

S-P-1 FOR R-AB ZONING CHANGE PROCEDURES
Restaurant with the Sale of Alcoholic Beverages For On Premises Consumption

In order to begin the rezoning process, you must supply the Planning Department with the following informational items. Electronic or Hard copies are accepted. Electronic Copies should be e-mailed to Planning@cityofirving.org:

1. Complete the Application for Change of Zoning request form. All items should be complete, including signatures and correct legal description.
2. A nonrefundable filing fee of \$625 is required. All checks should be made payable to the City of Irving.
3. A zoning change request sign will be provided to the Applicant when the case is ready to be posted (The Planner will let the applicant know). This sign should be placed on the property, by the Applicant, where it can easily be seen from the right-of-way. This must be done at least ten (10) days prior to the public hearing. Signs must remain up during the entirety of the case until council action. (Ordinance #4292)
4. Two (2) site plans of the property are required at time of filing. A pdf copy shall be provided.
5. Two (2) interior design plans are required at time of filing. A pdf copy shall be provided.
6. Sign layout included either on site plan or interior design plan is required at time of filing. A pdf copy shall be provided.
7. One (1) copy of artist's rendering or photograph of proposed or existing building. A pdf copy shall be provided.
8. One (1) copy of narrative description of planned activities. A pdf or Word copy shall be provided.

A request for S-P-1 Site Plan (detailed) for Alcohol Beverages; sale, serving or storage zoning must undergo the following reviews and actions:

1. Initial Application

Upon initial application, the applicant will submit all required information and fees. The applicant will then be advised as to the date of the Technical Committee review and the tentative date of the Planning and Zoning Commission public hearing.

2. Technical Committee Review

Technical Committee reviews including staff from Water, Fire, Traffic, and Storm Water are held every Tuesday. It is not necessary for the applicant to attend this meeting. Immediately following

the meeting, the applicant will be notified by mail of Technical Committee comments and the date by which all materials and revised site plans will be due in the Planning and Inspections Department.

This deadline must be observed in order to allow the item to be heard by the Planning and Zoning Commission at the public hearing.

3. Planning and Zoning Commission Public Hearing

All real property owners within 200 feet of the proposed change, as well as the applicant, will receive a "Notice of Public Hearing". This notice will give the date, time and location of the public hearing.

The public hearing is generally held on the first Monday of the month at 7 p.m., in the City Council Chambers of City Hall, 825 West Irving Boulevard.

All proponents and opponents of the proposed change are given an opportunity to be heard by the Commission.

Generally, unless more time is needed, the Planning and Zoning Commission will reach a decision either to recommend approval or denial of the proposed zoning change.

4. City Council Public Hearing

A "Notice of Public Hearing" will be published in a newspaper of general circulation fifteen (15) days prior to the City Council public hearing. The public hearing is generally held every other Thursday at 7 p.m., in the City Council Chambers of City Hall, 825 West Irving Boulevard.

All proponents and opponents of the proposed change are given an opportunity to be heard. The City Council has final authority to approve or deny the request.

The average time required for this type of case is approximately eight (8) weeks.

5. Zoning Distance Verification Form

Submitted after zoning approval by Council as part of the TABC license application process. The applicant must submit the Zoning Verification Form to the Planning Dept. along with one (1) set of all Texas Alcoholic Beverage Commission material (copy only). The city does charge ½ of the State's Fees and the applicant must make payment at the time of submittal (or as allowed by the State).

Staff will then 1) prepare maps, 2) verify distance, 3) sign the form and communicate with the applicant of the findings.

Applicant provides the signed zoning verification form to the City Secretary's Office along with their original TABC packet for final signature.