



ZONING APPLICATION

- Select Application Type: Planned Development (PD) Zoning Change
 Planned Development (PD) Amendment

The following items shall be included in the application submittal:

- Signed and completed Application form;
- Proof of land ownership (e.g. general warranty deed, special warranty deed, title policy or other document);
- Completed Checklist form for respective application type;
- All required checklist items; and
- Applicable fee(s), see Fee Schedule.

General Location of Property:

Site Address: _____

Parcel ID No(s): _____

Total Area (acres): _____

Subdivision: _____

Lot(s): _____

Block(s): _____

Is Property in FEMA Designated Floodplain? (circle one)

Yes

No

Current Zoning: _____

Current Use: _____

Proposed Zoning: _____

Proposed Use: _____

Type of Development: _____

Development Name: _____

Reason for Request: _____

*** CITY TO COMPLETE ITEMS 1-6 BELOW AT TIME OF SUBMITTAL ***

1) Case Number: _____

2) Application Cycle Date: _____

3) P&Z Date (tentative): _____

4) City Council Date (tentative): _____

5) Current Zoning of Property: _____

6) Current Use of Property: _____



ZONING APPLICATION

***Case Number:** _____

*Entered by City Staff

Parcel ID #: _____

Development Name: _____

Before you submit a formal zoning application to the City of Waxahachie, schedule a [DRC meeting](#) to discuss your development proposal with City staff. At this meeting, staff will advise you on the zoning application process and the zoning application type appropriate for your project. Each zoning application will generally require the following plans.

- Metes and Bounds Legal Description
- Development Standards
- Concept Plan
- Detailed Site Plan
- Architectural Elevations
- Landscaping and Screening Plans

A zoning change shall include a concept plan and a detailed site plan. The concept plan shall provide broad details of the development proposal, such as the location and limits of the base zoning, densities, building placement, vehicle access, pedestrian circulation, and coordination and integration of all land included within the request. In contrast, the detailed site plan will set forth the final layout of the development, including drive aisles, sidewalks, parking, building footprints, landscaping, and any additional details pertinent to the final site design. Subsequent development applications, such as construction plans, will be required to comply with the detailed site plan approved in the zoning. A detailed site plan may be approved in lieu of a concept plan if the detailed site plan meets all the requirements for both plans subject to review and discretion of the Planning Director.



ZONING APPLICATION CHECKLIST

The Applicant must check each box below to confirm the submittal of required plans and information for the Zoning Application. City Staff will conduct a completeness check review during the initial submittal of the application to request any missing information or plans.

Submit all Applications, Documents and Payments Electronically through the Citizen Self Service Portal:

<https://waxahachietx-energovpub.tylerhost.net/Apps/SelfService#/home>

<u>PROVIDED</u>			<u>ACCEPTED</u>	
Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	1 The initial submittal shall include the plans listed below: <ul style="list-style-type: none"> ○ Metes and Bounds Legal Description; ○ Development Standards; ○ Concept Plan; ○ Detailed Site Plan; ○ Architectural Elevations (in color); and ○ Landscaping and Screening Plan (if applicable). 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2 Metes and bounds legal description shall be provided in a word or pdf file.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3 Development standards shall be provided in a word file for staff review/editing and shall disclose the following criteria and any pertinent details regarding the proposed development: <ul style="list-style-type: none"> ○ A statement with the purpose and the intent of the PD; ○ The use or the combination of uses proposed; ○ Density; ○ Lot area, width, depth, and coverage; ○ Yard depths and widths; ○ Building height; ○ Building elevations; ○ Parking; ○ Access; ○ Landscaping and screening; ○ Accessory buildings; ○ Signs; ○ Lighting; ○ Project phasing or scheduling; ○ Management associations; ○ Architectural standards; ○ Other requirements may be added as City Council or P&Z deem appropriate (to be added at a later date, after public hearing process). ○ Any development standards not explicitly disclosed in the PD will default to the City's rules and regulations. ○ Staff will track all changes to the development standards, and the Applicant shall also do the same. 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4 The Concept Plan shall be drawn to scale on a 22"x34" plan sheet including the criteria for either residential or nonresidential development provided on the next page.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5 A detailed site plan shall be drawn to scale on a 22" x 34" plan sheet. Refer to the SUP and Site Plan Application checklist.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6 Architectural Elevations shall be drawn to scale on a 22"x34" plan sheet and show every façade of the building for each building type. Elevations shall be provided in color.	<input type="checkbox"/>	<input type="checkbox"/>



