

**SELECT APPLICATION TYPE**

- Zoning Change     
  Special Use Permit     
  Planned Development     
  Special Development Plan

**DEVELOPMENT INFORMATION**

Project Address \_\_\_\_\_

Project Name \_\_\_\_\_

Legal Description \_\_\_\_\_ Acreage \_\_\_\_\_

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

Current Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

**OWNER INFORMATION**

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*For additional owners, please include additional copies of this page. The property owner must sign the application or submit a notarized letter of authorization.*

**REPRESENTATIVE/AGENT INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**CERTIFICATION**

I certify that the above information is correct and complete to the best of my knowledge and ability, and that I will be fully prepared to present the proposal at a Planning and Zoning Commission and City Council public hearing. I reserve the right to withdraw this proposal at any time by filing a written request with the Planning & Zoning Department.

Owner Signature	Date	Owner Name (print)
Agent Signature	Date	Agent Name (print)

## APPLICATION SUBMITTAL REQUIREMENTS

Applications submitted without original signatures and all required documents and information will not be reviewed, and will be returned to the applicant for revision. Please be sure that all required items are included for the type of application requested.

Zoning applications are accepted each Wednesday between 8:00 AM and 5:00 PM. Applications will not be accepted outside of these submittal dates.

Zoning information is available online in [Chapter 118 of the North Richland Hills Code of Ordinances](#). If you have questions about the application process or any submittal requirements, please call the Planning & Zoning Department at 817-427-6300.

### ALL APPLICATIONS

The following items are required with all types of applications:

- Zoning Application form.
- Application filing fee as required by the NRH Fee Schedule. This fee is non-refundable.
- One 11" x 17" copy of the subdivision plat (if the property is platted).
- One digital (PDF) copy of the subdivision plat (if the property is platted).
- If request is for (i) a portion of a platted lot, or (ii) an unplatted lot, surveyed site boundary dimensions (metes and bounds) and gross acreage determined by a licensed surveyor must be provided electronically in Microsoft Word format and in paper copy.
- Original paid receipt or tax certificate indicating that property taxes have been paid for the property. The certificate may be obtained for a fee from the Tarrant County Tax Office at 100 E Weatherford Street in downtown Fort Worth.
- Completed trip generation data form, if requested by the City Engineer. This will be used to determine if a traffic impact analysis will be required for the development.
- If the ownership does not match the ownership on the [Tarrant County Appraisal District website](#), a warranty deed shall be submitted with this application. Please verify ownership prior to submitting the application.
- Additional information may be requested by the Development Review Committee if deemed essential for review and consideration by the Planning and Zoning Commission and City Council.
- Additional application submittal requirements, based on the specific type of application (see below).

### ZONING CHANGE

- Three (3) copies of a zoning exhibit indicating the proposed land area of the zoning request. The exhibit must show the abutting properties, adjacent streets, and all structures on the property. A copy of a subdivision plat or a copy of a property survey less than two years old will satisfy this requirement.
- One digital (PDF) copy of the zoning exhibit.

### PLANNED DEVELOPMENT

- A written statement describing what the applicant wants to achieve in the development of the property and how the proposal conforms to the development standards established in [Section 118-493 of Division 11 - PD Planned Development District](#) of the Zoning chapter. This statement should be prepared as a narrative description of the character of the proposed development and rationale behind the assumptions and choices made by the applicant, including the use and ownership of open spaces. This is the applicant's opportunity to describe what they want to do with the property and why. The applicant may also submit drawings, photographs, company information, and other relevant material with the application.
- Confirmation of the required pre-submittal meeting with City staff.
- Three (3) folded copies of a site plan showing the items indicated in the technical requirements described below for **SITE PLAN**.

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## SPECIAL USE PERMIT

- A written statement describing what is to be achieved in the development proposal for the property.
- Three (3) folded copies of a site plan showing the items indicated in the technical requirements described below for **SITE PLAN**.

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## SPECIAL DEVELOPMENT PLAN

- A written statement describing the proposed modifications to the [Transit Oriented Development district](#) standards, [Town Center district](#) standards, or requested development bonuses or incentives to address specific market opportunities and/or contexts. The statement must show how proposal meets the following
  - the goals and intent of transit oriented or mixed-use development in North Richland Hills
  - provides an alternative ‘master plan’ approach by consolidating multiple properties to create a predictable, market responsive development for the area
  - fits the adjoining context by providing appropriate transitions
  - provides public benefits such as usable civic and open spaces, livable streets, structured and shared parking, and linkages to transit
  - fosters future opportunities for higher-intensity transit oriented or mixed-use development
- Three (3) folded copies of a site plan showing the items indicated in the technical requirements described below for **SITE PLAN**.

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## SITE PLAN

Applications requiring a site plan must show the items indicated in the technical requirements below. Sheet size for all plans must be 24" x 36" unless otherwise approved by the Planning & Zoning Department.

- Site Layout
  - Location map, north arrow, graphic and written scale (not less than 1"=60').
  - Existing zoning and land uses of properties adjacent to the site.
  - Existing structures on the site, indicating setbacks from property lines.
  - Proposed site layout, indicating the size and dimensions of all lots.
  - Proposed land uses and building locations, indicating setbacks from property lines.
  - Square footage, acreage, and density of all proposed land uses and lots.
  - Location and gross area of all streets, sidewalks, and other paved surfaces and its percentage of total property area.
  - Gross area of open space areas and recreational areas and its percentage of total property area.
  - Existing and proposed public and private rights-of-way, easements, access points into the property, and street names.
  - Calculation and location of all off-street parking and loading facilities.
  - Location, type, and elevation drawings of all signs, including ground- and building-mounted signs.
  - For residential uses, the number, type, and density of each type of dwelling unit (i.e., single-family, multi-family, townhouse, etc.).
- Landscape Plan
  - Plans demonstrating compliance with standards described in [Article III - Landscaping and Buffering Regulations](#) of the Vegetation chapter, showing all required and proposed landscape setbacks, buffer yards, screening, and fencing.
  - Tree preservation plan per [Article II - Trees](#) of the Vegetation chapter if protected trees are present on the property.
- Building Elevations
  - Plans demonstrating compliance with standards for exterior appearance and quality as described in [Division 4 - Construction](#) of the Zoning chapter.
  - Elevation drawings of all sides of all buildings, showing dimensions, height, building materials, color, texture, and design.
  - Percentage calculations of building materials for each façade.

- Photometric Plan
  - Plans demonstrating compliance with standards described in [Section 118-728 – Outdoor Lighting](#) of the Zoning chapter.
  - Location, type, and number of all exterior lighting, including building- and pole-mounted fixtures.
  - Lighting manufacturer specifications or cut sheets of each type of luminaire equipment.
  - Calculations and analysis of anticipated light distribution generated by all exterior lights.
  
- Engineering Plans
  - Civil engineering plans for all public and private improvements for water, sanitary sewer, stormwater, grading, and drainage. Plans must demonstrate compliance with the [Public Works Design Manual](#).
  - Traffic impact analysis or traffic circulation analysis, if required by the City Engineer for this property.

The graphic below describes the major steps of the zoning application process. The length of the process varies depending on the complexity of each project. Typically, the process could run at least 12 weeks from application to final action.

