

**ATTACHMENT 1:
SIGNATURE PAGE**

IMPORTANT: COMPLETE APPLICATION MUST BE SUBMITTED TO THE HERITAGE PRESERVATION OFFICER AT LEAST 10 BUSINESS DAYS PRIOR TO THE HERITAGE COMMISSION REGULAR MONTHLY MEETING AT WHICH CONSIDERATION IS DESIRED.

THE UNDERSIGNED DO HEREBY ACKNOWLEDGE THAT THEY HAVE READ AND UNDERSTAND THE PROVISIONS OF ORDINANCE NO. 98-2-26, AND ITS AMENDMENTS, INCLUDING THE REQUIREMENT TO OBTAIN A CERTIFICATE OF APPROPRIATENESS BEFORE REMOVING, RELOCATING, REPAIRING (OTHER THAN ROUTINE MAINTENANCE) RECONSTRUCTING, ALTERING, ADDING, STABILIZING, RESTORING, OR REHABILITATING AN EXISTING STRUCTURE; PLACING NEW CONSTRUCTION ON PROPERTY WITHIN A HERITAGE RESOURCE DISTRICT; OR, OTHERWISE ALTERING THE EXTERIOR OF A STRUCTURE DESIGNATED OR PENDING DESIGNATION AS A HERITAGE RESOURCE. FUTUREMORE, THE UNDERSIGNED DO HEREBY GIVE THEIR INFORMED CONSENT TO THE DESIGNATION OF THIS PROPERTY AS A HERITAGE RESOURCE.

SIGNATURE OF THE PROPERTY OWNER
(not required for designation of historic districts)

DATE

SIGNATURE OF APPLICANT
(if different from owner)

