



DEPARTMENT OF DEVELOPMENT SERVICES

Development Services Center – 215 W. Hickory Street – Denton, Texas 76201 voice: (940) 349-8541

www.cityofdenton.com

Comprehensive Plan Amendment Application and Checklist

Property Information:

Project Name: _____ Parcel(s) Tax ID# (Required): _____

Project Address (Location): _____ Total Acres _____

Previous Project Number (If Applicable): _____

Existing Zoning: _____ # of Existing Lots: _____ # of Existing Units: _____

Proposed Zoning: _____ # of Proposed Lots: _____ # of Proposed Units: _____

Owner Information and Authorization:

Name: _____

Company Name: _____

Address: _____

Telephone: _____ Email: _____

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 development application. 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 application.

I hereby certify that I am the owner of the property and further certify that the information provided on this development application is true and correct. By signing below, I agree that the City of Denton (the "City") is authorized and permitted to provide information contained within this application to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Owner's Signature: _____ Date: _____

STATE OF TEXAS COUNTY OF _____ BEFORE ME, a Notary Public, on this _____ day personally appeared _____ (printed owner's name) the above signed, who, under oath, stated the following: "I hereby certify that I am the 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 Signature _____

(seal)



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Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals for DRC review and are generally what is needed to facilitate the review of the proposed **Comprehensive Plan Amendment**. A submittal of a complete application will facilitate a timely review. Failure of the applicant to provide required information or obtain a waiver from the DRC Chair will result in application not being processed. Under special circumstances, additional items may be required through the Development Review Committee process prior to approval.

Items to be submitted:

- Application and Checklist.**
- Associated Fee(s):** as listed on the **Development Review Fee Schedule**.
- Project Narrative:** Written proposal for the project. Describe the purpose of the Comprehensive Plan Amendment. **Refer to the attached Project Narrative Guidelines.**
- All documents shall bear appropriate seals, stamps or other validations/certifications of work as applicable in accordance with State law and local requirements.
- Legal Description:** 1) a subdivision reference or 2) a metes and bounds description of the property prepared and sealed by a registered land surveyor.
- Copies of Deed or Owner Authorization Letter**
- Comprehensive Plan Amendment Checklist:** I have reviewed the checklist and all submittals for completeness and accuracy.
- All documents are required to be PDF files, each sheet will be a single item and will be uploaded into ProjectDox.**

Pursuant to Section 35.3.3.B of the **Denton Development Code**, criteria for approval - generally:

1. A complete application and fee shall be submitted.
2. The application shall address the impact of the proposed change on the following:
 - a. The Goals and Objectives of The Denton Plan,
 - b. The Future Land Use element of The Denton Plan,
 - c. The balance of land uses in the City;
 - d. Adequate Public Facility elements of the Denton Plan, and how the proposed change will affect the provision of the services anticipated in The Denton Plan.
3. The actions in Section 35.3.3.A shall be further evaluated under the following factors to balance the interest in promoting the public health, safety, morals, or general welfare against the right to the use of the property in issue:
 - a. The existing land use pattern surrounding the property and the possible impact on existing or future development or uses that are in accordance with existing regulations;
 - b. The possible creation of an isolated district unrelated to adjacent and nearby districts;
 - c. The population density in order to facilitate the adequate provision of transportation, water, sewer, schools, parks, public convenience, and other public requirements;
 - d. The cost to the City and other governmental entities in providing, improving, increasing or maintaining public utilities, schools, streets and other public safety measures;
 - e. The possible impact on the environment, including but not limited to, drainage, soil erosion and sedimentation, flooding, air quality and water quantity;
 - f. Whether there are substantial reasons why the property cannot be used in accordance with existing zoning or that proposed by the Future Land Use Map; and
 - g. The action shall be made with reasonable consideration of the character of the district and its peculiar suitability for particular uses, and with a view of conserving the value of buildings and encouraging the most appropriate use of land throughout the City.



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Project Narrative Guidelines:

The purpose of this narrative statement is to provide information on the effects that the proposed development or land use action will have on the existing area related to transportation facilities, environmental resources, water, wastewater, solid waste collection, parks and recreation and other utilities. The project narrative assists staff with the analysis necessary to address concerns regarding compatibility with adjacent land uses and adequate public facilities. The following is to be used as a guide in drafting the project's narrative statement:

- Project Description/Summary
- Site History (past land development applications, platting, etc)
- Surrounding property uses
- Existing Site Conditions
 - Topography
 - Hydrology
 - Existing Land Uses
 - Existing Circulation (vehicle and pedestrian)
 - Existing Open Space, Recreation and Preservation Area
 - Existing Infrastructure and Utilities
 - Potable Water
 - Wastewater
 - Storm water
 - Solid Waste
 - Electric
- Proposed Site Conditions
 - Proposed Land Uses
 - Proposed Topography
 - Proposed Hydrology
 - Proposed Land Uses
 - Proposed Circulation (vehicle and pedestrian)
 - Proposed Infrastructure and Utilities
 - Potable Water
 - Wastewater
 - Storm water
 - Solid Waste
 - Electric
 - Proposed Open Space, Recreation and Preservation Area
- Proposed mitigation measures for nuisance abatement
 - Address compatibility concerns regarding noise, odor, fumes, dust, lighting, sufficient landscaping and screening created by the development.
 - Address consistency with requirements of the Denton Development Code (DDC) and goals, policies and objectives of the Denton Plan.