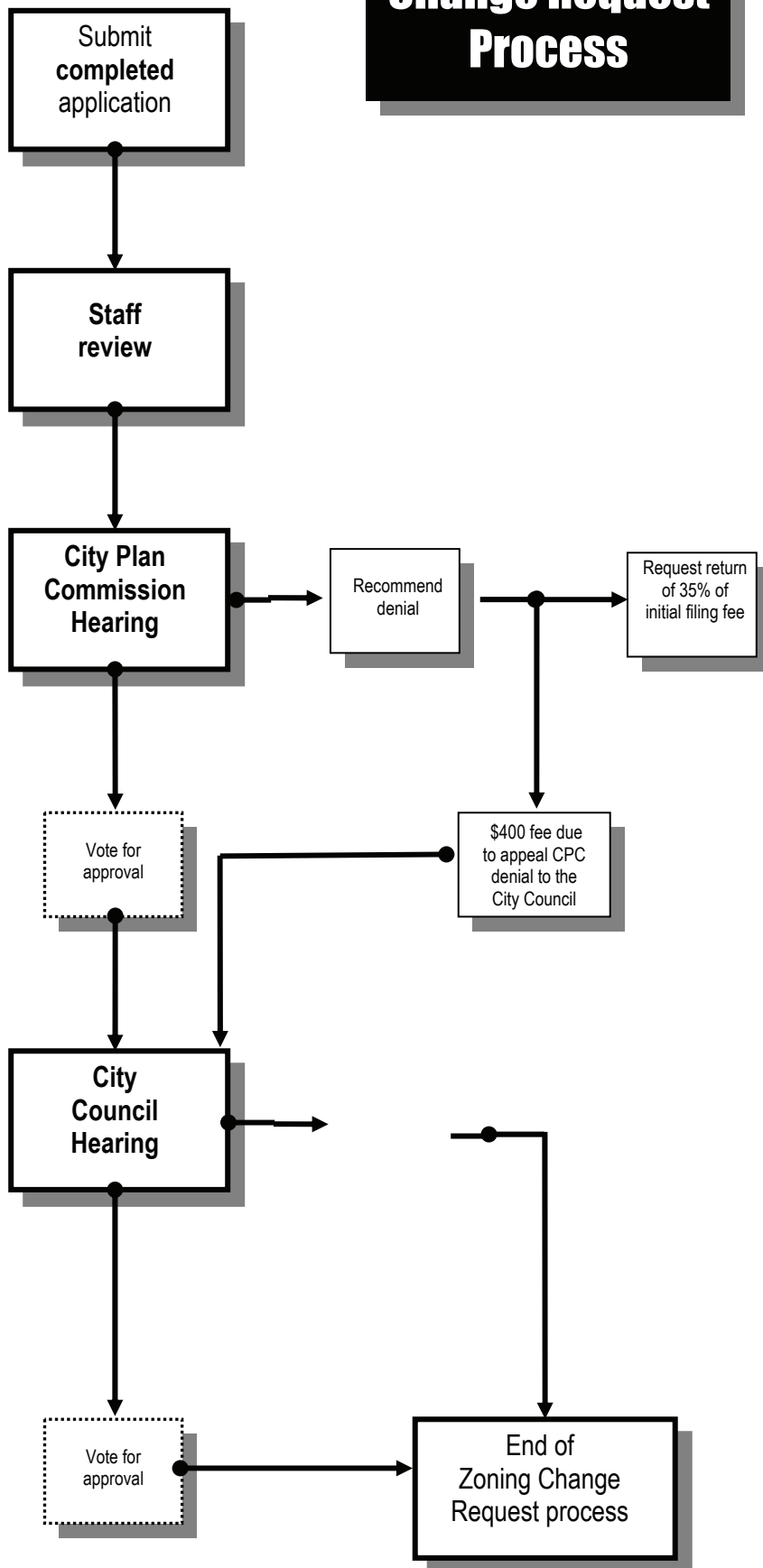


SPECIFIC USE PERMIT INFORMATION PACKET

For Late Hours Establishment

The Zoning Change Request Process



Staff's review of a completed application will result in the applicant receiving a preliminary recommendation within 2 to 3 weeks of the original submittal date. **This recommendation is subject to change.**

In processing an application, two public hearings are held at which time the applicant or his/her representative should be present.

