
**City of Cleburne
Community Development Department**

**Zoning / Specific Use Permit
Application
Packet**





DEVELOPMENT APPLICATION FEES

City of Cleburne
10 N. Robinson St.
Clebune, TX 76033
817-645-0947

Zoning

Zoning Change	\$ 150
Planned Development District (PD)	\$ 150
Amendment to an existing PD to add, delete or change a special condition	\$ 150
Specific Use Permit (SUP)	\$ 150

Platting

Preliminary Plat	\$ 250	+ fee per acre
<u>Fee per acre:</u>		
5 acres or less	\$ 5.00/ac.	
6 to 10 acres	\$ 4.00/ac.	
11 to 50 acres	\$ 3.60/ac.	
51 to 150 acres	\$ 2.90/ac.	
151 or more	\$ 2.30/ac.	
 Final Plat	 \$ 250	 + fee per lot
<u>Fee per lot:</u>		
10 lots or less	\$ 3.50/lt.	
11 to 50 lots	\$ 2.80/lt.	
51 to 150 lots	\$ 2.25/lt.	
151 to 500 lots	\$ 1.80/lt.	
500 or more	\$ 1.45/lt.	
Amended & Minor Plat	\$ 250	
Replat	\$ 250	+ \$ 10.00 per lot

Variances and Appeals

Variance and/or Appeal	\$ 400
Sign Variance	\$ 750

The Codes & Ordinances of the City of Cleburne are available at www.clebune.net/zoningordinance



COMMUNITY DEVELOPMENT APPLICATION

City of Cleburne
10 N. Robinson St.
Cleburne, TX 76033
817-645-0947

APPLICATION TYPE

PLEASE CHECK THE APPROPRIATE BOX BELOW.

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Straight Zoning Change | <input type="checkbox"/> SUP – Parking Reduction | <input type="checkbox"/> Minor Plat/Minor Replat | <input type="checkbox"/> Zoning Variance (ZBA) |
| <input type="checkbox"/> Planned Development (PD) | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Amending Plat | <input type="checkbox"/> Interpretation Appeal (ZBA) |
| <input type="checkbox"/> PD Amendment | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Site Plan/Landscape Plan | <input type="checkbox"/> Sign Variance |
| <input type="checkbox"/> Specific Use Permit (SUP) | <input type="checkbox"/> Replat | <input type="checkbox"/> Voluntary Annexation | <input type="checkbox"/> Other: _____ |

PROPERTY INFORMATION

Project Name: _____

Project Address (Location): _____

Legal Description (Lot & Block): _____

Proposed Number of Lots: _____ Gross Acres: _____ Land Use District: _____

Existing Zoning: _____ Proposed Zoning: _____

Existing Use: _____ Proposed Use: _____

Application Requirements: The applicant is required to submit sufficient information that describes and justifies the proposal. See appropriate checklist and fee schedule for minimum requirements. Incomplete applications will not be processed.

APPLICANT ■ OWNER INFORMATION

Applicant: _____ Company: _____

Address: _____ Tel: _____

City: _____ State: _____ ZIP: _____ Email: _____

Applicant's Status: (check one) Owner Representative Tenant Prospective Buyer

Property Owner: _____ Company: _____

Address: _____ Tel: _____

City: _____ State: _____ ZIP: _____ Email: _____

Required Signatures

APPLICANT:

NAME OF APPLICANT (PRINT): _____

SIGNATURE: _____ Date: _____

PROPERTY OWNER: (IF OTHER THAN APPLICANT)

NAME OF PROPERTY OWNER (PRINT): _____

SIGNATURE: _____ Date: _____

For Departmental Use Only

Case #: _____

Total Fee(s): _____

Receipt #: _____

Date Submitted: _____

Accepted By: _____

Rev 1/20



ZONING / SUP APPLICATION CHECKLIST

City of Cleburne
10 N. Robinson St.
Cleburne, TX 76033
817-645-0947

INSTRUCTIONS The Community Development Department reviews each zoning / specific use permit application based on the items in the following checklists and the requirements of the City of Cleburne's Code of Ordinances. Applicants are encouraged to familiarize themselves with the requirements of the Code and are encouraged to meet with a Community Development and/or Engineering staff member to determine the type of plans required for review. Copies of the Code are available for purchase from the Community Development Department. The Code is also available free of charge at www.cleburne.net/zoningordinance.

SUBMITTAL REQUIREMENTS

The following items must be submitted with this application:

- Three (3) 8.5" x 11" copies of the Survey
- Three (3) 8.5" x 11" copies of the Legal Description (metes and bounds) of the property
- Three (3) 8.5" x 11" copies of the **LETTER OF INTENT AND CONCEPT PLAN** (PD and SUP Applications Only)
- One (1) digital copy of all submittal documents (CD or USB flash drive)
- Any drawings (to scale) the applicant considers necessary to demonstrate the proposal.

