

SELECT APPLICATION TYPE

- Zoning Change Special Use Permit Planned Development

DEVELOPMENT

Project Address _____
Project Name _____
Legal Description _____ Acreage _____
Current Zoning _____ Proposed Zoning _____
Current Use _____ Proposed Use _____

OWNER INFORMATION

Company/Name _____
Contact Name _____
Address _____ City _____ State _____ Zip _____
Phone _____ Email _____

For additional owners, please include additional copies of this page. The property owner **MUST** sign the application or submit a notarized letter of authorization.

REPRESENTATIVE/AGENT INFORMATION

Company _____ Contact Name _____
Address _____ City _____ State _____ Zip _____
Phone _____ Email _____

CERTIFICATION

I certify that the above information is correct and complete to the best of my acknowledge and ability, and that I will be fully prepared to present the proposal at a Planning and Zoning Commission and City Council public hearing. I reserve the right to withdraw this proposal at any time by filing a written request with the Development Services Department.

_____ Owner Signature	_____ Date	_____ Owner Name (Print)
_____ Agent Signature	_____ Date	_____ Agent Name (Print)

APPLICATION SUBMITTAL REQUIREMENTS

Applications submitted without original signatures and all required documents and information will not be reviewed and will be returned to the applicant for revision. Please be sure that all required items are included for the type of application requested.

Zoning information is available online in Chapter 52 of the City of Justin Code of Ordinances. If you have questions about the application process or any submittal requirements, please call the Development Services Department at (940) 648-2541 Ext. 5.

ALL APPLICATIONS must be submitted to development@cityofjustin.com.

The following items are required with all types of applications:

- Zoning Application form.
- Application filing fee as required by the City of Justin Fee Schedule. This fee is non-refundable.
- One digital copy of the subdivision plat (if the property is platted)
- If request is for (i) a portion of a platted lot, or (ii) an unplotted lot, surveyed site boundary dimensions (metes and bounds) and gross acreage determined by a licensed surveyor must be provided electronically in PDF format and paper copy.
- Original paid receipt or tax certificate indicate that the property taxes have been paid for the property. The certificate may be obtained for a fee from the Denton County Tax Office at
- Completed trip generation data form, if requested by the City Engineer. This will be used to determine if a traffic impact analysis will be required for the development.
- If the ownership does not match the ownership on the Denton County Appraisal District website, a warranty deed shall be submitted with this application. Please verify ownership prior to submitting the application.
- Additional information may be requested by the Development Review Committee if deemed essential for review and consideration by the Planning and Zoning Commission and City Council.
- Additional application submittal requirements, based on the specific type of application (see below)

ZONING CHANGE

- Zoning exhibit indicating the proposed land area of the zoning area request. The exhibit must show the abutting properties, adjacent streets, and all structures on the property. A copy of a subdivision plat or a copy of a property survey less than two years old will satisfy this requirement.

PLANNED DEVELOPMENT

- A written statement describing what the applicant wants to achieve in the development of the property and how the proposal conforms to the development standards established in Chapter 52 Article IV. Planned Developments of the City Code of Ordinances. This statement should be prepared as a narrative description of the character of the proposed development and rationale behind the assumptions and choices made by the applicant, including the use and ownership of open spaces. This is the applicant's opportunity to describe what they want to do with the property and why. The applicant may also submit drawings, photographs, company information and other relevant material with the application.
- Confirmation of the required pre-submittal meeting with City staff.
- A Site Plan showing the items indicated in the technical requirements described below for SITE PLAN.

SPECIAL USE PERMIT

- A written statement describing what is to be achieved in the development proposal for the property.
- Site Plan showing the items indicated in the technical requirements described below for SITE PLAN.

SITE PLAN

Applications requiring a site plan must show the items indicated in the technical

- SITE LAYOUT
 - o Location map, north arrow, graphic and written scale (not less than 1" = 60').
 - o Existing zoning and land use of the properties adjacent to the site.
 - o Existing structures on the site, indicating setbacks from property lines.
 - o Proposed land uses and building locations, indicating setbacks from property lines.
 - o Square footage, acreage, and density of all proposed land use and lots.
 - o Location and gross area of all streets, sidewalks, and other paved surfaces and its percentage of total property area.
 - o Gross area of open space area and recreational areas and its percentage of total property area.
 - o Existing and proposed public and private rights-of-ways, easements, access points into the property, and street names.
 - o Calculations and location of all off-street parking and loading facilities.
 - o Location, type, and elevation drawings of all signs, including ground and building-mounted signs.
 - o For residential uses, the number, type, and density of each type of dwelling unit (i.e., single-family, multi-family, townhouse, etc.).
- LANDSCAPE PLAN
 - o Plans demonstrating compliance with standards described in Chapter 52, Zoning of the City's Code of Ordinances, showing all required and proposed landscape setbacks, buffer yards, screening, and fencing.
 - o Tree preservation plan per Chapter 52, Zoning of the City of Justin Code of Ordinances if protected trees are present on the property.
- BUILDING ELEVATIONS
 - o Plans demonstrating compliance with standards for exterior appearance quality as described in Chapter 52, Zoning of City of Justin Code of Ordinances.
 - o Elevation drawings of all sides of building, showing dimensions, height, building materials, color, texture, and design.
 - o Percentage calculations of building materials for each facade.
- PHOTOMETRIC PLAN
 - o Plans demonstrating compliance with standards described in the Zoning Chapter.
 - o Location, type, and number of all exterior lighting, including building and pole mounted fixtures.
 - o Lighting manufacturer specifications or cut sheets of each type of luminaire equipment.
 - o Calculations and analysis of anticipated light distribution generated by all exterior lights.
- ENGINEERING PLANS
 - o Civil engineering plans for all public and private improvements for water, sanitary sewer, storm-water, grading, and drainage. Plans must demonstrate compliance with the City of Justin TCSS Manual.
 - o Traffic impact analysis or traffic circulation analysis, if required by the City Engineer for this property.

The graphic below describes the major steps of the zoning application process. The length of the process varies depending on the complexity of each project. Typically, the process could run at least 12 weeks from application to final action.

