



ZONING PETITION

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For Office Use Only

Project # _____

All submittals for a plat, plan, or rezoning request must be in electronic form in PDF format with the required hard copies.

Type of Petition Requested (check the appropriate box)

- Rezoning/Initial Zoning (for single-family detached, single-family attached, and two-family residential petitions)
- Rezoning/Initial Zoning (for multifamily residential, nonresidential, and planned development petitions)
- Specific Use Permit (specify use in General Description below)
- Zoning Ordinance Text Amendment (specify request in General Description below)
- Heritage Resource Designation (specify request in General Description below)

General Description of Request (complete the following)

Existing Zoning _____
Proposed Zoning/Purpose of Request _____

Subject Property Information (complete the following)

General Location (street frontage and distance to cross street) _____

Gross Area of Parcel (to the nearest tenth of acre) _____

Items Required with Submittal (check the appropriate boxes to indicate items submitted with petition)

The items listed below must be submitted with the zoning petition unless noted otherwise on the zoning petition checklist. (Please refer to the checklist for additional information.)

- Zoning Request or Specific Use Permit Fee (See Fee Schedule) Fee Amount \$ _____
- Zoning Petition (1 signed and notarized in electronic PDF)
- Zoning Exhibit (1 copy - 24" x 36")
- Zoning Exhibit Checklist (1 completed in electronic PDF)
- Zoning Sign Affidavit with Photograph (1 copy in electronic PDF - 8 1/2" x 11")
- Zoning Sign Location Exhibit (1 copy in electronic PDF - 8 1/2" x 11")
- Current Tax Certificate (1 ORIGINAL TAX CERTIFICATE FROM ALL TAXING AGENCIES)
- Pre-Application Conference Form (in electronic PDF)
- Metes and Bounds Legal Description (1 copy in electronic Word – NOT in all caps - 8 1/2" x 11")
- Proposed Development Stipulations (1 copy in electronic PDF - 8 1/2" x 11")
- Traffic Impact Analysis (3 copies - 8 1/2" x 11") (See Fee Schedule) Fee Amount \$ _____
- Concept Plan or Preliminary Site Plan (requires separate development application)
- Site-Specific Storm Water Management Plan (requires separate development application)

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Property Owner and Authorization *(sign and notarize)*

Name *(signature required below)* _____

Company Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ Email **(REQUIRED)** _____

Property Owner, check ONE of the following:

- I will represent the application myself; OR
- I hereby designate _____ *(name of project representative)* to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

I hereby certify that I am the property owner of the property requested for zoning in this petition and further certify that the information provided on this zoning petition is true and correct.

Property Owner's Signature _____ Date _____

STATE OF TEXAS:

COUNTY OF:

BEFORE ME, a Notary Public, on this day personally appeared _____
(printed property owner's name) the above signed, who, under oath, stated the following: "I hereby certify that I am the property owner for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20_____

Notary Public in and for the State of Texas

Project Representative *(complete if designated by owner)*

- Purchaser Tenant Preparer of Zoning Petition
- Other *(specify)* _____

Name _____

Company Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____ Email _____

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Signage Requirements

The following is a listing of requirements for signage associated with zoning petitions. A completed checklist must be submitted with each zoning petition. Petitioners shall indicate willingness to comply with standards by checking the box adjacent to the standard.

Sign Posting Standards

Zoning signage shall comply with the following standards:

- The applicant shall be responsible for posting at least one zoning sign on each street frontage of the subject property at least 28 days prior to the Planning & Zoning Commission (P&Z) scheduled public hearing as noted on the exhibit.
- The applicant shall furnish an affidavit, as well as date-stamped photograph(s) of each posted sign, to the City of Plano Planning Department prior to the city publishing and mailing public hearing notices for the zoning petition certifying that the required signs were posted on the subject property on or before the 28th day prior to the said P&Z meeting.
- Failure to post signage at least 28 days prior to the P&Z public hearing shall result in the postponement of the zoning petition and delay of notices.
- The City of Plano will furnish zoning notification signs for zoning petitions requesting a specific use permit for a lease space in an existing building, in lieu of signs described on page 4 of this petition.

Sign Maintenance Standards

Maintenance of zoning notification signage shall comply with the following standards:

- The applicant shall be responsible for maintaining all zoning notification signage on the subject property throughout the zoning petition process. The City of Plano is not responsible for monitoring the required zoning notification signage. Should the City of Plano discover through routine duties related to other aspects of their daily functions that the signage is not being maintained, the City of Plano shall contact the applicant. Within five days of contact, an affidavit from the applicant certifying that the applicant has corrected the posting shall indicate that the intent of the posting requirement was met. Failure to maintain the sign during the process shall not result in the postponement of the zoning petition consideration as long as the applicant attempted to replace damaged or missing signage upon notification.
- The applicant shall furnish an affidavit, as well as date-stamped photograph(s) of each posted sign, to the City of Plano Planning Department by 12:00 p.m. (noon) two weeks prior to the scheduled City Council meeting date certifying that the required sign was maintained on the subject property in a manner consistent with the requirements contained herein prior to City Council holding a public hearing to consider the application.
- The applicant shall be responsible for removing zoning notification signage within two weeks of final action by the City of Plano.

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Sign Criteria

- The number and placement of zoning notification signs has been determined at the time of pre-application meeting at a rate of one sign per street frontage, not to exceed three signs. It is the responsibility of the person submitting the zoning petition to comply with these standards.

Sign Design Criteria

Signs must be:

- Two-sided wooden or opaque coroplast signs.
- Lettering on both sides of the sign with colors as shown on the exhibit below.
- Place sign perpendicular to street as illustrated on the required exhibit submitted.
- Sign installed on wooden posts.

