



CODE AMENDMENT APPLICATION CHECKLIST

APPLICANT AND PROJECT INFO

Applicant Name: _____
Applicant Phone #: _____
Project Name: _____

This checklist is intended to provide information and data needed to constitute a complete application. A request for a code amendment requires review by staff and approval by the Planning and Zoning Commission and City Council for Zoning Text Amendments and for UDC Code Amendments. Incomplete applications will not be accepted.

APPLICATION TYPES

Application	Description
<input type="checkbox"/> Zoning Text Amendment (3.1.8)	A zoning text amendment is a change to the text of Article 3. Zoning Regulations
<input type="checkbox"/> UDC Code Amendments (1.1.18)	A UDC Code amendment is a change to the text of Unified Development Code outside of Article 3: Zoning Regulations.

MY GOVERNMENT ONLINE SUBMISSION REQUIREMENTS

The City of Bee Cave utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate MyGovernmentOnline User Guide available at <http://www.MyGovernmentOnline.org/>

APPLICATION FEES

All application fees shall be paid in full according to the adopted Fee Schedule. The adopted Fee Schedule is available on the City Website: <http://www.BeeCaveTexas.gov/>

CODE AMENDMENT PROCESS

The process for applying for a code amendment involves the following steps:

- 1. Pre-Application Conference.** Prior to filing of a code amendment, an applicant may consult with the Planning Director and other City staff concerning the proposed regulation change.
- 2. Submittal of Application and Completeness Check.** The applicant will provide all required documents listed in application checklist for a completeness check along with the required fee(s). Staff will review the documents for completeness of items listed on the checklists and provide feedback about any additional information or documents required from the applicant.
- 3. Application Filing.** Upon determination of application completeness and payment of fees, the application will be considered filed with the Planning and Development Department. The application will be distributed to all applicable staff members for review.

4. **Staff Review.** City Staff will review the proposed amendment and provide comments. Addressing comments may require the applicant to make changes and revisions to the application or supporting materials or supply additional information.
5. **Action.** After all staff comments have been satisfactorily addressed the amendment will be forwarded to the City’s Planning Commission and City Council as follows:
 - a. Zoning Text and UDC Amendments require Planning and Zoning Commission recommendation and City Council action.
 1. Planning and Zoning Commission Recommendation, Required Public Hearing and Notice Requirements
 - i. The Planning and Zoning Commission shall hold a public hearing on any application for a Zoning Text or UDC Amendment prior to making its report and recommendation to City Council.
 - ii. Notice of the time and place of the hearing must be published in a newspaper of general circulation in the City at least eleven (11) days before the date of the hearing.
 2. City Council Decision, Required Public Hearing, and Notice Requirements
 - i. The City Council shall conduct a Public Hearing before adopting any proposed Zoning Text or UDC Amendment.
 - ii. Notice of the time and place of the hearing must be published in a newspaper of general circulation in the City at least sixteen (16) days before the date of the hearing.

REQUIRED ITEMS FOR SUBMITTAL OF A COMPLETE APPLICATION

The following is grouped into the electronic documents that will be required for submittal. The list below each document heading shows the individual items that are to be combined to form the PDF document. Please, flatten all PDF before submittal and rename documents for easy readability.

- Summary Letter** *(must include the following content):*
 - Summary of the proposed change and identifying relevant code sections
 - Specific reference to goals and objectives within the Comprehensive Plan, and the necessity of the proposed amendment in carrying out those goals and objectives
 - Reference to relevant state enabling legislation
 - A timeline for properties made non-conforming by the amendment to establish conformance
 - Analysis of disproportionate adverse impact to properties or uses with the city
 - Any supporting research you would like staff to evaluate as part of the request

- Draft Amendment:**
 - Applicant shall provide a redline draft of the section(s) of UDC that are proposed to be amended. *This draft shall be provided in Word and PDF formats.*