

Planning & Zoning Division
Phone: 409-983-8135
Fax: 409-983-8137



City of Port Arthur
300 4th St.
P.O. Box 1089
Port Arthur, TX 77641-1089

ZONING/SITE PLAN APPLICATION

APPLICATION TYPE

<input type="checkbox"/> Zoning Change \$125.00	<input type="checkbox"/> Site Plan \$125.00	<input type="checkbox"/> Planned Development New \$125.00 Amendment \$125.00	<input type="checkbox"/> Specific Use Permit New \$125.00 Amendment \$125.00
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PROPERTY OWNER INFORMATION

Property Owner Name		Phone	
_____		_____	
Company; if applicable		Email	
_____		_____	
Address	City	State	Zip Code
_____	_____	_____	_____

CONSULTANT/ENGINEER INFORMATION

Name		Title & Company/Firm Name	
_____		_____	
Phone Number		Agent Email	
_____		_____	
Address	City	State	Zip Code
_____	_____	_____	_____

DEVELOPMENT INFORMATION

Description of Request	Acres	Number of lots	
_____	_____	_____	
Is the property platted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Legal Description (include lot, block, subdivision name or current metes and bounds description)		
_____	_____		
Existing Zoning & Land Use	Proposed Zoning & Land Use; if applicable		
_____	_____		
Address	City	State	Zip Code
_____	_____	_____	_____

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AUTHORIZED AGENT

Authorized Agent: if property owner is being represented by an authorized agent, complete the following. I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

Signatures and notary stamp must be ORIGINAL and not photocopied when submitted.

Agent Name & Title

Agent Phone

Agent Email

Agent Signature

Date

Owner Signature

Date

NOTARY STATEMENT: ALL SIGNATURES MUST BE NOTARIZED

Notary Statement Fee per Ordinance 90-49 is \$125

Before me, the undersigned authority, on this day personally appeared

known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal office on this _____ day of _____, 20_____.

Notary Public _____

My Commission Expires _____

Seal

Signatures and notary stamp must be ORIGINAL and not photocopied when submitted.

STAFF USE ONLY

Application Date:	Fee:	Case No.
PGZ:	City Council:	



ZONING/SITE PLAN SUBMITTAL INFORMATION

GENERAL INFORMATION

ZONING CHANGE OVERVIEW

Zoning establishes the types of land uses permitted on a specific tract of land or piece of property. Zoning regulates the size, intensity and height of developments, as well as, screening, landscaping and parking. They have been made with reasonable consideration for the character of a particular zoning district and its peculiar suitability for the particular uses specified. Zoning regulations have been made with reasonable consideration to preserving the value of buildings and encouraging the most appropriate use of land throughout the City that is consistent with the comprehensive plan. Anyone may apply for a zoning change, however, permission from the property owner is required.

SPECIFIC USE PERMIT OVERVIEW

Certain types of land uses may be approved by the City Council when such use is determined to have adverse impact on surrounding properties. A Specific Use Permit, "SUP", is required when a particular land use is not expressly authorized as a permitted use by right in a zoning district. City Council may, in the interest of public welfare, impose such development standards and safeguards regarding the particular use to adjacent properties with protection from noise, vibration, dust, dirt, smoke, fumes, gas odor, explosion, glare, offensive view or other undesirable or hazardous conditions. Specific Use Permits, when approved, will be issued to the site being considered and be subject to any time limitations imposed by the City Council.

PLANNED DEVELOPMENT OVERVIEW

The purpose of the Planned Development district, "PD", is to provide greater flexibility and opportunity for innovation in projects by allowing a mix of uses or unique developments which offer a greater variety in type, design, and layout of buildings. By encouraging land conservation and more efficient use of open space and by modification of certain controls in a manner so as to produce large area development arranged to better serve community needs. Greater detail is necessary about the proposed uses included in a PD than what would be required for the same use(s) in another district. Planned Development requests may be approved to subject to any conditions imposed by the City Council to reduce possible adverse impact on adjacent or surrounding properties.

SITE PLAN OVERVIEW

Site plans are approved by the Planning & Zoning Commission. City Council may be required as part of a Specific Use Permit or Planned Development request. The purpose of the review is to ensure efficient and safe land development; compliance with appropriate design standards; safe and efficient vehicular and pedestrian circulation, parking and loading; and adequate water supply, drainage and storm water management, and sanitary facilities.



