

City of Palmer  
 113 W. Jefferson  
 P.O. Box 489  
 Palmer, Texas 75152

# City of Palmer

## Zoning Application

Phone - 972.449.3160  
 Fax No. - 972.449.3417  
[abaran@ci.palmer.tx.us](mailto:abaran@ci.palmer.tx.us)

Application Type			
<input type="checkbox"/> General Zoning Change	<input type="checkbox"/> Site Plan Approval	Planned Development District <input type="checkbox"/> New <input type="checkbox"/> Amendment	Specific Use Permit <input type="checkbox"/> New <input type="checkbox"/> Amendment

Applicant/Owner Information		
Key Contact _____	Telephone No. _____	Fax No. _____
Address _____		
City _____	State _____	Zip Code _____
E-Mail Address _____		
<i>Contact's Status: (check one)</i> <input type="checkbox"/> Owner <input type="checkbox"/> Representative <input type="checkbox"/> Tenant <input type="checkbox"/> Prospective Buyer		
Owner _____	Telephone No. _____	Fax No. _____
Address _____		
City _____	State _____	Zip Code _____
E-Mail Address _____		
<i>Ownership Status: (check one)</i> <input type="checkbox"/> Individual <input type="checkbox"/> Trust <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation		
Applicant Signature _____	Owner Signature _____	
<i>Property owner must sign the application or submit a notarized letter of authorization.</i>		

Request Information		
Proposed Project Name _____		
Site Location _____		
Site Street Address _____		
Subdivision* _____	Lot No. _____	Block No. _____
Existing Zoning/Land Use _____	Requested Specific Use Permit _____	
Requested Zoning/Land Use _____	Requested Planned Development District _____	
<i>*A legal description (metes and bounds description) must be attached to request.</i>		

### Notary Statement (All signatures must be notarized)

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_

known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal office

Seal

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.



Notary Public in and for the State of Texas. My Commission Expires: \_\_\_\_\_

<b>For Office Use Only</b>		
Application Date:	Fee: \$ _____ Receipt # _____	Case No: <b>CH</b> _____
P&Z Hearing:	City Council Hearing:	

## Zoning Application General Requirements and Application Information

### General Information

**Zoning District Change** - Zoning establishes the types of land uses permitted on a specific tract of land. Zoning regulates the size, intensity and height of development, as well as screening, landscaping and parking. Anyone may apply for a zoning change; however, permission from the property owner is required.

**Specific Use Permit** - Certain types of land uses may be approved by the City Council when such use is determined to have adverse impact on surrounding properties. A Specific Use Permit is required when a particular land use is not expressly authorized as a permitted use by right in a zoning district. Specific Use Permits, when approved, will be issued to the site being considered and be subject to limitations imposed by the City Council.

**Planned Development Districts** - Planned Development Districts are intended to encourage opportunities for development innovation by allowing mixed-use or unique developments which offer a greater variety in type, design, and layout of buildings; by encouraging land conservation and more efficient use of open space; by modification of certain controls in a manner so as to produce large area development arranged to better serve community needs. Planned Development Districts may be approved subject to any conditions imposed by the City Council to reduce the effect on adjacent or surrounding properties.

**Site Plan Approval** - Site plan approval by the Planning & Zoning Commission and City Council may be required as part of a Specific Use Permit or Planned Development District. The purpose of the review is to ensure efficient and safe land development; compliance with appropriate design standards; safe and efficient vehicular and pedestrian circulation, parking and loading; and adequate water supply, drainage and storm water management, and sanitary facilities.

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### Instructions

- 1. Application Procedure** - Applicants shall submit a written application to the City Secretary's office using the form included in this packet. Every application shall be accompanied by a filing fee established by the City Council. A written letter requesting a zoning change which shall contain present zoning designation and proposed zoning change (*Example: From Commercial to Light Manufacturing or From Light Manufacturing to Special Use Permit for Day Care Center*).
- 2. Site Plan** - A site plan drawing shall accompany every application for a Specific Use Permit or Planned Development District. The site plan shall contain all the requirements established by the Zoning Ordinance. The Site Plan shall be made part of the amended ordinance.
- 3. Legal Description** - a legal description which includes metes and bounds must accompany each application.
- 4.** The City Secretary will begin to process the application after receiving filing fee, site plan and legal description and other legal documents if needed.

- 5. Public Hearing Procedure** - Public hearings are required for all zoning district changes, specific use permit requests, and planned developments. Upon submittal of the application, City Secretary will schedule the application for public hearings before the Planning and Zoning Commission and the City Council. The public hearings provide an opportunity to obtain citizen input and determine neighborhood compatibility. At the public hearings, the applicant, all proponents and all opponents will be given the opportunity to speak in favor or against the proposal. After completion of the public hearing before the Planning and Zoning Commission, the Commission will forward its recommendation to the City Council for final consideration. The City Council may not act on a zoning change until the Planning and Zoning Commission makes its final recommendation.

