APPLICATION REQUIREMENTS

AND

GENERAL INFORMATION

FOR A

Zoning District Change

ALL APPLICANTS MUST BE PRESENT FOR SCHEDULED PLANNING & ZONING COMMISSION AND CITY COUNCIL MEETINGS

PLANNING AND INSPECTIONS DEPARTMENT

City Of North Richland Hills, Texas
7301 N. E. Loop 820
North Richland Hills, TX 76180
817-427-6300
APPLICATION REQUIREMENTS FOR A ZONING DISTRICT CHANGE

General Information

The Zoning regulations of the City of North Richland Hills allow property owners to request a zoning district change on their property. Every request for a zoning district change shall be submitted with original signatures using the forms provided in this packet. All documents required by this application shall be submitted to the Planning Department in a completed format. Application submittals are accepted between the hours of 8 a.m. and noon on Monday (only). Incomplete submittals will not be accepted.

The Planning and Zoning Commission meets on the third Thursday of the month.

Instructions

1. Application Procedure  The applicant requesting a zoning district change shall submit a completed application to the Planning Department on Monday from 8 a.m. to noon, using forms provided in this packet. The applicant shall describe the proposed use of property and explain why the zoning district change is necessary. The applicant must provide proof of ownership of the property, or provide a letter from the owner of the property granting the applicant permission to request a zoning district change.

2. Fees  A filing fee of $543.00 shall accompany every application for a zoning district change. This amount is based upon the actual cost of processing the application. The fee for a zoning district change is established by ordinance adopted by the City Council.

3. Public Hearing Procedure  Once DRC approval has been given to all required application documents, the Planning Department will schedule the rezoning request for public hearings before the Planning and Zoning Commission and the City Council. The public hearings, required by State law, provide an opportunity to obtain citizen input and determine neighborhood compatibility. At the public hearings, the applicant, all proponents, and all opponents will be given an opportunity to speak concerning the request.

Not less than ten (10) days prior to the Planning and Zoning Commission public hearing, notices will be mailed to all owners of real property located within 200 feet of the property under consideration for a zoning district change. After completion of the public hearing, the Planning and Zoning Commission will make a recommendation that will then be forwarded to the City Council for final
consideration. The City Council may not act on a zoning district change request until the Planning and Zoning Commission makes a final recommendation. Notice of the date and time of the City Council hearing at which request is considered will be published in the official newspaper of the city not less than fifteen (15) days prior to the City Council meeting at which the request is considered.

4. **Sign Posting** Not less than ten (10) days prior to the Planning and Zoning commission public hearing, a zoning change sign shall be erected on the property under consideration of change. The sign will be removed after final action by the City Council or upon withdrawal of the request. The erection or continued maintenance of the sign shall not be deemed a condition precedent to the granting of any zoning district change request or the holding of any public hearing.

5. **City Council Action on Application** No zoning district change request shall become effective until approved by an ordinance passed by the City Council. After completion of the City Council public hearing, the City Council may approve or deny the zoning district change request. The City Council may also approve a zoning district change request on part of the property, or initiate a request to consider changing all or a portion of the property to a zoning district other than that requested. If the City Council denies the request, no application for rezoning the property to the same classification shall be considered within six months from the date of denial.

6. **Protest Against Change** If the proposed zoning district change is protested in accordance with the Zoning Regulations of the city, the proposed change shall not become effective except by the favorable vote of three-fourths of all the members of the City Council. The protest must be written and signed by the owners of at least 20% of the area of the land covered by the proposed change, or by the owners of at least 20% of the area of the land within 200-feet of the property under consideration.
# Zoning District Change Application

**City of North Richland Hills**

7301 NE Loop 820
North Richland Hills, TX
817 427-6330

## PART 1. APPLICANT INFORMATION

(Please print or type all responses)

<table>
<thead>
<tr>
<th>Name of applicant/agent:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street address of applicant/agent:</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip Code of applicant/agent:</td>
<td></td>
</tr>
</tbody>
</table>

Email: (comments sent by email unless otherwise specified)

Telephone # of applicant/agent: _________________________

Are you the owner of the property?  Yes  No
Are you the owner’s agent?  Yes  No

**NOTE:** If you are not the owner of the property, you must attach a letter from the property owner giving you permission to submit this application.

## PART 2. SUBJECT PROPERTY INFORMATION

Street address at location where zoning district change is being requested:

Legal description of Property where zoning district change is being requested:

## PART 3. PROPERTY OWNER INFORMATION

Name of property owner:

<table>
<thead>
<tr>
<th>Street address of property owner:</th>
<th>Reason for zoning district change:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City / State / Zip Code of property owner</td>
<td>Telephone # of owner:</td>
</tr>
</tbody>
</table>

FAX number of owner:

Current zoning classification:

Proposed zoning classification:

Proposed use of property:

**Note:** A 24”x36” map or plot plan of the property and drawings of the proposed construction must be submitted with this application. The applicant/representatives must be present at their scheduled public hearing.