The first of these hearings is held before the City Plan Commission (CPC). Ten days prior to the CPC hearing the property owners within the required notification area will be notified of their right to appear and express their opinion about the request.

Approximately 6-8 weeks after a completed application is submitted, the CPC holds a hearing on the zoning change request.

A CPC vote of approval results in the automatic forwarding of the request to the City Council (CC).

Any CPC vote of denial can be appealed to the City Council upon written request and receipt of a \$400 administration fee due within 10 days of the City Plan Commission action. Otherwise, a written request with original filing fee receipt can be forwarded for a 35% refund of the initial filing fee.

Approximately 4-6 weeks after a City Plan Commission decision, a forwarded or appealed zoning change request will be considered by the City Council.

Written notification is sent to all property owners within the required notification area 10 days prior to the City Council hearing.

A vote of approval by the City Council results in the passage of an ordinance that makes the decision legally binding.

A vote of **denial with prejudice** at either the CPC or CC hearing or a CC **vote of approval** means that an applicant **cannot** bring in another zoning change request on the same property within two years without a waiver of the two-year waiting period.

A vote of **denial without prejudice** at either the CPC or CC hearing means that an applicant **can** bring in another zoning change request on the same property without filing for a waiver of the mandatory two-year waiting period.

Submitting a Zoning Change Request

To submit a request for a Specific Use Permit (SUP), collect the appropriate documents (see Checklist Explanation below) and bring them to the Current Planning Division of the Development Services Department in Room 5BN in City Hall located at 1500 Marilla Street. A planner will review your submission for completeness. **An incomplete application will not be accepted.** If your submission is incomplete, a planner will provide you with a list of requirements to make your request acceptable for submission.

The Current Planning Division accepts applications Monday through Friday between 9:00 a.m and 4:00 p.m., subject to staff availability. On Thursday, staff is at the City Plan Commission meeting and a planner may not always be available during this time.

The planner assigned to your application will assist you in obtaining contact information for neighborhood groups and others who are interested in the area of request. It is also recommended that you **contact the Plan Commissioner** for the area to discuss the case.

Use the following checklist explanation as a guideline to gather the information necessary to submit a completed request. Not all requirements apply to all requests. A detailed explanation of each requirement is provided in this packet. Each requirement explanation will be referenced to the letter in the far left column.

Upon submission of a completed application, staff will assign a **tentative** City Plan Commission hearing date and work closely with you to hold that date. Your responsiveness in providing staff with any additionally requested, necessary information will determine when your request is scheduled and therefore considered by the City Plan Commission.

Submitting a Zoning Change Request

A Application Form

- Please provide the information requested on the attached zoning application.
- Applicant, representative and owner information will be required as appropriate. Also see requirements B, and C.
- Site information can be obtained by collecting F, G, H, and I. Also, WWW.dallascityhall.org is an informative website.
- Staff can answer some site information questions at 214-670-4209 or 214-948-4480.

B Proper Signatures

- Applicant, representative and/or owner sign the application form and letters of authorization as appropriate.

C Letter of Authorization

- If the applicant and the owner are not the same person, the relationship between the two must be documented by a letter authorizing the applicant to act on the owner's behalf to pursue the requested zoning change.
- If a representative is retained by an owner to pursue a zoning change request, the relationship between the two must be documented by a letter authorizing the representative to act on the owner's behalf to pursue the requested zoning change.

D Land Use Statement

- A land use statement is a written explanation which describes the request and includes **at a minimum** the following:
 - The reason this request is being submitted;
 - The size of the area of request (in square feet);
 - The existing zoning and use of the area of request;
 - The existing zoning and uses of the properties surrounding the area of request;
 - The proposed use for the area of request;

E Proposed Conditions

- It is not required, but is helpful to provide a list of draft conditions with your application.
- Examples of conditions include use, hours of operation.
- An electronic SUP conditions form may be obtained from the Pre-Development Section, (214) 670-4209.