ZONING/SITE PLAN SUBMITTAL CHECKLIST

REVIEW PROCESS

- **Upon receipt of a completed application by the Planning & Zoning Division, the zone change request will be scheduled for the next available Planning & Zoning Commission meeting date as a public hearing.**
- **The Commission is tasked to review the proposed zone change and offer a recommendation to the City Council for approval, denial, or approval with conditions.**
- **The Planning & Zoning Division will publish notice of the public hearing in the local newspaper of the city and at City Hall in conformance with legal requirements. Additionally, the city will send notice of public hearing to all property owners within 200 feet of the subject property where the zone change is being requested.**
- **The Planning & Zoning Commission public hearing will be held in the City Council Chamber at City Hall at 444 4th Street, Port Arthur, Texas. At the meeting, the Planning & Zoning Commission will conduct a public hearing and provide a recommendation to the City Council on the proposed rezoning. If additional information is requested by the Commission the public hearing may be deferred to a future meeting date.**
- **Following the Commission's public hearing their recommendation on the proposed zoning request is then forwarded to City Council for consideration and final decision.**
- **For the City Council public hearing, the City Secretary will publish notice of the public notice in the local newspaper of the city and post notice at City Hall in conformance with legal requirements.**
- **The City Council public hearing will be held in the City Council Chamber at City Hall, 444 4th Street, Port Arthur, Texas. At the meeting, the City Council will conduct a public hearing and render a decision on the proposed zone change. However, if additional information is requested by the City Council the public hearing may be deferred to a future meeting date.**



ZONING/SITE PLAN SUBMITTAL INFORMATION

APPLICATION PROCESS

APPLICATION PROCEDURE

Applicants shall submit the necessary application complete with the fee to the Planning & Zoning Division. Detailed submittal requirements for each type of application are contained in this guide.

SITE PLAN

A site plan drawing shall accompany every application for a Specific Use Permit (SUP) request or a Planned Development (PD) request. The site plan shall contain all the requirements established by the zoning ordinance.

PUBLIC HEARING PROCEDURE

Public hearings are required for all zoning district changes, Specific Use Permit (SUP) requests, and Planned Development (PD) requests. Upon submittal of the application, the Planning & Zoning Division will schedule the public hearings for the Planning & Zoning Commission and City Council. The public hearings provide an opportunity to obtain citizen input and determine neighborhood compatibility. At the public hearing, the applicant, all proponents, and all opponents will be given the opportunity to speak in favor or against the proposal. After the public hearing, the Planning & Zoning Commission will determine a recommendation then forward it to City Council for final consideration. City Council may not act on a zoning change until the Planning & Zoning Commission makes its final recommendation.

Not less than ten (10) days prior to the Planning & Zoning Commission public hearing, notices must be mailed to all owners of real property within 200 feet of the property under consideration. Notice of the City Council public hearing with the date time will be published in the official local newspaper of the city not less than fifteen (15) days prior to the City Council meeting at which the request is being considered.

CITY COUNCIL ACTION

No zoning district change, Specific Use Permit (SUP) or Planned Development (PD) shall become effective until approved by an ordinance passed by the City Council. After completion of the City Council public hearing City Council may approve or deny the request.

PROTEST AGAINST CHANGE

If the proposed zoning district change, Specific Use Permit (SUP) or Planned Development (PD) request is protested in accordance with the Zoning Ordinance of the city, the proposed change shall not become effective except by the favorable vote of three-fourths or 75% of all the members of the City Council. The protest must be written and signed by the owners of at least 20% of the area of the land covered by the proposed change or by the owners of at least 20% of the area of the land within 200 feet of the property under consideration.

SPECIFIC USE PERMIT/PLANNED DEVELOPMENT AMENDMENTS

Changes to a Specific Use Permit (SUP) or Planned Development (PD) or to its approved site plan shall be processed in the same manner as the original request unless specifically stated in the amending ordinance. Changes of detail within a site plan which do not alter the basic physical relationship of the property to adjacent properties; do not alter the uses permitted; do not increase the density, floor area, height or reduce the yards provided at the boundary of the sites as indicated on the approved site plan may be authorized by staff.

BUILDING PERMIT COMPLIANCE

No building permit for any structure shall be issued nor shall a Certificate of Occupancy (CO) be issued on any existing structures until such development plans are consistent with the approved site plan and the conditions established for the Specific Use Permit (SUP) or Planned Development (PD).



