, parking ratio, screening, etc.

Note: If a Planned Development classification is approved, then a detailed Planned Development site plan must be submitted for approval before any permits are issued. This procedure normally takes an additional 45 to 60 days.

CONCURRENT SUBMITTALS NOT PERMITTED

Unless authorized by the Case Manager, the applicant may not submit site plans, engineering plans, or plats concurrent with a Zoning Application. Please see the current “Development Review Process” publication for more information.

PROCEDURES FOR ZONING CHANGES & CONDITIONAL USE PERMITS

Public Hearings/Notification: Public hearings are meetings which are open to all interested parties, and at which such parties may present testimony in favor or in opposition to a requested action. Once an application is accepted and the dates of the public hearings are established, notice of the action, hearing date and place will be publicized by the following methods: 1) Publication in *The Mesquite News* (published on Thursdays), and 2) Written notice mailed to property owners within 200 feet of the subject property (the statutory notification area). Where appropriate, the notice may be distributed beyond 200 feet to increase public participation. Property owners are also furnished with response forms, which they can return to the Planning Office to indicate their support or opposition to a requested change.

Staff Comments and Recommendations: The Planning staff will review the proposals and prepare a staff report to the Planning and Zoning Commission, including comments regarding the request and a recommendation for action. This report is available to the applicant by the Thursday before the meeting and may be distributed to other interested parties at that time.

Planning and Zoning Commission: The Planning and Zoning Commission (the Commission) will hold a hearing and make a recommendation to the City Council. Requests that are recommended for approval are automatically forwarded to the City Council for a second public hearing. If the Commission recommends denial of the request, it will be scheduled for a City Council hearing only if the applicant submits a written appeal within ten (10) days to the City Secretary.

City Council: The City Council (the Council) will hold a hearing and may sustain or reverse the Planning and Zoning Commission's recommendation by a simple majority vote. A $\frac{3}{4}$ vote of the Council is required if the owners representing 20% of the property within the statutory notification area file *written* opposition to the proposed change. Council's action is final, and a request that has been denied may not be presented again for one year without extenuating circumstances.

Presentation/Postponement: The applicant or a representative must be present at all hearings to describe the proposed change and answer questions. Hearings will generally not be postponed once notice has been published. Hearings may be held, and action may be taken, whether or not the applicant is in attendance.

Ordinance Preparation/Adoption: A zoning change or conditional use permit is not approved until an ordinance is adopted. The Case Manager will prepare the ordinance and submit it to the Council for action concurrent with the public hearing.

Meeting Information: All public hearings will be held in the City Council chambers of City Hall, located at 757 North Galloway Avenue. Pre-meetings begin at 6:30p.m. and the regular meetings start at 7:00p.m. in most cases. Should the meeting time change, you will be properly notified.

Any requests for sign interpretive services must be made 48 hours in advance of the meeting by calling the City Secretary's Office at (972) 216-6244 or TDD 1-800-735-2989.

For further information, please contact the Planning Division at 972-216-6216.

FIELD NOTES

MUST BE

SUBMITTED

WITH

APPLICATION.

Thank you.

IMPORTANT

Your application requires a Public Hearing before the Mesquite Planning & Zoning Commission. You are required to attend the Public Hearing and explain your application to the Commission. If you fail to attend the Public Hearing, the Commission may still hear the application and render a decision. It is your responsibility to attend and bring any persons you wish to have speak on your behalf.

All public hearings are conducted in English. If you need translation assistance with a different language, you must notify your case manager in writing at least two weeks in advance of the hearing. We will obtain assistance for you. Please let us know the language you wish to speak at the hearing.

Case Managers:

Lauren Simcic

lsimcic@cityofmesquite.com

Garrett Langford

glangford@cityofmesquite.com

Jeff Armstrong

jarmstro@cityofmesquite.com

IMPORTANTE

Su aplicación requiere una audiencia pública antes del Mesquite planificación y zonificación de la Comisión. Es necesario asistir a la audiencia pública y explicar su aplicación a la Comisión. Si no asistir a la audiencia pública, la Comisión todavía puede oír la aplicación y hacer una decisión. Es su responsabilidad asistir y llevar a cualquier persona que desea ha hablar en su nombre.

Todas las audiencias públicas se llevan a cabo en inglés. Si usted necesita ayuda de la traducción con un idioma diferente, usted debe notificar al encargado de su caso por escrito al menos dos semanas antes de la audiencia, para obtener ayuda para usted. Por favor sepamos el idioma que desee intervenir en la audiencia.

