

STRAIGHT ZONING REQUEST

Purpose

Zoning is required for each property within the Town of Prosper and provides the land uses and regulations for which the property may be developed. If the proposed development does not conform, a straight rezoning may be requested. A Future Land Use Plan may be required if the zoning is not compatible with the Comprehensive Plan.

Approval Body

Straight Zoning requests are approved by Planning & Zoning Commission and by Town Council.

Required Forms & Exhibit

All requests are submitted online via the Citizen Self Service (CSS) Portal and shall be submitted per the development schedule. Upload the Following:

- Owner Acknowledgment Form
- Current Tax Certificate or statement showing there are no delinquent taxes
- .dwg and .pdf files of all exhibits
- Letter of intent (LOI) describing the project
- Exhibit A
- Signed Checklist

Fees

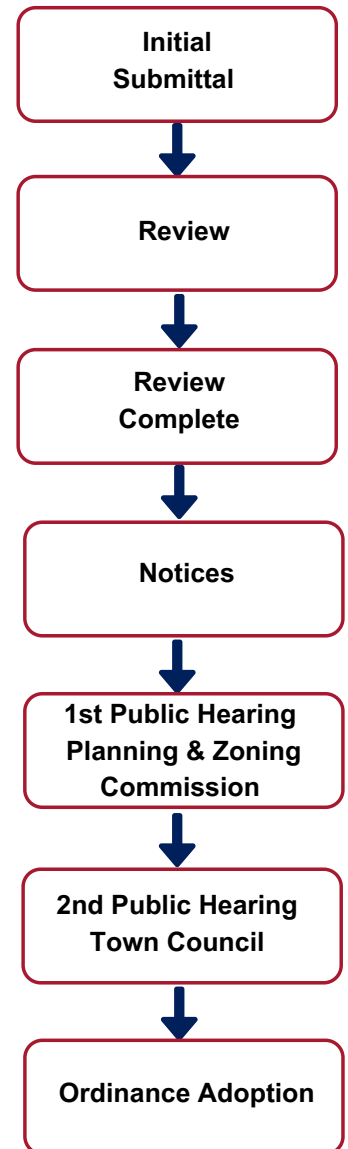
Fees will be processed once the application is deemed complete. Fees will be invoiced via the Citizen Self Service (CSS) Portal

\$550.00 + \$10.00 per acre.

Notices

- Notice to the property owner as well as 200' from the subject property. In addition school districts and Homeowner Associations (HOAS) within 1,500 feet are also notify.
- Newspaper notice
- Public hearing notice on Town Website
- Two public hearings
- Please refer to the sign posting requirements

Approximated
60-75
business
days



STRAIGHT ZONING REQUEST CHECKLIST



PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION. FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS, MAY RESULT IN AN INCOMPLETE SUBMITTAL AND REJECTED BY THE PLANNING DEPARTMENT.

Name of Project: _____

Date of Submittal: _____

- Use the attached list to verify the completeness of the straight zoning request being submitted.
- Check the box next to each item that has been provided on the plans.
- If an item or section is not applicable to the given project, write "N/A". Add notes next to any items where clarification to Town staff is needed.
- Sign and complete checklist.
- Attach the completed checklist with the Straight Zoning request at the time of first submittal only.
- Electronic files in pdf format submitted to the Town for initial review.
- Each request should be directly created in Adobe or similar (no scanned versions)
- Failure to submit any required documents associated with this checklist, may result in a rejection of submittal.

The following checklists are not intended to be a definitive list of all information. Items listed in bold and marked with an " * " are required items. Submittals shall be rejected if denoted items are not included

- ☐ Title block located in the lower right corner (titled as Exhibit A) with subdivision name or survey name and abstract number, tract number, acreage, and preparation date *
- ☐ The legal description (metes and bounds) of the area within the straight zoning request shall be included on the straight zoning request exhibit and sealed and signed by a surveyor *
- ☐ Property boundary and dimensions *
- ☐ Distance to nearest cross street
- ☐ Names, addresses, and phone numbers of owner, applicant, and surveyor
- ☐ North arrow, scale, and location/vicinity map
- ☐ Adjacent streets with names
- ☐ Adjacent property within 200 feet – subdivision name or owner's name and recording information, land use, future land use plan designation, and zoning
- ☐ Existing and requested zoning boundary lines
- ☐ Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations)

List continues on Page 17

STRAIGHT ZONING REQUEST CHECKLIST (CONT.)



- ☐ Location of existing right of way and easements with filing information within 200 feet of subject property
- ☐ Topography at five (5) foot contours or less
- ☐ Existing and proposed FEMA 100-year floodplain areas, or a note that no 100-year floodplain exists on the property
- ☐ Standard language and/or notations, as follows: • If exhibit contains proposed thoroughfares add note:
“The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of Final Plat.”

Ensure that Zoning Sign(s) are installed on the subject property by the required date. Refer to the Development Schedule and Zoning Sign Posting Standards documents included herein for more information. Failure to submit verification of the sign installation by the required deadline, may result in a delay upon scheduling the Planning & Zoning Commissions' meeting.



Preparer's Signature