I hereby certify that I am, or that I represent the legal owner of the property described above and do hereby submit this request for a zoning district change to the Planning and Zoning Commission for consideration.

Date________________________

Print Name ________________________________

Signature

## PART 4. FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Date of Planning &amp; Zoning Public Hearing</th>
<th>Taxes, Liens and Assessments Paid?</th>
<th>Case Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes  No</td>
<td></td>
</tr>
</tbody>
</table>

Zoning District Change Approved

<table>
<thead>
<tr>
<th>Yes  No</th>
</tr>
</thead>
</table>

Date of City Council Meeting:

Fee: $543.00

Due at time of submittal.

Conditions of Approval:
The following materials must be submitted at the time an application is made for a zoning district change. The application packet will be considered incomplete until all of the following items are submitted.

1. **Completed Application for a Zoning District Change**
   
   The application for a Zoning District Change is furnished with this checklist. **All necessary documents shall be submitted to the Planning and Zoning Coordinator on Monday between the hours of 8 a.m. and noon.** Written authorization from the property owner is required when the applicant is not the owner of record.

2. **Filing Fee**
   
   The non-refundable filing fee for a zoning district change is $543.00

3. **Property Map**
   
   The applicant shall submit 10 copies of a 24”X36” map of the property (zoning exhibit), drawn to scale, indicating the proposed area of the zoning district change request. The map must also show the abutting properties, adjacent streets, and other special features as required. A copy of a subdivision plat, or a copy of a property survey less than two years old will satisfy this requirement.

4. **Legal Description of Property**
   
   If the property under consideration is platted as part of a subdivision of record, space is provided on the Application for the Lot Number, Block Number, and Subdivision Name of the property (include this information on the zoning exhibit as well). If the property is unplatted, the applicant shall submit a separate document (8-1/2x11) with a current metes and bounds legal description of the property (include this information on the zoning exhibit as well).

5. **Taxes and Liens Paid Certificate**
   
   The applicant shall submit an original paid receipt (can be obtained for a fee from the Tax Office located at 100 E. Weatherford in Downtown Fort Worth) indicating that property taxes for this property have been paid.

6. **Completed Trip Generation Data Form**
   
   All Applications for rezoning shall be accompanied by a completed Trip Generation Data Form. This form will be used to determine if a more in depth Traffic Impact Analysis will be required for the property in question.
City of North Richland Hills  
Planning and Zoning Commission  
and City Council  
2011 Meeting Schedule

<table>
<thead>
<tr>
<th>P&amp;Z Meeting (3rd Thursday of the Month)*</th>
<th>City Council Meeting (2nd Monday of the Month)**</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 20th</td>
<td>January 10th</td>
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<tr>
<td>February 17th</td>
<td>February 14th</td>
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<td>March 17th</td>
<td>March 7th</td>
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<td>April 21st</td>
<td>April 11th</td>
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<td>May 19th</td>
<td>May 9th</td>
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<td>June 16th</td>
<td>June 13th</td>
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<td>July 21st</td>
<td>July 11th</td>
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<td>August 18th</td>
<td>August 8th</td>
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<td>September 15th</td>
<td>September 12th</td>
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<td>October 20th</td>
<td>October 10th</td>
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<td>November 17th</td>
<td>November 14th</td>
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<tr>
<td>December 15th</td>
<td>December 12th</td>
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</tbody>
</table>

*The P&Z Commission meets on the first and third Thursday’s of each month. The P&Z public meetings on the 1st Thursday of each month are for discussion of issues unrelated to specific cases. Action on cases occurs only on the 3rd Thursday of each month.

**City Council meets on the 2nd and 4th Mondays of each month. Cases are heard only on the 2nd Monday of each month.

In order to be placed on an agenda most cases need to be certified by the Development Review Committee approximately two weeks prior to the P&Z Meeting.
## Trip Generation Data Form (Part 1)

### Land Use/Building Type:
- [ ] (1) CBD
- [ ] (2) Urban (Non-CBD)
- [ ] (3) Suburban (Non-CBD)
- [ ] (4) Suburban CBD
- [ ] (5) Rural
- [ ] (6) Freeway Interchange Area (Rural)
- [ ] (7) Not Given

### Source:
- ITE Land Use Code:
- Source No. (ITE use only):
- Day of the Week:
- Day:
- Month:
- Year:

### Name of Development:
- City:
- State/Province:
- Zip/Postal Code:
- Metropolitan Area:

### Location Within Area:
- [ ] (1) CBD
- [ ] (2) Urban (Non-CBD)
- [ ] (3) Suburban (Non-CBD)
- [ ] (4) Suburban CBD
- [ ] (5) Rural
- [ ] (6) Freeway Interchange Area (Rural)
- [ ] (7) Not Given

