

STRAIGHT & PD (RE)ZONING REQUEST SUBMITTAL REQUIREMENTS

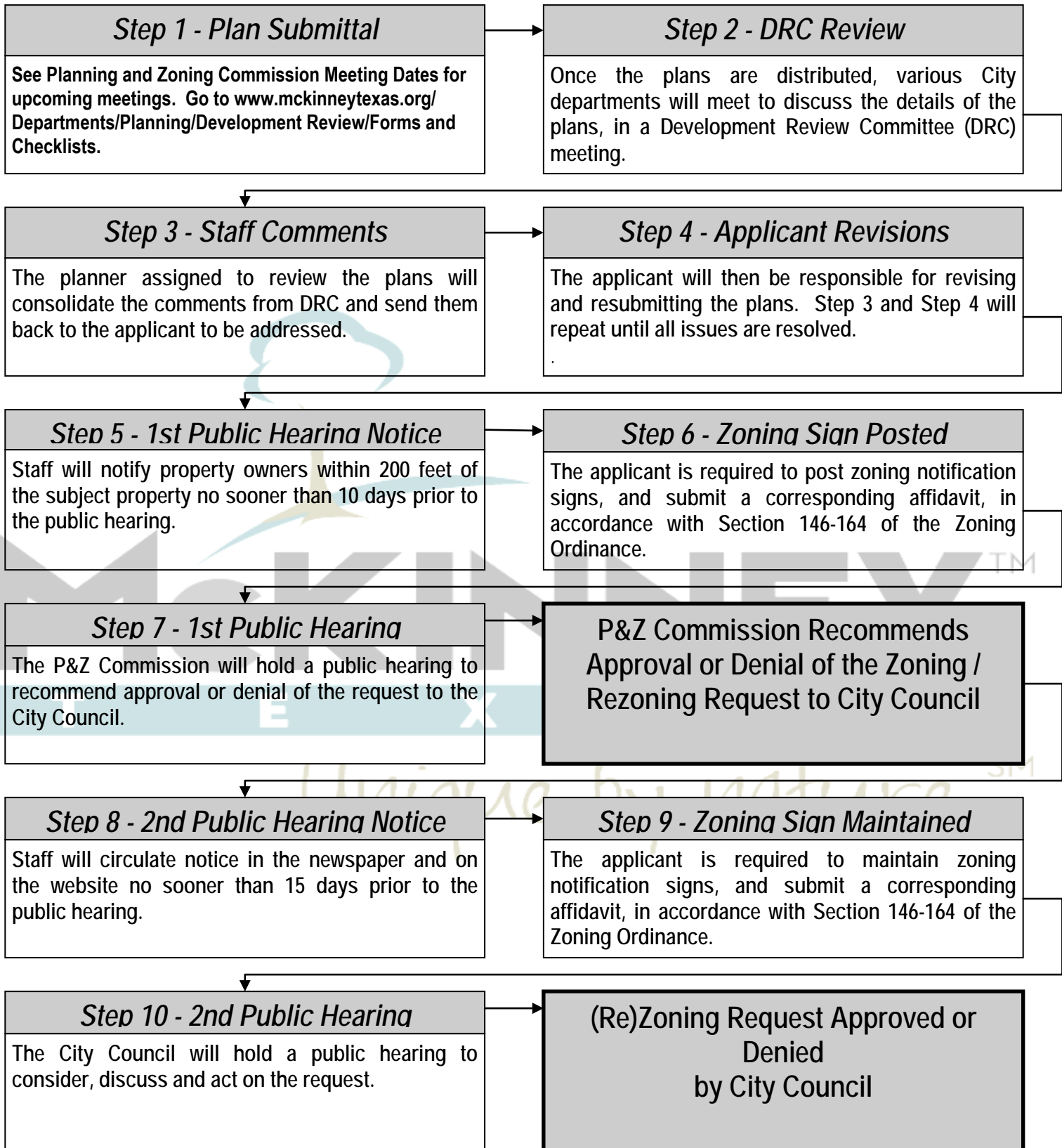
- Approval Process Flowchart
- Zoning/Rezoning Requirements Checklist
- Letter of Intent Requirements
- Zoning Notification Signs Requirements
- List of Sign Providers
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- Application



This publication can be made available upon request in alternative formats, such as, Braille, large print, audiotape or computer disk. Requests can be made by calling 972-547-2694 (Voice) or email contact-adacompliance@mckinneytexas.org. Please allow at least 48 hours for your request to be processed.

