



Application for: *Check the appropriate box.*

- | | |
|--|---|
| <input type="checkbox"/> Zoning Change | <input type="checkbox"/> Multifamily Concept Plan |
| <input type="checkbox"/> Zoning Change (S-P-1/S-P-2) | <input type="checkbox"/> Landscape Variance |
| <input type="checkbox"/> Alcohol Distance Variance | <input type="checkbox"/> Special Fence Plan |
| <input type="checkbox"/> Development Plan | <input type="checkbox"/> Admin. Amendment |
| <input type="checkbox"/> TOD Detail Plan | <input type="checkbox"/> Comp. Plan Amendment |
| <input type="checkbox"/> TOD General Plan | <input type="checkbox"/> Conditional Use Permit |

For Office Use Only

Case No. _____
 Date Submitted _____
 Amount Paid _____
 By _____
Application version 2-24

Please type or print clearly, and sign where indicated.

Location of Request (Address if Applicable)	Location Size (Acres/Sq. Ft.)
Legal Description	
From [Zoning/Future Land Use]:	To:
Proposed Usage or Explanation of Request	

Applicant Information	Name
Company	City, State, Zip
Address	Telephone
E-mail	

I hereby accept responsibility for placing required number of "Zoning Change" or "Development Plan" signs on the subject property not less than ten (10) days prior to the Planning and Zoning Commission public hearing date and to maintain the sign(s) in full public view until final action on the application. I understand that failure to properly post and maintain the sign(s) will result in postponement of this request. I understand that these signs will be issued to me at a later date, and it is my responsibility to pick up the signs from the Planning Department office.

Print Name of Applicant

Signature of Applicant

Date

Agent/Primary Contact Information <i>(If different from applicant)</i>
Name
Company
Address
City, State, Zip
Telephone
E-mail

Property Owner(s) Information
Name
Company
Address
City, State, Zip
Telephone
E-mail

Print Name of Owner

Signature of Property Owner/Authorized Representative

Date

In lieu of representing this application, myself as owner of the subject property, I hereby designate _____ to act in the capacity of 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 legally authorized to sign this application on behalf of the owner of the property, and to designate the applicant and the agent to represent the owner in this application.

I understand that it is necessary for me or my authorized agent to be present at both the Planning and Zoning Commission public hearing and at the City Council public hearing if council action is necessary.

Print Name of Agent

Signature of Agent/Contact

Date

If the property is not legally platted, a field note description shall be provided and shall include the distance and bearing of the point of beginning from the nearest intersection of streets or roads.

City of Irving - Planning Department

825 W. Irving Blvd. • Irving, TX 75060 • 972.721.2424 • www.cityofirving.org/3444 • planning@cityofirving.org



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Case No. _____

Exhibit A: Legal Description of Area of Request with Exhibit (Attach separately)

I certify that to the best of my knowledge, this is an accurate description of the property for which this application has been submitted. I understand that I am fully responsible for the legal description provided above.

Signature of Agent/Contact

Date

In the event there is an additional representative for your case, please contact the Planning Department and fill in the contact information below.

Additional Representative Information	Name	
Address	City, State, Zip	
Company	Telephone	
E-mail		

Checklist for Submittal Documents

(Required for all applications. Standard fonts that are legible at a page size of 8.5" by 11" are required.)

- Application** (Including signature of current owner)
- Application Fee**
- Site Plan** (If necessary) - (11" x 17" paper copy and/or Flash Drive/PDF Attachment)
- Legal Description: Subdivision Name, Lot, and Block** (if platted). Otherwise, **Metes and Bounds**, including the distance and bearing of the point of beginning from the nearest intersection of the streets and roads if for a R-AB in a particular suite. **Also include Exhibit.**

**Please e-mail your completed documents to:
planning@cityofirving.org**

**Additional Submittal Documents for R-AB
*(Required per Chapter 3.3 of Unified Development Code)***

- Detailed Site Plan** — Shall reflect the specifically delineated areas to be zoned for restaurant S-P-1 for R-AB and all areas necessary to provide adequate and necessary ingress/egress and parking. Only within the area specifically delineated (R-AB) may deliver mixed beverages, including wine and beer, to individual rooms of the hotel pursuant to Section 28.01(b) of the Alcoholic Beverage Code of the State of Texas.
- Narrative Description** — Including alcohol to food sales ratio, statement of intent, proposed activities or entertainment uses, etc.
- [Optional] An Artist's rendering, photographs, elevation drawing or sketches, or other illustrations** for the proposed restaurant.



Zoning Change & Procedures

Zoning is the legal and administrative process whereby the community protects itself against indiscriminate land uses. The power to zone is conferred upon Texas cities to promote the health, safety, morals and general welfare of the public.

When the owner of any property in Irving wishes to use it in a manner that is prohibited by the current zoning, they or their representative must apply to request the zoning be changed.

