CITY OF MCKINNEY

STRAIGHT & PD (RE)ZONING
SUBMITTAL PACKET

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-adacompliance@mckinneytexas.org. Please allow at least 48 hours for your request to be processed.
Step 1 - Plan Submittal
See the Checklist for submittal requirements, and the Submittal and Revisions Guidelines for assistance submitting plans.

Step 2 - Staff Review
Once the documents are received, various City departments will discuss and review the submittal, and make comments as needed.

Step 3 - Staff Comments
The Case Manager will ensure that all comments are returned to the applicant via eReviews.

Step 4 - Applicant Revisions
The applicant will then be responsible for revising and resubmitting the plans. Step 2 and Step 3 will repeat until all comments are addressed.

Step 5 - 1st Public Hearing Notice
Staff will notify property owners within 200 feet of the subject property no sooner than 10 days prior to the public hearing.

Step 6 - Zoning Signs Posted
The applicant is required to post zoning notification signs, and submit a corresponding affidavit, in accordance with Section 146-164 of the Zoning Ordinance.

Step 7 - 1st Public Hearing
The P&Z Commission will hold a public hearing to recommend approval or denial of the request to the City Council.

Step 8 - 2nd Public Hearing Notice
Staff will circulate notice in the newspaper and on the website no sooner than 15 days prior to the public hearing.

Step 9 - Zoning Signs Maintained
The applicant is required to maintain zoning notification signs, and submit a corresponding affidavit, in accordance with Section 146-164 of the Zoning Ordinance.

Step 10 - 2nd Public Hearing
The City Council will hold a public hearing to consider, discuss and act on the request.

P&Z Commission Recommends Approval or Denial of the Request to City Council

Zoning / Rezoning Request Approved or Denied by City Council
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)

REQUIRED EREVIEWS ATTACHMENTS (when uploading, please name all files as listed below):

☐ ZONING EXHIBIT formatted and scaled to a 24” x 36” page size

☐ METES AND BOUNDS DESCRIPTION

☐ LETTER OF INTENT

☐ PLANNING APPLICATION must be completely filled out and signed by owner (separate letters of authorization will not be accepted)

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

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.

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
NOTIFICATION SIGNS

All zoning changes or amendments, including zoning, rezoning, amendments to Planned Developments, and the like, although specifically exempting site plan approval for site plans within a "PD" unless part of an SUP approval that requires a site plan, shall be required to have an official sign posted prior to Planning and Zoning Commission consideration and the sign maintained throughout the zoning change process. The Director of Planning shall have the authority to determine if the posting of the subject property met the intent of the requirements contained herein.

Sign Posting Process. The following process requirements shall apply to the posting of a zoning change sign:

- The applicant shall be responsible for posting the required number of notification signs on the subject property at least seven (7) days prior to the Planning and Zoning Commission consideration of the application and for maintaining the required signs throughout the zoning change process.

- The applicant shall furnish an affidavit to the City of McKinney Planning Department by 12:00 P.M. (Noon) on the Wednesday prior to the Tuesday Planning and Zoning Commission meeting at which the public hearing is scheduled, certifying that the required sign was posted on the subject property on or before the seventh (7th) day prior to the said Commission meeting.

- Failure to post the sign at least seven (7) days prior to the Planning and Zoning Commission public hearing by 5:00 P.M. shall result in the postponement of the zoning change consideration by the Commission. The applicant shall be subject to an additional fee to republish and/or re-notify due to such postponement.

- The applicant shall furnish an affidavit to the City of McKinney by 12:00 P.M. (Noon) on the Wednesday prior to the Tuesday City Council meeting at which the public hearing is scheduled, certifying that the required sign was maintained on the subject property in a manner consistent with the requirements contained herein prior to the City Council holding a public hearing to consider the application.

For special meetings, the Director of Planning shall set a sign posting schedule meeting the intent and purpose contained herein.

