



CITY OF DECATUR, TEXAS

Development Services ★ 1601 S. State St ★ P.O. Box 1299 ★ Decatur, TX 76234 ★ www.decaturtx.org

Comprehensive Plan Amendment Checklist

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 Planning Director will result in application not being processed. **Under special circumstances, additional items may be required.**

The Project Plan is intended to provide the Planning and Zoning Commission and the City Council with the information and data that is necessary to assess the merits of requests for the amendment.

Application Requirements:

- Application form, signed checklist and the appropriate application fees,
- Letter of intent including:
 - Existing and proposed land uses categories,
 - Justification for the request,
 - An assessment of public facilities, demonstrating the adequacy of or provision for public facilities serving the proposed development, including but not limited to roads and/or traffic, water, wastewater, drainage and schools,
- Location map indicating property for which the Comprehensive Plan Amendment is requested,
- Proof of ownership (recorded property deed, current year tax statements or tax certificate),
- Documentation on any and all liens and lien holders of property,
- A project plan. Submit a project plan drawn in ink and on plain white paper. Drawings by an engineering firm are preferred.
- Written and electronic legal description of property being rezoned on an 8½" X 11" sheet - one (1) typed copy on plain bond - no letterhead and
- Electronic .pdf or an email containing the general required documents.

- I have reviewed the checklist and all submittals for completeness and accuracy. If application submittal is determined to be incomplete, additional fees may be assessed.

Signature

Date

Contents of a Project Plan:

- Drawn on a sheet size of 18" X 24" or 24" x 36" to an engineer scale not smaller than 1" = 60' (smaller or larger sheet size or scale may be accepted only if approved by Planning Director).
- Project name, vicinity map, scale, north arrow and date.
- Any city or extraterritorial lines traversing or on the boundary of the development.
- Name, address and telephone numbers of all professional consultants, if any.
- Applicant's name and address and their legal interest in the subject property.
- Owners name and address, if different from the applicant.
- Property boundaries plotted to scale with bearings and distances shown and a layout of the development, showing the configuration and location of proposed land use amendment.
- Existing and proposed land use designation as contained in the future land use map.
- Existing and proposed zoning designations. Zoning designations and existing uses adjacent to the proposed development.

CITY OF DECATUR DEVELOPMENT SERVICES UNIVERSAL APPLICATION

Check box to indicate application type

Incomplete applications will be rejected

<input type="checkbox"/> Annexation Petition	<input type="checkbox"/> Gas Well Development Plat	<input type="checkbox"/> Specific Use Permit
<input type="checkbox"/> Amending Plat	<input type="checkbox"/> Plat Extension-Final or Preliminary	<input type="checkbox"/> Subdivision Variance
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Zoning Change
<input type="checkbox"/> Conveyance Instrument	<input type="checkbox"/> Replat	<input type="checkbox"/> Zoning Variance (ZBA)
<input type="checkbox"/> Design Standards Variance	<input type="checkbox"/> ROW Use Agreement	<input type="checkbox"/> Vacation Plat
<input type="checkbox"/> Final Plat	<input type="checkbox"/> ROW Abandonment/ Closing	<input type="checkbox"/> Other _____

Application Requirements: Signed application form, application fees, Copy and filing fees, Proof of Ownership (Recorded Deed or current tax statements), required # of plats / plans, signed checklist and a PDF of all documentation.

PROJECT INFORMATION: Residential Commercial Is this property platted? Yes No
If this property is not platted, submit a survey with complete metes and bounds description sealed by a licensed surveyor

Project Name: _____ Total Acres _____

Project Address (Location): _____ Parcel(s) Tax ID R #: _____
(LOT, BLOCK & SUBDIVISION OR SURVEY WITH METES & BOUNDS DESCRIPTION SEALED BY A LICENSED SURVEYOR)

Parent Project Name/Number _____ Parcel(s) Tax ID GEO #: _____

Brief Description of Project: _____ ETJ Yes

Existing Use: _____ Existing Zoning: _____ # of Existing Lots: _____ # of Existing Units: _____

Proposed Use: _____ Proposed Zoning: _____ # of Proposed Lots _____ Proposed Units: _____

APPLICANT INFORMATION: Please circle your preferred method of contact.

