



CITY OF GRAPEVINE

ZONE CHANGE APPLICATION

APPLICATION REVIEW REQUIREMENTS

- Meet with development services staff to review application requirements for your specific development.
- Application with **original** / notarized signatures of owner and applicant.
- Filing fee - \$500.00 for first acre +\$25.00 for each additional acre or portion thereof (round up).
- Survey and legal description (lot, block & subdivision) of property on 8 1/2" x 11".
- Signature of both owner and applicant on acknowledgement form (page 5).
- Verification with the City of Grapevine's Public Works / Engineering Department regarding platting information. Have the attached verification statement signed by public works (page 6)
- **6 folded blueline copies of complete site plan submit** no less than 22" x 34" and scale of no less than 1" = 50'.
- The Concept Plan submission shall meet the requirements of Section 45, Contents of a Concept Plan, Section 45.C.

**APPLICATIONS MUST BE COMPLETE AND MEET ALL
GRAPEVINE ORDINANCE REQUIREMENTS BEFORE A ZONE CHANGE
REQUEST CAN BE SET FOR A PUBLIC HEARING**

Direct questions to Planning & Zoning Staff at (817)410-3155 - fax (817)410-3018
www.grapevintexas.gov

Delivery Address

Development Services
Planning Division
200 S. Main St
Grapevine, TX 76051

Correspondence Address

Development Services
Planning Division
P O Box 95104
Grapevine, TX 76099



CITY OF GRAPEVINE

ZONE CHANGE APPLICATION

PART 1. APPLICANT INFORMATION

Applicant Name:

Applicant Address:

City/State/Zip

Phone No. Fax No.

Email Address Mobile Phone

Applicant's interest in subject property

PART 2. PROPERTY INFORMATION

Street Address of subject property

Legal Description: Lot Block Addition

Legal description of subject property (metes & bounds must be described on 8 1/2" x 11" sheet)

Size of subject property: acres square footage

Present zoning classification Requested zoning district

Present use of property

Proposed use of property

The applicant understands the master plan designation and the most restrictive zone that would allow the proposed use is

Minimum/Maximum District size for requested zoning

PART 3. PROPERTY OWNER INFORMATION

Property Owner

Prop Owner Address

City/State/Zip

Phone No. Fax No.

- All Zone Change Requests are assumed to be completed when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.
- All public hearings will be opened and testimony given by applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.
- Any changes to a concept plan approved with a zone change request can only be approved by city council through the public hearing process.
- I have read and understand all the requirements as set forth by the application for zone change request and acknowledge that all requirements of this application have been met at the time of submittal.

PART 4. SIGNATURE TO AUTHORIZE A ZONE CHANGE REQUEST AND PLACE A ZONE CHANGE REQUEST SIGN ON THE SUBJECT PROPERTY

Print Applicant's Name

Applicant's Signature

The State of

County of

Before me (notary)

on this day personally appeared (applicant)

known to me (or proved to me on the oath of card or other document) 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.

(Seal) Given under my hand and seal of office this

day of

, A.D.

Notary In and For State of

Print Property Owner's Name

Property Owner's Signature

The State of

County of

Before me (notary)

on this day personally appeared (applicant)

known to me (or proved to me on the oath of card or other document) 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.

(Seal) Given under my hand and seal of office this

day of

, A.D.

Notary In and For State of

ACKNOWLEDGEMENT

All Zone Change Request are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.

All public hearings will be opened and testimony given by applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.

Any changes to a concept plan approved with a zone change request can only be approved by city council through the public hearing process.

I have read and understand all of the requirements as set forth by the application for zone change request and acknowledge that all requirements of this application have been met at the time of submittal.

Signature of Applicant

Date

Signature of Property Owner

Date

PLATTING VERIFICATION

This verification statement must be signed prior
To the submittal of this conditional use application

_____ It has been determined that the property described below does **require platting or replatting** and the applicant has been instructed on this procedure.

_____ It has been determined that the property described below is **currently platted or does not require platting or replatting** at this time.

Address of subject property _____

Legal description of subject property _____

Public Works Department

Date

This form must be signed by the public works department and submitted along with a completed application to the planning and zoning department

CASE NAME:
CASE NUMBER:
LOCATION:

MAYOR

SECRETARY

DATE: _____

PLANNING AND ZONING COMMISSION

CHAIRMAN

DATE: _____

SHEET: ____ OF ____

APPROVAL DOES NOT AUTHORIZE ANY
WORK IN CONFLICT WITH ANY CODES OR
ORDINANCES.

DEPARTMENT OF DEVELOPMENT SERVICES

MINIMUM SIZE 3" X 4"

SIGNATURE BLOCK MUST APPEAR ON EACH PAGE OF THE SUBMITTAL AND FINAL REVISIONS

**NUMBER EACH AND EVERY SHEET CONSECUTIVELY AS PER EXAMPLE BELOW:
SHEET 1 OF 4; SHEET 2 OF 4; SHEET 3 OF 4; SHEET 4 OF 4, ETC.**

ZONE CHANGE APPLICATION
PROCEDURAL TIMETABLE

Application Deadline	Zone Change Review Submittal
Day 1 - 14	Planning Staff Review
Day 15	Technical Review Committee
	Planning Department Public Works Building Inspections Fire Department Police Department Utility Companies
Day 23	Return Necessary Revisions To Planning Department Staff to include but not limited to 40-11x17's, 2-full size drawings, 1-set mylars
Day 25	Notice To Newspaper
Day 32	Notify Adjacent Property Owners; Post Sign On Property
Day 39	Packets Submitted For Distribution To City Council and Planning and Zoning Commission
Day 42	City Council and Planning and Zoning Commission Joint Public Hearing

Planning And Zoning Commission Recommendations To City Council
Result In The Following Action

Approval -	Requires A Council Majority Vote
Denial -	Requires $\frac{3}{4}$ Vote Approval By Council
Continuing -	Set To A Date Certain; Further Research and Information Required