Sign Maintenance Process. The following process requirements shall apply to the maintenance of a zoning change sign:

- The applicant shall be responsible for maintaining the sign on the subject property throughout the zoning change process. The City of McKinney is not responsible for monitoring the required zoning change signs. Should the City of McKinney discover through routine duties related to other aspects of their daily functions that the sign is not being maintained, the City of McKinney shall contact the applicant to investigate and, if needed, correct the situation. An affidavit from the applicant certifying that the applicant has corrected the posting shall indicate that the intent of the posting requirement was met. Failure to maintain the sign during the process shall not result in the postponement of the zoning change consideration so long as the applicant attempted to replace damaged or missing signs upon notification.

- The applicant shall be responsible for removing the sign from the subject property within two (2) weeks of the final action by the City of McKinney.

Sign Specifications

- See attached specification sheet.

Sign Locations

- required signs shall be posted in unobstructed view on private property and in a manner in which they can be clearly read from the public right-of-way.
• On tracts of land with frontage on public right-of-way greater than 250 feet, additional signs shall be posted so that each sign is no greater than approximately 200 feet apart.

• On corner lots, a single sign may be posted at the intersection of the two streets if the frontage on either street does not exceed 250 feet.

**List of Sign Contractors:**

<table>
<thead>
<tr>
<th>Hobson’s Signs</th>
<th>Colorit Graphic Services</th>
<th>Superior Sign Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>351 East Louisiana Street</td>
<td>330 Industrial Blvd., Ste. # 100</td>
<td>1814 Solitude Court</td>
</tr>
<tr>
<td>McKinney, Texas 75069</td>
<td>McKinney, TX 75069</td>
<td>Allen, Texas 75002</td>
</tr>
<tr>
<td>Phone: 972-540-1919</td>
<td>Phone: 214-542-6567</td>
<td>Phone: 972-727-0789</td>
</tr>
<tr>
<td>Fax: 972-542-0717</td>
<td><a href="mailto:contact@coloritgraphics.com">contact@coloritgraphics.com</a></td>
<td>Fax: 972-908-2839</td>
</tr>
<tr>
<td><a href="mailto:hobsonsigns@gmail.com">hobsonsigns@gmail.com</a></td>
<td></td>
<td><a href="mailto:superiorisignsallen@yahoo.com">superiorisignsallen@yahoo.com</a></td>
</tr>
<tr>
<td>Contact: Michael Armstrong</td>
<td></td>
<td>Contact: Matt Hall</td>
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<table>
<thead>
<tr>
<th>Sign Express</th>
<th>Sign A Rama</th>
<th>CDR Contracting Services</th>
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<tbody>
<tr>
<td>604 Central Expressway North</td>
<td>1502 W. University, Ste. 108</td>
<td>107 Westwood Circle</td>
</tr>
<tr>
<td>Allen, Texas 75013</td>
<td>McKinney, TX 75069</td>
<td>McKinney, Texas 75070</td>
</tr>
<tr>
<td>Phone: 972-727-0789</td>
<td>Phone: 214-544-7446</td>
<td>Phone: 932-333-0639</td>
</tr>
<tr>
<td>Fax: 972-908-2839</td>
<td>Fax: 972-542-7079</td>
<td>Fax: 214-548-5975</td>
</tr>
<tr>
<td><a href="mailto:radsigndude@yahoo.com">radsigndude@yahoo.com</a></td>
<td><a href="mailto:mckinneysigns@sbcglobal.net">mckinneysigns@sbcglobal.net</a></td>
<td><a href="mailto:CDRContract2016@gmail.com">CDRContract2016@gmail.com</a></td>
</tr>
<tr>
<td>Contact: Matt Hall</td>
<td></td>
<td>Contact: Casey Raymond</td>
</tr>
</tbody>
</table>
ZONING CHANGE SIGN SPECIFICATIONS

CITY OF MCKINNEY, TX

4’ MIN

NOTICE OF ZONING CHANGE
PUBLIC HEARING

For more info:
VISIT: McKinneyTexas.org/Notices
CALL: 972-547-2000

1’ MIN

Capital letters on the sign shall be no smaller than 3” tall using the Bold Arial font style.