Chapter 211 of the Local Government Code set out in detail the process for rezoning. In order to begin the process, you must supply the Planning Department with the following informational items:

1. Complete the front and back of the change of zoning request form. All items should be complete, including original signatures and correct legal description.
2. A filing fee, in cash, credit card or check, is required. This fee is based on the acreage of the request, a schedule follows. All checks should be made payable to the City of Irving. **If any site plan zoning district is requested, then a paper copy of the required site plan (11" x 17") or an electronic/digital PDF file by e-mail or flash drive must be submitted at the time of application.**
3. For an S-P-1 for R-AB request, the applicant shall submit a site plan pursuant to Section 2.7.3 of the Unified Development Code which shall satisfy all of the requirements of Section 3.3.
4. The "Notice of Zoning Change" sign shall be posted on the property **at least ten (10) days** prior to the Planning and Zoning Commission Public Hearing, and maintained until final action by the City Council. (Ordinance #4292) **Please note that ALL zoning case fees include maximum of 3 signs. A fee of \$15 per replacement sign will be charge.**
5. **If the applicant requests postponement of a case, a fee of \$200 will be charged as well as \$50.00 renotification fee.**

Application Fee Charts

Zoning Change without a Site Plan:

0 to 1.99 acres	\$700
2.00 to 4.99 acres	\$850
5.00 to 29.99 acres	\$1,200
30.00 to 99.99 acres	\$1,500
100.00 acres or more	\$2,450

Zoning Change S-P-1 (Detailed Site Plan), Site Plan for Restaurant w/ Alcoholic Beverage Sales (R-AB), Conditional Use Permit, or TOD Detailed Plan:

0 to 1.99 acres	\$850
2.00 to 4.99 acres	\$1,100
5.00 to 29.99 acres	\$1,300
30.00 to 99.99 acres	\$2,000
100.00 acres or more	\$3,600

Zoning Change S-P-2 (Generalized Site Plan), PUD Development Plan or TOD:

0 to 1.99 acres (Only for Single-family Residential)	\$625
2.00 to 4.99 acres	\$1,000
5.00 to 29.99 acres	\$1,175
30.00 to 99.99 acres	\$1,900
100.00 acres or more	\$3,300

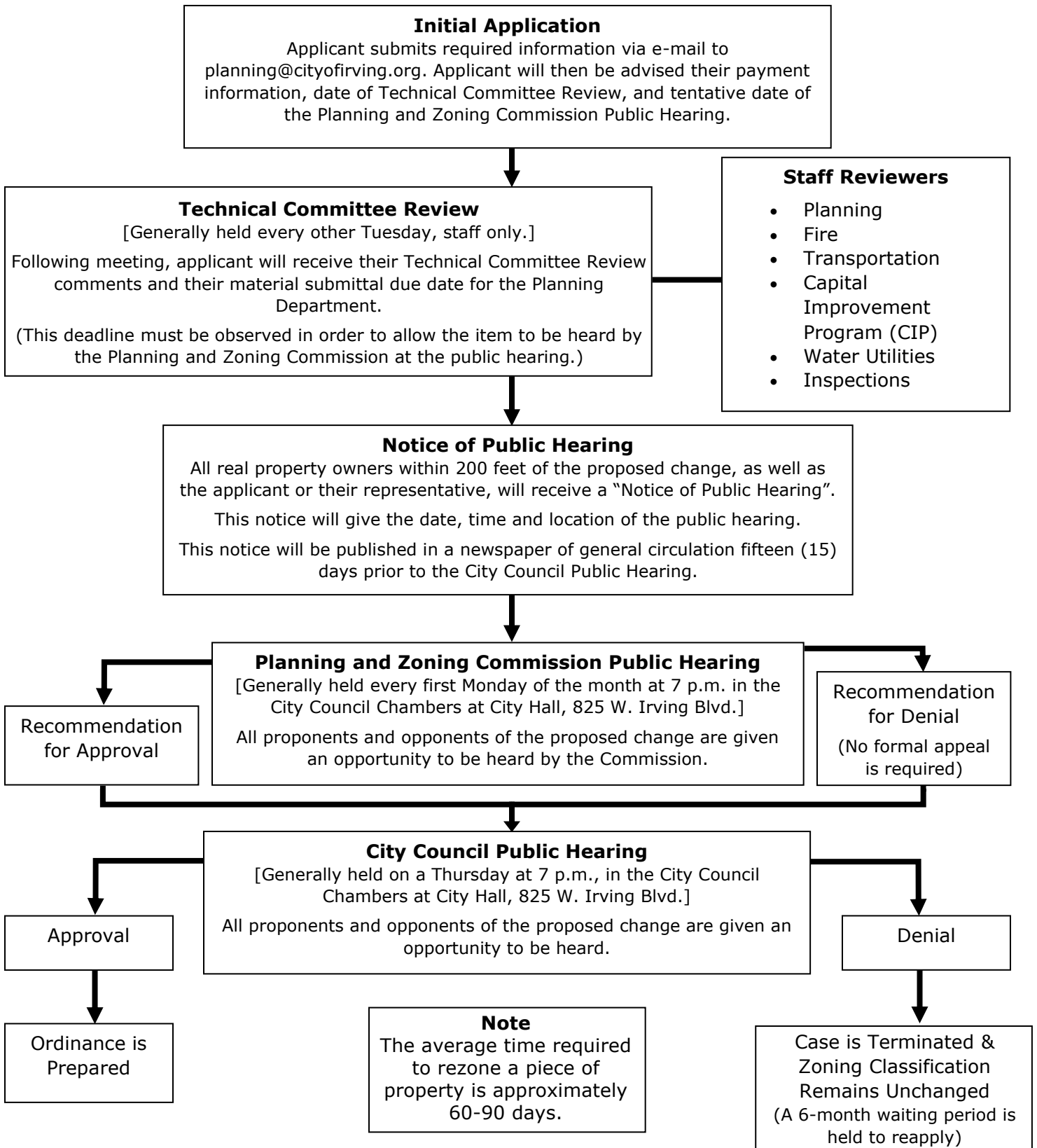
Other Requests:

