



# APPLICATION

## ZONING

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**Select Application Type:**  Zoning Change  PD Development Plan  New  Amendment  
 Specific Use Permit  Multi-Family Development Plan  New  Amendment

### Development Information

**PROJECT ADDRESS:** \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Legal Description: \_\_\_\_\_ Acreage: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_  
Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

### Owner Information

Firm Name (authorized representing agent, if applicable): \_\_\_\_\_  
Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
ZIP Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

*For additional owners, please include additional copies of pages 1 and 2.*

### Representative/Agent Information

Firm Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
ZIP Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

FOR OFFICE USE ONLY  
AMANDA Sequence Number: \_\_\_\_\_



REQUIRED FEES

Request Type	Fee
<input type="checkbox"/> Rezoning to single-family residential RE, RS-20, RS-15, RS-7.2, RS-5, RM-12	\$1,000
<input type="checkbox"/> Rezoning to, or revision of a, PD specifically for a wireless communication facility, with Development Plan	\$2,800 + \$100/acre
<input type="checkbox"/> Rezoning to, or revision of a, PD, with Development Plan	\$2,000 + \$100/acre
<input type="checkbox"/> Rezoning to any other zoning district	\$1,000 + \$50/acre (\$15,000 max)
<input type="checkbox"/> New or Revised Development Plan (without "PD" zoning request) (includes Multi-family Development Plan)	\$1,800 + \$50/acre
<input type="checkbox"/> Administrative Change to Approved Development Plan	\$375
<input type="checkbox"/> New or Revised SUP request with zoning change request	No additional fee
<input type="checkbox"/> New or Revised SUP submitted without zoning change request	\$1,000 + \$50/acre (\$15,000 max)

Request City Staff to place notification sign on site for additional fee of \$100  Yes  No

APPLICATION SUBMITTAL REQUIREMENTS

Applications submitted without all required documents and information will not be reviewed, and will be returned to the applicant for revision. Please be sure that all required items are included for the type of application requested. Additional information can be found in Article 10, *Review Procedures* of the Unified Development Code, which is available online at [www.arlingtontx.gov/cdp/udc](http://www.arlingtontx.gov/cdp/udc). If you have questions about the application process or any submittal requirements, please call the Planner of the Day at 817-459-6502.

ALL APPLICATIONS

The following items are required with all types of applications:

- Zoning Application form
- Owner Certification and Disclosure of Interest form (signed and notarized)
- One (1) 11" x 17" copy of the subdivision plat (if the property is platted)
- If request is for (i) a portion of a platted lot, or (ii) an unplatted lot, surveyed site boundary dimensions (metes and bounds) and gross acreage determined by a licensed surveyor must be provided electronically in Microsoft Word format and in hard copy.

The following items should be clearly identified as metes and bounds within the location map's description:

- The point of beginning (POB), describing the corner tie, and a tie to a Global Positioning System (GPS) monument accepted by the City. At least one corner shall be tied by course and distance to a corner of a platted lot or to an original corner of the original survey of which it is a part. In case of a location map depicting a completely new area without any specific monument, or recorded addition lot corner, the geographic coordinate numbers of the point of beginning should be provided.
  - Metes and bounds calls, stating bearings in degrees, minutes, and seconds, and distances in feet and hundredths of feet.
  - Metes and bounds calls of each line should be described in separate paragraphs.
  - Curved lines should be defined by their direction left or right, angle of intersection or central angle, radius, arc length, and chord bearing and distance. Non tangent curves should be identified as such.
  - Scale factor should be provided in case of ground survey.
- If the ownership does not match the ownership on the Tarrant County Appraisal District website, [www.tad.org](http://www.tad.org), a warranty deed shall be submitted with this application. Please verify ownership prior to submitting the application.
  - Additional application submittal requirements, based on type of application (see following pages)

## ADDITIONAL APPLICATION SUBMITTAL REQUIREMENTS

In addition to the items listed above, the following documents must be submitted depending on the type of application (some zoning applications require more detail than others):

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### ZONING CHANGE

- One (1) copy of a site plan indicating the dimensions of the structure(s) and the distances from the property lines (only if there are existing structures on site).

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### PD DEVELOPMENT PLAN

- Notes from the completed pre-application conference.
- A written statement describing what is to be achieved in the development proposal for the property and how the proposal conforms to the criteria established in Section 10.4.3(G) of Article 10, *Review Procedures*, of the Unified Development Code. This statement should be prepared as a narrative description of the character of the proposed development and rationale behind the assumptions and choices made by the applicant, including the use and ownership of open spaces. This is the applicant's opportunity to describe what they want to do with the property and why. The applicant may also submit drawings, photographs, company information, and other relevant material with the application.
- 5 folded copies of the PD Development Plan showing the items indicated in the technical requirements below. Sheet size must be a minimum 11" x 17" and a maximum 24" x 36".

