

# **2015 Zoning Guide**



**City of Lucas, Texas  
665 Country Club Road  
Lucas Texas 75002**

**Office 972-727-8999  
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[www.lucastexas.us](http://www.lucastexas.us)**



# ZONING APPLICATION City of Lucas, Texas

|                         |
|-------------------------|
| <b>Office Use Only:</b> |
| _____                   |
| <b>Date Received</b>    |
| _____                   |
| <b>Received by</b>      |
| _____                   |

Name of Subdivision or Project: \_\_\_\_\_

**Application Type**

|  | <b>Application Fee</b> |
|--|------------------------|
| ___ Initial Zoning (Newly annexed or Agricultural property) Per Classification               | \$450.00               |
| ___ Rezoning (Property currently zoned) Per Classification                                   | \$450.00               |
| ___ Specific Use Permit (SUP) – see Zoning Ordinance for special requirements and procedures | \$450.00               |

**Physical Location of Property:** \_\_\_\_\_  
*[Address and General Location -- approximate distance to nearest existing street corner]*

**Brief Legal Description of Property (must also attach accurate metes and bounds description):**  
\_\_\_\_\_  
*[Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]*

**Collin County Appraisal District Short Account Number:** \_\_\_\_\_

**Acreage:** \_\_\_\_\_ **Existing Zoning:** \_\_\_\_\_ **Requested Zoning:** \_\_\_\_\_  
*[Attach a detailed description of requested zoning]*

**OWNER'S NAME:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Applicant/Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Street/Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_ **Zip:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**ENGINEER / REPRESENTATIVE'S NAME:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Street/Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_ **Zip:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_ **Email Address:** \_\_\_\_\_





# Department of Planning and Development

## Zoning Application Packet

The City is concerned about the time, expense and efforts you and City staff have or will put into your project. The checklists herein are provided to expedite the project review process, and to provide clear understanding as to what will be required, what will be expected and what will be evaluated. City staff is bound by City ordinance and State law regarding publishing of notices, mail-outs, etc. that will have an effect upon when your project will be heard by the approval body, **which can only occur when the Zoning Application and plans are complete in all detail.**

Please read each checklist carefully. They are to be complete in all details for all projects prior to acknowledgement by the City that the respective plan is accepted to proceed for approval. Instructions for completion are included with each checklist. . Development regulations may be reviewed on the City's web site [www.lucastexas.us](http://www.lucastexas.us)

It is recognized that there most often will be changes needed from what is initially submitted to the City for review. City staff conscientiously examines each item on a checklist to see if the item was sufficiently addressed according to City requirements. Where deficiencies are found, the plans will be marked up and returned to the applicant named on the application to be addressed prior to further review or acceptance. Please note the following:

## ZONING SUBMISSION REQUIREMENTS

### 1<sup>st</sup> or initial submittal

- 2 (two)-24"x36" folded (approximately 8" x 12") copies of each Plan herein
- An electronic copy of required Plat and/or Exhibits in pdf. format.
- 6 (six) 11" x 17" hardcopy reductions
- The completed checklist
- A completed application
- A letter requesting any variance or exception, or why an issue was not addressed
- An 8½ x 11 hardcopy reduction of the Plat
- A fee as required herein

### 2<sup>nd</sup> and 3<sup>rd</sup> submittals to address requirements

- Highlight questions asked by DRC committee in bold.
- Provide response/correction directly below DRC question.
- 2 (two)-24"x36" folded (approximately 8" x 12") copies with required corrections
- An electronic copy of the corrected Plat and/or Exhibits in pdf format.
- 6 (six) 11" x 17" hard copy reductions with required corrections

### 4<sup>th</sup> and subsequent submittal(s)

- 2 (two)-24"x36" folded (approximately 8" x 12") copies with required corrections.
- A fee equal to the original submission fee

### When staff has determined the application is complete and accepted for final approval

- 30 (thirty) -24"x36" folded copies of Zoning Concept Plan and any/all other required Plan Exhibits
- 4 (four) -11"x17" Z folded copies.
- An electronic copy (8 ½ x 11 Format) in pdf. format.
- Labels of an appropriate size for mailing, with current property owner/s name and address, of any property located within 500' of all property lines.
- A copy of the affected parcels on a CollinCad generated map.
- Any changes made after Planning & Zoning review and before City Council review will require:
  - 15 – (fifteen) 24"x36" copies of each Plan, folded to approximately 8" x 12"
  - 4 (four) 11" x 17" or "12 x 18" reductions of each plan Tri or Z – folded.
  - An electronic copy of all Plans in pdf. format.



