



Application for

# Planned Development District

## Planning & Zoning Division

13503 Alexander Road, City Hall | Balch Springs, Texas 75181  
Phone 972-286-4477 Ext. 123 or 212 | Fax 972-286-4279 |  
[www.cityofbalchsprings.com](http://www.cityofbalchsprings.com)

## **FILING PROCEDURES**

### **WHAT IS A PLANNED DEVELOPMENT DISTRICT?**

A PD-Planned development district (a "PD district") is intended to allow the phased development of tracts of land in a manner that will permit flexibility, that will encourage a more creative, efficient and aesthetically desirable design and placement of buildings, open spaces, circulation patterns, that will best utilize special site features such as topography, useable open space, landscape features, and that will maintain the integrity and value of surrounding areas. To the extent reasonably possible, PD districts should provide for the integrity, maintenance, and improvement of drainage ways, wetlands, and other natural features. PD districts allow flexibility with respect to the placement of buildings and structures on the land, permissible uses of the land, and development regulations for the land, as well as flexibility with respect to the review and approval process. This authority extends to discretionary approval by the city council over concept and development plans for each PD district as required by this division, including consideration by the city council of such items as proximity to major transportation arteries (such as freeways, expressways or mass transit routes), parking, setbacks, square footage of buildings and structures, sign placement, screening, landscaping, buffer zones, residential and nonresidential density, and the ratio of mixed commercial or retail and residential uses and structures. To the extent reasonably possible, PD districts should be separated or well buffered from adjacent properties. While flexibility is given to allow special conditions or restrictions, the following procedures are established herein to ensure against inappropriate exercise of this flexibility. It is intended that, prior to the approval of a PD district, it should be demonstrated that adequate public services and infrastructure capacity exist or are planned that will support development within the PD district throughout the estimated "build out" period based on the size and nature of the proposed development within the PD district.

City Council reviews each application and decides whether to deny, approve, or approve with conditions. Such conditions are necessary to ensure the use's compatibility with the surrounding area and consistency with the purpose and intent of the Zoning Ordinance.

### **SUBMITTAL PROCEDURE**

It is recommended that the applicant discuss the proposed application with staff of the Planning & Zoning Department prior to submission of an application to review plans, ordinances, and other land use issues that may be involved. Submittal of the application occurs at the Planning & Zoning Department's office listed below:

City of Balch Springs, Planning & Zoning Department  
City Hall  
13503 Alexander Road  
Balch Springs, TX 75181  
Phone 972-286-4477 ext. 123 or 212, Fax 972-286-4279

### **SCHEDULING**

The amount of time necessary to complete the staff review is variable depending on the complexity of the PD application and the accuracy of the submitted material. Once staff has reviewed submitted materials, the case is scheduled for public hearing at the Planning & Zoning Commission. However, the Planning & Zoning Department may determine that additional information or review is necessary prior to being scheduled for public hearing. Incomplete submissions or major changes to the plans during the review process may cause delays in this schedule.

## REQUIRED MATERIALS

A Planned Development application consists of six parts:

### 1) Application form

- Included in this packet
- Must be signed by all current property owners
- Typed application. (1 copy)
- PD Ordinance (See Sample Attached)
- Comply with application requirements listed in Sec.90-583 of the Zoning Ordinance including submittal of: Concept Plan, Traffic Impact Analysis, Drainage Study, Capital Improvement Study and Description of how water and wastewater will be provided. (See attached Ordinance)

### 2) Application fee

- Planned Development (PD) application fee of \$1500 (0-10 acres) plus \$50 for each additional acre
- Payable by check to the "City of Balch Springs"
- Fee is non-refundable

### 3) Narrative (Proposal) statement

- This written statement should include a detailed description of the proposal. At a minimum, it must include (if applicable):
  - Square footage
  - Number of dwelling units
  - Number of employees
  - Operational details including hours of operation and number of clients/customers
  - Number of existing and proposed parking spaces
  - Circulation of vehicular traffic on site and to and from site
  - Detailed description of business to be conducted
  - Description of ownership/management

### 4) A recent certified survey plat of the property

- Two (2) copies of the survey plat on no larger than 11" x 17" paper

### 5) \*Elevation: North, South, East and West rendering of building including signage (building materials shall be called out)

Two (2) copies of the elevation on no larger than 11" x 17" paper

### 6) A Conceptual Site Plan, \*Floor Plan & Landscape Plan of the property

- Two (2) copies of the plan on no larger than 11"x 17" paper
- 1 Electronic (PDF) Copy
- Drawn at a minimum scale of 1"=100 feet) should be attached to the application showing the proposed development; all building lines
- Label proposed uses and square footage of buildings
- Parking area or areas (including the identification of the marked/stripped parking
- Means of ingress and egress to/from the property

### 7) Legal Description: A legal description is required for the property for which a change in zoning is being requested. It must be attached as Exhibit "A". The description shall include the distance and bearing of the point of beginning from the nearest intersection of streets or roads and shall contain the following statement, signed and notarized

Supplements to this application (depending on the type of request) and additional materials may be required at the discretion of the Planning & Zoning Department. **(See Attached Checklist)**

**Note:** *It is important that the required application materials be as clear as possible in the description and presentation of the proposal, as the materials will be forwarded to Planning & Zoning Commission and City Council for their review.*

## **REVIEW PROCESS**

Following receipt of an application, an initial review is conducted to ensure that all required information has been submitted. If deemed complete, it is accepted as a formal application and internal review begins. Staff will work with the applicant on issues that arise during internal review and on proposed conditions to be included in the Planning & Zoning Department staff recommendation to the Planning & Zoning Commission and City Council. The application will be set for by Public Hearing before the Planning & Zoning Commission and a Notice will be mailed to all property owners that are located within 300 feet of the boundary lines of the property proposed for the PD. This notice shall be given to all affected property owners no less than ten (10) days prior to the scheduled hearing.