F 8 ½" x 11" Zoning Location Maps (2 required)

- Can be obtained at **City Hall, Room 5CN** for \$1.00 each.
- Outline the borders of the area of request in **red**.

G Plat

- Can be obtained at the Dallas County offices at **500 Elm Street**.
- Please outline the area of request in **red** and fold maps.

H Correct Lot and Block Designation (Platted Lots) or Metes and Bounds Survey with Drawing (for other Parcels)

- If the area of request cannot be described as all of a platted lot, two copies of a metes and bounds description are required.
- The metes and bounds description must be typed on an 8½" x 11" sheet of paper and legible.
- A metes and bounds description can be prepared by a surveyor, engineer or architect.
- The metes and bounds description is necessary to legally bind the property to the ordinance, if the City Council approves the request.
- Although not a requirement, it is requested that a digital copy in either a Microsoft Office Document '.doc' or a Rich Text Format '.rtf', with the text description of the survey.

I Deed

- A copy of a deed that verifies ownership of the property
- A copy of the deed may be obtained from the Dallas County offices at **500 Elm Street**.

J Tax Certificate

- Can be obtained at the **Dallas County** tax office located at **500 Elm Street**.

K Verification of no unpaid liens

- Can be obtained at **City Hall, Room 2DN**.

L Traffic Impact Worksheet

- Please fill out the Traffic Impact Worksheet included in this packet and submit it with your application.
- If the total trips generated are **less** than 1,000 trips per day, a Traffic Impact Study or a Traffic Impact Study Waiver is **not** required with your submission.
- If the total trips generated exceed 1,000 trips per day, either a Traffic Impact Study or a Traffic Impact Study Waiver will be required with your submission (see M).

M Traffic Impact Study or Waiver

- If upon filling out the Traffic Impact Study Worksheet included in this packet the total trips generated **exceed** 1,000 trips per day, either a Traffic Impact Study or a Traffic Impact Study Waiver will be **required** with your submission.
- Contact the **Department of Development Services** at **214-670-4869** for further information.

Submitting a Zoning Change Request

N Site Plans

- Site Plans **must** be 24"x36".
- 10 folded copies are due with each SUP request. The title block, located in the lower right hand corner, should be visible.
- The Site Plan requirements are the foundation for all plans submitted.
- The following are the minimum requirements which should be provided as appropriate:
 - Title block, located in the lower right hand corner, with:
 - + North arrow;
 - + Scale (architect or engineer);
 - + Title and address of the proposed development;
 - + Date of preparation and revisions;
 - + Plan label (i.e. Site Plan);
 - + Zoning Case No. (to be provided on plans prior to scheduling City Council hearing).
 - Dimensions, bearings and street frontage of the property;
 - Location of buildings, structures and uses;
 - Square footage of each building;
 - Building setbacks from property lines (after right-of-way dedications);
 - Square footage of impervious coverage;
 - The method of ingress and egress;
 - A 20 foot visibility triangle at all entries and exits to the property;
 - A 45 foot visibility triangle at street and alley intersections;
 - Off-street parking and loading arrangements;
 - Parking spaces with a total at the end of each row;
 - Parking table indicating required parking and provided parking;
 - Screening, lighting and landscaping;
 - Contour lines at no less than five foot intervals;
 - Location of flood plain, escarpment, water bodies, creeks, marshes or drainage areas;
 - Location of all trees including caliper, common name and scientific name;
 - Location, identification and dimensions of all existing public and private easements;
 - Location/vicinity map showing major circulation routes and any landmarks that would locate the site.
- Indication of any special traffic regulation facilities proposed or required;
- Screening, landscaping, and major tree groupings to be retained if this information is essential to the proper arrangement of the development in relation to the adjacent property and internal land uses;
- Indication of each phase of development if separate phases are proposed.

Q List of Partners/Principles/Officers

- If the applicant and/or the owner are a corporation, partnership or trust, a list of partners/principals or officers, position held, and corporate address must be provided so that any conflict of interest by City Plan Commissioners or City Council Members can be identified before voting.

