



Melisa City Hall  
3411 Barker Avenue  
Melissa, TX 75454

# Planned Development Zoning Application

## I. Applicant Information

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

## II. Land Use Information

### *Zoning Ordinance Section 7*

*All land, buildings, structures or appurtenances thereon located within the City of Melissa, Texas which are hereafter occupied, used, erected, altered, removed, placed, demolished or converted, shall be occupied, used, erected, altered, removed, placed, demolished or converted in conformance with the zoning regulations prescribed for the zoning district in which such land or building is located as hereinafter provided.*

**Note:** Applicant should reference the Zoning Ordinance Sections 8 thru 19 to properly identify existing and proposed zoning, as well as all permitted uses and setbacks.

Project Name: \_\_\_\_\_ Acres: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_  
(Ref. Zoning Ordinance) (Ref. Zoning Ordinance)

I hereby request that this zoning application be placed on the agenda for action at the first available Planning & Zoning Commission meeting even if staff comments have not been addressed and the zoning is not in compliance with City code. I realize this will likely result in a disapproval of my application and I will be required to pay new filing fees. **If this option is chosen, twenty-two (22) application sets with supporting documents are required with the application submittal.**

I HEREBY CERTIFY THAT I AM THE SOLE CURRENT OWNER OF RECORD OF THE PROPERTY DESCRIBED ABOVE. THAT THIS APPLICATION IS BEING SUBMITTED WITH MY CONSENT AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. IF I AM NOT THE SOLE CURRENT OWNER OF RECORD OF THE REAL PROPERTY INVOLVED, I HAVE ATTACHED NOTARIZED WRITTEN EVIDENCE OF AUTHORIZATION FROM THE CURRENT OWNER(S) OF RECORD. I ACKNOWLEDGE THAT ANY INVALID INFORMATION MAY BE CAUSE FOR DENIAL OF THIS APPLICATION. I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE STATEMENTS AND REPRESENTATIONS HEREIN ON THE BEHALF OF THE OWNER.

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Note:** If the proposed zoning is a “PD” District, provide the items listed on the checklist in Part III of this application.

***Zoning Ordinance Section 33.5.a***

*Every proposal that is recommended favorably by the Planning and Zoning Commission shall be forwarded to the Council for a public hearing thereon. No ordinance change shall become effective until after the adoption of the ordinance and its publication as required by law.*

- Provide written comments from the applicable public school district making any recommendations to the City Council.
- Provide written comments from private utilities making any recommendations to the City Council.

**III. Planned Development Districts – Comprehensive Zoning Ord., Section 18 (A)**

**Development Standards, Plans and Reports Checklist**

- 18.3a**  In all applications for a PD District for which there is a known or contemplated development project, development standards for each separate PD District shall be set forth in the ordinance granting the PD District and may include requirements relating to the following: use, density, lot area, lot width, lot depth, yard depths and widths, building height, building elevations, coverage, floor area ratio, parking, access, screening, landscaping, accessory buildings, signs, lighting, management associations and other requirements as the City Council and Planning and Zoning Commission may deem appropriate.
- 18.3b**  In all applications for a PD District, the particular district(s) to which uses specified in the proposed PD District are most similar shall be stated. All PD District applications shall list all requested variances, if any, from the standard requirements set forth throughout this ordinance. Applications without this list may be considered incomplete, among any other reasons an application may be deemed incomplete, in accordance with City ordinances, as they exist, may be amended or in the future arising. If no project is identified at the time the application for a PD District is submitted, the proposed use(s) will be subject to the development standards, approval processes and other requirements that are in effect at the time of development.
- 18.3c**  Include a statement as to the purpose and intent of the PD District proposed.

- 18.3d**  Demonstrate that the PD District shall conform to all other sections of the City of Melissa Zoning Ordinance, unless noted list of requested variances.
- 18.4**  Provide a written report detailing the proposed PD District's impact on planning, engineering, water utilities, electric, sanitation, building inspection, tax, police, fire and traffic.
- 18.5a**  Provide supplemental data describing standards, schedules or other data pertinent to the development of the PD District. Otherwise, the proposed use(s) will be subject to the development standards, approval processes and other requirements that are in effect at the time of development.
- 18.5b**  Detached single family and two family uses include:
- ( ) A conceptual plan including general use, thoroughfares and preliminary lot arrangements;
  - ( ) A site inventory analysis including a scale drawing showing existing vegetation, natural water courses, creeks or bodies of water and an analysis of planned changes in such natural features as a result of the development. Include a delineation of any flood-prone areas;
  - ( ) A scale drawing showing any proposed public or private streets and alleys; building sites or lots; and areas reserved as parks, parkways, playgrounds, utility easements, school sites, street widening and street changes; the points of ingress and egress from existing streets; general location and description of existing and proposed utility services, including size of water and sewer mains; the location and width for all curb cuts and the land area of all abutting sites and the zoning classification thereof on an accurate survey of the tract with the topographical contour interval of not more than five (5) feet;
- Nonresidential uses, including but not limited to amenity centers and other common areas, proposed within detached single family & two family PD Districts require a site plan which complies with “CZO” Section 29-A (Site Plan Requirements)
  - Landscape plan showing screening walls, ornamental planting, wooded areas and tree plantings
  - An architectural plan showing elevations and signage style to be used throughout the development
- 18.5c**  Site plan which complies with “CZO” Section 29-A (Site Plan Requirements) is required for all uses other than Detached Single Family and Two Family Uses.

**IV. Financial Participation**

Will the applicant be seeking financial participation from the City of Melissa to build the project(s) associated with the requested PD zoning?

Yes

No

If yes, please provide a list of infrastructure and/or other development items on which the applicant will seek financial participation.

**V. Misc. Notes:**

- Upon Staff approval of plans, Staff will communicate with applicant regarding the number of copies that the applicant will need to print for Planning and Zoning and City Council packets as well as the specific P&Z and Council agenda dates on which the application will be considered.
- Zoning sign fees will be provided to the applicant with the notification of a complete application. Zoning sign fees must be paid and signage picked-up from Development Services Department sixteen (16) days prior to the scheduled Public Hearing for the request.

**VI. Submittal Checklist (To be completed by City of Melissa)**

- Complete Zoning Application
- Exhibit "A" (Metes & Bounds Description)
- Exhibit "B" Drawing including adjacent property owners within ±200 feet of site
- List of adjacent property owners' mailing addresses as noted in most recent tax records in mailing label format. (Ex. Avery 5260 three column label template)
- Current Tax Certificate issued by Collin County Tax Offices:  
2300 Bloomdale Rd, Suite 2104, McKinney, TX 75071
- All items provided as noted on Part III of this application.
- Zoning application fee check made payable to "City of Melissa" (\$300.00 plus \$15.00 per acre)

**Zoning sign(s) will be placed on the property by City Staff once the application is deemed to be administratively complete and the dates of the public hearings have been established.**

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**This application with the attached material has been fully and properly processed in accordance with the provisions of the ordinances of the City of Melissa.**

City of Melissa Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_