

The petitioner is encouraged to review the zoning request with surrounding homeowners associations before submitting to the city. A list of registered homeowners associations and contact persons is available from the Planning Department.

PETITIONERS: (List those persons you wish to be contacted about this request. Please type or print.)

Current Property

Owner's Name:

Company: _____
Address: _____
City, State, Zip: _____
Phone No.: _____
Fax No.: _____

Representative's Name:

Company: _____
Address: _____
City, State, Zip: _____
Phone No.: _____
Fax No.: _____

CURRENT PROPERTY OWNER'S SIGNATURE _____

- Specific Use Permit for a _____
- Zoning/Rezoning. If request involves a planned development, attach proposed/amended stipulations to this petition
- Consolidated tax statement from Collin County Tax Assessor Collector's Office (972) 424-1460 ext. 5020 (for all projects)
DO NOT FAX THIS STATEMENT TO THE CITY.
- Legal Description of Property. Metes and bounds description for the property or lease space.
- Zoning Exhibit - Refer to page two for items to be submitted with this petition.
- Traffic Impact Analysis (TIA) - Contact the Planning Department to determine if a TIA is required with this petition. If a TIA is required, your petition will not be accepted until the TIA is submitted.
- Fee - Contact the Planning Department for fee schedule. **FEE:** _____

Present Zoning		
Classification	Gross Area	Net Area*

Proposed Zoning		
Classification	Gross Area	Net Area*

* Excludes major and secondary thoroughfares

Reason(s) for zoning change (please be specific): _____

(Notaries are available upon submittal)

STATE OF TEXAS)
COUNTY OF COLLIN)

BEFORE ME, a Notary Public, on this day personally appeared _____ the undersigned petitioner, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this petition; that all information submitted herein is true and correct."

Owner or Representative

SUBSCRIBED AND SWORN TO before me, this the _____ day of, 20_____.

Notary Public in and for the State of Texas

OFFICE USE ONLY
This petition meets the Planning Department's requirements for processing.

Signature _____ Date _____ Zoning Case Number _____
Location of Property: _____

Current Zoning: _____ Requested Zoning: _____

Total Acreage: _____ Traffic Survey Zone(s): _____ Planner: _____
Neighborhood #: _____ Census Tract(s): _____ Receipt #: _____

Unless the petitioner expressly states otherwise in writing, submission of any plans or drawings will be considered consent by the petitioner that the general public may copy such documents.

CITY OF PLANO
ZONING PETITION CONTINUED

A. Please submit the following:

1. Four (4) prints - drawn at a scale of one (1) inch equal 200 feet or larger on sheet size 24" x 36". An approved preliminary site plan or site plan is sufficient for specific use permit requests. The plan shall identify the lease space in a multi-tenant building.
2. Two copies of an interior floor plan for private club requests. The plan shall clearly delineate the bar and waiting areas and include square footage calculations for these areas.
3. Special Zoning District Provisions - In all instances where the applicant proposes to modify, delete, or add to any of the standard regulations of a requested zoning district, a complete list of the changes shall be submitted.
4. Legal Description of the Property - The legal description shall go to the centerline of rights-of-way, except for specific use permit (SUP) requests. The legal description for the SUP shall apply to the lot unless the use is located in a multi-tenant building or will occupy a portion of the property where a metes and bounds description is required for the lease space. The applicant may submit the legal description on a disk formatted for Microsoft Word for Windows 98.

B. Prints shall show a map of the property to be zoned and all property located within 200 feet. Prints shall contain the following information, all on one sheet:

1. Names and address of:
 - a. Petitioner and/or owner of the property
 - b. Surveyor responsible for the survey
 - c. Person preparing the drawing
2. North point, scale, date, and location map
3. Scale distances only
4. Existing zoning of the property located within 200 feet of the property to be zoned
5. Names of owners of unplatted land within 200 feet of the property to be zoned
6. Names of platted subdivisions with lot and block numbers of the property located within 200 feet of the property to be zoned
7. Location and width of planned and existing major and secondary thoroughfares located within or adjacent to the subject property
8. Zoning as requested with gross acreage and defined by scaled distances
9. Location and width of existing or platted streets or county roads within and adjacent to subject property
10. Location of existing rights-of-way, utility, and/or drainage easements
11. Topography at five-foot contours or less
12. Additional information as required to clarify the request

Ordinance No. 82-9-14 prohibits "any consideration by the Planning & Zoning Commission and/or the City Council of any request for zoning or platting made by any person owning delinquent taxes . . . " In order to verify that taxes have been paid, the petitioner must obtain a consolidated tax statement from the Collin County Tax Assessor Collector's office, 1434 North Central Expressway, #116, McKinney, TX 75070 (972/424-1460, ext. 5020). The form shall be submitted with each petition for zoning or rezoning.

All parts of this petition shall be completed prior to acceptance or scheduling of a public hearing by the Planning Department.