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S E R V I C E S O L U T I O N S S U C C E S S



TO: Zoning Board of Adjustment
FROM: Linda Castle, Senior Planner
SUBJECT: Site Plans Submitted to ZBA
DATE: June 9, 2010

Regarding your request to review the site plan requirements of an application to the ZBA, the ZBA ordinance, Section 2.16.060 A., requires:

All applications to the board will be in writing on forms provided by the development services department and with documents as required and shall be accompanied by the fee as set by city council to help defray the cost of publication, the giving of notice, and general expense in connection with the application. Before acceptance, all applications submitted shall be complete in all details.

Enclosed is the application form that applicants are required to complete, along with the sample site plan we provide for their information.

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susie Byrd

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson

ITEM #8

REQUIRED DOCUMENTATION FOR ZONING BOARD OF ADJUSTMENT APPLICATION

- ZONING BOARD OF ADJUSTMENT APPLICATION** - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. The application must be notarized with the property owner's signature. Submittal of an application does not constitute acceptance for processing until the Development Services Department – Planning Division reviews the application for accuracy and completeness.

- ZONING MAP SHEET** - The zoning map will be provided by the Planning Division.

- GENERALIZED PLOT PLANS** - Three (3) copies of a generalized plot plan, including one (1) 8 ½" x 11" copy, are required with the following information:
 - a. Legal description and street address for the property;
 - b. Location and arrangement of structures, including proposed additions or expansions;
 - c. Location and arrangement of accessory structures or buildings;
 - d. Location of streets with ingress and egress, including curb cuts and driveways;
 - e. Size and use of structures, including number of dwelling units;
 - f. Lot lines with dimensions of the areas;
 - g. Required yards and setbacks;
 - h. Utility rights-of-ways and easements;
 - i. Screening walls or fences, where required;
 - j. Retaining walls, where applicable; and
 - k. Pedestrian ways and sidewalks.

- STRUCTURAL AND FRAMING PLANS** – If the request is for a Carport (Special Exception K), structural plans, framing plans and elevations, drawn to scale, shall be submitted. The drawings must indicate types and colors of building materials to be used in the construction of the carport.

PLEASE NOTE: CARPORTS MUST BE CONSTRUCTED OF THE SAME MATERIAL, ARCHITECTURAL DESIGN, AND COLOR SCHEME AS THE RESIDENTIAL STRUCTURE, OPEN ON THREE SIDES, AND ATTACHED TO THE MAIN STRUCTURE.

- CASHIER'S VALIDATION** - Upon review and acceptance of the application by the Department, the required fee shall be paid at the Cashier, 5th Floor, City Hall Building. After validation of the payment, the application form shall be returned to the Development Services Department – Planning Division. Fees are nonrefundable.

THE ZONING BOARD OF ADJUSTMENT REQUIRES THAT THE PROPERTY OWNER OR REPRESENTATIVE BE PRESENT AT THE SCHEDULED PUBLIC HEARING FOR THIS APPLICATION.

UNLESS OTHERWISE SPECIFIED, THE ZONING BOARD OF ADJUSTMENT MEETS AT 1:30 PM IN THE CITY COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL BUILDING.



SAMPLE GENERALIZED PLOT PLAN – ZONING BOARD OF ADJUSTMENT

Three (3) copies of a generalized plot plan, including one (1) 8 1/2" by 11" copy, must be submitted with this application. The generalized plot plan must be:

- drawn to scale;
- include the legal description and street address for the property;
- location and arrangement of all structures on the property, including proposed additions or expansions;
- location of streets with ingress and egress, including curb cuts and driveways;
- size and use of structures, including number of dwelling units;
- lot lines with dimensions of the areas;
- required yard setbacks;
- screening walls or fences, where required; and
- pedestrian ways and sidewalks.