(RE)ZONING REQUEST APPROVAL PROCESS

For an outline of the typical steps involved in the approval process see the chart below.



(RE)ZONING SUBMITTAL REQUIREMENTS

FOR STRAIGHT AND PD REQUESTS

SUBMITTAL DATE: MONDAY - FRIDAY, 8:00 AM - 5 PM

STRAIGHT REZONING
APPLICATION FEE³: \$500.00 BASE FEE, PLUS \$15.00 PER ACRE UP TO 250 ACRES, \$8.00 PER ACRE
THEREAFTER

PD REZONING
APPLICATION FEE: \$1,000.00 BASE FEE, PLUS \$10.00 PER ACRE

PAYMENT: CASH, CHECK, OR CREDIT CARD (VISA, MASTERCARD, DISCOVER ONLY)

APPLICATION CONTENTS: A COMPACT DISK (CD) OR DIGITAL VIDEO DISK (DVD) CONTAINING ALL OF THE
FOLLOWING:

- ZONING EXHIBIT formatted and scaled to a 24" x 36" page size (separate .pdf file).
- METES AND BOUNDS DESCRIPTION OF PROPERTY scanned to CD (Word document preferred).
- LETTER OF INTENT *must be signed* and scanned to CD in a separate .pdf file.
- PLANNING APPLICATION *must be completely filled out and signed by both the applicant and owner* then scanned to CD (separate .pdf file).

****Please Note****

1. The plans' files sizes should be as small as possible to allow for easy downloading and viewing from the internet.
2. Each plan type should be its own file on the CD. For example: a multiple page site plan can be consolidated into a single file but a site plan and landscape plan should not be consolidated into a single file.
3. In determining the fee, please round to the hundredth of an acre when multiplying by the per acre fee. Example: 15.466 acres round off to 15.47 acres.
4. **All zoning changes require Zoning Notification Signs** to be placed on the property within the specified time frame in Section 146-164 of the City of McKinney Zoning Ordinance. **Failure to post the notification sign(s) on the property by the close of business (5 pm) on the Tuesday prior to the Tuesday Planning and Zoning Commission public hearing shall result in the postponement of consideration by the Commission. Failure to maintain the signs prior to the City Council public hearing may result in postponement of consideration if the applicant has not attempted to replace damaged or missing signs upon notification by Staff.**

DUE TO HIGH SUBMITTAL VOLUMES AND DUE TO THE PLANNING DEPARTMENT'S CONTINUED EFFORTS TO PROVIDE THE VERY BEST CUSTOMER SERVICE TO ALL OF OUR APPLICANTS, BOTH ALREADY IN QUEUE AND NEW SUBMITTALS, INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED

LETTER OF INTENT REQUIREMENTS FOR STRAIGHT AND PD (RE)ZONING REQUESTS

THE INFORMATION LISTED BELOW MUST BE INCLUDED IN THE REQUEST'S LETTER OF INTENT.

STRAIGHT (RE)ZONING REQUESTS:

- Define acreage of subject property;
- Describe in detail the location of the property [Example: approximately (distance) feet South of (street name), approximately (distance) feet North (street name), approximately (distance) feet East of (street name), and/or approximately (distance) feet West of (street name).];
- Specify the existing zoning district;
- Specify the requested zoning district;
- Provide detailed justification and/or supporting documentation as to why the applicant is requesting to rezone the subject property to a specific zoning district;
- Describe any other special considerations or unique characteristics of subject property; and
- The letter of intent must provide the signature and contact information of the owner and applicant.

