

City of Pottsboro
528 Hwy. 120 East
Pottsboro, Texas 75076

Application Fee - \$300.00

Payment Received _____

**APPLICANT IS RESPONSIBLE FOR ALL
INCURRED COSTS TO THE CITY**

PLANNED DEVELOPMENT ZONING APPLICATION

I. Applicant Information

Applicant: _____ Date: _____

Address: _____

Phone: _____ Fax: _____

Contact: _____ E-mail: _____

II. Land Use Information

Zoning Ordinance Section 14

All land, buildings, structures or appurtenances thereon located within the City of Pottsboro, Texas which are hereafter occupied, used, erected, altered, removed, placed, demolished or converted, shall be occupied, used, erected, altered, removed, placed, demolished or converted in conformance with the zoning regulations prescribed for the zoning district in which such land or building is located as hereinafter provided.

Note: Applicant should reference the Zoning Ordinance Sections 8 - 17 to properly identify existing and proposed zoning, as well as all permitted uses and setbacks.

Project Name: _____ Acres: _____

Existing Zoning: _____ Proposed Zoning: _____
(Ref. Zoning Ordinance) (Ref. Zoning Ordinance)

I hereby request that this zoning application be placed on the agenda for action at the first available Planning & Zoning Commission meeting even if staff comments have not been addressed and the zoning is not in compliance with City code. I realize this will likely result in a disapproval of my application and I will be required to pay new filing fees.

I HEREBY CERTIFY THAT I AM THE SOLE CURRENT OWNER OF RECORD OF THE PROPERTY DESCRIBED ABOVE. THAT THIS APPLICATION IS BEING SUBMITTED WITH MY CONSENT AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. IF I AM NOT THE SOLE CURRENT OWNER OF RECORD OF THE REAL PROPERTY INVOLVED, I HAVE ATTACHED A NOTARIZED WRITTEN EVIDENCE OF AUTHORIZATION FROM THE CURRENT OWNER(S) OF RECORD. I ACKNOWLEDGE THAT ANY INVALID INFORMATION MAY BE CAUSE FOR DENIAL OF THIS APPLICATION. I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE STATEMENTS AND REPRESENTATIONS HEREIN ON THE BEHALF OF THE OWNER.

Printed Name: _____ Title: _____

Signature: _____

Note: If the Proposed Zoning is a “PD” District provide the items listed on the checklist in Part III of this application.

Zoning Ordinance Section 29.1.1

The City Council may from time to time by Ordinance amend, supplement, change, modify or repeal the boundaries of the districts or the regulations herein established. Before taking any such action, the City Council shall submit the same to the Planning and Zoning Commission for its recommendation and report. No ordinance change shall become effective until after the adoption of the ordinance and its publication as required by law.

III. Planned Development Districts (Section 16 Zoning Ordinance)

Development Standards, Plans and Reports Checklist

- 16.3.1 State development standards for each separate PD District to be set forth in the ordinance granting the PD District including but shall not be limited to uses, density, lot area, lot width, lot depth, yard depths and widths, building height, building elevations, coverage, floor area ratio, parking, access, screening, landscaping, accessory buildings, signs, lighting, and management associations. The City Council may grant other requirements as deemed appropriate.
- 16.3.2 List all requested variances from the standard requirements set forth throughout this ordinance. **Applications without this list will be considered incomplete.**
- 16.3.3 Include a statement as to the purpose and intent of the PD District Proposed, including a specific list of variances for each district or districts.
- 16.3.4 Demonstrate that the PD District shall conform to all other sections of the City of Pottsville Zoning Ordinance unless specifically exempted in the granting ordinance. Include a specific list of requested exemptions.
- 16.4.1.1 Provide a conceptual plan for **residential land use** detailing general use, thoroughfares, and preliminary plotting arrangements. For residential development which does not propose platted lots, the conceptual plan shall set forth the size, type, and location of buildings and building sites, access, density, building height, fire lanes, screening, parking areas, landscaped areas, and other pertinent development data.
- 16.4.1.2 Provide a conceptual plan for **uses other than residential uses** detailing the land use proposals in a manner to adequately illustrate the type and nature of the proposed development. Provide supplemental data including but is not limited to the use(s) types, topography, and boundary of the PD area, physical features of the site, existing streets, alleys, and easements, location of future public facilities, building heights and locations, parking

ratios, and other information to adequately describe the proposed development and to provide data for approval which is to be used in drafting the final development plan.

- 16.4.2.1 Provide a site inventory analysis including a scaled drawing detailing existing vegetation, natural water courses, creeks or bodies of water, and an analysis of planned changes in such natural features as a result of the development. Include a delineation of any flood prone areas. Provide supplemental data describing standards, schedules or other data pertinent to the development of the PD District.
- 16.4.2.2 Provide a scaled drawing showing any proposed public or private streets and alleys; building sites or lots; and areas reserved as parks, parkways, playgrounds, utility easements, school sites, street widening and street changes; the points of ingress and egress from existing streets; general location and description of existing and proposed utility services, including size of water and sewer mains; the location and width for all curb cuts and the land area of all abutting sites and the zoning classification thereof on an accurate survey of the tract with the topographical contour interval of not more than five (5) feet.
- 16.4.2.3 Provide a site plan for proposed building complexes detailing the location of separate buildings, and between buildings and property lines, street lines, and alley lines including the plans detailing the arrangement and provision of off-street parking.
- 16.4.2.4 Provide a landscape plan showing screening walls, ornamental planting, wooded areas, and trees to be planted.
- 16.4.2.5 Provide an architectural plan showing elevations and signage style proposed throughout the development in all districts. Single family and two-family elevations may be required by the City Council if deemed appropriate.
 - Provide written comments from the applicable public school district making any recommendations to the City Council.
 - Provide written comments from private utilities making any recommendations to the City Council.

IV. Submittal Checklist (To be completed by City of Pottsboro)

- Complete Zoning Application
- Exhibit "A" (Meets & Bounds Description)
- Exhibit "B" Drawing including adjacent property owners within ±200 feet of site
- List of adjacent property owners' addresses as noted in most recent tax records.
- Current Tax Certificate issued by Grayson County Tax Offices:
- Zoning application fee check made payable to "City of Pottsboro" (\$300.00)
- All items provided as noted on Part III of this application.
- Electronic set of application and all supporting documents. (pdf)

This application with the attached material has been fully and properly processed in accordance with the provisions of the ordinances of the City of Pottsboro.

City of Pottsboro Representative: _____

Title: _____

Date: _____