



Straight Rezoning Required Documents

****Submittals will not be viewed until all items are received****

The following items are required for a Rezoning Application to be considered administratively complete. Once all documents have been received, you will receive comments back within ten (10) business days of your submittal. After all comments have been addressed and revisions made, the Rezoning request will be placed on the Planning & Zoning Commission meeting agenda, based on the appropriate submittal schedule/timeline. The request and recommendation will be forwarded to City Council, who has final approval authority. No rezone request shall be accepted by the City until the following items have been submitted to the City by the applicant:

Plan Format & General Standards (check if provided; indicate N/A if not applicable)

- A completed application form, including all requirements as stated on the application form.
- Application Fee (\$400.00 + \$5.00/acre)
- Project narrative addressing the following:
 - Discussion of why a zoning district change is being requested.
 - Compliance with the adopted Comprehensive Plan.
 - Is there vacant land that is zoned for your proposed use available in other areas of the City? Why are those vacant areas not appropriate for your proposed project?
 - If approved, how will your request affect other areas designated for similar development?
 - How are the uses permitted by the requested zoning district appropriate in the immediate area surrounding the subject property and the city as a whole?
- Tax Receipt showing current paid taxes.
- A deed or contract on the property or similar document indicating ownership.
- Current Survey with Legal Description. (must extend to centerline of any ROW).
- *where applicable: Site Plan or Floor Plan.
- Electronic .pdf copies of full submittal.
- Reduced copies (11 X 17") of the required plan(s) as required by the planning director or his/her designee.
- Copies of the required general site plan(s) of the City of Denison subdivision ordinance on 24" X 36" sheet(s) drawn to a known engineering scale (with dimension labeled) that is large enough to be clearly legible along with other required information.
- Any additional information/materials (such as plans, maps, exhibits, legal description of property, information about proposed uses, etc.) as deemed necessary by the planning director (or his/her designee) in order to ensure that the development request is understood.



Important Resources

- Planning & Zoning Webpage: [Planning Department](#)
- Comprehensive Plan: [Full Plan](#) | [Future Land Use Plan](#)
- Subdivision Ordinance: [Chapter 22](#)
- Zoning Ordinance: [Chapter 28](#)
- Planned Development Overlay District Regulations: [Sec. 28.43](#)
- Stormwater Regulations: [Stormwater Management](#)
- Utilities: [Chapter 26](#)
- Building Code: [Building Construction Standards](#)
- Electrical Code: [National Electrical Code](#)



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Prior to submitting a zoning change application, the applicant shall discuss the request with the Development Services Department and is encouraged to meet with adjacent property owners and HOA's.

Name of Development: _____

Property ID#(s): _____

Legal Description: _____

Location of Property: _____ Total Acreage: _____

Current Zoning District(s): _____

Proposed Zoning District(s): _____

Type of Zoning Change Request	Application Fee (Per Fee Schedule)
<input type="checkbox"/> Rezoning (Straight)	\$400.00 + \$5.00/acre

Application Materials

- Copies of exhibits prepared in accordance with the Complete Application, Zoning, Checklist.
 - See Straight Rezoning checklist requirements.
- Electronic copies of all plats, plans, and exhibits in .pdf format.
- Application fees.
- Tax statement showing all property taxes are current.

Property Owner Information:

Name of Person Authorized to Sign Application as Owner: _____

Name of Company: _____

Mailing Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____



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Check one of the following:

- I will represent the application myself, or
I hereby designate _____ (printed name of representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this application.

Project Representative Information

Name of Person Authorized to be Project Representative: _____
Name of Company: _____
Mailing Address: _____
City, State, Zip: _____
Phone #: _____
Email: _____

THE STATE OF TEXAS
COUNTY OF _____

BEFORE ME, a Notary Public, on this day personally appeared _____
(Printed owner's name)

the undersigned, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application: that all information submitted herein is true and correct."

Owner(s) Signatures

SUBSCRIBED AND SWORN TO before me, this _____ day of _____, 20__.

Notary Signature

Notary Seal

Office Use Only

Zoning Case #: _____ Accepted by: _____

Date: _____



City of Denison
Developer Acknowledgement Form

I, _____, am aware and agree that I am solely responsible for all development costs related to this project, including but not limited to fees and costs related to site development and construction, plan review, construction inspections and testing, improvements necessary to offset impacts from my development, contribution to master plans, impact fees, and any other costs and/or fees related to my development and the impact to existing neighborhoods and infrastructure in the City and the Extra Territorial Jurisdiction (ETJ).

Owner/Project Representative
Printed Name

Date

Signature