STRAIGHT ZONING DISTRICTS: (see the Zoning Ordinance for more information about these districts)

RED-1 - Residential Estates District	AG - Agricultural District
RED-2 - Residential Estates District	MP - Mobile Home Park District
SF12 - Single Family Residential District	SO - Suburban Office District
SF10 - Single Family Residential District	RO - Regional Office District
SF8 - Single Family Residential District	C1 - Neighborhood Commercial District
SF7.2 - Single Family Residential District	C2 - Local Commercial District
SF5 - Single Family Residential District	C3 - Regional Commercial District
DR - Duplex Residential District	LI - Light Industrial District
TH - Townhome Residential District	HI - Heavy Industrial District
MF-1 - Multiple Family Residential – Low Density District	AP - Airport District
MF-2 - Multiple Family Residential – Medium Density District	GC - Governmental Complex District
MF-3 - Multiple Family Residential – Medium-High Density District	- - -

“PD” – PLANNED DEVELOPMENT DISTRICT (RE)ZONING REQUESTS:

- Include all information listed above; and
- Provide detailed justification and/or supporting documentation as to why the applicant is requesting to rezone the subject property to a specific zoning district, including justification for each special ordinance provision being requested;
- Provide justification as to why a straight zoning district cannot satisfy the development needs thereby requiring the request for a “PD” District; and
- “PD” District requests must provide a special ordinance provision(s) that ensures a level of exceptional quality or innovation for the associated design on development (see Section 146-94 of the Zoning Ordinance for more info).

ZONING NOTIFICATION SIGN REQUIREMENTS

Section 146-164 of the Zoning Ordinance (Chapter 146 of the Code of Ordinances)

All zoning changes or amendments, including zoning, rezoning, amendments to Planned Developments, and the like, although specifically exempting site plan approval for site plans within a "PD" unless part of an SUP approval that requires a site plan, shall be required to have an official sign posted prior to Planning and Zoning Commission consideration and the sign maintained throughout the zoning change process. The Director of Planning shall have the authority to determine if the posting of the subject property met the intent of the requirements contained herein.

Sign Posting Process. The following process requirements shall apply to the posting of a zoning change sign:

- The applicant shall be responsible for posting the required number of notification signs on the subject property at least seven (7) days prior to the Planning and Zoning Commission consideration of the application and for maintaining the required signs throughout the zoning change process.
- **The applicant shall furnish an affidavit to the City of McKinney Planning Department by 12:00 P.M. (Noon) on the Wednesday prior to the Tuesday Planning and Zoning Commission meeting at which the public hearing is scheduled,** certifying that the required sign was posted on the subject property on or before the seventh (7th) day prior to the said Commission meeting.
- **Failure to post the sign at least seven (7) days prior to the Planning and Zoning Commission public hearing shall result in the postponement of the zoning change consideration by the Commission.** The applicant shall be subject to an additional fee to republish and/or re-notify due to such postponement.
- **The applicant shall furnish an affidavit to the City of McKinney by 12:00 P.M. (Noon) on the Wednesday prior to the Tuesday City Council meeting at which the public hearing is scheduled,** certifying that the required sign was maintained on the subject property in a manner consistent with the requirements contained herein prior to the City Council holding a public hearing to consider the application.

For special meetings, the Director of Planning shall set a sign posting schedule meeting the intent and purpose contained herein.

Sign Maintenance Process. The following process requirements shall apply to the maintenance of a zoning change sign:

- The applicant shall be responsible for maintaining the sign on the subject property throughout the zoning change process. The City of McKinney is not responsible for monitoring the required zoning change signs. Should the City of McKinney discover through routine duties related to other aspects

certifying that the applicant has corrected the posting shall indicate that the intent of the posting requirement was met. Failure to maintain the sign during the process shall not result in the postponement of the zoning change consideration so long as the applicant attempted to replace damaged or missing signs upon notification.

- The applicant shall be responsible for removing the sign from the subject property within two (2) weeks of the final action by the City of McKinney.

Sign Specifications. See attached specification sheet.

Sign locations.

