

ZONING APPLICATION

			Office Use Only Filing Fee \$
			File Number
			Date Received
Type of Zoning Request:			
☐ Change in Zoning from _		to	
□ Specific Use Permit for _			
☐ PD Zoning from		to	
☐ Concept Plan Approval	☐ Detail Plan Approval	□ Amend PD App	roval
PRE-SUBMITTAL CASE N Size of Request (In acres o Existing Zoning:			
APPLICANT			
Name:	Contact:		
Address:			
City:	State:	Zip:	
Phone:	Fax:	Cell Ph	none:
Email:			
CURRENT PROPERTY OV	WNED		
Name:	Contact:		
Address:			
City:	State:	Zip:	
Phone:	Fax:	Cell Phor	ne:
Email:			

ARCHITECT/ENGINEER				
Name:	Conta	ct:		
Address:				
City:	State:	Zip:		
Phone:	Fax:	Cell Phon	ne:	
Email:				
Legal Description of Sub				
Street Address:				
Subdivision Name:		Lot No	Block No	
If property is unplatted, include	e Metes and Bounds des	cription on a CD/Floppy in N	licrosoft Word format.	
Acknowledgments				
I understand that all required at my expense.	information and plans mu	ust be submitted with this ap	oplication or the application may be delay	ed
			hange is under consideration, and I here d and understand this application.	by
this request and will comply w	vith all necessary required priate in their wisdom,	ments of the City codes. I an , to promote the health, sa	of Garland Zoning Ordinance applicable n aware that the City Council has the powafety, morals and for the protection a of the community.	ver
			or liens are outstanding or delinquent. Ang accepted by the Planning Department.	
II. (Signature of Application	nt) Date	 ;		
	_, known to me to be the	e person whose name is su	State, on this day personally appear ubscribed in the foregoing instrument a ons therein expressed, and in the capac	nd
GIVEN under my hand and sea	al of office, this	day of, AD	,	
Notary Public in and for the St	toto of Toyon			
IV				
(Signature of Owner)	Date)		
	_, known to me to be the	e person whose name is su	State, on this day personally appear ubscribed in the foregoing instrument a ons therein expressed, and in the capac	nd
GIVEN under my hand and sea	al of office, this	day of, AD),	

City of Garland

Instructions for Submitting Zoning Applications

- 1. All zoning change requests must contain the following documentation.
 - Completed zoning application
 - В.
 - Filing fee
 Electronic copy of the metes and bounds legal description with exhibits
 - Written description of request (associated variance requests require justification)
- Depending on the type of zoning application filed, the following items are required in order to 2. complete the application.
 - Change of Zoning A. (none, unless specified by the Planning Department)
 - B. Specific Use Permit
 - Written Description of Proposed Operation
 - Site Plan (see Site Plan instruction sheet) Building Elevation and Signage Plan
 - (building façade materials, screening walls, signage)
 - Landscape Plan (see Landscape Plan instruction sheet)
 - Floor Plan
 - Lighting Plan (if specified by the Planning Department)

Civil Engineering Documents (submitted directly to the Engineering Department one week prior to the Specific Use Permit application filing deadline)

Specific Use Permit (within an existing building/no construction)

- Written Description of Proposed Operation Site Plan/Survey
- Floor Plan
- C. Amendment of Planned Development District

 - List of proposed changes Revised Detail Plan, Elevation, Landscape Plan
- D. *Planned Development Zoning

 - Land Use Plan or,
 Concept Plan w/ proposed PD Conditions (Civil Eng. Doc. not required) or,
 Detail Plan w/ proposed PD Conditions (see Detail Plan instruction sheet)
 Building Elevation and Signage Plan
 - - (building façade materials, screening walls, refuse screens, signage)
 - Landscape Plan (see Landscape Plan instruction sheet)
 - Lighting Plan (if specified by the Planning Department)

Civil Engineering Documents (submitted directly to the Engineering Department one week prior to the Detail Plan application filing deadline)

*For Planned Development Zoning Applications, an acreage waiver is required for property that does not meet the minimum size requirements as set forth in Section 32 of the Comprehensive Zoning Ordinance. All development within the SH 190/IH 30/IH 635 and the Downtown Corridors must comply with the SH 190/IH 30/IH 635 and

For additional information contact the Planning Department at 972.205.2445.

Downtown Development Standards and the respective overlay districts.

City of Garland

Specific Use Permit (Site Plan) and Detail Plan Submittal Instruction Sheet

- **I.** Detail Plans must be accurately and legibly drawn to scale with dimensions.
- II. The Planning Department and other city department representatives will conduct a Technical Review meeting with the applicant or the applicant's technical assistance representative(s) on a Tuesday morning (thirteen days after the filing deadline) at 9am in the Bluebonnet Room, on the first floor of the Main Street Municipal Building located at 800 Main Street, Garland, Texas.
- III. Procedures for Site Plan (Specific Use Permits) or Detail Plan (Planned Developments):

A) <u>Drawings</u>:

