

City of Wilmer

ZONING APPLICATION PACKET



City of Wilmer
Serving Our Community

**Planning Division
128 N. Dallas Ave
Wilmer, TX 75172**



City of Wilmer
Serving Our Community

Planning and Zoning

ZONING APPLICATION

The City is concerned about the time, expense and efforts you and City staff have or will put into your project. The check lists herein are provided to expedite the project review process, and to provide clear understanding as to what will be required, what will be expected and what will be evaluated. City staff is bound by City ordinance and State law regarding publishing of notices, mail outs, etc. that will have an affect upon when your project will be heard by the approval body, which can only occur when the Development Application and plans are complete in all detail. It has been learned through the years and by many previous cases, that the effectiveness and efficiency of the process most often is determined by the capabilities and determination of consultants and their contractors.

Please read each check list carefully. They are to be complete in all details for all projects prior to acknowledgement by the City that the respective plan is ready to proceed for approval. Instructions for completion are included with each checklist. Zoning regulations may be reviewed on the City's website, www.cityofwilmer.net.

It is recognized that there most often will be changes needed from what was submitted to the City for review. City staff conscientiously examines each item on a check list to see if the item was sufficiently addressed according to City requirements. Where deficiencies are found, the plans will be marked up and returned to the consultant named on the application to be addressed prior to further review or acceptance. Please note the following:

IMPORTANT NOTICE

Due to recent legislation enacted by the 79th Texas legislature in 2005, the City is required to treat any original application, development plan or plat application as a formal permit application if the submittal gives the City fair notice of the proposed project and hence, according to Chapter 245 of the Texas Local Government Code, the City will treat such as a formal permit application as that term is defined under that Chapter and Ordinance No.12.6.88. Once a permit application is received, the City will furnish a response to the applicant within 10 business days from the date of submittal to provide comments as to any deficiencies in the submittal. The applicant shall be given a total number of 45 days, commencing from the initial date of submittal, to make all corrections as noted, to provide a complete set of plans meeting submission requirements, and to correct any deficiencies. Failure of a resubmittal to meet all check list, ordinance and submission requirements upon the expiration of the 45-day period will result in the closure the file; the case shall become null and void, and the permit shall be deemed to be expired. Any further submittal will be treated as a new case and subject to existing requirements, together with required fees.

ZONING SUBMISSION REQUIREMENTS

1st or initial submittal

10-24"x36" folded copies of each Plan herein

An electronic copy of required Exhibits in tif. and jpg. formats.

An 8½ x 11 hardcopy reduction of Exhibit B
The completed check list
A completed application
A letter requesting any variance or exception, or why an issue was not addressed
A fee as required herein

2nd and 3rd submittals to address requirements
3-24"x36" folded copies of Exhibit B with required corrections

4th and subsequent submittal(s)
3-24"x36" folded copies of Exhibit B with required corrections.
A fee equal to the original submission fee

When staff has determined the application as complete and ready for final approval
20-24"x36" folded copies of Exhibit B
An electronic copy of Exhibits A and C in Word, and Exhibit B in tif. and jpg. formats.
An 8½ x 11 hardcopy reduction of Exhibit B.

We look forward to working with you on your project

CITY OF WILMER ZONING APPLICATION

Application Type			
<input type="checkbox"/> General Zoning Change	<input type="checkbox"/> Site Plan Approval	Planned Development District <input type="checkbox"/>	Specific Use Permit
		New <input type="checkbox"/> Amendment	<input type="checkbox"/> New <input type="checkbox"/> Amendment

Other, please explain: _____

Applicant/Owner Information

Key Contact _____ Telephone No. _____ Fax No. _____

Address _____

City _____ State _____ Zip Code _____

E-Mail Address _____

Contact's Status: (check one) Owner Representative Tenant Prospective Buyer

Owner _____ Telephone No. _____ Fax No. _____

Address _____

City _____ State _____ Zip Code _____

E-Mail Address _____

Ownership Status: (check one) Individual Trust Partnership Corporation

Applicant Signature _____ Owner Signature _____

Property owner must sign the application or submit a notarized letter of authorization.