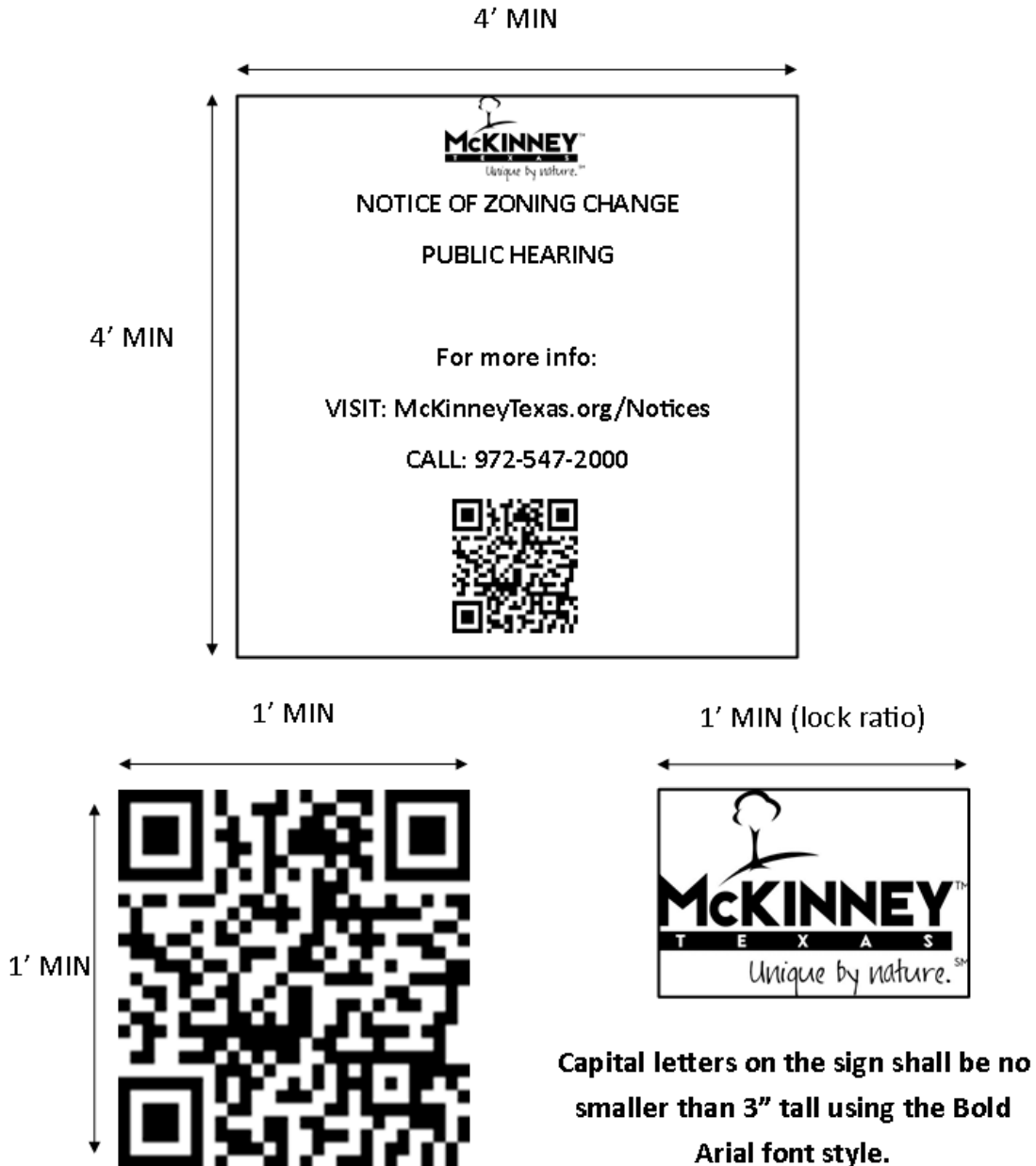
- All required signs shall be posted in unobstructed view on private property and in a manner in which they can be clearly read from the public right-of-way.
- On tracts of land with frontage on public right-of-way greater than 250 feet, additional signs shall be posted so that each sign is no greater than approximately 200 feet apart.
- On corner lots, a single sign may be posted at the intersection of the two streets if the frontage on either street does not exceed 250 feet.

