

CITY OF MCKINNEY

# STRAIGHT & PD (RE)ZONING SUBMITTAL PACKET



PLANNING

221 N. TENNESSEE STREET, MCKINNEY, TEXAS 75069





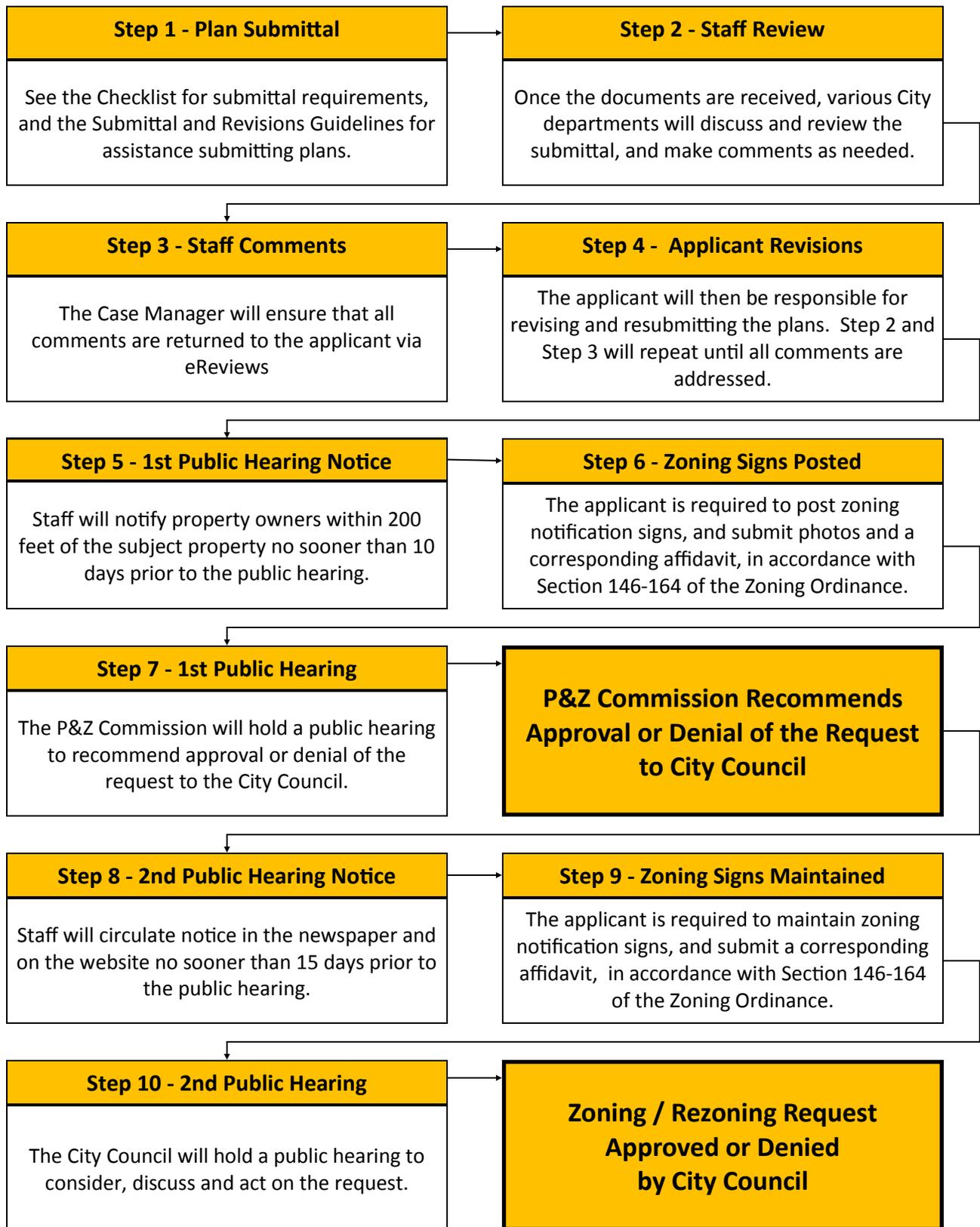
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This publication can be made available upon request in alternative formats, such as, Braille, large print, audiotape or computer disk. Requests can be made by calling 972-547-2694 (Voice) or email

[contact-ada.compliance@mckinneytexas.org](mailto:contact-ada.compliance@mckinneytexas.org). Please allow at least 48 hours for your request to be processed.