### Detailed Description of Development:

### Independent Variable: (include data for as many as possible)

<table>
<thead>
<tr>
<th>Independent Variable</th>
<th>Actual</th>
<th>Estimated</th>
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<tbody>
<tr>
<td>(1) Employees (#)</td>
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<td>(2) Persons (#)</td>
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<tr>
<td>(3) Units (#)</td>
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<td>(4) Occupied Units (#)</td>
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<td>(5) Gross Floor Area (gross sq. ft.)</td>
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<tr>
<td>(% of development occupied)</td>
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<td>(6) Net Rentable Area (sq. ft.)</td>
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<td>(7) Gross Leasable Area (sq. ft.)</td>
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<td>(8) Occupied Gross Leasable Area (sq. ft.)</td>
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<td>(9) Acres</td>
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</tbody>
</table>

### Other Data:
- Vehicle Occupancy (#)
  - A.M.: __________  P.M.: __________  24-hour %
  - Percent by Transit:
    - A.M.: __________  P.M.: __________  24-hour %
    - Percent by Carpool/Vanpool:
      - A.M.: __________  P.M.: __________  24-hour %

### Employees by Shift:
- First Shift: Start Time __________  End Time __________  Employees (#) __________
- Second Shift: Start Time __________  End Time __________  Employees (#) __________
- Third Shift: Start Time __________  End Time __________  Employees (#) __________

### Please Complete Form on Other Side

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2. Definitions for several independent variables can be found in the *Trip Generation Handbook* Glossary.

3. Please provide all pertinent information that helps to describe the subject project. If necessary, attach a detailed report.

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### Transportation Demand Management (TDM) Information:

At the time of this study, was there a TDM program (that may have impacted the trip generation characteristics of this site) underway?
- [ ] Yes
- [ ] No

### Yes (If yes, please check appropriate box/boxes, describe the nature of the TDM program(s) and provide a source for any studies that may help quantify this impact. Attach additional sheets if necessary):

- [ ] (1) Transit Service
- [ ] (2) Carpool Programs
- [ ] (3) Vanpool Programs
- [ ] (4) Bicycle/Pedestrian Facilities and Site Improvements
- [ ] (5) Employer Support Measures
- [ ] (6) Preferential HOV Treatments
- [ ] (7) Transit and Ridesharing Incentives
- [ ] (8) Parking Supply and Pricing Management
- [ ] (9) Toll and Congestion Pricing
- [ ] (10) Variable Work Hours/Compressed Work Weeks
- [ ] (11) Telecommuting
- [ ] (12) Other __________________________________________

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Please Complete Form on Other Side
### Summary of Driveway Volumes

(All = All Vehicles Counted, Including Trucks; Trucks = Heavy Duty Trucks and Buses)

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<tr>
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<th>Enter</th>
<th>Exit</th>
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<tbody>
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<td><strong>24-Hour Volume</strong></td>
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<td>A.M. Peak Hour of Adjunct Street Traffic (7 - 9)</td>
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<td>Time: 7:15 - 8:15</td>
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<td>P.M. Peak Hour of Adjunct Street Traffic (4 - 6)</td>
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<td>A.M. Peak Hour Generator</td>
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<td>P.M. Peak Hour Generator</td>
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<td>Time (Weekend):</td>
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1. Highest hourly volume between 7 AM and 9 AM (4 PM and 6 PM).
2. Highest hourly volume during the AM or PM period.
3. Highest hourly volume during the entire day.

Please refer to the *Trip Generation User's Guide* for full definition of the terms.

### Hourly Driveway Volumes - Average Weekday (M-F)

<table>
<thead>
<tr>
<th>A.M. Period</th>
<th>Enter</th>
<th>Exit</th>
<th>Total</th>
<th>Mid-Day Period</th>
<th>Enter</th>
<th>Exit</th>
<th>Total</th>
<th>P.M. Period</th>
<th>Enter</th>
<th>Exit</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>6:00-7:00</td>
<td>All</td>
<td>Trucks</td>
<td>All</td>
<td>Trucks</td>
<td>11:00-12:00</td>
<td>3:00-4:00</td>
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<td>6:15-7:15</td>
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<td>Trucks</td>
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<td>11:15-12:15</td>
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<td>6:45-7:45</td>
<td>All</td>
<td>Trucks</td>
<td>All</td>
<td>Trucks</td>
<td>11:45-12:45</td>
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<td>7:00-8:00</td>
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<td>Trucks</td>
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<td>12:00-1:00</td>
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<td>7:15-8:15</td>
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<td>7:30-8:30</td>
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<td>8:00-9:00</td>
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<td>Trucks</td>
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☐ Check if Part 3 and/or additional information is attached.

Survey conducted by: Name: ____________________________________________________________
Organization: _____________________________________________________________________
Address: _________________________________________________________________________
City/State/Zip: ___________________________________________________________________
Telephone #: __________________________ Fax #: __________________________ E-mail: ____________

Please return to:
City of North Richland Hills
Public Works Department
7301 Northeast Loop 820
North Richland Hills, Texas 76180