Request Information

Proposed Project Name _____

Site Location _____

Site Street Address _____

Subdivision* _____ Lot No. _____ Block No. _____

Existing Zoning/Land Use _____ Requested Specific Use Permit _____

Requested Zoning/Land Use _____ Requested Planned Development District _____

**A metes and bounds description must be attached if the request is for a portion of a platted lot or a non-platted tract.*

Notary Statement (All signatures must be notarized)

Before me, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal office

Seal

on this _____ day of _____, 20____.

Notary Public in and for the State of Texas. My Commission Expires: _____

For Office Use Only

Application Date:	Fee:	Case No:
P&Z Hearing:	City Council Hearing:	



Zoning Exhibit Minimum Requirements

Project Name _____ Case # _____

This check list is provided to assist you in addressing the minimum requirements for a zoning or rezoning submission. An application is incomplete unless all applicable information noted below is submitted to the Planning Division. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** Return this form at the time of application submittal.

If a variance to the regulations is requested, an application and fee for a hearing before the Board of Adjustments shall be submitted on a separate form as required by the Building Official at the same time this application is submitted. Additional information may be required. Reference the specific requirement.

A zoning/rezoning request and associated plans are expected to be submitted complete and accurate in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes, depending on the amount of changes or corrections needed.

For Zoning or Rezoning to a Zoning District other than Planned Development

- 1. Zoning boundary is indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearing and distance.
- 2. A title block in the lower right corner that includes large, boldly printed "EXHIBIT B ZONING EXHIBIT", owner and engineer's names, addresses and phone numbers, project name, subdivision name, lot number, block number or letter, submission date, and a log of submittal/revision dates since submitted to the City.
- 3. Location map showing the location of the proposed zoning with cross streets is included. Indicate scale or not to scale (NTS)
- 4. Written and bar graph scale and north arrow are indicated. North shall be oriented to the top or left side of the sheet.
- 5. Abstract lines, survey lines, county lines, corporate boundaries are shown.
- 6. Statement of purpose and intent of the rezoning that includes.
 - a. Land Use(s) proposed
 - b. Existing and proposed zoning
 - c. Impact of uses(s) on the transportation system. NOTE: The City will determine if a Traffic Impact Analysis is required.
 - d. Impact of the use(s) on water and wastewater utilities.
 - e. Impact on land use(s) adjacent to the rezoning request.
 - f. Conformance to the Comprehensive Plan.
 - g. Other information as required by City staff, Planning & Zoning Commission, and/or City Council
 - h. If a residential use, the density of the proposal and density of adjacent residential use(s).
- 8. Adjacent zoning and land Use within 200 feet is indicated.
- 9. Adjacent streets, roads and other thoroughfares within 200 feet of the property is shown.

- 10. A note is included that states that development of the site will be in accordance with City of Wilmer development standards.