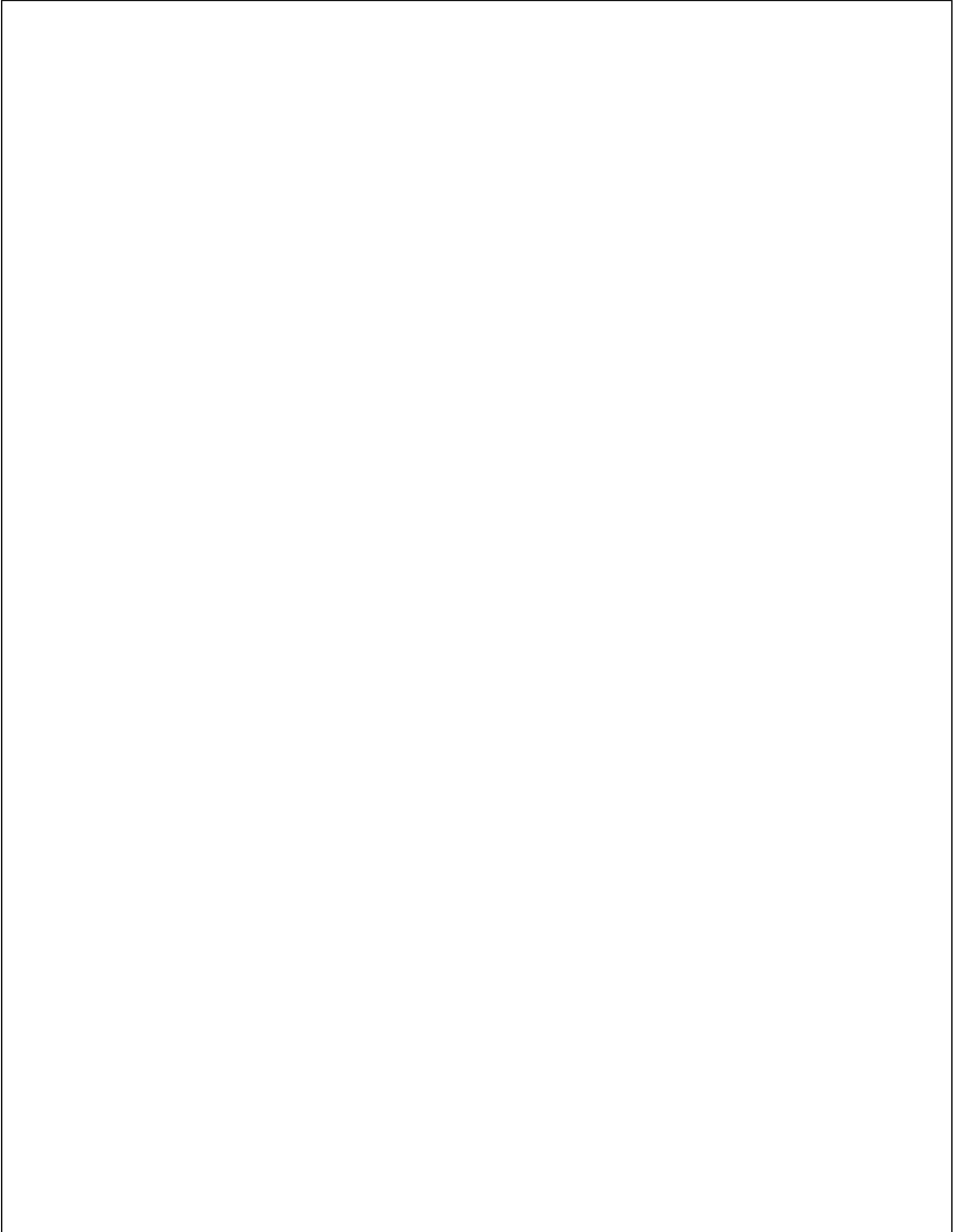
DATE

**ATTACHMENT 2:
STATEMENT OF SIGNIFICANCE**

State in clear, specific terms the reason(s) this property/site is significant to the history and/or development of Plano, TX, the state of Texas, or the nation and why the property/site should be designated a heritage