



Step Two: Change of Zoning Requests, Planned Developments and Conditional Use Permits

*The City of Greenville **strongly** encourages each applicant to register for and attend a Pre-Application Meeting prior to submittal of a Zoning Application.*

COMPLETE APPLICATION REQUIRED — CONDITIONS FOR PROCESSING

The applicant shall submit the following information to begin the rezoning, planned development or conditional use permit process. Each and every item is considered an essential part of the application and is necessary to ensure a proper review of the proposed development. Once submitted, the application will be reviewed for completeness. **If the application is incomplete, the applicant will be notified. Applications that remain incomplete 45 days after the date of submittal shall expire.** Incomplete applications will not be reviewed.

A complete application, consisting of the following documents, shall be submitted to the Community Development Department.

Change of Zoning Applications

1. A completed "Zoning Application," a deed or contract showing proof of ownership and the application fee.
2. Legal description of property (8 ½ x 11, 1 copy).
3. Zoning Exhibit: Property survey showing property dimensions and any existing structures which are proposed to remain on the property and names of adjacent rights-of-way (24 x 36, 14 folded copies).

Conditional Use Permit Applications

1. A completed "Zoning Application," a deed or contract showing proof of ownership and the application fee.
2. Legal description of property (8 ½ x 11, 1 copy).
3. A conceptual site plan showing all structures, landscaping, screening, etc. (24 x 36, 14 folded copies).

Planned Development Applications

1. A completed "Zoning Application," a deed or contract showing proof of ownership and the application fee.
2. A completed and signed "Planned Development Design Plan Checklist."
3. Legal description of property (8 ½ x 11, 1 copy).
4. Zoning Exhibit: Property survey showing property dimensions and any existing structures which are proposed to remain on the property and names of adjacent rights-of-way (24 x 36, 14 folded copies).
5. Planned Development Design Plan Information Statement (8 ½ x 11, 1 copy).
6. Proposed Development Standards for PUD (8 ½ x 11, 1 copy).
7. Planned Development Design Plan (24 x 36, 14 folded copies).
8. Proposed Utility Service Plan (24 x 36, 14 folded copies).
9. Traffic Impact Analysis (if required) (8 ½ x 11, 1 copy).

NOTE: If a Planned Development classification is approved, then a detailed PD Site Development Plan must be submitted for review and approval before any permits are issued. PD Site Development Plans are reviewed in the same manner as traditional Site Plans.

APPROVAL PROCESS FOR ALL REQUESTS

Public Hearings/Notification: Once an application is accepted and the dates of the public hearings are established, notice of the hearing, accompanied by the purpose, time and place of the public hearing will be publicized in *The Greenville Herald Banner* before the 15th day before the hearing date.

In addition, written notice of the public hearing will be sent to property owners within 200 feet of the subject property (the statutory notification area) before the 10th day before the hearing date. Where appropriate, the notice may be distributed beyond 200 feet to increase public participation. Property owners are also furnished with response forms, which they can return to the Community Development Department to indicate their support or opposition to a requested change.

The applicant shall be responsible for erecting a sign on the property proposed for a zone change or conditional use permit. The applicant shall erect the sign not less than 15 days prior to the first public hearing scheduled to discuss the zoning or conditional use permit and must be maintained through the duration of the zoning case.

Staff Comments and Recommendations: The Planning staff will review the proposals and prepare a staff report to the Planning and Zoning Commission, including comments regarding the request and a recommendation for action. This report is available to the applicant by the Friday before the meeting and may be distributed to other interested parties at that time.

Planning and Zoning Commission: The Planning and Zoning Commission (the Commission) meets on the 3rd Monday of every month at 5:30 PM in the City Council Chambers of City Hall, located at 2821 Washington Street. The Commission will hold a public hearing and make a recommendation to the City Council. Requests that are recommended for approval or denial are automatically forwarded to the City Council for a second public hearing.

City Council: The City Council (the Council) meets on the 2nd and 4th Tuesday of every month at 6:00 PM in the City Council Chambers of City Hall, located at 2821 Washington Street. The Council will hold a hearing and may sustain or reverse the Planning and Zoning Commission's recommendation by a simple majority vote. A $\frac{3}{4}$ vote of the Council is required if the owners representing 20% of the property within the statutory notification area file written opposition to the proposed change or if the proposal was recommended for denial by the Commission. Council's action is final, and a request that has been denied may not be presented again for one year.

Presentation/Postponement: The applicant or a representative must be present at all hearings to describe the proposed change and answer questions. Hearings will generally not be postponed once notice has been published. Hearings may be held, and action may be taken, whether or not the applicant is in attendance.

Ordinance Preparation/Adoption: A zoning change or conditional use permit is not approved until an ordinance is adopted. Planning staff will prepare the ordinance and submit it to the Council for action concurrent with the public hearing.

