



## REZONING APPLICATION CHECKLIST

### APPLICANT AND PROJECT INFO

Applicant Name: \_\_\_\_\_  
 Applicant Phone #: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Project Location: \_\_\_\_\_  
 TCAD ID(s) of Subject Parcels \_\_\_\_\_

This checklist is intended to provide information and data needed to constitute a complete application. A request for a zoning amendment (rezoning) requires review by staff, a recommendation by the Planning and Zoning Commission, and action of the City Council. In accordance with UDC Article 3 Zoning Regulations, see UDC Section 3.1.8. Incomplete applications will not be accepted.

### APPLICATION TYPES

Application	Description
<input type="checkbox"/> Zoning Map Amendment (3.1.8)	A rezoning is a change or modification to the boundaries of any zoning district resulting in a change to the City's Official Zoning Map;

### 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/>

### ZONING MAP AMENDMENT PROCESS

The process for applying for a Zoning Map Amendment ("Rezoning") involves the following steps:

- 1. Pre-Application Conference.** Prior to filing of a rezoning application, the applicant may consult with the Planning Director and other City staff concerning compliance with all applicable ordinances and regulations.
- 2. Submittal of Application and Completeness Check.** The applicant will submit all required documents and fees along with the signed application checklist for a completeness check. 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. Staff will perform a completeness check within 10 business days. **If the application is deemed incomplete, the applicant will have 45 calendar days to resubmit the incomplete items, or the application will expire.**

3. **Application Filing.** Upon determination of application completeness, 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. **Technical Review.** City Staff will review the application for compliance with the UDC and other applicable city requirements and provide comments. Staff may complete technical review within in 21 calendar days of the application's filing date, however this time period may be extended based on staff availability and the complexity of the application. The applicant may need to make changes and revisions to the application or supporting materials to satisfactorily address City Staff comments. **If a resubmittal is not received within 90 calendar days of the most recently issued staff comments, the application will be forwarded to the Planning & Zoning Commission with a staff recommendation for denial.**
5. **Required Property Owner Notice.** All Zoning Map Amendments require Public Hearings with property owner notification. Written notice of all public hearings before the Planning and Zoning Commission and City Council on a proposed zoning change shall be sent to all owners of real property within two hundred (200) feet of the property on which the change is requested not fewer than eleven (11) calendar days before the date of the Planning & Zoning Commission Public Hearing. If the proposed rezoning will add residential units (either single-family residential or multi-family residential), the school district that serves the property must also be notified in the same manner as a property owner. Notwithstanding property owner notification prior to the resolution of staff comments noted in Section 4 above due to non-responsiveness, property owner notification is not completed until all Staff comments have been satisfactorily addressed and the Zoning Map Amendment is ready to be placed on a Planning & Zoning Commission meeting agenda. **Resubmittals and/or new information submitted after property owner notification will not be included in the agenda packets for the Planning and Zoning Commission's consideration.**
6. **Planning & Zoning Commission Public Hearing & Recommendation.** The Planning and Zoning Commission will hold a Public Hearing for all Zoning Map Amendments and make a recommendation to City Council. In making its recommendation, the Planning and Zoning Commission shall consider the following:
  - a. Whether the zoning change is consistent with the Future Land Use Map and the Comprehensive Plan;
  - b. Whether the proposed change will have a detrimental effect on properties abutting the property proposed for rezoning or upon properties affected by the proposed text amendment; and
  - c. Whether the proposed change will result in detrimental impacts upon existing or planned Public Facilities or the administration of this UDC.

The Commission may, on its own motion or at the applicant's request, defer its recommendation until it has had an opportunity to consider other information or proposed modifications to the request which may have a direct bearing thereon. If the Commission elects to table the request, such tabling shall specifically state the time period of the tabling by citing the meeting date whereon the request will reappear on the Commission's agenda.
7. **Required Public Notice.** Notice of the City Council Public Hearing for the Zoning Map Amendment must be published in a newspaper of general circulation in the City at least sixteen (16) days before the date of the hearing. Due to this there is minimum 3 week separation between the Planning &

Zoning Commission and City Council Public Hearings for Zoning Map Amendments, the separation may be longer depending on meeting schedules.

8. **City Council Public Hearing / Action.** After a Public Hearing is held before the City Council regarding the rezoning, the City Council may approve the request in whole or in part, deny the request in whole or in part, or table the application to a future meeting, specifically citing the meeting to which it is tabled, or it may refer the application back to the Commission for further study.
9. **Effect of City Council Acton.**
  - a. Approval: If the City Council approves the Zoning Map Amendment, the applicant may submit of platting (subdivision) or site plan applications for the subject property as applicable.
  - b. Denial: If City Council denies the Zoning Map Amendment, the same application nor any other substantially similar rezoning application, as determined by the Director, may be filed for all or part of the subject tract of land, for a waiting period of one (1) year following the denial.