- 1) Submittal at the Filing Deadline:
 - a) 13 24" x 36" black line prints (Folded)
 - b) 1 8 1/2" x 11" copy on standard white paper (must be legible)
- 2) Three days after Technical Review (Friday by Noon):
 - a) **13** 24" x 36" black line prints (**Folded**)
 - b) **2** 8 1/2" x 11" copy on standard white paper (must be legible)

B) Site/Detail Plan Checklist: *

- North arrow scale, project title, address, name of owner, date
- Vicinity map
- Zoning reference and legal description
- Site area
- Point of reference to accurately locate the site
- Boundary of the existing property
- Ingress and egress with parking layout and aisle dimensions
- Drives and internal circulation including fire lanes
- Existing right-of-way and any right-of-way dedication
- Public and private driveways; adjoining streets
- Drainage and utility easements
- Loading areas
- Refuse facility details
- Development details (provide in legend)
 - i) Square footage of existing and proposed buildings
 - ii) Parking required/provided
 - iii) Building height required/provided
 - iv) Lot coverage required/provided
 - v) Other applicable details as specified by the Planning Department
- Signage details

A Tree Management Plan is required unless otherwise specified by the Planning Department. An Exterior Building Elevation Plan is required unless otherwise specified by the Planning Department.

• All exterior building elevation plans must include proposed façade materials (provide percentage breakdown for all building elevations in tabulation form).

If property is located within the SH 190/IH 30/IH 635 Corridor, building elevations and landscape plans are required to have the seal of an architect/ landscape architect registered in the State of Texas.

For additional information, please contact the **Planning Department** at **972-205-2445**.

City of Garland

Landscape Plan Submittal Instruction Sheet

- **I.** Landscape Plans must be prepared by a licensed landscape architect and accurately and legibly drawn to scale with dimensions.
- II. The Planning Department and other city department representatives will conduct a Technical Review meeting with the applicant or the applicant's technical assistance representative(s) on a Tuesday morning (thirteen days after the filing deadline) at 9am in the Bluebonnet Room, on the first floor of the Main Street Municipal Building located at 800 Main Street, Garland, Texas.
- III. Procedures for Landscape Plans:
 - 1) Submittal at the Filing Deadline:
 - a) **13** 24" x 36" black line prints (**Folded**)
 - b) 1 8 1/2" x 11" copy on standard white paper (must be legible)
 - 2) Three days after Technical Review (Friday by Noon):
 - a) **13** 24" x 36" black line prints **(Folded)**
 - b) **2** 8 1/2" x 11" copy on standard white paper (must be legible)

B) Landscape Plan Checklist:

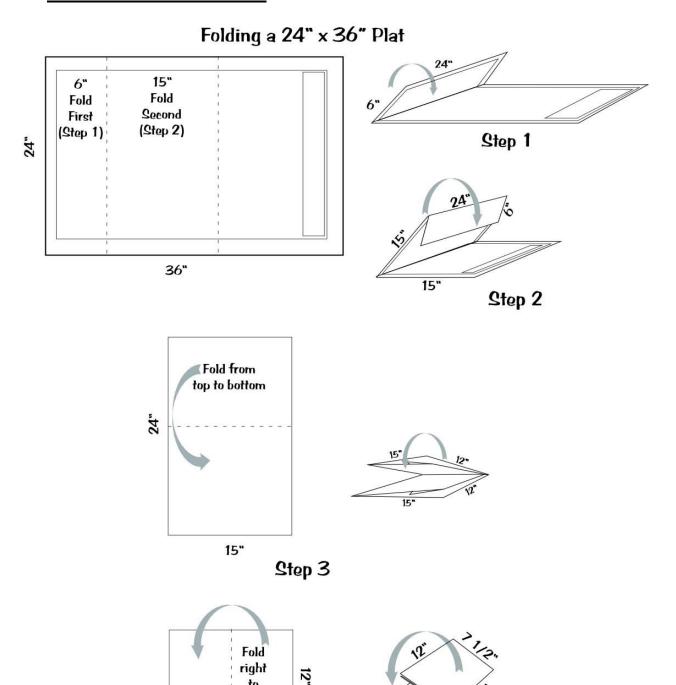
- Scale, project title, address, name of owner, date
- North arrow
- Zoning reference
- Name of Landscape Architect and Owner
- Point of reference to accurately locate the site
- Boundary of the existing property
- Existing and proposed buildings including size
- Proposed landscape buffers
- Tree types, number and sizes for all trees proposed
- Landscape areas within the parking area
- Landscape calculations (including percent of site landscaped)
- Refuse facilities with type of screening to be used
- Loading areas with type of screening to be used
- Existing and proposed utility and drainage easements
- Landscaping and landscaping buffers shall not be located within any utility easements

For additional information contact the **Planning Department**, at **972-205-2445**.

HOW TO FOLD 24" X 36" PLANS

PLACE PLAN $\underline{\textit{PRINTED SIDE DOWN}}$ READING LEFT TO RIGHT, THEN FOLD AS FOLLOWS:

FINISHED SIZE SHALL BE APPROXIMATELY 7.5" X 12" AND FOLDED SO $\underline{\textit{OUTSIDE}}$ $\underline{\textit{PORTION IS THE TITLE BLOCK}}$



Step 4

7 1/2"

to left

15"