



# 2019 Zoning Submittal Packet

Planned Development ■ Specific Use Permit ■ Zoning Map Amendment

**Development Services Department**  
**1522 Texas Parkway**  
**Missouri City, Texas 77489**  
**281-403-8600 (Office) ~ 281-208-5551 (Fax)**

This packet is also available online at [www.missouricitytx.gov](http://www.missouricitytx.gov)



**DEVELOPMENT SERVICES DEPARTMENT**  
**Planning & Development Division**  
 1522 Texas Parkway  
 Missouri City, Texas 77489  
 281-403-8600 (Office) ■ 281-208-5551 (Fax)  
[www.missouricitytx.gov](http://www.missouricitytx.gov)

## TABLE OF CONTENTS

IMPORTANT INFORMATION ..... 3

SUBMITTAL DEADLINE DATES AND REGULAR MEETING SCHEDULE ..... 4

APPLICATION FOR ZONING MAP AMENDMENT (ZMA)..... 5

APPLICATION FOR A SPECIFIC USE PERMIT (SUP) OR PLANNED DEVELOPMENT (PD)..... 6

EXHIBIT “A”: REQUIRED INFORMATION FOR A SPECIFIC USE PERMIT (SUP) OR PLANNED DEVELOPMENT (PD) ..... 7

EXHIBITS “B” & “C”: REQUIRED INFORMATION FOR APPLICATION SUBMITTALS ..... 8



## **IMPORTANT INFORMATION**

### **PREAPPLICATION CONFERENCE**

1. Prior to the submission of any application, applicants must schedule a meeting with staff to discuss their project.
2. The request for a meeting must be made in time for the meeting to be held at least 7 business days prior to the desired submission deadline.
3. To schedule, please contact a City Planner at (281) 403-8600.

### **APPLICATION SUBMITTALS**

*(Refer to page 4 of this packet for the list of all deadline dates)*

1. A completed application form and the correct number of documents; printed and electronic copies as indicated on Exhibits "B" and "C", page 8, must be delivered in person by the applicant or applicant's agent and received in the Development Services Department **NO LATER THAN 10:00 AM** on the submittal deadline date.
2. Application packets are welcome the week leading up to the deadline date.
3. Late or partial applications will not be accepted. Applications delivered by courier or mail will only be accepted if preapproved by the Director of Development Services.

### **PROPERTY OWNERSHIP**

*(Refer to page 8 for number of required documents)*

1. Information regarding ownership and management of corporations and other entities is based upon public records, specifically documents filed with the Texas Secretary of State's Office; and
2. Where conflicts or uncertainty exist as to ownership of property, the applicant may be requested to provide a limited liability report, title insurance, or a similar document to substantiate ownership of the property.

### **PUBLIC HEARINGS**

*(Refer to page 4 of this packet for the regular meeting schedule)*

1. Public hearings are required for the consideration of all zoning changes.

Public hearings are held during the Planning and Zoning (P&Z) Commission and a City Council meeting.

2. Applicants or their agents are strongly encouraged to attend all public hearings and be available for questions.

### **P&Z COMMISSION STAFF REPORT AND FINAL REPORT**

1. Staff reports are sent via email to applicants on the Friday prior to the Planning and Zoning (P&Z) Commission meeting.
2. All revised information required as a result of the Planning and Zoning Commission recommendation must be submitted to the Development Services Department no later than fourteen (14) days prior to the City Council meeting for which the item is scheduled.
3. Typically, a final report from the Planning and Zoning Commission to City Council will be placed on the first regular City Council meeting of the month following the Commission's consideration. A second and final reading of a proposed ordinance would be considered at the second regular City Council meeting in the same month.

### **UTILIZING THE CITY WEBSITE**

1. Visit the City's website at [www.missouricitytx.gov](http://www.missouricitytx.gov) to find additional information regarding the Zoning and Subdivision Ordinance.
2. Pertinent sections of the Zoning Ordinance that apply to site development are:
  - ⇒ **Section 7: Use districts**
  - ⇒ **Section 7A: Architectural design standards**
  - ⇒ **Section 11: Landscaping**
  - ⇒ **Section 12: Parking regulations**
  - ⇒ **Section 13: Sign regulations**
  - ⇒ **Section 14: Fence regulations**
3. Staff reports are also available on the City's website.