Notices will be mailed to all owners of real property within 200 feet of the property under consideration 10 days prior to the first hearing. Notice of the date and time of the Planning & Zoning Commission public hearing and the City Council public hearing will be published in the official local newspaper of the city not less than fifteen days prior to the Planning & Zoning meeting or City Council meeting at which the request is considered.

The city's legal newspaper is a weekly, The Today Newspaper – Lancaster, published on Thursday. Deadline for legal notices is noon Tuesday, unless a holiday falls in the week. The deadline will be noon on the previous Friday.

- 6. Planning & Zoning Action on Application** – The Commission shall hold a public hearing on the zoning/rezoning request. After all public input has been received and the public hearing closed, the Commission shall make its recommendations on the proposed zoning request stating its findings, its overall evaluation of the request, and its assessment regarding how the request relates to the City's Comprehensive Plan.
- 7. Denial of Application by Planning & Zoning Commission** - If the Planning & Zoning Commission recommends denial of the zoning change request, it shall provide reasons to the applicant for denial, if so requested by the applicant at the time of the public hearing on the zoning request. An application which is recommended by the Planning & Zoning Commission for denial shall not be forwarded to the City Council unless the applicant files a written appeal with the City Secretary within (10) days after the Commission's decision. Said appeal will, in that instance, be forwarded to the City Council along with the Commission's reasons for denial of the request.
- 8. Approval of Application by Planning & Zoning Commission** – An application or proposal which is recommended for approval (or approval with conditions) by the Planning & Zoning Commission shall be automatically forwarded (along with the Commission's recommendation) to the City Council for setting and holding of public hearing thereon.
- 9. City Council Action on Application** – The City Council shall hold a public hearing on the zoning/rezoning request. After all public input has been received and the public hearing closed, the Council may approve the request, approve it with conditions, table the application or disapprove it (i.e., against the Commission's recommendation).
- 10. Denial of Application by City Council** – If the City Council denies the request, then no other application may be filed for the same or similar request for any part of the subject tract of land for a waiting period of one hundred and twenty (120) days following the denial. In the instance that the request was initiated by the City and involved a proposed amendment to the text of the Zoning Ordinance, then there is no waiting period before the request can be considered.
- 11. Approval of Application** – If the City Council approves the request, the applicant shall submit all related material with revisions, if necessary, to the City for the preparation of the amending ordinance. The amending ordinance will not be prepared or formally adopted (i.e. effective) by the City Council until a correct description and all required exhibits have been submitted to the City Secretary. No zoning change shall become effective until City Council adoption of an ordinance for same and its publication as required by law.
- 12. Specific Use Permit** – The purpose of this district is to allow certain uses within base zoning districts that, under most circumstances, would not be compatible with other permitted uses but with certain conditions and development restrictions may be compatible. After recommendation by the Planning & Zoning Commission that the uses are in general conformance with the intent of the Comprehensive Plan and with general objectives of the City, and containing such requirements and safeguards as are necessary to protect adjoining property, the City Council may authorize certain uses by a Specific Use Permit (SUP). As a zoning action, issuance of an SUP shall only apply to real property (i.e., shall not be attached to any person, business entity, etc.), shall not be transferred from one property to another (i.e., shall not move if a business operation relocates), and shall not expire without proper zoning action to rescind the SUP (i.e., change the zoning to remove the SUP, with appropriate public notification, public hearing, etc.).

**13. Building Permit Compliance** - No building permit for any structure shall be issued, nor shall a Certificate of Occupancy be issued on any existing structure, until such development plans are consistent with the approved site plan and the conditions established for the Planned Development District or Specific Use Permit.

**What The Applicant Can Expect:**

- **Zoning Calendar which specify important dates regarding request**
- **A copy of public hearing notice**

**Zoning Application Submittal Requirements**

<b>Zoning District Change</b>	<ul style="list-style-type: none"> <li>▫ Completed application form and application fee</li> <li>▫ Lot, block and subdivision name; or current metes and bounds description</li> </ul>
<b>Specific Use Permit</b>	<ul style="list-style-type: none"> <li>▫ Completed application form and application fee</li> <li>▫ Lot, block and subdivision name; or current metes and bounds description</li> <li>▫ Site Plan</li> </ul>
<b>Planned Development District</b>	<ul style="list-style-type: none"> <li>▫ Completed application form and application fee</li> <li>▫ Lot, block and subdivision name; or current metes and bounds description</li> <li>▫ Conceptual Plan or Detailed Site Plan</li> </ul>
<b>Site Plan Approval</b>	<ul style="list-style-type: none"> <li>▫ Completed application form</li> <li>▫ Site Plan</li> </ul>

<b>Fee Schedule</b>		
<b>Zoning fees:</b>		
General zoning change		\$350.00
Planned Development		
SUP	Same as general zoning	