



ZONING CHANGE APPLICATION

Must be accompanied by a Master Application January 2020

City of Hutto Development Services 500 W. Live Oak Street Hutto TX 78634 512-759-3479 Planning 512-846-2640 Permits & Inspections 512-759-4038 Engineering planning@huttotx.gov building@huttotx.gov www.huttotx.gov

PROJECT NAME: _____

PROPERTY ADDRESS: _____

Current zoning district: _____ Current Use: _____ Proposed Use: _____

Total Acreage: _____ Total # of Lots: _____

Current zoning: North of property: _____ South of property: _____

East of property: _____ West of property: _____

FEES [] All required fees may be provided by cash, credit card or check made payable to: City of Hutto

REQUIRED FOR SUBMITTAL

All items listed must be included with application, unless otherwise noted.

- [] Complete Master application and Zoning Change application. [] Applicant has coordinated with staff on submittal requirements. [] Proof of ownership (copy of deed). [] Sketch of property by a registered professional land surveyor on (1) 8 1/2" x 11". [] Letter of intent explaining reason(s) for request. [] List of all property owners within 600-ft of subject property boundary and mailing labels. Data to be obtained from the WCAD website. List and labels shall be of the property owner's 'mailing' address not the 'property' address. [] All submittal documents provided in digital format. On a CD (disk), electronic storage device, or emailed link to files. [] On-site public hearing notification sign(s) required. See Ordinance No. 0-19-12-19-9A.

ADDITIONAL REQUIREMENTS FOR PUD (PLANNED UNIT DEVELOPMENT) ZONING:

- [] Pre-application meeting with Development Services staff and WCESD#3 (Fire District) staff. (Mandatory) [] Color copy of complete plan (1) 8 1/2" x 11", and shall include the following details: [] Proposed land uses and dwelling unit density in residential areas [] Proposed lot area, lot width, lot depth and yard depth and width [] Location of proposed building, building envelopes or building setbacks [] Proposed floor area ratios and/or square footage of development, and maximum heights of proposed buildings [] Proposed building elevations, parking and access [] Proposed circulation and streets including preliminary street cross sections [] Existing and proposed screening and landscaping including types and locations [] Proposed accessory buildings [] Proposed signs (see sign master plan submittal requirements and incorporate elements into development plan document) [] Proposed lighting [] Project phasing or scheduling [] Proposed management associations [] Proposed public facilities (schools, fire stations, etc.) and public parks, greenbelts and other open space [] Existing natural features, drainageways, 100-year floodplain, if applicable [] Other requirements as the city council may deem appropriate

ADDITIONAL REQUIREMENTS FOR FBC (FORM BASED CODE) ZONING:

- [] Map: [] Copy of overall site map (1) 18" x 24" + (1) 11" x 17" + (1) 8 1/2" x 11" [] Copy of site map(s) for each transect zone (1) 18" x 24" + (1) 11" x 17" + (1) 8 1/2" x 11" [] Proposed transect zones, civic zones and special districts [] Proposed thoroughfare network [] Proposed special requirements, if any [] Proposed number of warrants or variances, if any [] Copy of preliminary site plan(s) for each transect zone (2) 18" x 24" + (2) 11" x 17" + (1) 8 1/2" x 11"

- Transect Framework Plan (TFP) that includes,
 - Total acreage (minimum 50 acres required)
 - Location map of the property with major roadways and adjoining neighborhoods;
 - General location of neighborhood units shown in ¼ mi. radius pedestrian zones;
 - A conceptual level plan depicting general location of transect zones with transitions to adjoining neighborhoods and roadway corridors
 - General location of land uses including mix and density/intensity by transect zone or neighborhood unit
 - General location of major roadway network
 - Palette of proposed street types with associated cross-sections and street classifications
 - A concept plan for open space, creek preservation, and stormwater drainage and detention, in addition to water, sewer infrastructure and general location of major open space such preservation of environmentally sensitive areas or farmland conservation areas
 - Any other information that illustrates the general design direction
 - Transect Zone Development Standards
- Written summary for,
 - Proposed sequence of community design
 - Proposed community unit types
 - Proposed transect zones, civic zones and special districts
 - Proposed thoroughfare standards, vehicular lanes and public frontages
 - Proposed density calculations
 - Proposed special requirements
 - Proposed natural drainage standards

ADDITIONAL REVIEW CRITERIA FOR SMARTCODE ZONING:

- FBC zoning is available to land containing a minimum of 50 contiguous acres.
- The form and content of all plan types shall be in sufficient detail to enable the city to evaluate the proposal and ascertain that it meets all criteria.
- Review criteria for all FBC plan types can be found in the UDC, as amended.
- Zoning within this district may require additional commission(s)/council action.

