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## Zoning Procedural Information

### **The Applicant must:**

1. Set an appointment with the Planning and Development's office @ 972-924-2616, to meet with the Development Review Committee (DRC) to review the zoning process and requirements.
2. Application(s) will **NOT** be accepted unless a pre-application meeting has been completed.

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3. Submit application, concept plan checklist, legal description with surveyor's stamp, and the application fee. Additional requirements will be discussed during the pre-application meeting. The application fee is **NOT** refundable. Receipt of documents does not constitute acceptance or approval.

**Beginning March 18, 2020, the Planning Department will no longer require hard-copies for submittals. Please e-mail all required application materials to Salena Tittle ([STittle@annatexas.gov](mailto:STittle@annatexas.gov)) and Lauren Mecke ([LMecke@annatexas.gov](mailto:LMecke@annatexas.gov)). Applications sent to anyone else will not be accepted. If files exceed the size limit, please coordinate with us prior to bringing a CD or flash drive during business hours.**

4. In accordance with state laws, zoning cases require a notification process including city signs on the property.
5. Following the Planning and Zoning Commission meeting and prior to the scheduling of consideration the application by the City Council, the applicant may withdraw the request. However, the application fee will not be refunded.
6. Following the recommendation of the P&Z Commission, the application and supporting documents are transmitted to the City Secretary for scheduling of council consideration
7. At the Council meeting, the application will be presented with the Planning and Zoning Commission's recommendation(s). Any evidence not presented to the Planning and Zoning Commission cannot be introduced at City Council, since such evidence must be available to the proponents, the opponents, and the Commission.
8. An application recommended for approval or disapproval by the P&Z Commission, and in which the City Council concurs, requires a majority vote of the Council members present.
  - a. An application recommended for denial by the Commission requires only a majority vote of the Council present to disapprove such application.
  - b. If the owner(s) of 20% of all property lying within 200 feet of the tract involved in the application file a written objection to the application with the City Secretary, a 3/4's vote of the entire City Council is required to grant the request.

# Application for Zoning Change



## Project Type

- Change of zoning classification (*initial/straight re-zoning*) to: \_\_\_\_\_
- Planned Development using base zoning classification: \_\_\_\_\_
- Specific Use Permit for: \_\_\_\_\_

**NOTE:** Failure to obtain final approval on this case within six months may constitute denial or withdrawal of this case by Council or Staff without refund of fees. Fees required for this application established by the City of Anna must be submitted simultaneously with this application for acceptance.

## Existing Zoning

- |   |   |
|---|---|
| <input type="checkbox"/> AG     Agricultural District                                     | <input type="checkbox"/> C-1     Restricted Commercial                  |
| <input type="checkbox"/> SF-E    Single-Family Residential - Large Lot                    | <input type="checkbox"/> C-2     General Commercial                     |
| <input type="checkbox"/> SF-1    Single-Family Residential                                | <input type="checkbox"/> NC     Neighborhood Convenience District       |
| <input type="checkbox"/> SF-84   Single-Family Residential District - 84                  | <input type="checkbox"/> CBRD   Central Business Redevelopment District |
| <input type="checkbox"/> SF-72   Single-Family Residential District - 72                  | <input type="checkbox"/> C-3     Planned Center District                |
| <input type="checkbox"/> SF-60   Single-Family Residential District - 60                  | <input type="checkbox"/> O-1     Office District                        |
| <input type="checkbox"/> SF-Z    Single-Family Residential District - Zero Lot Line Homes | <input type="checkbox"/> I-1     Light Industrial District              |
| <input type="checkbox"/> SF-TH   Single-Family Residential District - Townhomes           | <input type="checkbox"/> I-2     Heavy Industrial District              |
| <input type="checkbox"/> MH-1    Manufactured Home District                               | <input type="checkbox"/> PD     Planned Development District            |
| <input type="checkbox"/> MH-2    Manufactured Home Park District                          | _____   |
| <input type="checkbox"/> TF     Two-Family Residential                                    | <input type="checkbox"/> THOR   Thoroughfare Overlay District           |
| <input type="checkbox"/> MF-1    Multiple-Family Residential - Low Density                | <input type="checkbox"/> F-B     Food and Beverage Overlay District     |
| <input type="checkbox"/> MF-2    Multiple-Family Residential - High Density               |   |

## Fees

See the [Fee Schedule](#) on our website.

