Zoning/Special Permit Requirements

City of Richardson, Texas

Through zoning, a community is divided into districts or zones, each of which has a set of regulations governing land use and the height, size, spacing and layout of buildings, and other essential elements of developments. Zoning is a means of promoting the public health, safety, morals and general welfare and protecting areas or places of historical or cultural significance. The authority to zone is granted to Texas cities by the state, and the process by which zoning is accomplished is spelled out in the Texas statutes. In reviewing a zoning request, the appropriateness of the activity at a given location and the compatibility of adjacent land uses are important considerations.

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. Applications will NOT be accepted until a pre-submittal conference has been held with the appropriate City staff member.

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

Requirements

The following must be submitted for a complete application packet in both printed and digital form (Adobe Acrobat or JPEG):

- **Application:** A completed development application including all required signatures.
- **Applicant's Statement:** A typed summary which describes the purpose of the request.
- **Metes and Bounds Property Description:** A typed metes and bounds description of the subject site on 8 ½" x 11" paper and electronically submitted in MS Word format.
- **Zoning Exhibit (Concept Plan):**
  12 folded copies (24" x 36")
  3 copies (8 ½" x 11")
  Drawn to a scale at which all details of the drawing are legible at 8½"x11".

  Zoning Exhibit requirements are listed below.
- **Other Exhibits:**
  Other exhibits may be required upon consultation with City staff such as elevations, traffic impact analyses, etc.

  If the applicant chooses to provide a PowerPoint presentation during either the City Plan Commission or City Council Public Hearing, the PowerPoint must be submitted on a CD to the Development Services Dept. at least 24 hours in advance of the meeting.
- **Filing Fee**

Zoning Exhibit (Concept Plan)

A zoning exhibit is a detailed, scaled drawing that indicates existing and proposed site improvements. Prior to the submittal of development plans for projects that require a zoning change or Special Permit, the City Plan Commission and City Council must approve the requested zoning change or Special Permit (if denied by CPC, CC must approve appeal with 6 of 7 members voting for approval). Commission and Council consideration shall include: conformance with the *Comprehensive Zoning Ordinance*; the *Subdivision and Development Ordinance*; the *Master Transportation Plan;* and all other applicable City ordinances and policies; and any other aspect deemed necessary to consider in the interest of providing for the public health, safety, order, convenience, prosperity and general welfare of the community.

The following information is required on all zoning exhibit submissions. A zoning exhibit is intended to serve as a conceptual plan for rezoning requests.

Sheet Format

1. 24" x 36" sheet size (must be black & white and drawn to a scale at which all details are legible when reduced to 8.5"x11" format)
2. North arrow (oriented to the top or left side of sheet)
3. Locator map
4. Graphic scale (1" = 20' scale preferred) / Text Scale (Engineering Scale)
5. Legend for any graphic symbols used

Title Block

1. Name of proposed project
2. The words "Zoning Exhibit"
3. A notation of gross acreage
4. The words "Richardson, Texas"
5. Name, address and phone number of owner and applicant
6. Date of preparation and subsequent revisions

Site Information

1. Project Summary
    a. Existing Zoning (base zoning only) & Proposed Zoning
    b. Setbacks required by zoning
    c. Building/Parking Summary
        i. Lot area (acreage & square footage)
        ii. Building square footage (for each floor)

   iii. Parking ratio
   iv. Required parking
   v. Parking provided
   vi. Landscape % and square footage
   vii. Floor area ratio (FAR – Bldg sf divided by land sf)
   viii. Building Height (stories & feet)

2. Boundary and dimensions of tract
3. Abstract name if not platted / Lot, block and addition name if platted
4. Location and width of all existing and proposed streets, rights-of-way and easements
5. Floodplains, floodways, stream courses or other water features
6. Current zoning and land use of adjacent property
7. Proposed lot lines
8. Where multiple tracts are being proposed for rezoning, the boundary lines and dimensions of each tract should be shown and labeled by a numerical or alphabetical designation (i.e. Tract A)
9. 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)
10. For multi-family developments, indicate the total number of units for the project and within each building if applicable
11. Building elevations, if required, depicting dimensions and amount and type of exterior facades.
12. Circulation lanes, private drives, fire lanes and driveways including cross circulation lanes between proposed existing lots
13. Location and dimension of all parking areas
14. Location, type and height of screening fences and walls
15. Location of loading dock areas
16. Location and screening of trash dumpsters
17. Location of landscaping (Show location of existing and proposed landscaping with a hatch pattern)
18. Location of any open storage areas

Refer to site plan/landscape plan checklists for specific design criteria

Zoning/Special Permit Process

Step 1	Pre-submittal conference held with Development Services staff (See calendar for pre-submittal conference deadlines).		
Step 2	Application filed with Development Services (includes payment of application fee).		
Step 3	Staff review of application and request revisions if necessary		
Step 4	Notice of City Plan Commission Public Hearing mailed to property owners within 200 feet of subject site 10 days in advance of the meeting		
Step 5	City Plan Commission Public Hearing & Recommendation (Commission may table the request)		
Step 6	A favorable recommendation by the City Plan Commission automatically forwarded to the City Council.	**or**	A recommendation of denial by the City Plan Commission requires an appeal to be filed within 10 days of the meeting.
Step 7	Notice of the City Council meeting published in newspaper 15 days prior to the Meeting.		
Step 8	City Council Public Hearing & decision (action could be deferred to later date).		
Step 9	City Council approves application	**or**	City Council denies application – No further action. Council may deny the application with or without prejudice.
Step 10	If approved, ordinance prepared and submitted for Council action at the next Council business meeting.		