FOR DEPARTMENT USE ONLY:

Submittal date	Date accepted for review	Payment type	Fees paid	HPC Mtg. date	PZ Mtg. date	CC Mtg. date

ZONING CHANGE APPLICATION

REVIEW CRITERIA

- Zoning is consistent with all applicable land use and development plans.
- Zoning is compatible with existing and permitted uses on properties in the neighborhood, and does not have an adverse impact on surrounding properties or the natural environment.
- Zoning corrects a clerical/administrative error on the zoning map.
- Zoning results in a logical and orderly development plan.
- Zoning is not merely intended to confer an economic benefit to the property owner.
- Site is a legal building lot.
- Will be served by adequate facilities including streets, fire protection, water and sanitation for the proposed use.

ADDITIONAL REVIEW CRITERIA FOR PUD (PLANNED UNIT DEVELOPMENT) ZONING:

- A development plan shall be provided for each separate PUD district (see items required for elements of a development plan).
- The form and content of the development plan shall be in sufficient detail to enable the city to evaluate the proposal and ascertain that it meets all criteria.
- Will provide benefits through providing open space, parks, conservation, recreation, public amenities or aesthetic value, and shall outweigh the potential impact from more intense/dense development on the site.
- PUD controls external effects on nearby land uses such as movement and congestion of traffic; lighting; trash accumulation and litter; noise, air/water pollution; and other factors affecting public health, welfare, safety and convenience.
- Does not have a significantly greater burden on the city's existing infrastructure, public improvements and services than development at a density permitted under the current zoning or suggested under all applicable land use and development plans, or that arrangements are made to mitigate impacts.
- Architectural design, landscaping, hardscaping and signage parameters must give evidence of compatibility with adjacent development, internal consistency of design, and conformance to city design standards.

ADDITIONAL REVIEW CRITERIA FOR SMARTCODE ZONING:

- SmartCode zoning is available to land containing a minimum of 30 contiguous acres.
- The form and content of all plan types shall be in sufficient detail to enable the city to evaluate the proposal and ascertain that it meets all criteria.
- Review criteria for all SmartCode plan types can be found in the SmartCode, as amended.
- Zoning within this district may require additional commission(s)/council action.

PROCESSING

- Application intake, staff review and determination that it is complete, meeting scheduling, public notification (mailed/published/website notification).
- Notification required 16 days prior to scheduled meeting date (published/mailed).
- All final documents related to commission(s) action are required 10 days prior to scheduled meeting date.
- All final documents related to city council action are required 10 days prior to scheduled meeting date.



MASTER APPLICATION

Must accompany all application types
Unless otherwise indicated
May 2019

City of Hutto Development Services
500 W. Live Oak Street Hutto TX 78634
512-759-3479 Planning
512-846-2640 Permits & Inspections
512-759-4038 Engineering
512-759-5962 Fax
planning@huttotx.gov
building@huttotx.gov
www.huttotx.gov

PROJECT NAME: _____ APPLICATION TYPE _____

APPLICANT INFORMATION (property owner or authorized agent) This will be the City's official contact

Name: _____

Company Name: _____

Address: _____

Phone: _____ Email: _____

PROPERTY INFORMATION

Address: _____

Legal Description: Lot(s) _____ Block _____ Subdivision _____

Deed Reference: Volume _____ Page(s) _____ or Document No. _____

City Limits or ETJ: _____ Current Zoning District: _____

PROPERTY OWNER INFORMATION

Name: _____

Company Name: _____

Address: _____

Phone: _____ Email: _____

PROPERTY OWNER CONSENT/AGENT AUTHORIZATION

By my signature I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the submittal of this application. Additionally, my signature below indicates my awareness of the fee(s) required at the time of application submittal and that this fee(s) is non-refundable even in the event of application withdrawal or if reviewed and denied.

By signing this form, the owner of the property authorizes the City of Hutto to begin proceedings in accordance with the process for the type of application indicated on page one of this application. The owner further acknowledges that submittal of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application, the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

Property Owner Signature

Property Owner Printed Name

Date

THE STATE OF TEXAS

COUNTY OF _____

Before me, the undersigned authority, 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 executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this _____ day of _____, 20____ A.D.

Notary Public Signature

Notary Public Printed Name

(Seal)

If there are multiple property owners attach separate page(s) with notarized signature(s)