



# *The* CITY OF PARIS

P. O. Box 9037 • Paris, Texas 75461 • 903-784-9234

## **Zoning Change Application**

### **WHAT IS THE PURPOSE OF ZONING?**

The purpose of zoning is to promote the health, safety, and general welfare of the residents of Paris, with a view toward conserving the value of buildings and encouraging the most appropriate use of land throughout the city. Zoning regulations cover a variety of development issues including land use, dimensional requirements, parking, and signs. Zoning regulations and amendments reflect the goals and objectives of the Comprehensive Plan. The zoning ordinance is located in Appendix C of the Code of Ordinances.

### **WHAT IS THE COMPREHENSIVE PLAN?**

The Comprehensive Plan is a long-range plan intended to direct the growth and physical development of the city for a 10 to 20 year period. The major elements include future land use, transportation, and public facilities. State law requires cities to conform to their Comprehensive Plans when making public decisions which affect the physical development and maintenance of the city.

### **WHAT IS THE PLANNING AND ZONING COMMISSION?**

The Planning and Zoning Commission is a seven (7) member advisory body appointed by the City Council. The Commission makes recommendations to the City Council regarding approval or disapproval of proposed changes to the zoning ordinance and zoning district boundaries. The Commission helps to ensure the orderly growth of the city through the development and implementation of a Comprehensive Plan. The Planning Commission also has the authority to approve subdivision plats and planned development site plans.

### **THE ZONING MAP**

In order to implement the Zoning Ordinance, the city is divided into nineteen (19) zoning districts. The geographical boundaries of each district are identified on a zoning map maintained by the Community Development Department at 150 1st Street S.E. The following districts are identified in the zoning ordinance:

#### **Residential Districts:**

- Agricultural District (A)
- One-Family Dwelling District No. 1 (SF-1)
- One-Family Dwelling District No. 2 (SF-2)
- One-Family Dwelling District No. 1 (SF-3)
- Two-Family Dwelling District (2F)
- Multiple-Family Dwelling District No. 1 (MF-1)
- Multiple-Family Dwelling District No. 2 (MF-2)

#### **Mixed Use Districts:**

- Neighborhood Service District (NS)
- Central Area District (CA)
- Planned Development District

- Historic District Overlay (HD)

#### **Nonresidential Districts:**

- Parking District (P)
- Office District (O)
- General Retail District (GR)
- Commercial District (C)
- Light Industrial District (LI)
- Heavy Industrial District (HI)

#### **Public Use Districts:**

- Public Lands and Institutions District (PLI)
- Expressway Service Station District

### **WHAT IS A PLANNED DEVELOPMENT?**

A Planned Development District (PD) is an area of land under unified ownership or control, the development of which is governed by a specific development plan that has been approved by the City Council after review and recommendation by the Planning and Zoning Commission. A Planned Development is essentially a customized zoning district that provides some flexibility in the traditional zoning requirements and may include a mix of residential and commercial uses. The approval process for a Planned Development District is the same as the process for changing the zoning district designation on a property. The following Planned Development Districts are provided for in the Zoning Ordinance:

- Retail Shopping Center (PD-a)
- Commercial Center (PD-a1)
- Housing Development or Community Unit Development (PD-b)

- Industrial Parks or Districts (PD-c)
- Medical Center and Hospital (PD-d)
- Civic Center and Community Center (PD-e)
- Office Center (PD-f)

Recreation Center (PD-g)  
A combination of any of the above

developments (PD-h)  
Transition Districts (PD-I)

### **WHAT IS A SPECIFIC USE PERMIT?**

Specific Use Permits provide for very specific uses of property under the various zoning classifications instead of allowing changes over time to other uses provided under general zoning. The uses should be consistent with the Comprehensive Plan and should not adversely impact surrounding areas. If a property owner wishes to change a use of property which is zoned with a Specific Use Permit, the property owner must first seek a change in zoning to a general zoning classification. Specific Use Permits are designed to protect property values and characteristics of an area that might be adversely impacted by a change in use if the property were otherwise generally zoned. A complete list of Specific Use Permits is located in Section 12 of the Zoning Ordinance.