Meeting Information: All public hearings will be held in the City Council chambers of City Hall, located at 2821 Washington Street. Enter the building through the main entrance facing Washington Street. Go straight ahead, walk down a small stairway, and enter the Chambers via the 2nd door on the right.

City Hall is accessible by wheelchair through the main entrance facing Washington Street. A chair lift is available immediately before the small stairway on the left side.

Any requests for sign interpretive services must be made 48 hours in advance of the meeting by calling the City Secretary's Office at (903) 457-3100 (voice) or 1-800-735-2988 (TDD).

ZONE SIGN CRITERIA

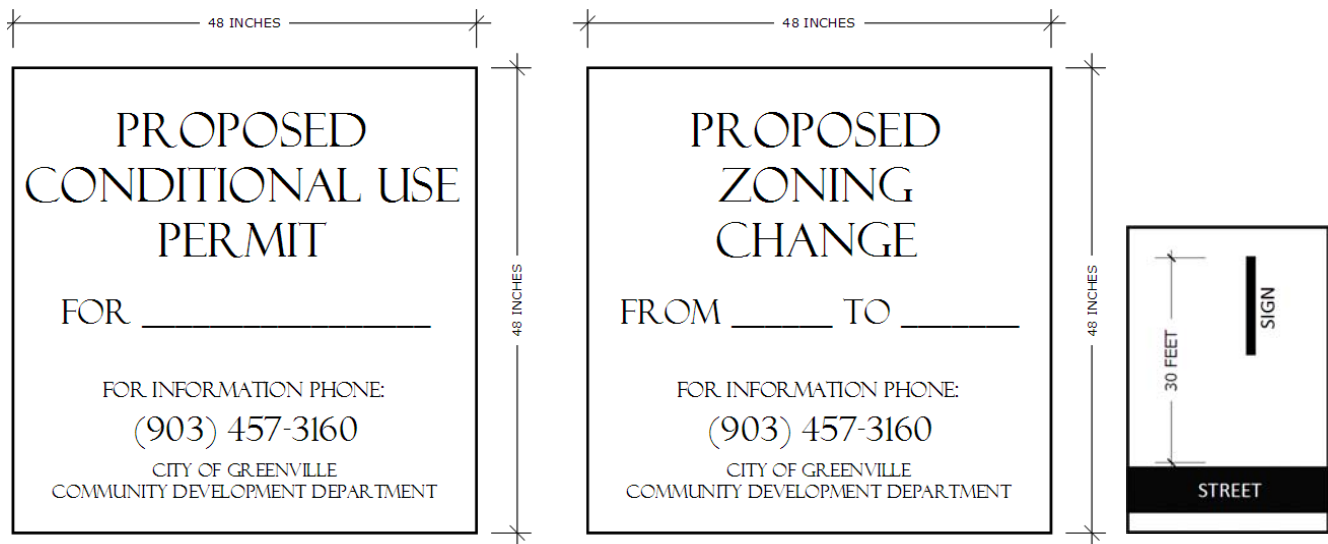
The number of signs and the placement of signs shall be determined at the time of submitting the zoning and/or conditional use permit application. It is the responsibility of the person submitting the zoning and/or conditional use permit application to acquire this information upon submitting the request.

Why: Zoning signs shall be erected on the applicant's property to publicize a zone change or a conditional use permit in accordance with the *Greenville Zoning Ordinance §8-2.5*.

Where: Zoning signs shall be located within thirty (30) feet of the nearest public road or street which abuts the property (see below).

When: Zoning signs shall be erected on the subject property not less than fifteen (15) days prior to the first public hearing scheduled (the Planning and Zoning Commission meeting). The property owner or his/her representative is responsible for maintaining the sign on the property throughout the entire zoning case.

Design: Zoning signs shall be four (4) feet by four (4) feet in size. The sign shall state that a zoning request has been proposed for the property and shall provide a telephone number where information can be obtained about the request. Signs shall be two (2) sided ten (10) millimeter Coroplast with lettering on both sides as shown below (any font will be accepted):



Verification: The property owner or his/her representative must provide verification with a photograph that the zoning and/or conditional use permit sign is in place one (1) week prior to the scheduled Planning and Zoning Commission meeting date. Failure to provide photographic verification will result in the postponement of the case.

Removal: The property owner or his/her representative must remove the sign within three (3) days after the City Council's approval or denial of the zoning request.



