



ZONING PROJECT CHECK LIST

PLANNING SERVICES DIVISION

BEFORE SUBMITTING AN APPLICATION, PLEASE CONTACT THE TOWN'S PLANNING SERVICES DIVISION AT PLANNING@FLOWER-MOUND.COM OR 972-874-6350.

ZONING REQUIREMENTS

INITIAL SUBMITTAL REQUIREMENTS (Upload as PDFs):

1. **Letter signed by the property owner(s) indicating their consent:** If the property owner information does not match the Denton Central Appraisal District record, then information verifying the change in ownership (purchase of the property) must be provided.
2. **Tax certificate(s):** Submit current tax certificate(s) indicating all taxes for the subject property have been paid to the current year (available from Denton Central Appraisal District). Tax statements printed from the DCAD website (pdf) are acceptable in lieu of the original certificate(s).
3. **Letter of Intent:** The Letter of Intent should:
 - a) state why the applicant is proposing to rezone the subject property;
 - b) specify existing zoning district(s);
 - c) define acreage of subject property;
 - d) specify any special considerations (i.e. requested waivers from the standard zoning districts, variances, unique characteristics of subject property).
4. **Zoning Package:**
 - a) Upload in the following order:
 1. Zoning Exhibit (1 PDF containing all Zoning sheets)
 2. Metes and Bounds Description

DETAILS FOR REQUIRED PLANS:

The plan drawings shall include, where applicable, but not be limited to, the following requirements, together with any other requirements provided for by the Land Development Regulations or other valid ordinances of the Town of Flower Mound.

1. Zoning Exhibit

The Zoning Exhibit must indicate the following:

- a. **Survey:** certified by a registered professional land surveyor, showing property boundary lines and dimensions, easements, roadways, rail lines and public rights-of-way on or adjacent to the subject property. This includes the location and dimensions of high voltage electrical lines, transmission pipelines and associated easements. Include the following information:
 - Existing zoning classifications;
 - Proposed zoning classifications in a format that identifies boundaries between different zoning districts.
- b. **North Arrow:** North arrow shall be provided for orientation on all plans/drawings.
- c. **Scale:** A graphic scale, which must be an engineering scale (not less than 1"=100' unless otherwise approved by the Executive Director of Development Services).
- d. **Vicinity map:** A vicinity map with the subject site clearly indicated.
- e. **Legend:** A legend for any graphic symbols used.
- f. **Dates:** Date of preparation and subsequent revisions.
- g. **Acres:** Total number of acres in the proposed development.
- h. **County:** County or counties in which the development is located.



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- i. **Title:** Proposed development name.
- j. **Ownership:** Name, address, and phone number of owner and all lenders or lien holders. If owner is a corporation or similar entity, a contact name must be provided.
- k. **Preparation:** Name, address, and phone number of the engineer, surveyor, land planner or architect who prepared the document and his/her legal interest in the subject property. If applicant is a corporation or similar entity, a contact name must be provided.
- l. **Property Description:** Boundary lines, bearings and distances sufficient to locate the exact area proposed for development/subdivision. At least one (1) corner shall be referenced to a survey (abstract) corner. The area, in acres, shall also be shown. Two (2) coordinated points must be tied to a monument in the Town's geodetic control network. You can download the Town's Geodetic Control Network (Benchmark) at <http://www.flowermound.com/index.aspx?nid=428>
- m. **Adjacent Subdivisions:** The name and location of a portion of all adjoining subdivisions shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show the existing streets and alleys and other features that may influence the layout and development of the proposed subdivisions. Where adjacent land is not subdivided, the owner's name of the adjacent tract shall be shown with the most recently recorded volume and page number from the appropriate County deed records.
- d. **Master Plan Information:** All applicable features of the Master Plan relative to proposed rezoning, including Land Use Plan, Area Plan, Urban Design Plan, Parks and Trails Plan, Open Space Plan, Thoroughfare Plan, Water Plan, Wastewater Plan, and Economic Impact. This information can be provided in a table similar to the [Master Plan Features Table](#) (follow link on webpage).

LATER REQUIREMENTS:

- **Pictures of On-site Notification Signs:** Provide pictures (in PDF format) of the on-site notification sign.

NOTIFICATION REQUIREMENTS FOR ZONING:

1. **Property Owner Notifications:** The fee for property owner notices (sent to adjacent property owners, notifying them of the application and upcoming public hearing/s) is \$2.50 per notice per mailing. All property owner notice fees are collected before the project is placed on the agenda for the first public hearing. (Planning staff determine who should receive the notice, calculate the fee and notify the applicant.)
2. **Newspaper Legal Notifications:** The fee for a legal notice to be placed in the newspaper to advertise a public hearing is \$40 per notice. Legal notification fees are collected at the time the application is submitted.

ONSITE NOTIFICATION REQUIREMENTS:

1. **Information Signs required for a rezoning:**

Upon filing of a request for an application to change the zoning on a lot/tract of property, the owner/developer/applicant shall be required to place an informational sign on said lot/tract of property **within five (5) days after the date that the application was filed**, as follows:

- a. The size of the sign shall be three feet (3') by four feet (4').
- b. The sign shall be made of aluminum or corrugated plastic material.
- c. The sign shall be mounted on stakes/poles.
- d. The sign shall be visible from the street.
- e. There shall be one (1) sign for each street frontage.
- f. The sign shall have a white background, with the letters and borders being blue in color.
- g. The call number on the sign shall be the Planning Services Office number, 972-874-6350.
- h. The sign should state the following:



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“TOWN OF FLOWER MOUND, TEXAS
A ZONING REQUEST IS BEING MADE ON THIS PROPERTY.
FOR INFORMATION, CALL 972-874-6350.”

2. Sign Removal:

The owner/developer/applicant shall remove informational signs from said lot or tract of land or property within ten (10) days after the date of the final action of the requested change or amendment as stated in the Land Development Regulations of the Town Code of Ordinances.

This document contains a summary list of requirements for Zoning Amendment submittal. The information contained within has been compiled from the Town of Flower Mound Land Development Regulations. For detailed information, visit our website at www.flower-mound.com. Below is a quick reference guide for your assistance:

Code of Ordinances (Land Development Regulations) link:
<http://www.municode.com/resources/gateway.asp?pid=13329&sid=43>

Chapter 78: Div. 3. Zoning Map Amendments
Chapter 98: Zoning & SMARTGrowth

Master Plan link:
<http://www.flower-mound.com/index.aspx?nid=329>

SMARTGrowth Manual link:
<http://www.flower-mound.com/index.aspx?nid=945>