List of Sign Contractors:

<p>Hobson's Signs 351 East Louisiana Street McKinney, Texas 75069 Phone: 972-540-1919 Fax: 972-542-0717 hobsonsigns@gmail.com Contact: Michael Armstrong</p>	<p>Vital Signs 1515 South McDonald Street # 105 McKinney, Texas 75069 Phone: 972-542-7562 Fax: 972-548-8482 anne@vitalsignco.com Contact: Anne Davidson</p>	<p>Superior Sign Company 1814 Solitude Court Allen, Texas 75002 Phone: 972-727-0789 Fax: 972-908-2839 superiorsignsallen@yahoo.com Contact: Matt Hall</p>
<p>Sign Express 604 Central Expressway North Allen, Texas 75013 Phone: 972-727-0789 Fax: 972-908-2839 radsigndude@yahoo.com Contact: Matt Hall</p>	<p>Colorit Graphic Services 330 Industrial Blvd., Ste. # 100 McKinney, TX 75069 Phone: 214-542-6567 trace@coloritgraphics.com Contact: Trace Calverley</p>	<p>Sign A Rama 1502 W. University, Ste. 108 McKinney, TX 75069 Phone: 214-544-7446 Fax: 972-542-7079 mckinneysigns@sbcglobal.net Contact: Alan Schmoyer</p>
<p>CDR Contracting Services 107 Westwood Circle McKinney, Texas 75070 Phone: 932-333-0639 Fax: 214-548-5975 CDRcontract2016@gmail.com Contact: Casey Raymond</p>		

ZONING CHANGE SIGN SPECIFICATIONS

CITY OF MCKINNEY, TX



**ZONING CHANGE NOTIFICATION SIGN
AFFIDAVIT OF SIGN POSTING**

(Re)Zoning Case No. _____

Date of Planning and Zoning Commission Meeting: _____

In accordance with the requirements of Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney, Texas, I _____ hereby certify that I have posted or caused to be posted Zoning Change Notification sign(s) on the property subject to zoning change, located at _____

Said sign(s) have been obtained through a designated contractor of the Planning Department and meet the specifications of Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney.

Posting of said signs was accomplished on _____, 2_____, as provided for in Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney. Said signs have been posted in a manner which provides an unobstructed view and which allows clear reading from the public right(s)-of-way along _____

I further certify that this affidavit was filed with the Planning Department of the City of McKinney within the time provisions of Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney.

Executed this the _____ day of _____, 2_____.

Signature of Applicant or Authorized Representative for Zoning Case No. _____

Printed Name of Applicant or Authorized Representative for Zoning Case No. _____

Notary Public

PLEASE NOTE: *Failure to post the notification sign(s) on the property by the close of business (5 pm) on the Tuesday prior to the Tuesday Planning and Zoning Commission public hearing shall result in the postponement of consideration by the Commission.*

STAFF USE ONLY:

Date/Time submitted: _____

Verified by: _____

**ZONING CHANGE NOTIFICATION SIGN
AFFIDAVIT OF SIGN MAINTENANCE**

(Re)Zoning Case No. _____

Date of City Council Meeting: _____

In accordance with the requirements of Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney, Texas, I _____ hereby certify that Zoning Change Notification sign(s) have been maintained on the property subject to zoning change, located at _____

Said sign(s) have been maintained in a manner consistent with the requirements contained in Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney.

I further certify that this affidavit was filed with the Planning Department of the City of McKinney on _____, 2_____, within the time provisions of Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney.

I understand that I am required to remove said signs within two weeks of any final action taken by the City of McKinney regarding the zoning change.

Executed this the _____ day of _____, 2_____.

Signature of Applicant or Authorized Representative for Zoning Case No. _____

Printed Name of Applicant or Authorized Representative for Zoning Case No. _____

Notary Public

PLEASE NOTE: Failure to maintain the signs prior to the City Council public hearing may result in postponement of consideration if the applicant has not attempted to replace damaged or missing signs upon notification by Staff.

STAFF USE ONLY:

Date/Time submitted: _____ Verified by: _____

City of McKinney Instructions for Digital Submittals

Submitting New Cases Digitally

- Please email New Planning Submittals to newcases@mckinneytexas.org for all Planning Department case types
- New submittals can be submitted digitally **MONDAY - FRIDAY, 8:00 AM - 5:00 PM**

Payment for digital submittals must be made with MasterCard, Visa or Discover. Payment for hand delivered submittals may be made with Checks, MasterCard, Visa and Discover. Credit card information must be provided over the phone for digital submittals on the submittal day (please provide a contact number in the email so that Staff may reach you to obtain this information).