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PROVIDED

Y | N

VERIFIED

Y | N

Residential Concept Plan

<input type="checkbox"/>	<input type="checkbox"/>	1	The Concept Plan shall be drawn to scale on a 22"x34" plan sheet.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2	The Concept Plan must show the following:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o General location of all uses;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Thoroughfares;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Preliminary lot or residential street layout arrangements;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Parks;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Open space and proposed amenities.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3	If requesting a multi-family residential development, also provide the following:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Size, type, and location of buildings;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Density;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Building heights;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Fire lanes;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Landscaping and screening;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Parking;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Project scheduling; and	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Other pertinent development data.	<input type="checkbox"/>	<input type="checkbox"/>

Nonresidential Concept Plan

<input type="checkbox"/>	<input type="checkbox"/>	1	The Concept Plan shall be drawn to scale on a 22"x34" plan sheet. Refer to the SUP and Site Plan Application checklist.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2	The Concept Plan must show the following:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o General location and arrangement of all uses;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Thoroughfares;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Open space and amenities in a manner to adequately illustrate the type and nature of the proposed development;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Topography and boundary of PD area;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Physical features of the site;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Existing streets;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Alleys and easements;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Location of future public facilities;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Building height and location;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Parking ratios;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Project scheduling; and	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		o Other information to adequately describe the proposed development.	<input type="checkbox"/>	<input type="checkbox"/>



FEE SCHEDULE

Zoning, PD, or SUP Fees

Zoning District Change	\$500 + \$10 per acre
Planned Development	\$1,000 + \$20 per acre
Site Plan Review	\$500
Amended Site Plan	\$250
Specific Use Permit (SUP)/ Amended Specific Use Permit	\$500 + \$10 per acre
Variances/Waivers	\$250
Annexation	\$500
De-Annexation	\$500

Platting Fees

Plat	\$500 + \$10 per lot
Development Plat	\$250 + \$25 per lot
Replat	\$500 + \$10 per lot
Amended Plat (AP)	\$350 + \$10 per lot
Plat Vacation (PV)	\$300
Land Use Study	\$250 + \$10 per lot
Plat Filing	Subject to Ellis County recordation fees
ETJ Plats	Subject to City plat fees above + County plat fees (see Ellis County fee schedule)
Infrastructure Inspection Fee	3.5% of total infrastructure cost
Street Name Change (after plat approval) for each name changed	\$100
Landscape/Irrigation Plan (for required landscaping, any proposed living screens, subdivision entrance landscaping, landscaping in the right-of-way, and on medians)	\$100
Park Land and Public Facility Dedication	
Park Land Dedication	Two (2) acres for each 100 dwelling units
Cash in lieu of Land	At City Council's Option: \$400/dwelling unit (residential) \$600/acre (commercial)

Impact Fees

Refer to City of Waxahachie Ordinance Number 3356, as amended, for Water, Wastewater, and Roadway Impact Fee regulations. Impact Fee tables are also included in the City of Waxahachie's Code of Ordinances (Chapter 33, Article VII, Section 33-179). Impact fees are paid at the time of permit (roadway) or water meter (water and sewer) issuance.

In addition to any other fees, a \$2,500 deposit will be paid at the time of submission of a plat for review by City Consultants of any facilities agreement and/or civil construction plans. At time of final approval of any given plat, the deposit will be adjusted up or down based on actual cost of review(s) by the City Consultants. An invoice for costs over \$2,500 will be provided to the applicant, or a refund to the extent that actual costs are less than \$2,500.



PLANNING & ZONING DEPARTMENT
401 South Rogers Street | Waxahachie, Texas 75168
(469) 309-4290 | www.waxahachie.com/Departments/Planning_Department



PROPERTY OWNER AFFIDAVIT

Applicant: _____ **Company:** _____

Mailing Address: _____

Phone #: _____ **Fax #:** _____

Email: _____

Property Owner: _____ **Company:** _____

Mailing Address: _____

Phone #: _____ **Fax #:** _____

Email: _____

The information contained on this application, to my best knowledge and belief, is true and correct. I certify that I, the property owner give legal consent to the applicant listed above to submit this application, on behalf of myself. I also understand that it is necessary for the applicant or myself to be present at the Planning and Zoning Commission (P&Z) meeting(s) as well as City Council meeting(s).

Owner Signature

Printed Name

STATE OF _____ COUNTY OF _____

Before me, _____, on this day personally appeared _____ known to me (or proved to me on the oath of _____, or through _____, to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____, 20____.

(SEAL)

Notary Public's Signature