



CITY OF
BEDFORD

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**CHANGE OF ZONING
CLASSIFICATION
APPLICATION**

FOR THE
PLANNING & ZONING COMMISSION

www.bedfordtx.gov

June 2013

City of Bedford Change of Zoning Application

Date _____

Applicant Name (Print): _____ (*Signature): _____

Address: _____

Telephone number: _____ Fax number: _____

I, the undersigned owner, or _____ (*Option Holder, etc.*) of the following described real property located in the City of Bedford, Texas, hereby make application for a change of zoning classification:

From: _____ To: _____

as provided in the City of Bedford Zoning Ordinance. I hereby certify that there are no existing dwellings or other buildings located on the property which would not conform to the construction standards, of the zoning classification being proposed, except as provided in Section 2.3, Nonconforming Lots, Nonconforming Uses of Land, Nonconforming Structures & Nonconforming Uses of Structures & Premises of the City of Bedford Zoning Ordinance.

Legal Description: Lot _____ Block _____ Addition _____
Tract _____ Abstract _____ Survey _____ to the City of Bedford, Texas.
Street Address _____

Fee: (\$205.00 plus \$205.00 per acre over one.) \$205.00 + \$205.00 x _____ = _____

Payable by cash, Visa, MasterCard, or check made out to the City of Bedford. (# of acres) (total fee)

Property Owner (if not applicant): (*Signature)

(Print name)

(Company name)

(Street Address, City, State & Zip Code)

(Telephone number)

(FAX number)

Land Planner/Engineer/Surveyor: (*Signature)

(Print Name)

(Company Name)

(Street Address, City, State & Zip Code,)

(Telephone number)

(FAX number)

*I have read the completed application and know the same is true and correct and hereby agree that if a permit is issued all provisions of the City Ordinances and State Laws will be complied with whether herein specified or not. I agree to comply with all property restrictions. I am the owner of the property or the duly authorized agent.

*Submittal of false information or omission as required by this application may result in any permit, license, or approval being revoked.

**Signatures certify that all information provided is true and correct.*

(Please indicate sole contact for the City purposes with an arrow "→".)

Items listed in this checklist must be provided by the applicant, signed and returned to the Development Department along with 20 folded copies of the completed Site Plan. The Site Plan shall be presented on sheets 36 inches wide by 24 inches high at a scale of 1" = 100' or 1" = 50' **folded to 8 ½ x 11 size** unless prior approval for a variation in size or scale is obtained from the City. (For a complete listing of required elements see the Bedford Zoning Ordinance *Section 5.4 - Site Plan Requirements*.) The following summary is provided for the applicant's benefit however fulfilling the requirements of this summary checklist does not relieve the applicant or his/her agent from the responsibility of satisfying all the requirements of the Zoning Ordinance, Subdivision Regulations, and other development related ordinances of the City of Bedford.

- _____ Date, scale, key scale, north arrow, vicinity map.
- _____ Title of project, name, address, phone & fax numbers of owner, engineer/surveyor/ or planner in bottom right-hand corner of the plan.
- _____ Boundary lines, total acreage, and building setback lines.
- _____ Location of existing utilities, streets, easements on property and abutting properties.
- _____ The dimensions of existing streets, alleys, easements including emergency access easements.
- _____ Names, location, width and dimension of proposed streets and other features.
- _____ The size, names, and locations of all major thoroughfares.
- _____ Two foot interval contour lines (extreme slopes may be at five foot intervals).
- _____ Flood plains, water courses, marshes, drainage areas, and other environmental features.
- _____ Location and use of all existing and proposed buildings or structures and the maximum building coverage of the site.
 - Where building complexes are proposed, the location of all buildings, the distance between buildings and the distance to the property line, street line and / or alley.
 - For buildings more than one (1) story in height, except "R-15,000" through "MD-1", elevations and/or perspective drawings shall be required.
- _____ Where multiple type of land uses are proposed, a land use plan delineating the specific areas devoted to each use shall be required.
- _____ Total number and location of off-street parking and loading spaces shown in plan and tabular form.
- _____ All points of vehicular ingress and egress and circulation within the property.
- _____ Location of all proposed security gates.
- _____ Location of trash receptacles and indication of screening around them.
- _____ Location of existing fire hydrants.
- _____ Location, size, and arrangement of all outdoor signs, exterior auditory speakers and lighting.
- _____ Type, location, and quantity of all plant material used for landscaping, shown in plan and tabular form.
- _____ Type, location, and height of fences or screening and the plantings around them.
- _____ Current land uses and zoning classification of property and contiguous properties.
- _____ Buildings on the adjacent properties within twenty-five (25) feet.
- _____ The location, size, and flow lines of existing drainage structures and the location and size of all existing and proposed surface and subsurface drainage facilities.

- _____ Number of square feet of the property after construction which will constitute impervious surface and vegetated area as defined by the Stormwater Utility Ordinance.
- _____ Roadway speeds and distance of adjacent driveways from all proposed driveways.
- _____ For requests for alcoholic beverage uses the distances from schools, churches, and day care facilities.

Processing Procedures for a Change in Zoning

The Planning & Zoning Commission meets on the 2nd and 4th Thursday nights of each month in the City Council Chambers. Prior to the meeting, please check with the P&CD Office (817-952-2137) or the City's website at www.bedfordtx.gov for the date, time, place and meeting agenda information.

Submittal Requirements: The applicant shall submit the following for Planning & Zoning Commission meeting. Submit materials to Development Department, City of Bedford, 2000 Forest Ridge Drive, Building B, Bedford, Texas, 76021.

1. A **complete application** for Change of Zoning (Application must be signed by the property owner.)
2. **Legal description:** For platted property - attach two copies folded to size 8 ½x11 of the filed plat. For unplatted property - attach two copies of certified field notes and sketch describing property by metes and bounds.
3. A **vicinity map** that includes at least one existing intersection and accurately shows the area of the requested change of zoning and its relationship to the surrounding area.
4. Applications for **Specific Use Permit Zoning, "MD-3" or "MD-4" Residential Zoning, Commercially Zoned** property over **three (3) acres, Industrially Zoning over (3) three acres**, or property located within any of the **Overlay Districts** require **Site Plan** approval. (Twenty (20) black-line copies of Site Plans shall be submitted on sheets 36x24 folded to size 8 ½ x11.)
5. One **11x17 reproducible copy** is required for each exhibit.
6. **Application Fee:** The Zoning Change application fee is **\$205.00, plus \$205.00 per acre over one.** The application fee is not refundable to the owner/applicant regardless of the action taken on the requested change of zoning by the Planning & Zoning Commission. (Fee may be paid with cash, Visa, MasterCard or checks made out to the City of Bedford.)

Completeness of Submission: The Zoning Change shall not be placed on an agenda for consideration until the application fee is paid and all information; drawings, plans and attachments are deemed to be complete. Failure to provide any necessary revised material by the deadlines indicated below may result in the delay or denial of the Site Plan.

Processing: Friday prior to the Commission meeting, the applicant will receive by fax, an agenda and City staff comments concerning issues to be addressed at the meeting.

Revised Materials: Fifteen (15) copies of any **revised material (plans must be folded) must be submitted to the Development Department office prior to the corresponding Planning & Zoning Commission meeting.**

Processing Procedures for a Change in Zoning (cont'd)

► *It is crucial that a representative for this application be present at all P&Z and City Council meetings.*