## **NOTICE & POSTING**

Notices of Planning & Zoning Commission and City Council public hearings are advertised in the *Commercial Daily Record*. Notices are also mailed to nearby property owners. Additionally, a sign is posted on the site with information regarding Planning & Zoning Commission's public hearing. The request for PD will be advertised in the City's official newspaper at least fifteen (15) days prior to the scheduled date of the public hearing.

**Note:** *Applicants are strongly encouraged to organize a community meeting to discuss the proposal with property owners and residents prior to the Planning & Zoning Commission's public hearing.*

## **PLANNING & ZONING COMMISSION RECOMMENDATION**

Planning staff will make a presentation to Planning & Zoning Commission summarizing the application and staff's recommendation. The applicant and any citizens interested in the application are given time to speak. Planning & Zoning Commission will evaluate the application based on the merits of the proposal, considering the purpose of the zoning district affected, the potential impacts of the proposal on the neighboring properties, and any relevant recommendations or policies in the adopted Balch Springs Comprehensive Plan. Planning & Zoning Commission may recommend approval, denial or that additional conditions be imposed before its recommendation is forwarded to City Council.

## **CITY COUNCIL PUBLIC HEARING**

Following Planning Commission's hearing, the item will be forwarded to City Council for a public hearing, usually in the month following Planning Commission. Planning staff may make a presentation to City Council summarizing the application and the recommendations. The applicant and any citizens interested in the application are given time to speak. City Council may approve or deny the application and may impose additional conditions. Four affirmative votes of City Council are required for approval.

## **PUBLIC HEARING TIMES AND LOCATIONS**

### **Planning Commission**

- First & Third Thursday of every month at 7:00 PM
- Held in City Hall, Council Chambers, 13503 Alexander Road

### **City Council**

- Second & Fourth Monday of every month at 7:00 PM
- Held in City Hall, Council Chambers, 13503 Alexander Road

Complete this application in its entirety and submit pages 4 and 5 along with the required materials (including any required supplements) as listed on page 2 to the address below:

City of Balch Springs  
Planning & Zoning Department  
13503 Alexander Road  
Balch Springs, Texas 75181

Case Number: RZ \_\_\_\_\_ - \_\_\_\_\_

**1. PROPERTY INFORMATION**

Address or Location \_\_\_\_\_

Legal Description \_\_\_\_\_ Zoning District \_\_\_\_\_

Current Land Use \_\_\_\_\_

Proposed Land Use \_\_\_\_\_

The proposed use will be in:       an existing building       a new addition       a new building

**2. PROPERTY OWNER INFORMATION (an individual or a legal entity may be listed as owner)**

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**3. APPLICANT INFORMATION (if different from owner)**

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**4. APPLICANT AGENT INFORMATION (if different from applicant)**

Agent's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

5. Give an explanation of the proposed use of the property and attach supporting information:

\_\_\_\_\_

6. Zoning Request: (IF APPLICABLE)

From: \_\_\_\_\_

To: \_\_\_\_\_

7. Give a brief explanation of reason for the request: \_\_\_\_\_

\_\_\_\_\_

8. The undersigned hereby requests rezoning of the above-described property as indicated.

Applicant/Agent \_\_\_\_\_ Date \_\_\_\_\_

9. Owner: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature \_\_\_\_\_

Owner \_\_\_\_\_ Date \_\_\_\_\_

Fee Received by: \_\_\_\_\_ Date Received \_\_\_\_\_

Amount: \_\_\_\_\_ Cash/Check Number: \_\_\_\_\_ Rec.# \_\_\_\_\_

10. A signed and notarized copy of the current deed for the property. All deed restrictions on the property, if any, are to be listed and highlighted in yellow. (1 copy)

11. A Tax Impact Analysis.

A. An evaluation of the current taxable value of the land and the physical improvements ) ie., building improvements) after SUP approval:

<u>Assessment Category</u>	<u>Taxable Value – Current</u>	<u>Future</u>
LAND	_____	_____
PHYSICAL/BUILDING IMPROVEMENTS	_____	_____

B. An evaluation of the tax dollars that are currently being paid to the City of Balch Springs on the land & the physical improvements (ie., building and improvements) compared to the anticipated future tax dollars (using the current rate) that will be paid to the City Of Balch Springs on the land & the physical improvements (ie., building & improvements) after the PD approval:

Using current rate show increase /decrease

<u>Assessment Category</u>	<u>Taxable Value – Current</u>	<u>Future</u>
LAND	_____	_____
PHYSICAL/BUILDING IMPROVEMENTS	_____	_____

<i>OFFICE USE ONLY</i>		
<input type="checkbox"/> Application Form	<input type="checkbox"/> Narrative Statement	<input type="checkbox"/> Conceptual Site Plan
<input type="checkbox"/> Application Fee	<input type="checkbox"/> Survey Plat	<input type="checkbox"/> Additional materials (if required)