# APPROVAL PROCESS FLOWCHART



# LETTER OF INTENT REQUIREMENTS



## **FOR ALL (RE)ZONING REQUESTS:**

- Define acreage of subject property
- Describe in detail the location of the property [Example: approximately (distance) feet South of (street name), approximately (distance) feet North (street name), approximately (distance) feet East of (street name), and/or approximately (distance) feet West of (street name)]
- Specify the existing and requested zoning districts
- Provide detailed justification and/or supporting documentation as to why the applicant is requesting to rezone the subject property to a specific zoning district
- Describe any other special considerations or unique characteristics of subject property

## **FOR “PD” – PLANNED DEVELOPMENT DISTRICT (RE)ZONING REQUESTS:**

- Include all information listed above
- Provide detailed justification and/or supporting documentation as to why the applicant is requesting to rezone the subject property to a specific zoning district, including justification for each special ordinance provision being requested
- Provide justification as to why a straight zoning district cannot satisfy the development needs thereby requiring the request for a “PD” District
- Provide a special ordinance provision(s) that ensures a level of exceptional quality or innovation for the associated design on development (see Section 146-94 of the Zoning Ordinance for more info)

For a list of available straight zoning districts, please see Chapter 146 (Zoning Ordinance), Article III. District Regulations. Please note that some districts are not available to be (re)zoned to as of July 1, 2014 and are noted as such.

## TIPS FOR SUBMITTAL

- Each submittal item above should be an individual file to upload through CSS and/or eReviews. For example: a multiple page site plan can be consolidated into a single file but a site plan and landscape plan should be two separate files.
- The plans' files sizes should be as small as possible to allow for easy downloading and viewing from the internet.

### REQUIRED CSS ATTACHMENTS:

- LETTER OF INTENT
- PLANNING APPLICATION must be completely filled out and signed by owner (*separate letters of authorization will not be accepted*)
- ZONING EXHIBIT formatted and scaled to a 24" x 36" page size
- DEVELOPMENT REGULATIONS (for Planned Development District requests)
- METES AND BOUNDS DESCRIPTION

### FEE:

- STRAIGHT ZONING: \$500 + \$15/acre up to 250 acres; \$8/acre thereafter - (If paying through CSS, currently accepted cards include MasterCard, Visa or Discover)
- PD ZONING: \$1000 + \$10/acre

**Zoning Notification Signs:** All zoning changes require Zoning Notification Signs to be placed on the property within the specified time frame in Section 146-164 of the City of McKinney Zoning Ordinance. Failure to post the notification sign(s) on the property by the close of business (5 pm) on the Tuesday prior to the Tuesday Planning and Zoning Commission public hearing shall result in the postponement of consideration by the Commission. Failure to maintain the signs prior to the City Council public hearing may result in postponement of consideration if the applicant has not attempted to replace damaged or missing signs upon notification by Staff.

**A complete guide to the requirements for posting Zoning Notification Signs is available on the Planning Department website.**

***DUE TO HIGH SUBMITTAL VOLUMES AND DUE TO THE PLANNING DEPARTMENT'S CONTINUED EFFORTS TO PROVIDE THE VERY BEST CUSTOMER SERVICE TO ALL OF OUR APPLICANTS, BOTH ALREADY IN QUEUE AND NEW SUBMITTERS, INCOMPLETE SUBMITTALS CANNOT BE ACCEPTED.***



## **Submitting an Application through the *Citizen Self-Service (CSS) Portal***

- Please make sure that you are logged in to your registered account in CSS.
- Select “Apply”, navigate to the Plan module, and select the Plan Type for which you want to apply.
- After submitting, you will be directed to a confirmation screen with your new plan number, and will receive an confirmation email letting you know the next steps.
- Once Staff has received the application and accepted the submittal, an invoice for payment will be issued. **Payment made through CSS must be made with MasterCard, Visa or Discover.** Payment by check must be made in person.
- Upon deeming the application administratively complete and receiving payment, Staff will begin review and aims to return comments within 10 business days.\*

## **Submitting Revisions Digitally through eReviews**

- Once you have received an email indicating plan revisions are necessary, please submit revisions through eReviews.
- Upon receipt of the revision, Staff will begin review and aims to return comments within 3 business days.\*

## **Important Notes for All Digital Submittals**

- If you have not yet registered in CSS, or need assistance with any of the steps above, please visit our [How-To Guides](#) or contact the Planning Department at 972-547-2000.
- All documents and plans must be submitted through eReviews. Please do not email files as Staff will be unable to accept them.
- Different case type submittals (i.e., a preliminary-final plat and a site plan for same project) should be submitted in through the individual case number shown in eReviews and CSS. Please note that failure to do so may result in processing and case review delays.
- Please note that when submitting through eReviews, only PDF files can be accepted.

*\*Zoning/Rezoning: PD District submittals may take longer than the typical review turnaround times.*