R Application and Sign Fees

- Both the application and sign fees for a zoning request must be paid at the time of application.
- Consult the Zoning Fee/Sign schedule for a list of current fees.



City of Dallas

Late Hours
SUP

Development Services Department

1500 Marilla Street Room 5B North Dallas, TX 75201 Phone 214.670.4209 Fax 214.670.4210

Zoning Change Application

March 2011

Applicant		Representative		Owner	
Owner <input type="checkbox"/>	Prospective Buyer <input type="checkbox"/>			Individual <input type="checkbox"/>	Corporation <input type="checkbox"/>
Tenant <input type="checkbox"/>				Partnership <input type="checkbox"/>	Trust <input type="checkbox"/>
Name:		Name:		Name:	
Address:		Address:		Address:	
City/St/Zip:		City/St/Zip:		City/St/Zip:	
Telephone:		Telephone:		Telephone:	
Fax:		Fax:		Fax:	
E-mail:		E-mail:		E-mail:	
Signature of Applicant			Signature of Owner		

Existing zoning:	PD-842	Location & cross street:	
Mapsco no.		Request:	Late Hours Specific Use Permit
Zoning map no.			
Council district			
School district	DISD		
Census tract no.		Lot(s)/Block(s):	Size of request:

Areas below to be completed by staff during application intake.

General Zoning Change*	Specific Use Permit*	Planned Development District*	Deed Restrictions*
	New <input type="checkbox"/> Renewal <input type="checkbox"/>		Termination <input type="checkbox"/> Amendment <input type="checkbox"/>
Proper signatures <input type="checkbox"/>	Proper signatures*** <input type="checkbox"/>	Proper signatures <input type="checkbox"/>	Proper signatures <input type="checkbox"/>
Letter(s) of authorization <input type="checkbox"/>	Letter(s) of authorization*** <input type="checkbox"/>	Letter(s) of authorization <input type="checkbox"/>	Letter(s) of authorization <input type="checkbox"/>
Land use statement <input type="checkbox"/>	Land use statement <input type="checkbox"/>	Land use statement <input type="checkbox"/>	Land use statement <input type="checkbox"/>
Zoning Location Maps (2) <input type="checkbox"/>	Draft Conditions <input type="checkbox"/>	Draft Conditions <input type="checkbox"/>	Zoning Location Maps (2) <input type="checkbox"/>
Tax Plat Maps (2) <input type="checkbox"/>	Zoning Location Maps (2)*** <input type="checkbox"/>	Zoning Location Maps (2) <input type="checkbox"/>	Tax Plat Maps (2) <input type="checkbox"/>
Correct lot & block or Metes & Bounds survey with drawing (2) <input type="checkbox"/>	Plat <input type="checkbox"/>	Tax Plat Maps (2) <input type="checkbox"/>	Correct lot & block or Metes & Bounds survey with drawing (2) <input type="checkbox"/>
Copy of Deed <input type="checkbox"/>	Correct lot & block or Metes & Bounds survey with drawing (2) <input type="checkbox"/>	Correct lot & block or Metes & Bounds survey with drawing (2) <input type="checkbox"/>	Copy of Deed <input type="checkbox"/>
Tax and lien statements <input type="checkbox"/>	Copy of Deed <input type="checkbox"/>	Copy of Deed <input type="checkbox"/>	Tax and lien statements <input type="checkbox"/>
Traffic Impact Worksheet <input type="checkbox"/>	Tax and lien statements <input type="checkbox"/>	Tax and lien statements <input type="checkbox"/>	List of partners/principals/officers** <input type="checkbox"/>
Traffic impact Study or Waiver** <input type="checkbox"/>	Traffic Impact Worksheet <input type="checkbox"/>	Traffic Impact Worksheet <input type="checkbox"/>	Termination instrument** <input type="checkbox"/>
List of partners/principals/officers** <input type="checkbox"/>	Traffic impact Study or Waiver** <input type="checkbox"/>	Traffic impact Study or Waiver** <input type="checkbox"/>	New instrument** <input type="checkbox"/>
	List of partners/principals/officers** <input type="checkbox"/>	List of partners/principals/officers** <input type="checkbox"/>	Copy of executed deed restrictions** <input type="checkbox"/>
	Site Plans (10 folded) <input type="checkbox"/>	Conceptual plans (10 folded) or Development Plans (10 folded) <input type="checkbox"/>	
	Landscape Plans (10 folded)** <input type="checkbox"/>	Landscape Plans (10 folded)** <input type="checkbox"/>	
	Tree Survey (2 folded)** <input type="checkbox"/>	Tree Survey** <input type="checkbox"/>	
		Elevation/perspectives (optional) <input type="checkbox"/>	