Administradores de casos:

Lauren Simcic lsimcic@cityofmesquite.com

Garrett Langford glangford@cityofmesquite.com

Jeff Armstrong jarmstro@cityofmesquite.com

2017 Planning and Zoning Commission Calendar

Applications for: Zoning Changes, CUPs, Residential Replats	Plat Applications (except Residential Replats)	PLANNING & ZONING COMMISSION Meeting	CITY COUNCIL Meeting
12-Dec	19-Dec	9-Jan	6-Feb
26-Dec	2-Jan	23-Jan	20-Feb
16-Jan	20-Jan	13-Feb	6-Mar
30-Jan	6-Feb	27-Feb	20-Mar
13-Feb	20-Feb	13-Mar	3-Apr
27-Feb	6-Mar	27-Mar	17-Apr
13-Mar	20-Mar	10-Apr	1-May
27-Mar	3-Apr	24-Apr	15-May
10-Apr	17-Apr	8-May	5-Jun
24-Apr	1-May	22-May	19-Jun
15-May	22-May	12-Jun	3-Jul
31-May	5-Jun	26-Jun	17-Jul
12-Jun	19-Jun	10-Jul	7-Aug
26-Jun	3-Jul	24-Jul	21-Aug
17-Jul	24-Jul	14-Aug	5-Sep
31-Jul	7-Aug	28-Aug	18-Sep
14-Aug	21-Aug	11-Sep	2-Oct
28-Aug	8-Sep	25-Sep	16-Oct
11-Sep	18-Sep	9-Oct	6-Nov
25-Sep	2-Oct	23-Oct	20-Nov
16-Oct	23-Oct	13-Nov	4-Dec
30-Oct	6-Nov	27-Nov	18-Dec
13-Nov	20-Nov	11-Dec	2-Jan-18
11-Dec	18-Dec	8-Jan	6-Feb

<h1>CITY OF MESQUITE ZONING APPLICATION</h1>	Receipt No.		Date Stamp:
	Fee:		
	Case Manager:		

REQUESTED ACTION:

Change District Classification to: _____	Conditional Use Permit for: _____	Amend Special Conditions of Ordinance # _____ <small>(Explain Below)</small>
Additional explanation of requested action: _____ _____		

SITE INFORMATION/GENERAL LOCATION:

LOCATION/LEGAL DESCRIPTION:

<p>Current Zoning Classification: _____</p> <p>Site Size: _____ (Acres or Square Feet)</p> <p>Address (if available): _____</p> <p>General Location Description: _____ _____ _____</p>	<p style="text-align: center;">Complete one of the following:</p> <p>1. Platted Property</p> <p style="padding-left: 20px;">Addition: _____</p> <p style="padding-left: 20px;">Block: _____ Lot: _____</p> <p>2. Unplatted Property:</p> <p style="padding-left: 20px;">Abstract: _____ Tract: _____</p>
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APPLICANT INFORMATION:

Contact: _____	Phone: (_____) _____ - _____
Company: _____	Fax: (_____) _____ - _____
Address: _____ _____	E-mail: _____ <small>(Required)</small>
Signature: _____	Owner <input type="checkbox"/> Representative <input type="checkbox"/> Tenant <input type="checkbox"/> Buyer <input type="checkbox"/>

OWNER AUTHORIZATION AND ACKNOWLEDGEMENTS:

1. I hereby certify that I am the owner or duly authorized agent of the owner, of the subject property for the purposes of this application.

2. I hereby designate the person named above as applicant, if other than myself, to file this application and to act as the principal contact person with the City of Mesquite in the processing of this application.

3. I hereby authorize the City of Mesquite, its agents or employees, to enter the subject property at any reasonable time for the purpose of 1) Erecting, maintaining, or removing "Change of Zoning" signs, which indicate that a zoning amendment is under consideration and which indicate how further information may be obtained, and 2) Taking photographs documenting current use and current conditions of the property; and further, I release the City of Mesquite, its agents or employees from liability for any damages which may be incurred to the subject property in the erecting, maintaining, or removal of said signs or the taking of said photographs.

Owner: _____	Phone: (_____) _____ - _____
Address: _____ _____	Fax: (_____) _____ - _____
	E-mail: _____
Signature: _____	