City of Greenville | Community Development Department
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 Fax: 903.457.0503 | Email: tjackson@ci.greenville.tx.us

Check all items submitted:

- Legal Description (All)
- Deed or Contract for Property (All)
- Zoning Exhibit (Zoning, PD only)
- Approved Site Plan (CUP only)
- Design Plan Statement (PD only)
- Development Standards (PD only)
- Design Plan (PD only)
- Utility Service Plan (PD only)

ZONING APPLICATION

Requested Action (check one):

Change of Zoning to _____ Conditional Use Permit for _____

Please explain your request in detail (REQUIRED): _____

LOCATION INFORMATION

Property Address (if available): _____

General Location Description: _____

Current Zoning: _____ Total Acreage: _____

Check one:

Platted Property: Addition: _____ Lot: _____ Block: _____

Unplatted Property: Abstract: _____ Tract: _____

APPLICANT (PRIMARY POINT OF CONTACT)

Are you the: Owner Representative Tenant Buyer

Applicant Name: _____ Company: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

OWNER AUTHORIZATION AND ACKNOWLEDGEMENTS

I hereby certify that I am the owner or duly authorized agent of the owner, of the subject property for the purposes of this application. I hereby designate the person named above as applicant, if other than myself, to file this application and to act as the principal contact person with the City of Greenville in the processing of this application. I hereby authorize the City of Greenville, its agents or employees, to enter the subject property at any reasonable time for the purpose of taking photographs documenting current use and current conditions of the property; and further, I release the City of Greenville, its agents or employees from liability for any damages which may be incurred to the subject property in the erecting, maintaining, or removal of said signs or the taking of said photographs.

Owner Name: _____ Company: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Signature: _____ Date: _____



Checklist A: Planned Development Design Plan Checklist

PROJECT NAME: _____

PROJECT CONTACT NAME: _____ DATE: _____

NOTE: Submission of this completed form is a part of the Zoning Application for a Planned Development. All items must be "checked off" prior to submittal. If the applicant deems an item to be "Not Applicable" to the proposal, it shall be marked as "NA" with an explanation. The explanation for the "NA" item must be stated on a separate document.

SUBMITTAL REQUIREMENTS

- [] Completed Zoning Application and Fees
- [] Completed Planned Development Design Plan Checklist
- [] Copy of Deed or Contract on the Property
- [] One (1) Copy of the Legal Description of the Property (8 ½" x 11")
- [] Fourteen (14) folded copies of the Zoning Exhibit (24" x 36")
- [] One (1) Copy of the Design Plan Information Statement (8 ½" x 11")
- [] One (1) Copy of the Proposed PD Development Standards (8 ½" x 11")
- [] Fourteen (14) folded copies of the PD Design Plan (24" x 36")
- [] Fourteen (14) folded copies of the Proposed Utility Service Plan (24" x 36")

ZONING EXHIBIT

- [] Property survey showing property dimensions and any existing structures which are proposed to remain on the property and names of adjacent rights-of-way

DESIGN PLAN INFORMATION STATEMENT

- [] Submit a general statement of how the proposed PUD fulfills the goals, objectives, and/or concepts of the City's Comprehensive Plan, any other formally adopted plan, and the criteria set forth in §6-9.2 of the *Greenville Zoning Ordinance*

PROPOSED PD DEVELOPMENT STANDARDS

- [] List of proposed PUD Development Standards. If different standards will be applied to different tracts within the PUD District, list proposed standards for all tracts separately, label each list of standards and label the corresponding tracts on the Zoning Exhibit. Provide a justification for and/or explanation of the need for alternative standards.

Standards that may be varied include residential density, lot area, lot width, lot depth, yard depths and widths, building height and size, building exterior construction, lot coverage, floor area ratio, parking, access, screening, landscaping, accessory buildings, signage, sidewalks, exterior lighting, and public facilities standards (NOTE: A drainage study and/or a traffic impact analysis may be required in order to justify variations from public facilities standards)

PD DESIGN PLAN

[] RESIDENTIAL PLANNED DEVELOPMENT: In addition to the items shown on the Zoning Exhibit, show the following:

- General uses, topography and boundaries of the PD areas
- Existing physical features of the site
- Location of existing and proposed public facilities
- Phasing of development
- Access, thoroughfares, alleys (if proposed)
- Preliminary lot arrangements
- Proposed densities
- Proposed screening/fencing
- Landscaped and/or private amenity areas
- Common open space (25% of gross PD area)
- Project scheduling
- Other pertinent development data to adequately describe the proposed development

[] NON-RESIDENTIAL AND MIXED-USE PLANNED DEVELOPMENT: In addition to the items shown on the Zoning Exhibit, show the following:

- Types of uses proposed
- Access, topography and boundaries of the PD areas
- Existing physical features of the site
- Existing and proposed streets, alleys, easements and lot lines
- Location of existing and proposed public facilities
- Building heights and locations
- Parking areas and ratios
- Fire lanes
- Screening/fencing and landscaped areas
- Conceptual project phasing and scheduling
- Other pertinent development data to adequately describe the proposed development

PROPOSED UTILITY SERVICE PLAN

[] A proposed utility service plan pertaining to sanitary sewers, storm drainage, potable water supply, fire protection, street lighting, show locations of major water and sewer lines, lift stations, and indicate whether gravity or forced systems are planned as well as locations of other major utility infrastructure

Applicant Signature: _____

Date: _____