

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 location 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. Statement reading as follows: "Approval of the zoning case associated with this exhibit shall not imply approval of any associated study, plat, or plan, approval of development standards shown hereon, or the initiation of the development process. Planning & Zoning Commission and/or City Council action on studies, plats or plans relating to development of this property shall be considered as an action separate from action taken on this zoning case."
13. 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.

SIGN CRITERIA

The number of signs and the placement of signs shall be determined at the time of submitting the zoning case. It is the responsibility of the person submitting the zoning petition to acquire this information upon submitting the zoning case.

- Two-sided wooden sign.
- Lettering on both sides of the sign with colors as shown on the exhibit.
- Place sign perpendicular to street as illustrated on the opposite side of this page.
- Sign installed on wooden posts.
- The petitioner must provide verification with a photograph that the zoning sign is in place two weeks prior to the scheduled Planning & Zoning Commission meeting date.
- The petitioner must also provide verification with a photograph that the zoning sign is in place one week prior to the scheduled City Council meeting date.
- The petitioner is responsible for removing the zoning sign within two weeks after receiving written notice from the city.

The petitioner is responsible for keeping a zoning sign in place during the zoning period.

The city will furnish zoning signs for zoning cases requesting a specific use permit.