*Additional requirements may be determined as necessary prior to application acceptance. ** If required.

2 year waiver:	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Filing fee: \$1,170	Sign fee: \$	Date filed:
Escarpment	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Receipt no.	Receipt no.	Accepted by:
Floodplain	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Notification area: 200 FT.	No. of signs:	Date withdrawn:

Tentative CPC Hearing Date:	Planner:	File No.: Z - / ()
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CITY OF DALLAS

Specific Use Permit		0 to 1 acre*	>1 acre to 5.0 acres *	>5.0 acres to 25 acres *	>25.0 acres*
New**	Fee	\$1,170.00	\$1,170.00	\$1,170.00	\$1,170.00
	Notification area	200 ft.	300 ft.	400 ft.	500 ft.
Amendment	Fee	\$825.00	\$825.00	\$825.00	\$825.00
	Notification area	200 ft.	300 ft.	400 ft.	500 ft.
Renewal	Fee	\$825.00	\$825.00	\$825.00	\$825.00
	Notification area	200 ft.	300 ft.	400 ft.	500 ft.
Automatic Renewal	Fee	\$825.00 (\$350 refundable if 51A-1.105(a)(4) criteria met)			
	Notification area	200 ft.			

**Any fraction of an acre is rounded up to the next acre.*

****The fee for an SUP for a skybridge is \$10,000. Please consult the Dallas Development Code, 51A-4.217b(12) for requirements for a skybridge submittal.**

Notification Signs

- ✓ One sign for every 500 feet or less of street frontage, with one additional sign required for each additional 500 feet or less of street frontage, with at least one sign required but not to exceed five signs
- ✓ Signs cost **\$10.00 each**, which is due upon submission of a completed application.
- ✓ The sign(s) must be posted and a sign posting verification form must be submitted to the Department of Development Services **no later than 5:00 pm on the 14th day after your application was filed.**
- ✓ The sign(s) must be **visible from all street frontages.**
- ✓ Signs not properly displayed leave the City Plan Commission only two considerations:
 - 1) *denial of the request* or
 - 2) *postponement of the zoning case.*



Posting of Notification Sign(s)

The Dallas Development Code, 51A-1.106(b)(c), requires one sign for every 500 feet or less of street frontage, with one additional sign required for each additional 500 feet or less of street frontage, with at least one sign required but not to exceed five signs, are to be posted on the request site within 14 days after an application is filed and remain until a final decision is made on the application. The signs must be posted in a prominent location adjacent to a public street and easily visible from the street. **Failure to properly post the sign(s) will result in either the postponement or denial of the zoning case.**

Zoning Case Number: Z ___ - ___

Location: _____

I, _____, affirm that I have posted the
(Representative or Applicant)

required _____ signs for the above mentioned zoning case. The sign(s) was/were
(number)

posted on _____ at _____ am/pm.
(date of posting) (time of posting)

Signature of Representative or Applicant

It is a criminal offense to knowingly make a false entry in a governmental record. (Texas, Penal Code 37.10)

Please return this form, signed and dated, to the Senior Planner assigned to your case via email, fax (214-670-4210), or in person at City Hall, 1500 Marilla St, Room 5BN no later than 5:00 on 14th day after your application was filed. **Failure to return this form on time will result in staff indicating to the City Plan Commission that the sign(s) was/were not posted properly.**