



Zoning Change 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, including the email address, 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)



DEPARTMENT OF DEVELOPMENT SERVICES

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

www.cityofdenton.com

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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 **Zoning Change**. 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 Zoning Change request. **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.
- Location Map**
- 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**
- Zoning Change 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 35.3.4.B.2 of the Denton Development Code, applications may be approved when the following standards are met:

1. The proposed rezoning conforms to the Future Land Use element of The Denton Plan.
2. The proposed rezoning facilitates the adequate provision of transportation, water, sewers, schools, parks, other public requirements and public convenience.

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:

1. Project Description/Summary
2. Site History (past land development applications, platting, etc)
3. Surrounding property uses
4. 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



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- Storm water
 - Solid Waste
 - Electric
5. That the use would be in conformance with all standards within the zoning district in which the use is proposed to be located, and in conformance with The Denton Plan and federal, state, or local law.
 6. That adequate capacity of infrastructure can and will be provided to and through the subject property.