resource by the City of Plano. Refer directly to the Criteria for Designation, listed below. Support all statements with historical data, research, and other necessary sources. Attach extra pages if necessary. *BE SPECIFIC.*

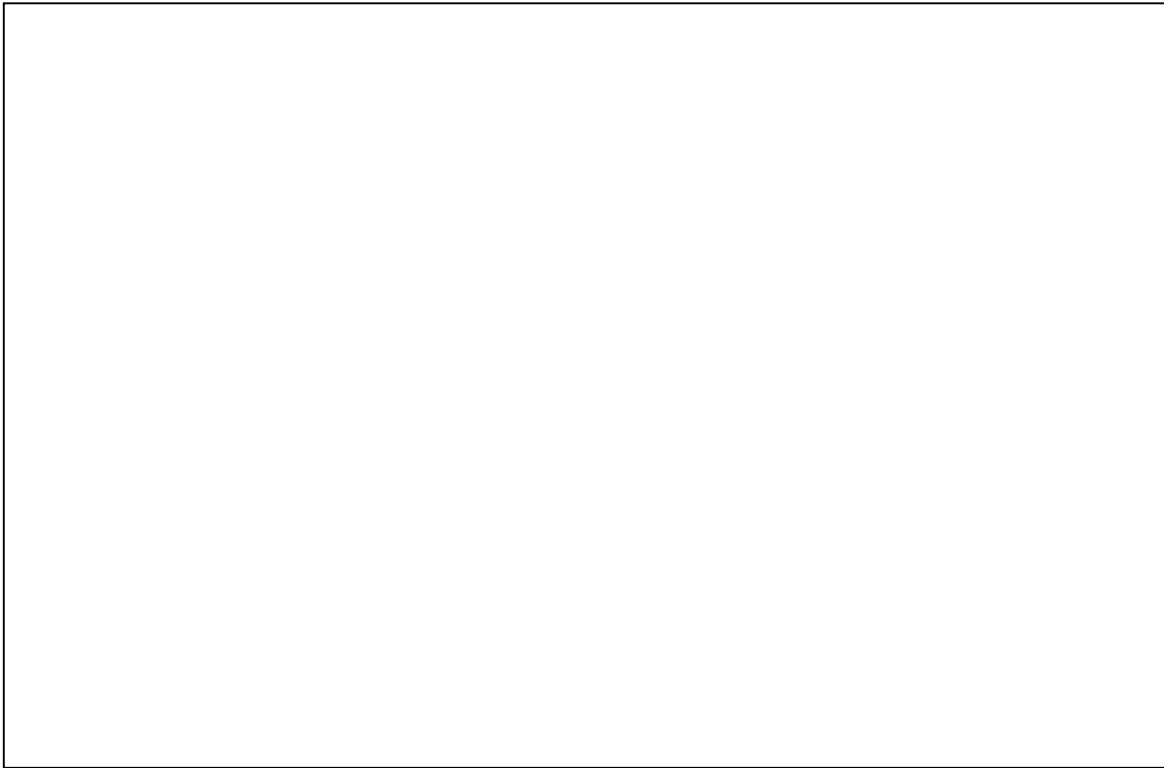
Criteria for Designation (must meet at least one):

