



Procedures & Criteria for Administrative Amendments to Site Plans & Project Plans

CRITERIA

Ordinance #2020-10370, adopted August 8, 2020, provides that the Planning Director or his/her/their designee may approve minor amendments to site plans approved by the City Council under Sections 2.7.3, 2.7.4, and 3.3 of this ordinance, and project plans approved by the Planning and Zoning Commission for development in planned unit development (PUD) zoning districts under Section 2.6.4 of this ordinance.

Minor amendments are those which provide for rearrangement or reconfiguration of elevations, parking areas, landscape areas, drainage facilities, utilities or other site improvements and which:

1. Comply with all requirements of the Unified Development Code and other applicable ordinances of the City.
2. Do not conflict with the Comprehensive Plan.
3. Do not change the character of the development.
4. Do not change the intent of the City Council or Planning and Zoning Commission.
5. Do not alter the basic relationship of the development to adjacent property.
6. Do not change the uses permitted.
7. Do not require amendment or abandonment of any easement or rights-of-way.
8. Do not reduce minimum yards or setbacks.
9. Do not increase the maximum allowed density, floor area or height.
10. Do not increase the size of or change the locations, lighting or orientation of originally approved signs.
11. Do not decrease the amount of off-street parking and loading spaces, unless said parking and loading remains sufficient in number and conforms with all applicable ordinances.
12. Do not decrease the amount of landscaping and conform with all applicable ordinance.
13. Do not decrease the height or total linear distance of fencing or screening.

The Planning Director or his/her/their designee shall not be required to approve a request, but may choose to deny a request that he/she determines to be other than a “minor amendment.” If an applicant disagrees with any part of a decision rendered by the Director or his/her/their designee, said decision may be appealed to the City Council or Planning and Zoning Commission (whichever approved the original plan) through normal site plan or project plan process and payment of the appropriate application fee, a credit against which shall be given for the \$50.00 fee already paid.

PROCESS

1. Applications for amendments to approved site plans or project plans shall be submitted to the Planning Department on forms provided along with **one (1) copy (11" by 17" or by PDF/electronic) of the site plan or project plan** and payment of the application fee of \$50.00, in accordance with the schedule for accepting applications.
2. Applicant/Owner shall submit the appropriate number of copies in conformity with Sections 1.12.5, 2.6.4, 2.7.3, 2.7.4, and 3.3 of the Unified Development Code. Each copy should include applicable notes detailing proposed amendments and a signature block for the Planning Director. Said block shall read as follows:

This amended site plan/project plan is hereby approved in
accordance with Section 1.12.5 of the Unified Development Code.

Jocelyn Murphy, Director
Planning Department
City of Irving, Texas

Date

3. In addition to the application form, the Applicant/Owner shall submit a Justification Form for their respective zoning type as follows (Available by selecting hyperlink or at www.cityofirving.org/815):
 - a. Justification Form for Approved Site Plan Zoning
 - b. Justification Form for Approved Site Plan Zoning for TOD and Mixed-Use
 - c. Justification Form for Approved Multi-family Concept Plans
4. All applications for approval of an amendment site plan or project plan shall be reviewed by the Technical Review Committee, which meets on a biweekly basis. Following the meeting, the applicant will be notified by e-mail their Technical Review Committee comments and whether or not the amended plan can be administratively approved.
5. Once all outstanding items have been resolved, **the applicant will provide three (3) final copies (11" x 17") for signatures.**
6. If the Planning Director determines that the requested amendments are not “minor amendments,” then the applicant may submit a new application for either a revised zoning case or project plan request, which will be processed in accordance with standard procedures for such a case. A credit will be given against the application fee for the amount already paid with the previous request.