

REZONING APPLICATION CHECKLIST

APPLICANT AND PROJECT INFORMATION

Applicant Name: _____
Applicant Phone / Email: _____
Property Owner (if different): _____
Project Name: _____
Project Location / Legal Description: _____
Travis CAD Property ID(s): _____
Current Zoning District: _____
Requested Zoning District: _____
Acreage: _____

This checklist identifies the information and documents required for a complete application to amend the Official Zoning Map (rezoning). A rezoning is reviewed by staff, receives a recommendation from the Planning and Zoning Commission following a public hearing, and is decided by the City Council following a public hearing. Applications that are not accompanied by all documents required by the UDC and prepared in accordance with the UDC will not be accepted for processing.

APPLICATION TYPE

	Type	UDC	Notes
☐	Zoning Map Amendment (Rezoning)	§ 3.1.8.A.4(i)	A change to the boundaries of a zoning district resulting in a change to the Official Zoning Map

A rezoning is not a permit under Chapter 245 of the Texas Local Government Code and does not establish vested rights (UDC § 3.1.2.C).

SUBMITTAL, FEES, AND DIGITAL STANDARDS

Submittal calendar. New applications are accepted only on the official submittal dates shown on the City's published Development Schedule.

Digital submittal. The City uses MyGovernmentOnline (MGO). Combine documents under the headings shown in this checklist, flatten all PDFs, and name files for easy readability.

Fees. Upon acceptance, the application is converted to a project, a case number is assigned, and fees are assessed in MGO according to the adopted Fee Schedule, including publication and notification fees, and any concept plan review fee if a Concept Plan is required. All fees must be paid in full (UDC § 1.4.2.C.1). An application is not complete until the required fees have been paid.

Indebtedness. The City will not accept or review for completeness an application from a property owner owing delinquent taxes, assessments, fees, or other debt related to the subject property until the amount is paid or payment arrangements are made (UDC § 1.4.2.D).

REZONING PROCESS

- 1. Pre-Application Meeting (UDC § 1.3).** Before filing, the applicant may consult with the Planning Director and other City staff. A meeting is strongly encouraged to determine whether a Concept Plan will be required.
- 2. Submittal and Completeness Review (UDC § 3.5.1.C).** The Responsible Official will not accept an application for processing unless it is accompanied by all documents required by the UDC and prepared in accordance with the UDC. Upon acceptance, a case number is assigned and fees are assessed in MGO. If the application is incomplete, the City will provide written notice specifying the necessary documents or information and the date the application will expire, issued not later than the tenth (10th) business day following the Official Vesting Date. Issuance of a Certificate of Completeness certifies only that the application is administratively complete. It is not a determination that the application complies with the UDC and does not imply that the City will approve the application.
- 3. Expiration of an Incomplete Application (UDC § 3.5.1.D).** An application automatically expires at the close of business on the forty-fifth (45th) calendar day after the Official Vesting Date if the applicant fails to provide the documents or information specified in the City's written notice. The expiration date runs from the Official Vesting Date, not from the date of the deficiency notice. After expiration, a new application and new fees are required.
- 4. Expiration of a Complete Application (UDC § 1.4.2.F).** A completed rezoning application expires if it is not approved by the City Council within the time provided in UDC § 1.4.2.F.
- 5. Technical Review.** Staff reviews the application and provides comments. If a resubmittal is not received within ninety (90) calendar days of the most recently issued staff comments, the application will be forwarded to the Planning and Zoning Commission with a staff recommendation for denial.
- 6. Public Notice (UDC § 3.1.8.A.5; § 3.1.8.A.7; § 1.4.3).** A rezoning requires public hearings before the Commission and the City Council.
 - a. Mailed notice to all owners of real property within two hundred (200) feet of the property not fewer than eleven (11) calendar days before the Commission hearing. If the rezoning will add residential units, the school district serving the property is notified in the same manner.
 - b. Published notice of the City Council hearing in a newspaper of general circulation in the City at least sixteen (16) days before the hearing, resulting in a minimum three-week separation between the Commission and Council hearings.
 - c. Posted notice sign on the property no later than eleven (11) calendar days before the public hearing, one on each frontage.
 - d. If the rezoning would cause an existing conforming use to become nonconforming, additional written notice to each owner and occupant of that property not later than ten (10) calendar days before the hearing.
 - e. Property owner notification is not completed until all staff comments have been satisfactorily addressed. Resubmittals or new information submitted after notification will not be included in the Commission's agenda packet.
- 7. Planning and Zoning Commission Public Hearing and Recommendation (UDC § 3.1.8.A.6).** The Commission will hold a public hearing and make a recommendation to the City Council, considering whether the change is consistent with the Future Land Use Map and the Comprehensive Plan, whether it will have a detrimental effect on abutting properties, and whether it will result in detrimental impacts on existing or planned Public Facilities or the administration of the UDC.
- 8. City Council Public Hearing and Action (UDC § 3.1.8.A.7–A.8).** After a public hearing, the City Council may approve or deny the request. Approval requires a simple majority vote. If an eligible protest is filed by the owners of twenty (20) percent or more of the land within the rezoning boundary or within two hundred (200) feet of it, a supermajority vote of the City Council is required as provided in UDC § 3.1.8.A.8.
- 9. Effect of Denial (UDC § 3.1.8.A.9).** If the City Council denies the request, the same or a substantially similar application, as determined by the Director, may not be filed for all or part of the property for one (1) year following the denial.