#### *Site Layout*

- o Location map, north arrow, scale
- o Existing zoning and land uses of properties adjacent to the site
- o Proposed site layout, indicating the size and dimensions of all lots
- o Proposed land uses and building locations, indicating setbacks from property lines
- o Square footage, acreage, and density of all proposed land uses and lots
- o Gross area of streets, sidewalks, and other paved surfaces and its percentage of total property area
- o Gross area of open space areas and recreational areas and its percentage of total property area
- o Existing and proposed public and private rights-of-way, easements, and access points into the property
- o Calculation and location of all off-street parking and loading facilities
- o For residential uses, the number, type, and density of each type of dwelling unit (i.e., single-family, multi-family, townhouse, etc.)

#### *Landscape Plan*

- o Landscape plan per Article 5, *Design and Development Standards*, Section 5.2 *Landscaping* and Section 5.3 *Screening, Buffering, and Fencing*, and any other specific landscaping requirements, noting all required and proposed landscape setbacks, transitional buffers, parking, landscaping, screening, and fencing.

#### *Building Elevations*

- o Elevation drawings of all sides of all buildings, showing dimensions, height, building materials, color, texture, and design.
- Preliminary drainage analysis, if required by the Zoning Administrator for this site.
- Traffic impact analysis or traffic circulation analysis, if required by the Zoning Administrator for this property.

**SPECIFIC USE PERMIT**

- 5 folded copies of the SUP site plan showing the items indicated in the technical requirements below. Sheet size must be a minimum 11" x 17" and a maximum 24" x 36".

*Site Layout*

- o Location map, north arrow, scale
- o Existing zoning and land uses of properties adjacent to the site
- o Existing and proposed buildings, indicating square footage of each building and setbacks from property lines
- o Calculations and location of off-street parking and loading facilities
- o Site access points and driveway locations
- o Location of outdoor storage, outside display areas, and loading docks
- o Signs located on the site and buildings
- o Location of recycling and refuse facilities

*Landscape Plan*

- o Landscape plan per Article 5, *Design and Development Standards*, Section 5.2 *Landscaping* and Section 5.3 *Screening, Buffering, and Fencing*, and any other specific landscaping requirements, noting all required and proposed landscape setbacks, transitional buffers, parking, landscaping, screening, and fencing.

*Building Elevations*

- o Elevation drawings of all sides of all buildings, showing dimensions, height, building materials, color, texture, and design.
- Preliminary drainage analysis, if required by the Zoning Administrator for this site.
- Traffic impact analysis or traffic circulation analysis, if required by the Zoning Administrator for this property.

**MULTI-FAMILY DEVELOPMENT PLAN**

- 5 folded copies of the Multi-Family Development Plan showing the items indicated in the technical requirements below. Sheet size must be a minimum 11" x 17" and a maximum 24" x 36".

*Site Layout*

- o Location map, north arrow, scale
- o Existing zoning and land uses of properties adjacent to the site
- o Existing and proposed public and private rights-of-way, easements, and access points to the property
- o The number, type, size, and density of each type of dwelling unit in each building
- o Location and size of common open space areas and recreational areas, including a description of proposed site amenities
- o Building locations, indicating setbacks from property lines and distances between buildings
- o Calculations and location of off-street parking facilities, including any parking structures, enclosed garages, or carports
- o Description of how Crime Prevention Through Environmental Design practices are incorporated into the site design
- o Location of trash enclosures, storage areas, mailrooms, and accessory structures
- o Existing and proposed sidewalks on the perimeter of the site and pedestrian walkways within the site

*Landscape Plan*

- o Landscape plan per Article 5, *Design and Development Standards*, Section 5.2 *Landscaping* and Section 5.3 *Screening, Buffering, and Fencing*, and any other specific landscaping requirements, noting all required and proposed landscape setbacks, transitional buffers, parking, landscaping, screening, and fencing.

*Building Elevations*

- o Elevation drawings of all sides of all buildings, showing dimensions, height, building materials, color, texture, and design.
- Preliminary drainage analysis, if required by the Zoning Administrator for this site.
- Traffic impact analysis or traffic circulation analysis, if required by the Zoning Administrator for this property.