



# TAYLOR LAKE VILLAGE

— a residential community on the lakes —

## PETITION FOR CHANGE OF ZONING CLASSIFICATION

CITY OF TAYLOR LAKE VILLAGE, TEXAS

DATE: \_\_\_\_\_

HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL:

You are hereby respectfully requested to approve the following request for a change of zoning classification.

To change the zoning classification of the property described on Exhibit "A" attached, from it's current zoning classification of "\_\_\_\_" (\_\_\_\_\_) to that of "\_\_\_\_" (\_\_\_\_\_) in it's entirety as shown on Exhibit "B" attached. The property totals some \_\_\_\_\_ acres.

Legal Description is \_\_\_\_\_

Present use of the property is \_\_\_\_\_

Address of the property is \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

THIS IS TO CERTIFY THAT \_\_\_\_\_ IS THE  
SOLE OWNER(S) OF THE PROPERTY DESCRIBED IN EXHIBIT "A" AND DEPICTED IN  
EXHIBIT "B", ON THE DATE OF THIS APPLICATION.

\_\_\_\_\_  
Owner Signature Owner Signature

# CITY OF TAYLOR LAKE VILLAGE, TEXAS

## PROCEDURE/PROCESS FOR ZONE CHANGE APPLICATIONS

Persons desiring to petition the City Council for a change in the zoning classification of property may follow the procedures set forth below.

1. Complete and submit a "Petition for Consideration of Change in Zoning Classification," in the form provided below, copies of which may be obtained from the office of the City Secretary.

2. Attach to the petition a map of the vicinity in which the property is located, and on which the affected property is clearly identified by highlighter or by heavy lines. Copies of the official City of Taylor Lake Village zoning map are available from the office of the City Secretary for this purpose.

3. Provide a general narrative summary of the reasons for the change in zoning classification. The proponent of a change in zoning classification must be able to establish that (i) conditions affecting the property have changed over time or are such that the current zoning classification is no longer appropriate, and (ii) that the proposed classification is consistent with the spirit and intent of the City's comprehensive plan for community growth and development.

4. Attach the following supporting information, as applicable:

- (a) Site plan depicting the intended use of the property, including the location of all proposed buildings and structures, proposed maximum lot coverage by building and land use types, drainage ways and floodplain boundaries, and proposed screening and buffering of both perimeter boundaries and internal separations of land use, where applicable;

- (b) Proposed internal non-vehicular circulation linkages, such as pedestrian

paths and hike and bike trails, bike trails, including their interrelationships with vehicular circulation systems and proposed handling of points of conflict;

(c) Concept sketches, or renderings, depicting building types and other significant proposed improvements, including the treatment and use of open spaces, etc.; and

(d) The following documents:

(1) Statement (s) on planning objectives to be achieved in use/development proposal, including a narrative description of the character of the proposed development and rationale behind the assumptions and choices made by the applicant, including use and ownership of open spaces, etc.;

(2) Legal description of the total site area proposed for rezoning;

(3) A development schedule indicating the approximate date(s) when construction of the proposed development is expected to begin and be completed, including phasing of infrastructure improvements and the timing for construction of subsequent stages or phases thereof, if any,

(4) A statement as to the present and proposed ownership of the site or parcels thereof embraced by the application;

(5) Economic feasibility and/or market analysis studies, when requested by the reviewing body, to adequately assess the necessity for the zoning change,

(6) Reasonable verification or assurances that adequate public water and sewer facilities will be available from a municipal utility authority recognized by the City, to serve the proposed development at the necessary time, including construction and occupancy.

(7) Environmental assessment statement, prepared pursuant to the National Environmental Policy Act of 1969, as amended, when deemed necessary by the reviewing body to properly assess the impact of the proposed development/land use on the existing environment;

(8) Proof of ownership, or authorization to act on behalf of record owner and current tax certificates.

(9) Any other documents deemed necessary by Council to assist in the

evaluation of the request based on the site conditions and location. These may include, but are not limited to:

- a. soil study,
- b. fill requirements and plans,
- c. wetland study and mitigation plan,
- d. traffic impact study.

(10) Letter of application with signature, title and date of the applicant, certifying that the information presented in the plans and supporting documents is true and correct, and reflects a reasonably accurate portrayal of the general nature and character of the proposed land use plan.

**(11) Statement by applicant as to whether any full or partial exemption for ad valorem taxes will be requested of the municipality or other taxing entities in relation to the completed development.**

(12) Additional documents may be requested, as reasonably necessary, during the course of review of the application by either Council or the Planning and Zoning Commission.

5. Accompany with such application payment of applicable application and review fees as may be established from time to time by the City Council.

6. If City Council determines that a petition warrants consideration of a change in zoning classification, it will either submit such information to the Planning & Zoning Commission for their hearing and report, or will provide for the holding of a joint public hearing between the City Council and the Planning & Zoning Commission regarding such petition. Notice of hearings on such petition will be given in accordance with law.

7. Action on application. If deemed appropriate by City Council, it may grant the requested zoning change, change the zoning classification of a portion of such property, or initiate consideration of a zoning classification for all or a portion of such property other than that requested.

## Attachment "B"

### **Sec. 46. - Authority.**

The city council may from time to time amend, supplement or change by ordinance the boundaries of the districts or the regulations herein established.

(a) *Submission to zoning commission.* Before taking action on any proposed amendment, supplement or change, the city council shall submit the proposed revision to the zoning commission for its recommendation and report. The zoning commission shall make its final report within 60 days, unless the zoning commission requests and council grants additional time due to the complexity of an application.

(b) *Public hearing; zoning commission.* The zoning commission shall make a preliminary report and hold a public hearing thereon before submitting its final report. Written notice of all public hearings before the zoning commission on proposed changes in classification shall be sent to each owner, as indicated by the most recently approved city tax roll, of real property lying within 200 feet of the property on which the change in classification is proposed, such notice to be given not less than ten days before the date set for hearing. Such notice may be served by depositing the same, properly addressed and postage paid, in the United States mail. Where property lying within 200 feet of the property proposed to be changed is located in territory which was annexed to the city and is not included on the most recent city tax roll, notice to such owners shall be given by publication in the manner provided in subsection (c) below.

(c) *Public hearing; city council.* After receipt of the final report from the zoning commission, a public hearing shall be held by the city council before adopting any proposed amendment, supplement or change. Notice of such hearing shall be given by publication one time in a paper of general circulation in the city, stating the time and place of such hearing, which time shall not be less than 15 days nor more than 30 days from the date of publication. However, the city council may, after giving published notice required herein, hold such public hearing jointly with the zoning commission, but the city council shall not take action until it has received the final report from the zoning commission.

(d) *Vote required in the event of protest.* In the event of a written protest against such proposed amendment, supplement or change, signed by the owners of 20 percent or more either of the area of the lots or land included in such proposed change or of the lots or land immediately adjoining the same and extending 200 feet therefrom, such amendment shall not become effective except by the favorable vote of three-fourths of all members of the city council.