



# ZONING REQUEST CHECKLIST

**Project Name:** \_\_\_\_\_ **Case #** \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for a zoning request submission. An application is incomplete unless all applicable information noted below is submitted to the Department of Development Services. Indicate that all information is included on the submitted plans by checking the box next to the required information. Checking the box certifies to the City that you have completely and accurately addressed the issue. Return this form at the time of application submittal.

<b>EXHIBIT A – LEGAL DESCRIPTION</b>
<b>Item Description</b>
Digital PDF copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating Exhibit “A”. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
<b>EXHIBIT B – ZONING EXHIBIT</b>
<b>Item Description</b>
A title block in the lower right corner that includes large, boldly printed “EXHIBIT B – ZONING EXHIBIT”, that includes project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Collin County, submission date, and a log of submittal/revision dates since submitted to the City.
Names, addresses and phone numbers of owner, applicant and surveyor.
Written and bar graph scale and north arrow are indicated. ( <i>North shall be oriented to the top or left side of the sheet</i> )
Legend, if abbreviations or symbols are used.
Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and signed and sealed by a surveyor.
Distances to nearest cross streets.
Total gross and net acreage of existing and requested zoning.
Existing and requested zoning boundary lines. ( <i>Requested zoning district boundary is indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances</i> )
Abstract lines, survey lines, county lines, corporate boundaries are correctly shown and clearly labeled.
Adjacent property within 200 feet - subdivision name or owner’s name and recording information, land use, future land use plan designation, and zoning.
Location and width of driveways, streets, roads and other thoroughfares within 200 feet of the property.
Location of existing rights-of-way and easements with filing information.
Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property.

EXHIBIT B – ZONING EXHIBIT (cont.)	
Included	Item Description
<input type="checkbox"/>	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 engineering plan approval.”
<input type="checkbox"/>	Topography at five-foot contours or less.
<input type="checkbox"/>	Existing and proposed FEMA-100-year floodplain areas, or a note that no 100-year floodplain exists on the property.
<input type="checkbox"/>	A note that states, “The development of the site will be in accordance with City of Sachse development standards.”
STATEMENT OF INTENT AND PURPOSE	
Included	Item Description
<input type="checkbox"/>	Acreage of subject property
<input type="checkbox"/>	Location of subject property in relation to adjacent thoroughfares
<input type="checkbox"/>	Existing and proposed Zoning District and existing Future Land Use designation.
<input type="checkbox"/>	Reasons for proposed zoning change
<input type="checkbox"/>	Statement substantiating consistency of proposed Zoning District with existing Future Land Use designation.
<input type="checkbox"/>	Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations).
<input type="checkbox"/>	Whether the proposed rezoning corrects an error or meets the challenge of some changing condition, trend, or fact.
<input type="checkbox"/>	Whether the municipality and other service providers will be able to provide sufficient transportation and utility facilities and services to the subject property, while maintaining sufficient levels of service to existing development. <b>NOTE: The City will determine if a Traffic Impact Analysis (TIA) is required.</b>
<input type="checkbox"/>	Whether the proposed rezoning will have significant adverse impacts on other property in the vicinity of the subject tract.
<input type="checkbox"/>	The suitability of the subject property for the existing zoning classification and proposed zoning classification.
<input type="checkbox"/>	Whether the proposed rezoning will ensure that future uses on the subject tract will be compatible in scale with uses on other properties in the vicinity of the subject tract.
<input type="checkbox"/>	Special considerations and additional information relevant to the zoning request.

Preparer’s Signature: \_\_\_\_\_