**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.

- Application Information**
  - Deed showing current ownership
  - Notarized Verification of Land Ownership Form
  - Authorization Agent Designation Form (if applicant different than owner)
  - Written consent to the rezoning application from each lienholder of the subject property (if applicable)
  - Current Title Commitments
  - Original Tax Certificate issues by Travis Central Appraisal District and showing no taxes due
  - Covenants, Deed Restrictions (newly applicable and previously recorded)
  - Survey (boundary survey or plat, including metes and bounds, sealed by a licensed surveyor)
- Summary Letter** *(must address all of the following topics in sufficient detail):*
  - Consistency with the Comprehensive Plan:** Identify the subject property’s Future Land Use Map Designation. Describe how the proposed rezoning is necessary to implement specific goals and policies of the Comprehensive Plan. *If the proposed rezoning is inconsistent with the Future Land Use Map Designation for the subject property, a Future Land Use Map Amendment application must be submitted prior to or concurrently with the rezoning application.*

- Compatibility:** Describe existing adjacent uses on all sides of the subject property, including across roadways, and how the proposed rezoning is compatible and how any adverse impacts will be mitigated. Describe how the proposed zoning change is consistent with the development within the general vicinity of the subject property and the City as a whole.
- Capacity:** Describe how the proposed rezoning will impact the vehicular and pedestrian transportation networks in the vicinity of the subject property and the anticipated impact on utilities including water and sewer capacity. If the rezoning would allow for a greater number of residential units than the subject property's current zoning designation, describe the anticipated impact on public schools and the provision of open space.
- Available Vacant Land:** Describe the amount of vacant land currently zoned the same as the proposed rezoning and any special circumstances that make a substantial part of this vacant land unavailable for development.
  
- Property Information:** A graphic exhibit including the following information must accompany all rezoning applications:
  - A vicinity or location map that shows the location of the subject property within the City and in relationship to existing roadways.
  - The boundary survey limits of the subject property and scale distances with north clearly indicated.
  - The names and recording information of adjacent additions or subdivisions, or the name of the owners of record for adjacent parcels of unplatted land, including parcels on the other sides of roads and creeks.
  - The existing zoning and existing uses on adjacent land.
  - The location, width, and names of all existing or platted streets or other public ways within or adjacent to the subject property.
  - Any existing easements within or adjacent to the subject property with recording information.
  - Existing buildings within the subject property and an indication of whether they'll be preserved or demolished.
  - Topography of the subject property, including contours at two-foot intervals with existing drainage channels or creeks, including the 100-year floodplain.
  - Any Critical Environmental Features (CEFs) within the subject property.
  
- Concept Plan:** The Planning Director, Planning & Zoning Commission or City Council may require a Concept Plan for any request to rezone to a higher intensity zoning district (for example from a residential "R" district to a mixed-use "MU" district or from R-1 to R-2). A pre-application meeting is *strongly encouraged* to determine if a Concept Plan may be required. **If required, a Concept Plan shall include the following:**

- The general arrangement of the proposed land uses and buildings, including but not limited to proposed nonresidential and residential densities; building heights, square footages, massing, and orientation.
- A circulation plan for the subject property including the layout and width, including right-of-way lines and curb lines of existing and proposed streets and intersections, and driveways, parking areas with an associated calculation parking spaces provided, loading and service areas, compactors and dumpster enclosures, and pedestrian walkways.
- General layouts and concepts of the nonpoint source pollution prevention management system, in accordance with the design manual, see **UDC Section 7.3** for more information.
- Proposed tree preservation/mitigation, landscaping, and screening relative to buffering adjacent properties, in accordance with UDC Articles 5 and 6.
- Any proposed public or private open space, sites for parks, schools, public facilities, and other pertinent development related features.
- The anticipated phasing and timing of the proposed development.

*If a Concept Plan is required, the following items are also required:*

- Peak Hour Trip Generation Form**, see **UDC Section 2.5.11** for more information.
- Statement of Compliance with City Ordinances:** Is the Concept Plan in compliance with all applicable provisions Article 3 of the UDC (Zoning). If not, indicate by UDC Section reference the variances required and provide a justification for each.
- Transmittal to other Agencies:** The applicant shall provide each of the following agencies with a copy of the Concept Plan, and any subsequent revisions, provided to the City. Copies of transmittal letters/emails shall be included with the application to the city and any subsequent resubmittals.
  - Travis County Emergency Services District 6 / Lake Travis Fire Rescue
  - Wester Travis County Public Utility Agency / WCID-17, as applicable
  - TXDOT (if subject property abuts a State highway)
  - Lake Travis Independent School District (if the proposed rezoning will add residential units).
- Application Certification.** A signed copy of the following page.



# REZONING APPLICATION CHECKLIST

## CERTIFICATION OF APPLICATION CHECKLIST

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date