### **WHO CAN REQUEST A CHANGE IN THE ZONING ON A PROPERTY?**

Any person or corporation having a proprietary interest in a property may petition the Planning and Zoning Commission for a change or amendment to the Zoning Map. A duly designated representative of a property owner may request a zoning change only if that individual provides a letter from the property owner permitting the applicant to file a zoning change petition on his behalf. Additionally, a person seeking to purchase property may petition for a zoning change if the purchase contract provides therein that the sale is contingent upon purchaser obtaining a zoning change and a copy of the contract is submitted with the application.

### **HOW DO I APPLY FOR A CHANGE IN ZONING?**

1. **MEET WITH STAFF:** Make arrangements to meet with Community Development Department Staff to discuss the purpose of the proposed zoning change, determine how it relates to the Comprehensive Plan, and to clarify issues related to the development of the property. Please have a legal description and drawing of the property available. Be aware that staff cannot advise you whether or not an application will be approved by the Planning and Zoning Commission and City Council.
2. **COMPLETE AN APPLICATION FOR ZONING CHANGE:** A complete zoning application must include the following documents:
  - o A completed zoning application, attached hereto, signed by the legal owner of the property or the designation representative.
  - o A copy of the deed that includes a legal description and surveyed drawing of the property that is the subject of the zone change request. If the property has been platted, a copy of the plat should be submitted.
  - o A letter from the property owner giving permission to request a zoning change, if applicable.
  - o A copy of a purchase contract, if applicable.
  - o Four (4) copies of a preliminary site plan that shows how the property will be developed, if required.
3. **SUBMIT APPLICATION:** Submit all the required application materials along with the application fee of \$200 dollars to the Community Development Department located at 150 1st Street S.E.

### **HOW LONG DOES IT TAKE TO COMPLETE THE ZONING CHANGE PROCESS?**

1. **REFERRAL:** Completed applications for changes in zoning must be submitted to the Community Development Department no later than 5:00 p.m. on the Monday three (3) weeks before the first Monday of the following month in order that the application can be submitted to the Planning and Zoning Commission for its recommendation to the City Council.
2. **LEGAL NOTICES:** The City of Paris is required to provide legal notice of a requested zoning change by publication in The Paris News at least ten (10) business days prior to the date of the public hearing before the Planning and Zoning Commission and to property owners within two hundred (200) feet of the property at least ten (10) days prior to the date of the public hearing.
3. **PUBLIC HEARINGS:** The Planning and Zoning Commission meets on the first Monday of each month at 5:30 p.m. at the City Council Chambers, City Hall. The City Council will hold its public hearing on the second Monday of the month at 5:30 p.m. at the City Council Chambers, City Hall. It is important that applicants appear at both hearings in order to answer questions from the Commission and Council Members and from the surrounding property owners.
4. **EFFECTIVE DATES:** After approval of a change in zoning by the City Council, the change goes into effect on the first day of the month following the date on which the amendment was approved.

### **HOW MUCH DOES A ZONING APPLICATION COST?**

1. The fee for a zoning application is \$200.00 and is non-refundable even if the application is denied.



**APPLICATION FOR ZONING CHANGE**

**Total Fees Due: \$200.00**

**PROPERTY INFORMATION**

Address: \_\_\_\_\_

Name of Business or Building (if applicable): \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

What is the proposed use of the property? \_\_\_\_\_

Describe the character and/or nature of uses of surrounding property. \_\_\_\_\_

Will the re-zoned designation be compatible with the classification and use of adjoining lands? Yes/No

If No, how do you propose to reduce and adverse impact? \_\_\_\_\_

Is the tract unsuitable for uses permitted under the present zoning classification? Yes/No

If No, why are you requesting a change in the permitting uses? \_\_\_\_\_

**OWNER/APPLICANT INFORMATION:**

Owner/Applicant's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Owner/Applicant's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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**REQUIRED SUBMITTALS:**

- Completed application signed by the owner/applicant
  - Copy of a deed with metes and bounds
  - Permission letter from owner
  - Copy of contract to purchase the property
- If Planned Development or a Specific Use Permit requested, include also:
- Four (4) copies of a preliminary site plan

I have carefully read the complete application and know the same is true and correct. I hereby agree to comply with all provisions of local, State, and Federal Laws will be complied with, whether herein specified or not. I certify that I am the owner of the above property or his duly authorized agent.

Signed: \_\_\_\_\_ Address: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_ Email: \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public, State of Texas