Applicant / Company _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

Property Owner _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

Please state the identity of any individual(s), or other entities that presently hold a lien upon the real estate which is the subject of this request:

Lien Holder (if applicable) _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

Key Contact/Company _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

(MUST BE SIGNED FOR ALL APPLICATIONS) - Letter of authorization required if signature is other than property owner and a letter of authorization is required from lienholder/mortgagee, if applicable.

I hereby certify that I am the owner of the property identified in this application; or, that I am the authorized agent of the owner of said property; and that I am authorized to act in their behalf, and that this application, to the best of my knowledge and belief, is true and correct.

PROPERTY OWNERS INFORMATION

PRINT NAME SIGNATURE OF PROPERTY OWNER

PRINT NAME SIGNATURE OF PROPERTY OWNER

LIEN HOLDER (MUST BE SIGNED FOR ALL PRELIMINARY, FINAL & REPLATS)

If applicable, Lien holder/mortgagee must also sign plat for filing of record.

PRINT NAME SIGNATURE OF LIEN HOLDER

For Departmental Use Only

Case#: _____

Project Mgr : _____

Total Fee(s): _____

Payment Method: _____

Accepted By: _____

FREQUENTLY ASKED QUESTIONS

When will my application be considered?

Your application will be reviewed by the Planning & Zoning Commission (P & Z) and then the City Council. P & Z usually meets the first **Tuesday** of each month, while Council meets on the 2nd and 4th **Mondays** of each month.

When should I apply?

By law, your application **may** require a minimum of two public hearings. These hearings must be advertised in the local newspaper 15 days prior to the meetings. In order to be heard at the next P & Z meeting, you will need to apply a minimum of 40-45 days prior to the meeting to allow the City time to place the ads in the paper.

What happens at the meetings?

The person chairing the meeting will open the public hearing and invite people to speak about your item. After gathering all public comments, the chair will close the public hearing and the commission will make a decision about your application.

So others may talk about my application?

Yes, if your application requires a public hearing, your case will be advertised in the local newspaper. In addition, for most public hearing items, everyone within 200 feet of the property will be mailed a notification letter.

How do they decide?

The P & Z looks at local, state and federal laws as well as the City’s long-range plan and makes a recommendation to the City Council. Council considers P & Z’s recommendation and may approve, deny or approve with conditions.

How much does it cost?

The application fee is based on the City’s current Fee Schedule Ordinance. Check the City’s Web Site or the Planning Department for the most current Fee Schedule. Please make checks payable to the “City of Decatur”.

What type of Property Drawings do I need?

The applicant must provide a legible and reasonable drawing, to scale, illustrating that which is requested. At a minimum, the drawing must show property in question along with all adjacent properties, streets, street names, north arrow and scale of drawing. Identify lots with lot and block numbers and subdivision name or, if not subdivided, a complete metes and bounds description when addressed. For assistance, contact a surveyor. For additional requirements, please refer to Decatur’s Design Standards, Zoning Ordinance and Subdivision Ordinance.

DO NOT WRITE BELOW THIS LINE

• Application	Yes	No	<i>To Be Completed by Staff Accepting Application</i>
• Fee Paid	Yes	No	<i>Key Dates</i>
• Survey Provided	Yes	No	On P&Z Agenda: _____
# of Copies	_____		On Council Agenda: _____
			Newspaper Publication Dates:
• Plans Provided	Yes	No	P&Z: _____
# of Copies	_____		CC: _____
			Property Owner Notification Date _____
• Application Accepted	Yes	No	

Recommendations and Decisions

Staff: _____
P&Z: _____
CC: _____