REZONING APPLICATION CHECKLIST

REQUIRED ITEMS FOR A COMPLETE APPLICATION

Required Item	UDC Citation
A. Application Information	
☐ Signed application form and signed copy of this checklist	§ 3.5.1.C; § 1.4.2.B
☐ Deed showing current ownership	Checklist
☐ Ownership Verification and Agent Authorization form executed by all persons or entities with an ownership interest	§ 1.4.2.A.2(ii); Checklist
☐ Current title commitment (dated within one year), title opinion letter, or other Proof of Ownership. If the title commitment is older than one year, submit a property report and nothing further certificate.	Checklist
☐ Original tax certificate showing no taxes due, and evidence of payment of any other indebtedness to the City related to the property	§ 1.4.2.D
☐ Written consent to the application from each lienholder on the property (if applicable)	Checklist
☐ Covenants and deed restrictions, newly applicable and previously recorded	Checklist
☐ Survey (boundary survey or plat, including metes and bounds, sealed by a licensed surveyor)	Checklist
B. Summary Letter	
☐ Need for rezoning. The desired land uses and development types, and why they cannot be developed under the current zoning	Checklist
☐ Consistency with the Comprehensive Plan. The property's Future Land Use Map designation and how the rezoning implements specific goals and policies of the Comprehensive Plan. If the rezoning is inconsistent with the Future Land Use Map, a Future Land Use Map Amendment must be submitted before or concurrently with this application.	§ 3.1.8.A.6(ii)(1)
☐ Compatibility. Existing uses on all sides of the property, including across roadways, how the rezoning is compatible with them, and how adverse impacts will be mitigated	§ 3.1.8.A.6(ii)(2)
☐ Capacity. Impacts on vehicular and pedestrian transportation networks and on water and wastewater capacity. If the rezoning would allow more residential units than current zoning, the impact on public schools and open space.	§ 3.1.8.A.6(ii)(3)
☐ Whether the rezoning would cause any existing conforming use to become nonconforming	§ 3.1.8.A.5(i)(3)
☐ Available vacant land. The amount of vacant land currently zoned the same as the requested district, and any special circumstances that make a substantial part of that land unavailable for development	Checklist
C. Property Information Exhibit	
☐ Vicinity or location map showing the property within the City and in relation to existing roadways	Checklist
☐ Boundary survey limits of the property, with scale and north arrow	Checklist
☐ Names and recording information of adjacent subdivisions, or owners of record of adjacent unplatted land, including across roads and creeks	Checklist
☐ Existing zoning and existing uses on adjacent land	Checklist
☐ Location, width, and names of existing or platted streets and public ways within or adjacent to the property	Checklist
☐ Existing easements within or adjacent to the property, with recording information	Checklist
☐ Existing buildings on the property, and whether each will be preserved or demolished	Checklist
☐ Topography at two-foot (2') contour intervals, existing drainage channels and creeks, and the 100-year floodplain	Checklist
☐ Critical Environmental Features within the property	Checklist
D. Concept Plan (if required)	
☐ Concept Plan, if required by the Planning Director, the Planning and Zoning Commission, or the City Council for a rezoning to a higher-intensity district, showing the general arrangement of land uses and buildings, including densities, building heights, square footages, massing, and orientation	§ 3.1.8.A.4(i)(2)
☐ Circulation plan, including right-of-way and curb lines of existing and proposed streets, intersections, driveways, parking areas with a parking calculation, loading and service areas, dumpster enclosures, and pedestrian walkways	§ 3.1.8.A.4(i)(2)
☐ General layout and concepts of the non-point source pollution control system	§ 7.3
☐ Proposed tree preservation and mitigation, landscaping, and screening relative to buffering adjacent properties	Article 5; Article 6
☐ Proposed public or private open space, and sites for parks, schools, and public facilities	§ 3.1.8.A.4(i)(2)
☐ Anticipated phasing and timing of development	§ 3.1.8.A.4(i)(2)
☐ Peak Hour Trip Generation Form	§ 2.5.11



REZONING APPLICATION CHECKLIST

☐ Statement of compliance with Article 3. Identify by UDC section any variances the Concept Plan would require and the justification for each. Separate zoning variance applications are required.	Article 3; § 3.6
☐ Transmittal of the Concept Plan and any revisions to Travis County ESD 6 (Lake Travis Fire Rescue); WTCPUA or WCID-17, as applicable; TXDOT, if the property abuts a state highway; and Lake Travis ISD, if the rezoning will add residential units. Include copies of the transmittals with the application and any resubmittal.	Checklist
E. Fees and Digital Standards	
☐ Application fees paid in full per the adopted Fee Schedule, assessed in MGO upon acceptance	§ 1.4.2.C.1
☐ PDF flattening, file naming, and document grouping in accordance with the MGO submittal standards and the headings of this checklist	Checklist

Items marked "Checklist" are administrative submittal requirements adopted by the Planning Director under UDC § 1.4.2.B.

CERTIFICATION OF APPLICATION CHECKLIST

I hereby attest that I prepared this application and checklist and that all information shown hereon is correct and complete to the best of my knowledge. I acknowledge that an incomplete application will expire at the close of business on the forty-fifth (45th) calendar day after the application's Official Vesting Date if the deficiencies identified in the City's written notice are not addressed by that date.

Signature

Name (printed)

Title

Date