Administrative Amendment	\$50
Landscape Standards – Heard by Planning and Zoning Commission	
• Residential, Individual Lots	\$400
• Nonresidential, Multifamily, and Single Family Residential Subdivision Development	\$600
Appeal of P&Z Action – Heard by Council	\$400
Special Fence Project Plan - Heard by Planning and Zoning Commission and City Council	
• Residential, Individual Lots	\$400
• Nonresidential, Multifamily, and Single Family Residential Subdivision Development	\$600
Multifamily Concept Plan	\$1,000 + \$1 per dwelling unit
New Street Signs after name change, per blade	\$155
Street Name Change	\$500
TABC	½ TABC Fee
Zoning Verification Letter	\$50
CPA (Comprehensive Plan Amendment)	\$500
Alcohol Distance Variance	\$600

Refunds for Submitted Applications:

Before Staff Review	100%
After Technical Review and Tech Letter Comments	50%
After Public Notice (items are placed on the agenda after public notice is sent)	0%
Postponement of a case	\$200
• Renotification Fee	\$50
• Additional Zoning Signs	\$15

Zoning Change & Procedures Flowchart





Checklist for S-P-1 (Detailed Site Plan) & S-P-2 (Generalized Site Plan) Requirements*

Requirements for both S-P-1 & S-P-2	
Current Date	✓
Scaled Drawing (With scale indicated) & northpoint	
Name of property owner & name of person preparing the plan (Labeled as such)	
Dimensions of property	
Distance and bearing from a corner of the property to the nearest street intersection	
Dimension from property line to centerline of existing water courses, drainage features and/or floodway easements	
Area map indicating the neighborhood in which the property is located	
Dimensionally locate driveways on property and indicate width of driveways (Not required but may be required by P&Z and/or City Council)	
Minimum building setback dimensions adjacent to all property lines	
Screening and landscaping plan may be required. If required, such a plan shall include: screening wall, ornamental planting, lawns and gardens and playgrounds and wooded areas that are to be retained	
<p><u>Add the following notes to the site plan:</u></p> <ul style="list-style-type: none"> • All surface material to meet the minimum standards of the City of Irving. • All fences, signs, lighting, luminaries and exterior auditory speakers will comply with City of Irving ordinances. • Landscaping will meet all requirements of Sections 3.13 and 4.5 of the Unified Development Code. • All uses permitted by Chapter 2.____ will be allowed and all requirements of Chapter 2.____ , _____ District of the Unified Development Code and any other applicable requirements of the Unified Development Code will be complied with, except: (list any variances to Zoning requirements here), (a) (b) (c) • Comments made by CIP, TxDOT, Fire, Parks, Planning, and the Water department staff during the S-P-2 Site Plan and Multifamily Concept Plan approval process do not waive or vary any city ordinances, codes, or regulations. Only variances specifically authorized by city ordinances shall be permitted and must be shown on the final approved Site plan and Multifamily Concept Plan. No International Codes, including all building and fire codes, as amended, may be varied through zoning. Approval of the plan does not constitute the acceptance of conditions and building plans may need to be amended to comply with applicable code and engineering standards. 	

Additional Requirements for S-P-1	
Dimensions and size of all buildings, including maximum height and buildings dimensionally located on the property	
Designate proposed specific land uses for all building areas	
Designate off-street parking and loading areas; dimension parking and loading areas, and dimensionally locate on property	
Indicate the ratio of parking to square feet of floor space or number of seats; or number of spaces provided for each dwelling unit	

*According to Chapters 2.7.3 and 2.7.4 of the Unified Development Code.