- 1. Character, interest or value as a part of the development, heritage or cultural characteristics of the city, the state or the United States;*
- 2. Location as the site of a significant historic event;*
- 3. Identification with a person who significantly contributed to the culture and development of the city;*
- 4. Exemplification of the cultural, economic, social, or historical heritage of the city;*
- 5. Portrayal of the environment of a group of people in an era of history characterized by a distinctive architectural style;*
- 6. Embodiment of distinguishing characteristics of an architectural type or specimen;*
- 7. Identification as the work of an architect or master builder whose individual work has influenced the development of the city;*
- 8. Embodiment of elements of architectural design, detail, materials, or craftsmanship;*
- 9. Relationship to other distinctive buildings, sites or areas which are eligible for preservation according to a plan based on historic, cultural or architectural motif;*
- 10. Unique location of singular physical characteristics representing an established and familiar visual feature of a neighborhood, community or the city;*
- 11. Archaeological value in that it has produced or can be expected to produce data affecting theories of historic or prehistoric interest; and*
- 12. Value as an aspect of community sentiment or public pride.*

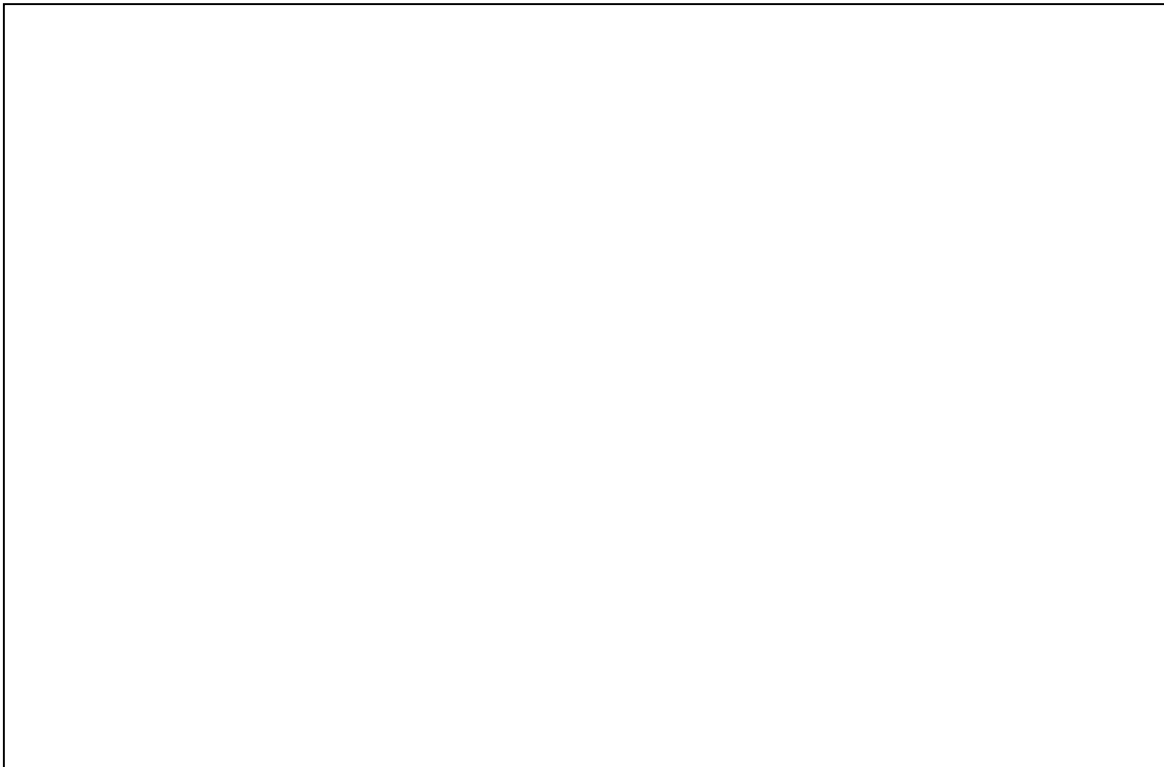


**ATTACHMENT 3:
ARCHITECTURAL DESCRIPTION**

**ATTACHMENT 5:
PHOTO PAGES**

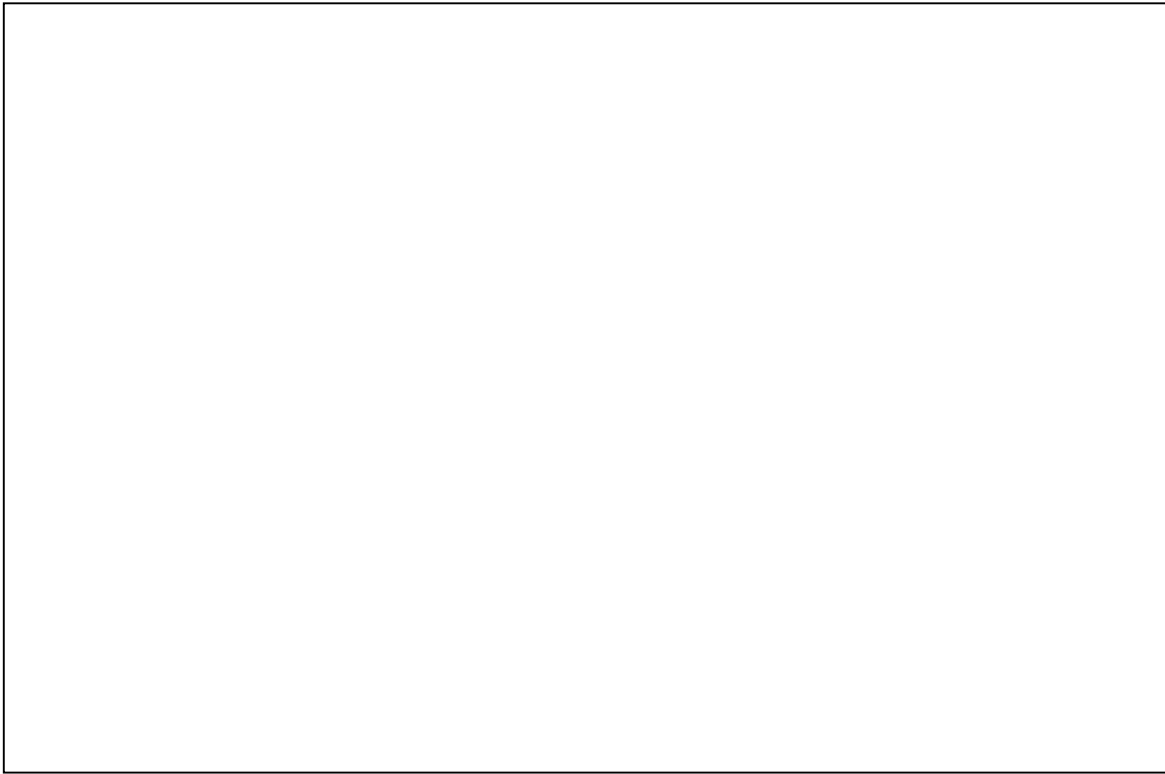


Direction: _____ Caption: _____

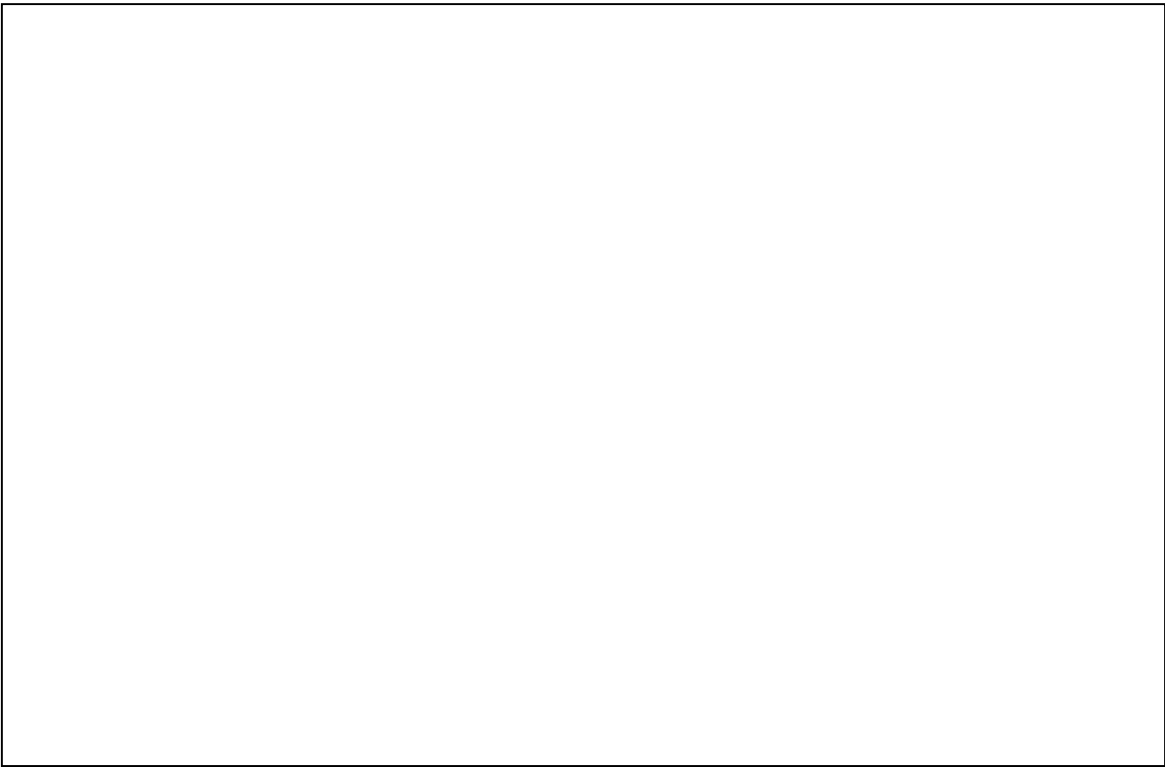


Direction: _____ Caption: _____

**ATTACHMENT 5:
PHOTO PAGES**



Direction: _____ Caption: _____



Direction: _____ Caption: _____

**ATTACHMENT 6:
SITE PLAN**

**ATTACHMENT 7:
SUPPLEMENTARY MATERIALS**

Please list supplementary materials below and attach them behind this page.

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 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.