For Planned Development Zoning District Zoning or Amendment

- 1. Zoning boundary is indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearing and distance.
- 2. A title block in the lower right corner that includes large, boldly printed “ZONING CONCEPT PLAN - EXHIBIT B”, owner and engineer’s names, addresses and phone numbers, project name, subdivision name, lot number, block number or letter, submission date, and a log of submittal/revision dates since submitted to the City.
A note shall be affixed to the Zoning Concept Plan as follows:
“This Concept Plan is for illustrative purposes only. This Concept Plan, along with development regulations, are intended to describe the intent of the Planned Development. Significant deviations from this Concept Plan, as determined by the Director of Planning, will require an amendment to the Concept Plan and, as necessary, the development regulations.”
- 3. Location map showing the location of the proposed zoning with cross streets is included. Indicate scale or not to scale (NTS)
- 4. Written and bar graph scale, and north arrow are indicated. North shall be oriented to the top or left side of the sheet.
- 5. Abstract lines, survey lines, corporate boundaries are shown.
- 6. Statement of purpose and intent of the rezoning that includes:
 - a. Land Use(s) proposed
 - b. Existing and proposed zoning and land use
 - c. Impact of uses(s) on the transportation system. NOTE: The City will determine if a Traffic Impact Analysis is required.
 - d. Impact of the use(s) on water and wastewater utilities.
 - e. Impact on land use(s) adjacent to the rezoning request.
 - f. Conformance to the Comprehensive Plan.
 - g. Other information as required by Planning staff, Planning & Zoning Commission, and/or City Council
- 7. Adjacent land Use within 200 feet is indicated.
- 9. Adjacent streets, roads and other thoroughfares within 200 feet of the project are shown.
- 10. Concept Plan includes the following:
 - a. Land use/s proposed.
 - b. Thoroughfares within and adjacent to the site are accurately located, named and dimensioned. Existing is to be shown as a light, solid line; proposed shown as a medium weight solid line.
 - c. Medians, median openings, curb cuts, acceleration/deceleration lanes within 200 feet of the property are accurately located, named and dimensioned. Existing is to be shown as a light, solid line; proposed shown as a medium weight solid line.
 - d. If a structure is proposed, or proposed to remain, a minimum and maximum size is indicated for the structure(s).
 - e. If a structure is proposed, or proposed to remain, the use and approximate location of buildings.
 - f. If a residential use, the density of the proposal and density of adjacent residential use(s).
 - g. Project phasing lines
 - h. Other pertinent data as may be required by City staff, Planning and Zoning Commission, and/or City Council
 - i. Location of present, future or proposed public dedication of parks, open space, etc.

Submittal of a zoning request shall also include:

Exhibit A Legal Description

And for a Planned Development:

Exhibit C Development Regulations, on a separate sheet at 8½ x 11, which includes the following in a table format:

List of proposed land uses

Proposed use for each building by category of use, such as retail sales, retail service, office, etc.

Maximum square footage of each building

Setbacks

Heights and stories

Parking required

Parking provided

A statement that says that all development requirements of the City shall be met unless otherwise approved.

NOTE: If there is proposed to be deviations from development requirements, such shall be listed within the table and may require a hearing by the Board of Adjustment..

Following approval of the zoning, a Development Plan shall be submitted within six months following such approval.



Development Fee Schedule

City of Wilmer
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<u>Zoning Fees</u>		
General zoning change	plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$400 + costs .
Planned Development	Per acre plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$1500 + \$100 per acre
CUP	plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$300
Amend/Review Site Plan	Applies to Site Plan review not otherwise a part of another application (SUP revision, Development Plan etc.)	\$150 + \$400 per acre plus direct cost such as notices, advertisements, legal and consultant fees, etc.
Annexation	plus direct cost such as notices, advertisements, legal and consultant fees, etc.	\$300
<u>Platting</u>		
Audit Plat		\$25.00
Residential Preliminary Plat-without streets	plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$400.00 + 15.00 per lot
Residential Final Plat- without streets	plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$600.00 + 20.00 per lot
Residential Preliminary Plat-with streets	plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$600.00 + 15.00 per lot
Residential Final Plat- with streets	lot plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$800.00 + 20.00 per lot
Commercial Preliminary Plat without streets	plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$400.00 + 100.00 per acre
Commercial Preliminary Plat with streets	lot plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$600.00 + 100.00 per acre
Commercial Final Plat without streets	plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$600.00 + 150.00 per acre

Commercial Final Plat with streets	plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$800.00 + 150.00 per acre
Replat	plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$600.00 + 20.00 per lot
Plat Vacations	plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$600.00 + 20.00 per lot

Board of Adjustment

Variance Request	Ag and Residential	\$100.00
Variance Request	All other Zones	\$150.00
*plus direct costs such as notices, advertisements, legal and consultant fees, etc.		

Other Fees

Dallas County Clerk's recording fees	Fees for filing are set by Dallas County	\$26 single page plat Additional fees may apply
Tree Removal and Mitigation Plan	\$35.00 per inch mitigation fee	\$25 Processing fee + Mitigation Fee + Consulting Cost of the City
Consultant Fee Required to Review Any of the Above (\$200 Paid in Advance)	Applicable whenever an outside consultant is used by the City	100% of Hourly Rate of Consultant