**SUBMITTAL DEADLINE DATES**  
**AND REGULAR MEETING SCHEDULE**

SUBMITTAL DEADLINE DATE*	P&Z MEETING DATE (PUBLIC HEARING)	CC 1 <sup>st</sup> Meeting Date (PUBLIC HEARING)	CC 2 <sup>nd</sup> Meeting Date
December 14, 2018	January 9, 2019	February 4, 2019	February 18, 2019
January 25, 2019	February 13, 2019	March 4, 2019	March 18, 2019
February 22, 2019	March 13, 2019	April 1, 2019	April 15, 2019
March 22, 2019	April 10, 2019	May 6, 2019	May 20, 2019
April 12, 2019	May 8, 2019	June 3, 2019	June 17, 2019
May 17, 2019	June 12, 2019	July 1, 2019	July 15, 2019
June 21, 2019	July 10, 2019	August 5, 2019	August 19, 2019
July 26, 2019	August 14, 2019	September 3, 2019	September 16, 2019
August 23, 2019	September 11, 2019	October 7, 2019	October 21, 2019
September 20, 2019	October 9, 2019	November 4, 2019	November 18, 2019
October 25, 2019	November 13, 2019	December 2, 2019	December 16, 2019
November 15, 2019	December 11, 2019	January 6, 2020	January 21, 2020
December 13, 2019	January 8, 2020	February 3, 2020	February 17, 2020

**NOTE: Submittal deadline dates for the months of April, May, November and December are one week earlier due to City holidays.**

**\*COMPLETE APPLICATIONS MUST BE SUBMITTED  
 NO LATER THAN 10:00 AM ON THE  
 SUBMITTAL DEADLINE DATE.**

**APPLICATIONS MAY BE SUBMITTED AS EARLY AS THE WEEK OF THE DEADLINE DATE  
 DURING NORMAL BUSINESS HOURS.**

*The Planning and Zoning Commission meets on the 2<sup>nd</sup> Wednesday of every month.  
 The City Council meets on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of every month except on City holidays.  
 The City Council meets the Tuesday following a City holiday.*

**Planning & Zoning Commission and City Council meetings are held at 7:00 p.m. at City Hall unless notice has been provided of an alternative time and location.**



**DEVELOPMENT SERVICES DEPARTMENT  
Planning & Development Division**

1522 Texas Parkway  
Missouri City, Texas 77489  
281-403-8600 (Office) ■ 281-208-5551 (Fax)  
www.missouricitytx.gov

**APPLICATION FOR ZONING MAP AMENDMENT (ZMA)**

**SEE EXHIBIT "B" (PAGE 8) FOR INFORMATION REQUIRED FOR COMPLETE APPLICATION SUBMITTAL**

<b>1. Project Name:</b>	
<b>2. Address/Location of Property:</b>	
<b>3. Applicant's Name:</b>	
Mailing Address:	
Phone No. :( ) -	
Email:	
<b>4. Status of Applicant:</b>	Owner    Agent    Attorney    Trustee    Corporation    Relative
(If other than Owner, submit written authorization from Owner with application.)	
<b>5. Property Owner:</b>	
Mailing Address:	
Phone No.:( ) -	
Email:	
<b>6. Existing Zoning District:</b>	
<b>7. Total Acreage:</b>	
<b>8. Proposed Zoning District and Reasons for Application:</b>	
<b>9. Legal Description of the Property</b> (If the legal description is a portion of a lot, then a metes and bound description of the tract must be submitted with application.):	
<b>10. Central Appraisal District tax identification numbers of property</b> (Attach Paid Tax Receipts):	
<b>11. Do deed restrictions or restrictive covenants exist for the property?</b> (Circle One):    YES    NO (If yes, submit with application.)	
<b>FILING FEE:</b> \$450 Base Fee + \$25 Per Acre (Partial acre calculated as 1 acre)	

**Hand deliver completed application form with the filing fee and required information to:**

**Development Services Department  
1522 Texas Parkway (FM 2234)  
Missouri City, TX 77489**

*By submitting this application you are permitting City staff to enter the site in order to post and remove public notice signs.*

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Property Owner, Agent or Attorney



**DEVELOPMENT SERVICES DEPARTMENT  
Planning & Development Division**

1522 Texas Parkway  
Missouri City, Texas 77489  
281-403-8600 (Office) ■ 281-208-5551 (Fax)  
www.missouricitytx.gov

**APPLICATION FOR:**

**Check One:**

- SPECIFIC USE PERMIT**
- SPECIFIC USE PERMIT AMENDMENT**
- PLANNED DEVELOPMENT DISTRICT**
- PLANNED DEVELOPMENT DISTRICT AMENDMENT**