1’ MIN (lock ratio)
AFFIDAVIT OF SIGN POSTING

(Re)Zoning Case No. ______________________

Date of Planning and Zoning Commission Meeting: ________________________________

In accordance with the requirements of Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney, Texas, I __________ ___________________________ hereby certify that I have posted or caused to be posted Zoning Change Notification sign(s) on the property subject to zoning change, located at __________________________________________________________________________.

Said sign(s) have been obtained through a designated contractor of the Planning Department and meet the specifications of Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney.

Posting of said signs was accomplished on ____________________________, 2 __________, as provided for in Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney. Said signs have been posted in a manner which provides an unobstructed view and which allows clear reading from the public right(s)-of-way along ____________________________________________

___________________________________________________________________________

I further certify that this affidavit was filed with the Planning Department of the City of McKinney within the time provisions of Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney.

Executed this the _______________ day of ________________________________, 2 __________.

____________________________________
Signature of Applicant or Authorized Representative for Zoning Case No. ______________

____________________________________
Printed Name of Applicant or Authorized Representative for Zoning Case No. ______________

____________________________________
Notary Public

PLEASE NOTE: 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.

____________________________________
STAFF USE ONLY:

Date/Time submitted: _______________________     Verified by: ________________________________
AFFIDAVIT OF SIGN MAINTENANCE

(Re)Zoning Case No. _____________________________

Date of City Council Meeting: ________________________________

In accordance with the requirements of Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney, Texas, I _____________________________ hereby certify that Zoning Change Notification sign(s) have been maintained on the property subject to zoning change, located at ________________________________.

Said sign(s) have been maintained in a manner consistent with the requirements contained in Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney.

I further certify that this affidavit was filed with the Planning Department of the City of McKinney on _____________________________, 20___, within the time provisions of Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney.

I understand that I am required to remove said signs within two weeks of any final action taken by the City of McKinney regarding the zoning change.

Executed this the __________ day of ________________________________, 20_____.

________________________________
Signature of Applicant or Authorized Representative for Zoning Case No. _____________________________

________________________________
Printed Name of Applicant or Authorized Representative for Zoning Case No. _____________________________

________________________________
Notary Public

PLEASE NOTE: 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.

________________________________
STAFF USE ONLY:

Date/Time submitted: _____________________________ Verified by: ________________________________
INSTRUCTIONS FOR DIGITAL SUBMITTALS

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 receipt of the required files through eReviews, Staff will begin review and 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 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.
LOCATION INFORMATION:
Address: _______________________________________________________________________________________
Survey Name and Abstract No. or Subdivision Name: __________________________________________________
Lot, Block: ______________________________________ Addition Name: _____________________________
Number of Acres: ________________________________ Number of Lots: _____________________________
Geographic ID Number R-_______________________R-_______________________
Geographic ID Number R-_______________________R-_______________________

OWNER/APPLICATION INFORMATION:
Owner Name: __________________________________ Applicant Name: __________________________________
Company: ______________________________________ Company: ______________________________________
Address: _______________________________________ Address: ______________________________________
City, State, Zip: _________________________________ City, State, Zip: _________________________________
Phone: _________________________________________ Phone: _________________________________________
Email: _________________________________________ Email: _________________________________________

☐ I will represent the application myself; or
☐ I hereby designate ______________________________ (applicant above) to act as my agent for submittal, processing, representation, and/or presentation of this application. The designee shall be the primary contact person for this application.

I hereby certify that I am the owner of the property and certify that the information provided within this application is true and correct. By signing below, I agree that the City of McKinney is authorized and permitted to provide information contained within this application, including the email address, to the public and in response to a Public Information Request.

Owner Signature:____________________________________________________________ Date:________________________