

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 and will not be scheduled for public hearings until the application is considered complete.***

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.

2018
CITY OF MESQUITE
Deadlines for Submissions of Applications
and Scheduling of Public Hearings and Reviews
(Hearing dates are not guaranteed.)

Applications for: Zoning Changes, CUPs, Plats	PLANNING & ZONING COMMISSION Meeting	CITY COUNCIL Meeting
December 11, 2017	January 8, 2018	February 5, 2018
December 25, 2017	January 22, 2018	February 19, 2018
January 15, 2018	February 12, 2018	March 5, 2018
January 29, 2018	February 26, 2018	March 19, 2018
February 12, 2018	March 12, 2018	April 2, 2018
February 26, 2018	March 26, 2018	April 16, 2018
March 12, 2018	April 9, 2018	May 7, 2018
March 26, 2018	April 23, 2018	May 21, 2018
April 16, 2018	May 14, 2018	June 4, 2018
May 1, 2018	May 29, 2018	June 18, 2018
May 14, 2018	June 11, 2018	July 2, 2018
May 31, 2018	June 25, 2018	July 16, 2018
June 11, 2018	July 9, 2018	August 6, 2018
June 25, 2018	July 23, 2018	August 20, 2018
July 16, 2018	August 13, 2018	September 4, 2018
July 30, 2018	August 27, 2018	September 17, 2018
August 13, 2018	September 10, 2018	October 1, 2018
August 27, 2018	September 24, 2018	October 15, 2018
September 10, 2018	October 8, 2018	November 5, 2018
September 24, 2018	October 22, 2018	November 19, 2018
October 15, 2018	November 12, 2018	December 3, 2018
October 29, 2018	November 26, 2018	December 17, 2018
November 12, 2018	December 10, 2018	January 7, 2019
December 10, 2018	January 7, 2019	February 4, 2019

CITY OF MESQUITE ZONING APPLICATION

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:

Current Zoning Classification: _____ Site Size: _____ (Acres or Square Feet) Address (if available): _____ General Location Description: _____ _____ _____	Complete one of the following: 1. Platted Property Addition: _____ Block: _____ Lot: _____ 2. Unplatted Property: Abstract: _____ Tract: _____
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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: _____	