# Zoning Exhibit Checklist

## Minimum Requirements

Project Name \_\_\_\_\_

Preparer \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for a zoning or rezoning submission. An application is incomplete unless all applicable information noted below is submitted to the Department of Planning and Community Development. Indicate that all information is included on the submitted plans by initialing the box next to the required information. **Initialing the box certifies to the City that you have completely and accurately addressed the issue.** Return this form at the time of application submittal.

A zoning/rezoning request and associated plans are expected to be submitted complete and accurate in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes, depending on the amount/magnitude of changes or corrections needed.

### **For Zoning or Rezoning to a Straight Zoning District**

- Location/vicinity map showing the location of the proposed zoning with cross streets is included. Indicate scale or not to scale (NTS) and provide north arrow.
- Abstract lines, survey lines, county lines, corporate boundaries are correctly shown and clearly labeled.
- Statement of purpose and intent of the zoning or rezoning that includes:
  - Land Use(s) proposed
  - Existing and proposed zoning
  - Impact of uses(s) on the transportation system. NOTE: The City will determine if a Traffic Impact Analysis (TIA) is required.
  - Impact of the use(s) on water and wastewater utilities (e.g. provide statement as to general availability).
  - Impact on land use(s) adjacent to the rezoning request.
  - Conformance to the Comprehensive Plan.
  - Other information as required by City staff, Planning & Zoning Commission, and/or City Council
  - If a residential use, the density of the proposal and density of adjacent residential use(s).
- Adjacent zoning and existing land use/s within 500 feet is indicated.
- Adjacent driveways, streets, roads and other thoroughfares within 500 feet of the property are shown and labeled.
- A note is included that states that development of the site will be in accordance with City of Lucas development standards
- Provide an electronic file (pdf.) of Legal Description/Metes & Bounds Description with labeling at top of document.
- Labels of an appropriate size for mailing, with current property owner/s name and address, of any property located within 500 feet of all property lines of subject property.

## For Special Use Permit (SUP) Requests, Conditional Use Permit (CUP) Requests and Planned Development / Zoning District Requests or Amendments