A. Exhibits for Applications for Straight Zoning

At a minimum, all straight rezoning requests shall include a survey and legal description (metes and bounds) of the property. Any drawings (to scale) the applicant considers necessary to demonstrate the proposal.

B. Exhibits for Applications for Planned Development (PD) District

A development plan submitted in support of a Planned Development (PD) request shall contain information delineating the characteristics of the site, changes in those characteristics as may be proposed by the development, how the development will relate to public services and facilities, and what protection features are included to insure that the development will be compatible with existing and allowable development on adjacent property. Refer to *Section 155.46 PD – Planned Development District* of the Zoning Ordinance.

At a minimum, all PD rezoning requests shall include a letter of intent containing all of the following information:

- The use or combination of uses proposed;
- Base zoning district(s);
- Lot area, lot width, lot depth and lot coverage;
- Building setbacks (include front, rear and side setbacks);
- Building height;
- Building design standards;
- Density;
- Parking ratio and total number of parking spaces;
- Access and circulation throughout site;
- Landscaping (including but not limited to types/number of plantings, location of plantings, irrigation plan, etc.);
- Screening (include material type, height, and location of any proposed screening);
- Accessory buildings;
- Signage;
- Lighting;
- Project phasing and/or scheduling;
- Management associations; and
- Other requirements not listed that detail the proposed development.

At a minimum, all **residential** PD rezone requests shall provide a concept plan showing the following:

- Lot layout, including lot dimensions and total lot size (in square feet);
- Street configuration;
- Sidewalks;
- Location of signage;
- Landscaping;
- Screening;
- Open space and proposed amenities;
- Project phasing (if applicable); and
- Other features specific to the proposed development.

At a minimum, all **non-residential** PD rezone requests shall provide a concept plan showing the following:

- General location of buildings;
- Street layout and fire lanes;
- Location and dimensions of parking spaces;
- Building lines and setbacks;
- Dumpster location(s);
- Landscaping;
- Screening;
- Location of signage;
- Project phasing (if applicable);
- Other features specific to the proposed development.

C. Exhibits for Applications for Specific Use Permit (SUP)

An application for a Specific Use Permit shall be accompanied by a site plan and shall be reviewed by the Planning and Zoning Commission and forwarded to the City Council for final action. Such concept plan shall meet the requirements for site plans as detailed in below and in *Section 155.53* of the Zoning Ordinance.

At a minimum, all SUP requests shall include a letter of intent containing all of the following information:

- The proposed use;
- The existing zoning district;
- Information regarding the business requesting the SUP;
- Provide detailed justification as to why the SUP is appropriate on the subject property; and
- Any other special considerations as necessary to detail the request.

At a minimum, all SUP requests shall provide a concept plan showing the following:

- The land area included within the site, the area of all abutting sites and the zoning classification thereof, all public and private rights-of-way and easements bounding and intersecting the site and the abutting sites which are proposed to be continued, created, relocated and/or abandoned.
- The proposed finished grade of the site and its relation to elevations of adjacent sites if pertinent, shown to contour intervals not to exceed two feet (if floodplain is present).
- A description of the proposed site and the boundaries.
- The location of each existing and each proposed structure on the site, the specific category of use or uses to be contained therein, the number of stories, gross floor area, type of exterior, construction material, and the location of entrances and exists to buildings.
- The location and width of all curb cuts and driving lanes.
- The dimensions and capacities of parking areas and loading areas, and the character and location of illumination facilities.
- All pedestrian walks, malls and open areas for use by tenants or the public.
- The location and height of all walls, fences, and screen planting and landscaping.
- The location, size, height, foot candle level and orientation of all lighting and signs.
- The types of surfacing such as paving, turfing or gravel to be used at various locations.
- The location of fire hydrants and fire lanes.
- Location and screening of garbage containers, air conditioners and outside storage or display.
- A schedule of the phasing of all improvements shown in the plan.

Acknowledgments

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal before the Planning & Zoning Commission and City Council. I understand that it is my responsibility to have the Applicant and/or Owner present at the Planning and Zoning Commission and City Council meetings.

Printed
name:

Owner Applicant

Signature:

_____ Date: _____

AUTHORIZATION OF REPRESENTATION
USE ONLY IF ANOTHER ENTITY WILL BE REPRESENTING THE REQUEST

Date: _____

I/we _____, authorize _____ to represent
YOU OR YOUR ORGANIZATION YOUR REPRESENTATIVE

me/us in all scheduled hearings and meetings before the City of Cleburne

regarding the rezone/SUP request for the property located at _____.
ADDRESS OR LEGAL DESCRIPTION

Thank you for helping us resolve this request.

Sincerely,

State of Texas §
County of Johnson §

BEFORE ME, the undersigned authority, in and for said County, Texas, on this day personally appeared _____, known to me to be the person whose name is

subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed. GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the day of _____, A.D. _____.

Notary Public in and for Johnson County, Texas