

THE ZONING PROCESS SIMPLIFIED

Who can Request Rezoning?

- The property owner
- The Planning & Zoning Commission
- The City Council

When a property owner submits a rezoning request to the city, several actions are taken:

1

The applicant places a sign on the property advertising the requested zoning change. Once staff receives verification that the sign has been posted, a public hearing is scheduled before the Planning & Zoning Commission.

2

Written **notices of the public hearing** before the Planning & Zoning Commission are sent to all **property owners within 200 feet** of the property, as required by state law. These notices include a response letter that allows the property owner to register their opinion regarding the case. A separate courtesy notice is sent to **property owners within 500 feet** of the property. In addition, the city posts zoning case information on its website and emails a link to homeowner associations via a weekly newsletter.

3

The request is reviewed for conformance with the Comprehensive Plan, Zoning Ordinance, and other adopted city standards. Staff prepares a report which includes a recommendation and posts the report with associated maps and plans on the city's website the Friday before the meeting.

4

At the Planning & Zoning Commission meeting, a **public hearing** is held which allows **the applicant and public to speak about the zoning case**. Following the public hearing, the Commission may recommend to approve, to deny, or to table a case. If the case is recommended for approval, it is automatically scheduled for a public hearing before the City Council. If it is denied, the applicant can appeal the decision to the City Council within 30 days.

Notice of the public hearing before the City Council is published in the newspaper at least **15 days in advance** of the hearing.

Written notice is **not** mailed again to individual property owners. The City Council will hold the public hearing, and may approve, deny, or table the applicant's request.

5

How can Property Owners get Involved?

Information on new zoning and development applications and Planning & Zoning Commission agenda packets may be viewed at: plano.gov/ActiveZoning.

For questions and concerns regarding zoning and development, call 972-941-7151.

Tips for Presentations Before the Planning & Zoning Commission & City Council

The city recommends homeowner groups create a clear, concise message that is communicated through one or more representatives. Additionally, asking members to stand to show opposition or support can be an effective method of communicating the desires of a large group.

This infographic is a simplified overview of the planning and zoning process. For additional details and information, please contact the City of Plano Planning Department.