- Upon receipt of the submission, Staff will send an email confirmation within one business day acknowledging that the email has been received. If you do not receive an acknowledgement of receipt within one business day, please contact Kathy Wright, Planning Technician at kwright@mckinneytexas.org or call 972-547-7409.

Submitting Revisions Digitally

- Please email all revisions addressing Staff comments to revisions@mckinneytexas.org including the **CASE NUMBER** and the name of the **PROJECT/DEVELOPMENT** as it was initially submitted.
- Upon receipt of the revision, Staff will send an email confirmation within one business day acknowledging that the email has been received. If you do not receive an acknowledgement of receipt within one business day, please contact Kathy Wright, Planning Technician at kwright@mckinneytexas.org or call 972-547-7409.

Important Notes for All Digital Submittals

- Multiple emails for a single case submittal cannot be accepted (example: 1 of 2; 2of 2, etc.); however, a link to an online storage source (i.e. DropBox, Box, Google Drive, WeTransfer, etc.) in a single email is acceptable or you may drop off a CD or DVD.
- Different case type submittals (i.e., a preliminary-final plat and a site plan for same project) should be submitted in individual emails. Please note that failure to do so may result in processing and case review delays.

**CITY OF MCKINNEY, TX
PLANNING DEPARTMENT SUBMITTAL APPLICATION**

APPLICANT

NAME _____
 COMPANY _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 PHONE(_____) _____
 FAX(_____) _____
 E-MAIL ADDRESS _____

OWNER (If Different From Applicant)

NAME _____
 COMPANY _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 PHONE(_____) _____
 FAX(_____) _____
 E-MAIL ADDRESS _____

APPLICATION TYPE* (CHECK ONE)

*Please complete a new application for each action you request.

- | | | |
|--|--|---|
| <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Preliminary-Final Plat/Replat** | <input type="checkbox"/> Specific Use Permit |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Record Plat | <input type="checkbox"/> General Development Plan |
| <input type="checkbox"/> Straight (Re)Zoning Request | <input type="checkbox"/> Minor Plat/Replat** | <input type="checkbox"/> Concept Plan |
| <input type="checkbox"/> PD (Re)Zoning Request | <input type="checkbox"/> Amending Plat | <input type="checkbox"/> Other |
| | <input type="checkbox"/> Conveyance Plat | |

**If the action requested above is a replat, is it a RESIDENTIAL REPLAT? ___Yes ___No

PROPERTY INFORMATION

STREET ADDRESS OR LOCATION OF PROPERTY *[use directional (N, S, E or W) information when possible]*

Are there deed restrictions pertaining to intended use of property? If yes, attach a copy of any covenants or restrictions governing this property.
 YES [] NO []

COLLIN CAD ACCOUNT NUMBER(S):

* Please attach an additional sheet if you have more than 5 account numbers to list in either row.

Property(s) Long #	and/or	Property(s) Short #
R- _____		_____
R- _____		_____
R- _____		_____

LEGAL DESCRIPTION

Survey _____ Abstract _____ Addition Name* _____

Lot _____ Block _____ Total Number of Acres _____

*ATTACH METES AND BOUNDS DESCRIPTION FOR UNPLATTED PROPERTY AND ALL ZONING CASES.

I CERTIFY THAT I AM THE LEGAL OWNER OF THE ABOVE REFERENCED PROPERTY AND THAT TO THE BEST OF MY KNOWLEDGE THIS IS A TRUE DESCRIPTION OF THE PROPERTY UPON WHICH I HAVE REQUESTED THE ABOVE CHECKED ACTION. I UNDERSTAND THAT I AM FULLY RESPONSIBLE FOR THE CORRECTNESS OF THE LEGAL DESCRIPTION GIVEN.

APPLICANT'S SIGNATURE _____ DATE _____

OWNER'S SIGNATURE _____ DATE _____