

CITY OF LUCAS

Zoning Guidelines and Application



665 Country Club Road
Lucas, Texas 75002

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www.lucastexas.us



ZONING SUBMISSION REQUIREMENTS

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 a clear understanding of 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 as determined by City staff.

Please read each checklist carefully. They are to be complete 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.

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 and returned to the applicant named on the application to be addressed prior to further review or acceptance.



ZONING SUBMISSION REQUIREMENTS

1st or initial submittal

- 2 (two) - 24" x 36" folded to approximately 8" x 12" copies of each plan
- An electronic copy of required plat and/or exhibits in pdf format.
- 6 (six) - 11" x 17" hardcopy reductions
- Completed checklist
- Completed application
- A letter requesting any variance or exception, or why an issue was not addressed
- An 8 ½" x 11" hardcopy reduction of the Plat
- A fee as required

2nd and 3rd submittals to address requirements

- Highlight questions asked by Design Review Committee (DRC) committee in bold.
 - Provide response/correction directly below DRC question.
- 2 (two) - 24"x 36" 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

4th and subsequent submittal(s)

- 2 (two) - 24" x 36" 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" x 36" folded copies of Zoning Concept Plan and any/all other required Plan Exhibits
- 4 (four) - 11" x 17" Z folded copies.
- An electronic copy (8 1/2 x 11 size) 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" x 36" 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 Development Services Department. Indicate that all information is included on the submitted plans by initialing the box next to the required information. Initialing each item 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 stating 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.
- ____ Mailing 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.



Zoning Exhibit Checklist

Minimum Requirements (continued)

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 Development Services Director, 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 (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
- _____ Adjacent zoning and 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 that 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.
- _____ Mailing 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.



Zoning Exhibit Checklist

Minimum Requirements (continued)

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

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 and 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.
- ___ Mailing 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.

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).



ZONING APPLICATION

City of Lucas, Texas

Name of Project: _____

| | Application Fee |
|--|------------------------|
| ___ 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: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Phone: (____) _____ Fax: (____) _____ Email Address: _____

ENGINEER(S) / REPRESENTATIVE(S) NAME: _____

Contact Person: _____ Title: _____

Company Name: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Phone: (____) _____ Fax: (____) _____ Email Address: _____



ZONING APPLICATION (continued)

Name of Project: _____

****READ BEFORE SIGNING BELOW:** If there should be more than one property owner, complete a separate sheet with the same wording as below. The City requires all original signatures. If applicant is other than the property owner a "Power of Attorney" with original, notarized signatures is required. (Notaries are available upon submittal.)

SUBMITTAL DEADLINE: 30 DAYS PRIOR TO P&Z PUBLIC HEARING DATE. All zoning applications must be advertised in the newspaper, and notices must be mailed to all property owners within 500 feet of the subject property. Please contact City staff in advance for submittal deadlines.

ALL APPLICATIONS MUST BE COMPLETE, ACCOMPANIED BY THE APPLICABLE CHECKLIST AND TAX CERTIFICATE SHOWING TAXES PAID, BEFORE THEY WILL BE SCHEDULED FOR P&Z AGENDA. It is the applicant's responsibility to be familiar with, and to comply with, all City submittal requirements (in the Zoning & Subdivision Ordinances, and any separate submittal policies, requirements and/or checklists that may be required from City staff), including the number of plans to be submitted, application fees, etc. Please contact City staff in advance for submittal requirements. [Drawings will not be returned to applicant.]

SUBMISSIONS. Failure to submit all materials to the City with this application will result in delays scheduling the agenda date.

NOTICE OF PUBLIC RECORDS. The submission of plans/drawings/etc. with this application makes such items public record, and the applicant understands that these items may be viewed by the general public. Unless the applicant expressly states otherwise in writing, submission of this application (with associated plans/drawings/etc.) will be considered consent by the applicant that the general public may view and/or reproduce (i.e., copy) such documents.

ALL PARCELS/PROPERTIES MUST MATCH IN ACREAGE ALL OTHER DOCUMENTS SUBMITTED, WITH NO AMBIGUITY.

STATE OF TEXAS }
COUNTY OF COLLIN }

BEFORE ME, a Notary Public, on this day personally appeared _____ the undersigned who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (proof attached) for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."

****Owner / Agent (circle one)**

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, _____. [Notary seal]

Notary Public in and for the State of Texas: _____

| Official Use Only | Action Taken |
|---|--------------|
| Planning & Zoning: _____ | Date: _____ |
| City Council: _____ | Date: _____ |
| Applicant Made a Written Withdrawal: Yes or No | Date: _____ |