

Please complete all information below. Incomplete applications may not be accepted by the Planning Department.

Pre-Filing Application

Select Application Type

30 Day Application

- Planned Development (PD) Zoning (New or Revised Concept/Detail Plan (\$4,600 + \$50.00 per acre)
- Planned Development – Amendment of Conditions (\$2,000)
- Specific Use Provision – New Construction or Expansion (\$2,000 + \$50.00 per Acre)
- Specific Use Provision – Renewal (\$2,000)
- Specific Use Provision- Name or Use change (\$2,000)
- Specific Use Provision- residential less than one (1) Acre (\$500, 0 – 1 acre)
- Zoning Change Request (\$2,000)
- Downtown Development Plan – Less than One Acre (\$1,000)
- Downtown Development Plan – One Acre or Above (\$6,000)

- Planned Development (PD) zoning (New or Revised Concept/Detail Plan) (\$9,000 + \$50.00 per acre)
- Planned Development – Amendment of Conditions (\$6,700)
- Specific Use Provision – New Construction or Expansion (\$8,000 + \$50 per Acre)
- Specific Use Provision- Renewal (\$6,700)
- Specific Use Provision- Name or Use change (\$6,700)
- Specific Use Provision- residential less than one (1) Acre (\$6,600)
- Zoning Change Request (\$8,000)
- Downtown Development Plan – Less than one Acre (\$6,000)
- Downtown Development Plan – One Acre or Above (\$9,900)
- Resubmission of Any Application Denied Due to Errors in the Detail Plan

PROPERTY INFORMATION

Property Address: _____
 (If no address is available then provide a general location.)

Subdivision Name: _____ Block: _____ Lot: _____
 (If the property is not subdivided, submit a Metes and Bounds description in Microsoft Word format.)

Total Acreage: _____ Existing Zoning: _____ Proposed Zoning: _____

Proposed Use/Change _____ Pre-Submittal#: _____

PROPERTY INFORMATION

Property Owner (name or entity): _____ Owner Contact Name: _____

Owner Address _____ City: _____ State: _____ Zip: _____

Owner Email: _____ Office/Cell Phone: _____

Applicant/ Agent (name or entity): _____

Contact Address: _____

City: _____ State: _____ Zip: _____

Contact name: _____ Contact Email: _____

Office/Cell Phone: _____

NOTE: All applications required an Acknowledgement Sheet on page 2 of this application. Otherwise, the Planning Department may reject this

OFFICE USE ONLY

Case # _____ Receipt # _____ Fee Amount: _____



GARLAND

TEXAS MADE HERE

Acknowledgement Application

Planning & Community Development

800 Main Street 2nd Floor

Ph: (972) 205-2445

WWW.GARLANDTX.GOV

Acknowledgments

I understand that all required information and plans must be submitted with this application or the application be deemed incomplete as per Section 1.16 of the Garland Development Code

I understand the requirements of the zoning classifications as stated in the Garland Development Code related to this request and will comply with all necessary requirements of the City codes. I am aware that the City Council has the power to zone land as most appropriate in their wisdom, to promote the health, safety, and morals and for the protection and preservation of places of historical or cultural importance, and the general welfare of the community.

The City of Garland will not accept any application for rezoning if property taxes or liens are outstanding or delinquent. Any property taxes or liens owed to the City of Garland must be paid in full prior to being accepted by the Planning Department.

It is a misdemeanor to give false information to a City employee or an agent of the City, punishable by a maximum fine of \$1,000.00.

I have read and understand this application and certify that all information and attachments are true and correct. I certify that I am the owner of the property involved in this request or have authorization to act as the owner's agent for the request described. Applicants (or a representative) are expected to be present at all public hearings concerning this application to justify and explain their request and to answer questions posed by the City Plan Commission and City Council.

Signature of Current Property Owner _____ Date _____

BEFORE ME, the undersigned authority, on this day personally appeared _____
(printed owner name)

known to me to be the person whose name is subscribed to the foregoing instrument _____ and
(printed notary name)

acknowledged to me that they executed the same for the purposes and consideration and under the authority therein expressed.

GIVEN under my hand and seal of office this ____ day of _____, 20 ____.