## Reason for Zoning Change

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## Submittal

- |  |  |
|--|--|
| <input type="checkbox"/> Preliminary Plat/Replat                 | <input type="checkbox"/> Civil Plans                 |
| <input type="checkbox"/> Final Plat/Replat                       | <input type="checkbox"/> Site Plan/Revised Site Plan |
| <input type="checkbox"/> Combination Preliminary and Final Plat* | <input type="checkbox"/> Landscape Plan              |
| <input type="checkbox"/> Amended Plat                            | <input type="checkbox"/> Tree Preservation           |
| <input type="checkbox"/> Minor Plat/Replat                       | <input type="checkbox"/> Lighting Plan               |
| <input type="checkbox"/> Development Plat                        | <input type="checkbox"/> Concept Plan                |

*\*Prior approval required*

## Submittal Type

- Pre-Submittal: all required documents are present excluding fees. I understand that the project information presented to the City at this time is not filed, and therefore the City is not required to approve, approve with conditions, or disapprove the plan(s)/plat(s) within 30 days by the approval authority. This Pre-Submittal will be changed to a Submittal following the receipt of written notice and payment of fees. I am requesting this of my own volition and not at the request of the City of Anna.
- Submittal: all required documents are present including fees. I understand that the project information presented to the City at this time is filed and therefore, the City is required to approve, approve with conditions, or disapprove the plan(s)/plat(s) within 30 days by the approval authority.

## Acreage

Round decimals up to the nearest whole number. \_\_\_\_\_ acre(s)

## Fees

Please see the Fee Schedule, available on the [city website](#).

The application fee of \$ \_\_\_\_\_, to be paid to the City of Anna at least 1 week prior to planning commission meeting.

**NOTE:** *Additional costs may accrue during review by City consultants of any facilities agreement and/or civil construction plans.*

# Owner Authorization and Representative Designation



## Property Description

Subdivision: \_\_\_\_\_ Total Number of Acres: \_\_\_\_\_  
Zoning Classification(s): \_\_\_\_\_ Total Number of Lots: \_\_\_\_\_  
Location: \_\_\_\_\_

## Property Owner Information & Authorization

Name/Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Project Representation (check one):

- I will represent the application myself; OR
- I hereby designate \_\_\_\_\_ (*name of project representative*) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

I hereby certify that I am the property owner of the property and further certify that the information provided on this development application is true and correct. I have selected the above submittal type, representation, and landscape incentive of my own volition and not at the request of the City of Anna.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_ (*printed property owner's name*) the above signed, who, under oath, stated the following: "I hereby certify that I am the property owner for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Texas

## Project Representative Information (complete if designated by owner)

Engineer  Purchaser  Tenant  Preparer  Other (*specify*): \_\_\_\_\_

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Every question must be answered. If the question is not applicable, answer with "N/A".

**NOTE:** If the Project Representative is not the Property Owner, this form must be filled out by **both** the Property Owner and the Project Representative.

## Disclosure Questions

- A. Do you believe that a City official\* or City employee\*\* may have a conflict of interest in the property or application referenced on the reverse side?       Yes       No
- B. If so, state the name of each City official or employee of the City of Anna known by you that may have a conflict of interest in the property or application referenced on reverse side.

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- C. State all information upon which you base the belief (use additional paper, if necessary).

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I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the City of Anna, Texas, as changes occur.

Name of Certifying Person (*print*): \_\_\_\_\_

- Property Owner       Project Representative

Signature of Certifying Person: \_\_\_\_\_

\*Mayor, City Council members, Planning and Zoning Commission members, and Zoning Board of Adjustment members.

\*\*City Manager, City Secretary, City Attorney, and all department heads