**SEE EXHIBITS "A" (PAGE 7), "B", AND "C" (PAGE 8)  
FOR INFORMATION REQUIRED FOR COMPLETE APPLICATION SUBMITTAL**

<b>1.</b>	<b>Project Name:</b>
<b>2.</b>	<b>Address/Location of Property:</b>
<b>3.</b>	<b>Applicant's Name:</b>
	Mailing Address:
	Phone No. :(     )     -
	Email:
<b>4.</b>	<b>Status of Applicant:</b> Owner    Agent    Attorney    Trustee    Corporation    Relative (If other than Owner, submit written authorization from Owner with application.)
<b>5.</b>	<b>Property Owner:</b>
	Mailing Address:
	Phone No.:(     )     -
	Email:
<b>6.</b>	<b>Existing Zoning District:</b>
<b>7.</b>	<b>Total Acreage:</b>
<b>8.</b>	<b>Proposed Development and Reasons for Application:</b>
<b>9.</b>	<b>Legal Description of the Property</b> (If the legal description is a portion of a lot, then a metes and bound description of the tract must be submitted with application.):
<b>10.</b>	<b>Central Appraisal District tax identification numbers of property</b> (Attach Paid Tax Receipts):
<b>11.</b>	<b>Do deed restrictions or restrictive covenants exist for the property?</b> (Circle One):    YES    NO (If yes, submit with application.)
<b>12.</b>	<b>Does this application include an Architectural Design Review:</b> (Circle One):    YES    NO (If yes, see page 8, Exhibit C for materials required to be submitted.)
<b>FILING FEE:       \$1,200.00</b>	

**Hand deliver completed application form with the filing fee and required information to:**

**Development Services Department  
1522 Texas Parkway (FM 2234)  
Missouri City, TX 77489**

*By submitting this application you are permitting City staff to enter the site in order to post and remove public notice signs.*

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Property Owner, Agent or Attorney



**DEVELOPMENT SERVICES DEPARTMENT  
Planning & Development Division**

1522 Texas Parkway  
Missouri City, Texas 77489  
281-403-8600 (Office) ■ 281-208-5551 (Fax)  
www.missouricitytx.gov

**EXHIBIT "A"**

Applications for a Specific Use Permit (SUP) or a Planned Development (PD) should include the following information.

**Site plans, color elevations and other drawings are required to be submitted.  
Scale, north arrow and the name and address of the design professional must be shown.**

**I. Site plan** (Should include the following information, as applicable):

- Location of each land use.
- Existing and proposed buildings and structures.
- Off-street parking areas.
- Loading and services areas and dumpster location (include screening methods).
- Curb cuts, driveway, sidewalk and queuing area locations.
- Methods of screening mechanical equipment.
- Sign locations.
- Existing and proposed landscaping.
- Streets (including width), driveways, buildings and other structures within 200 feet of every property line.
- Names of adjacent subdivisions within 200 feet of every property line.
- Fencing materials and locations.

**II. Color Elevations** (Should include the following information, as required):

- All sides of principal and accessory buildings and structures.
- Monument sign(s) and wall signage including area, dimensions, design, and materials.

**III. Additional Information** (Should include the following information, as required):

- Photometric Plan including proposed exterior lighting (location, height, intensity and design).
- If external amplification of sound is proposed, provide noise level in decibels at property lines.
- Sight distance analysis.
- Traffic Impact Analysis (TIA).



**DEVELOPMENT SERVICES DEPARTMENT  
Planning & Development Division**

1522 Texas Parkway  
Missouri City, Texas 77489  
281-403-8600 (Office) ■ 281-208-5551 (Fax)  
www.missouricitytx.gov

**Electronic files are required to be submitted for all information required.  
Provide electronic files in PDF format on a CD ROM and label files clearly.  
AutoCAD files are required to be provided in DWG or DXF format.**

**EXHIBIT "B"**

Application for a Zoning Map Amendment (ZMA), Specific Use Permit (SUP), Planned Developments (PD) or a SUP or PD amendment must include the following information:

COPIES REQUIRED	APPLICATION TYPE	INFORMATION REQUIRED
26	ALL	Application Form
3	ALL	Site Plan 24" X 36" – Folded with title block visible (See Exhibit "A" for details)
26	ALL	Site Plan 8½" X 11" (See Exhibit "A" for details)
1	ALL	Current Tax Certificates or Receipts (City, County, School District, MUD, LID)
2	ALL	A plat reference or a metes and bounds description (Signed and sealed by surveyor or registered professional engineer)
2	ALL	Statement of ownership* listing each owner
2	PD AMENDMENT	Proof of unified ownership* or control of all of the property within the PD district <b>or</b> proof of notice to all of the other property owners* within the PD district.
1	PD; PD AMENDMENT	Draft Deed Restrictions (If applicable)
2	ALL	Traffic Impact Analysis (As required)
1	ALL	AutoCad file of site plan (2005 version or earlier) either DWG or DXF

**EXHIBIT "C"**

Applications including an Architectural Design Review (ADR) must also include the following information:

*Note: ADR's are only accepted with an application for a SUP, SUP Amendment, PD or PD Amendment*

COPIES REQUIRED	Information Required
3	<b>Color Elevations 24"X 36"</b> (See Exhibit "A" for details)
26	<b>Color Elevations 8½"X 11"</b> (See Exhibit "A" for details)
1	<b>Material/Color Board</b> (Including all exterior construction material and colors providing specifications)

\*Refer to page 3, Important Information regarding the provision of documentation on ownership and management of corporations and other entities.