Signature of Notary: _____

Notary Public for and in the State of Texas

My commission expires: _____

In all circumstances, the above section must be signed by the owner and notarized. If a person other than the owner is submitting this application, the below section must be signed by that person and notarized (that person is the applicant/agent). Effective January 1, 2017 all Notary Stamps must contain the Notary Identification Number.

Signature of Applicant/Agent _____ Date _____

BEFORE ME, the undersigned authority, on this day personally appeared _____
(printed applicant/agent name)

known to me to be the person whose name is subscribed to the foregoing instrument _____
(printed notary name)

and acknowledged to me that they executed the same for the purposes and consideration and under the authority therein expressed.

GIVEN under my hand and seal of office this ____ day of _____, 20 ____.

Signature of Notary: _____

Notary Public for and in the State of Texas

My commission expires: _____

Public Hearing Submittal Materials Checklist

***All materials must be submitted via email due to COVID-19, until further notice.**

Schematic Engineering Documents (Must be submitted **Directly** to the Engineering Department **prior to the submittal of this Application.**)

- Has this submittal requirement been met?**
- Legal Description of Property in Word Document format **ONLY**
- Acknowledgement Sheet – Both sections must be fully executed
- Detailed written description of request
 - Whether the proposal implements the policies of the City
 - Whether the uses allowed by the proposal will be appropriate in the immediate area concerned and their relationship to the general area and the City as a whole;
 - Whether the proposed change is in accordance with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers, and other utilities to the area;
 - Any other factors, which substantially affect the public health, safety, morals, or general welfare.
 - If PD application, then include PD Deviations
 - If SUP application, then include:
 - Duration in years for SUP
 - Days of Week and Hours of Operation
 - Proposed Use
- Electronic Drawing: 24" X 36" Vector PDF document
- Electronic Drawing: 8 ½" X 11" PDF Document
- Tax Record:
 - PDF copy within last 30 calendar days.
 - Search tax records here:
 - City's Tax office: <http://www.garlandtx.gov/Faq.aspx?QID=632>
 - You will then find an instruction that directs you to [Texaspayments.com](https://www.texaspayments.com):

(Continued on next page)

Development Check List

P = Provided | NP = Not Provided | NR = Not Required

PLANNED DEVELOPMENT

Proposed Development (New and Amending)

P	NP	NR	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	*	Site plan (see Site Plan Checklist)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Color Building Elevation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage Plan (See Building Elevation Checklist and Signage Plan Checklist)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan (See Landscape Plan Checklist)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting Plan (if specified by the Planning Department)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor Plan

*Site plan is required for all PD applications.

PLANNED DEVELOPMENT

Within an Existing Building/NO Construction

P	NP	NR	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	*	Site plan (see Site Plan Checklist)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting Plan (if specified by the Planning Department)

*Site plan is required for all PD applications.

SPECIFIC USE PROVISION

New Construction / Existing Development*

P	NP	NR	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan (see Site Plan Checklist)*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Color Building Elevation and Signage Plan (See Building Elevation and Signage Plan Checklist)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan (See Landscape Plan Checklist)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting Plan (if specified by the Planning Department)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor Plan*

DOWNTOWN (DT) DISTRICT - FRAME WORK PLAN; REGULATING PLAN; OR MAJOR WAIVER

P	NP	NR	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frame-Work Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regulating Plan

- Street network depicting all major, secondary, collector, local and alley thoroughfares and trail network;
 - Street types;
 - Public open space; Location and capacity of utilities; Mandatory or recommended flex space construction at-grade; Terminated vista and landmark feature locations;
 - Building height, building type or land use overlay(s) (if applicable);
 - A Phasing Plan of open space amenities (if applicable);
 - Any waivers being requested (any variation to this Chapter's standards must be specifically requested); and
 - Any requirements specific to the site, as may be determined by the Planning Director
- Site plan (see Site Plan Checklist)
 - Phasing Plan
 - Landscape Plan (See Landscape Plan Checklist)
 - Hardscape Plan
 - Circulation Plan
 - Lighting Plan (if specified by the Planning Department)
 - Color Building Elevation and Signage Plan (See Building Elevation and Signage Plan Checklist)
 - Floor Plan
 - Traffic Impact Analysis, if required
 - Schematic Engineering Drawings and, as applicable, utility layout and capacity analysis

Notes