- Zoning boundary is indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearing/s and distance/s.
- A title block in the lower right corner that includes large, boldly printed “ZONING CONCEPT PLAN - EXHIBIT B”, owner and engineer's, architect's, and/or surveyor's names, addresses and phone numbers, project name, total acreage, survey name and abstract number (Addition Name & Lot and Block info. if platted property), Collin County, submission date, and a log of submittal/revision dates since submitted to the City.
- A note shall be affixed to the Zoning Concept Plan as follows:
- “This Concept Plan is for illustrative purposes only and subject to change. This Concept Plan, along with development regulations (For Planned Development Requests), are intended to describe the intent of the Planned Development. Significant deviations from this Concept Plan, as determined by the Director of Planning, will require an amendment to the Concept Plan and, as necessary, the development regulations.”
- Location/vicinity map showing the location of the proposed zoning request/change with cross streets is included. Indicate scale or not to scale (NTS) and provide north arrow.
- Written and bar graph scale, and north arrow are indicated. North shall be oriented to the top or left side of the sheet.
- Abstract lines, survey lines, corporate boundaries are correctly shown and clearly labeled.
- Statement of purpose and intent of the rezoning that includes:
  - Land Use(s) proposed
  - Existing and proposed zoning and land use
  - Impact of uses(s) on the transportation system. NOTE: The City will determine if a Traffic Impact Analysis (TIA) is required.
  - Impact of the use(s) on water and wastewater utilities (provide general statement with regard to availability).
  - Impact on land use(s) adjacent to the rezoning request.
  - Conformance to the Comprehensive Plan.
  - Other information as required by Planning staff, Planning & Zoning Commission, and/or City Council
- Adjacent existing land use/s within 500 feet is indicated.
- Adjacent driveways, streets, roads and other thoroughfares within 500 feet of the project are shown.
- Concept Plan includes the following:
  - Land use/s proposed (building footprint/s are to be graphically shown).
  - Thoroughfares as depicted on the Master Thoroughfare Plan (MTP) within and adjacent to the site are accurately located, named and dimensioned. Existing is to be shown as a light, solid line; proposed shown as a medium weight solid line.
  - Medians, left-turn lanes, median openings, curb cuts, acceleration/deceleration lanes within 200 feet of the property are accurately located, labeled, and dimensioned. Existing is to be shown as a light, solid line; proposed shown as a medium weight solid line.
  - If a structure is proposed, or proposed to remain, a minimum and maximum square footage (If no definitive/specific user/s are identified at this time) is indicated for the structure(s).
  - If a structure is proposed, or proposed to remain, the use, approximate location, and square footage of each building is provided.
  - If a residential use, the density of the proposal and density of adjacent residential use(s).
  - Project phasing lines
  - Other pertinent data as may be required by City staff, Planning and Zoning Commission, and/or City Council
  - Location of present, future or proposed public dedication of parks, open space, etc.
- Labels of an appropriate size for mailing, with current property owner/s name and address, of any property located within 500 feet of all property lines of subject property.

**Special Use Permit (SUP)** and **Conditional Use Permit (CUP)** requests shall also include the following items in table format on the Zoning Concept Plan (Exhibit "B") and those specified in items 1 thru 10 above as applicable:

- Existing/proposed Lot Number/s
- Lot area specified in square feet and acreage
- Building square footage (Indication of Minimum and Maximum suggested if no definitive/specific user/s identified at this time)
- Proposed use for each proposed building by category of use (e.g. Retail, Medical Office, Restaurant with or without Drive-Thru, Convenience Store, Bank with Drive-Thru, Church, etc.)
- Parking count required and specified per use/s with required ratio indicated
- Parking count provided is specified

**Planned Development (PD)** Zoning District requests shall also include Development Regulations (labeled/titled Exhibit "C") with the following:

- Hard copy 8 ½ X 11 and pdf. File on disk is provided.
- List of proposed land uses
- Proposed use/s for each building (non-residential & mixed use development) by category of use (e.g. retail, professional office, medical office, church, restaurant, bank with drive through, etc.)
- Maximum square footage of each building (non-residential uses)
- Minimum lot area (residential uses)
- Minimum lot width (residential uses)
- Minimum lot depth (residential uses)
- Heights and stories
- Maximum lot coverage percentage
- Maximum lot count (residential uses)
- Minimum house size square footage excluding garages and breezeways
- Fencing requirements indicated
- Garage type/s indicated (e.g. front entry, rear entry alley served, "J"-hook, etc.)
- Accessory Building regulations
- Subdivision Ordinance waiver/modification requests are specifically listed.
- Parking count required specified per use/s with required ratio indicated
- Parking count provided
- Statement is provided indicating that all current development requirements of the City as amended shall be met unless approved otherwise within these Planned Development Zoning District Development Regulations.
  
- Hard copy (8 ½ X 11) and electronic file (pdf.) of Legal Description/Metes & Bounds Description with labeling at top of document indicating Exhibit "A" is provided.
- Labels of an appropriate size for mailing, with current property owner/s name and address, of any property located within 500' of all property lines.
- Note is included on plan
- NOTE: DEVIATIONS FROM CURRENT DEVELOPMENT STANDARDS/REGULATIONS NOT SPECIFICALLY ADDRESSED/LISTED FOR APPROVAL AS PART OF PLANNED DEVELOPMENT REGULATIONS MAY REQUIRE A HEARING/APPROVAL BY THE BOARD OF ADJUSTMENT (BOA).