ZONING/SITE PLAN SUBMITTAL INFORMATION

SITE PLAN REQUIREMENT

Any applicant requesting a Specific Use Permit (SUP), a Planned Development (PD), or a Site Plan for approval shall submit a site plan drawing with the application. The site plan drawing shall contain sufficient information to adequately determine the type of development being proposed. The drawing shall include the following features:

SUBMITTAL REQUIREMENTS

<p>Zoning Change</p>	<p><input type="checkbox"/> Completed application and application fee</p> <p><input type="checkbox"/> Lot, block and subdivision name; or current metes and bounds description</p> <p><input type="checkbox"/> Zoning Exhibit</p> <p><input type="checkbox"/> Narrative/description of proposed zoning change</p>
<p>Specific Use Permit</p>	<p><input type="checkbox"/> Completed application and application fee</p> <p><input type="checkbox"/> Lot, block and subdivision name; or current metes and bounds description</p> <p><input type="checkbox"/> Narrative/description of proposed use(s)</p> <p><input type="checkbox"/> Operational Plan for proposed use(s)</p> <p><input type="checkbox"/> Site Plan</p>
<p>Planned Development</p>	<p><input type="checkbox"/> Completed application and application fee</p> <p><input type="checkbox"/> Lot, block and subdivision name; or current metes and bounds description</p> <p><input type="checkbox"/> Development standards for proposed Planned Development</p> <p><input type="checkbox"/> Detailed Site Plan</p>
<p>Site Plan</p>	<p><input type="checkbox"/> Completed application and application fee</p> <p><input type="checkbox"/> Detailed Site Plan</p> <p><input type="checkbox"/> Narrative/description of proposed use(s)</p>

Required Submittal Documents:

- (2) 11"x17" (no larger than 24"x36") hard copies of plans and/or plat;
- Tax certificates with same owner listed on application
- Digital (USB an/or pdf) copy of plans and/or plat



SITE PLAN SUBMITTAL INFORMATION

SITE PLAN APPROVAL REQUIREMENTS

A site plan must be submitted to and approved by the commission for all development in a Planned Development (PD) or involving a Special Use Permit (SUP). In all districts, site plan approval is required for all multiple-family projects, shopping centers, mobile home parks and multi-building or multi-use projects over five (5) acres in size.

Any applicant a Specific Use Permit (SUP), a Planned Development (PD), or a Site Plan approval shall submit a site plan drawing with the application. The site plan drawing shall contain sufficient information to adequately determine the type of development being proposed. The drawing shall include the following features.

ITEM

CHECK IF SHOWN

- | | |
|--|--------------------------|
| 1. Drawing at a scale not less than 1"=50" showing all existing and planned structures, building setback lines, perimeter boundaries and easements. | <input type="checkbox"/> |
| 2. Elevation drawings of all buildings indicating the proposed exterior finish materials. | <input type="checkbox"/> |
| 3. Show all landscaping, lighting, fencing, and screening. Indicate heights of all. | <input type="checkbox"/> |
| 4. Indicate location of ingress and egress. | <input type="checkbox"/> |
| 5. Indicate off-street parking and loading areas with calculations showing how the quantities were determined. | <input type="checkbox"/> |
| 6. Indicate all pedestrian walks, malls, and open areas for use by residents, tenants or the public. | <input type="checkbox"/> |
| 7. Show proposed locations of all areas for outside display or storage, if applicable. | <input type="checkbox"/> |
| 8. Show location and type of all proposed and existing signs including lighting and height. | <input type="checkbox"/> |
| 9. Show streets name of existing and proposed streets. | <input type="checkbox"/> |
| 10. Indicate proposed water, wastewater collection and storm sewer lines, grading and drainage patterns and flood plain location and finished floor elevation. | <input type="checkbox"/> |
| 11. Indicate utility and drainage easements for dedicated infrastructure. | <input type="checkbox"/> |
| 12. Any additional items and/or conditions including all design standards as the Planning & Zoning Commission and/or City Council deem necessary. | <input type="checkbox"/> |

NOTE: City Council may affix conditions associated with the proposed development as specified below.

- | | | |
|---|--|---|
| A. Setbacks for buildings or structures | I. Landscaping | P. Special fire protection measures |
| B. Public street access | J. Lot coverage | Q. Outside storage and display of merchandise |
| C. Drainage | K. Pedestrian circulation | R. Refuse and waste storage |
| D. Vehicular traffic, circulation, parking lots or spaces | L. Signage | S. Lot size and dimensions |
| E. Screening or buffer zones | M. Mitigation of noise, fumes, odors, vibrations or airborne particles | T. Accessory buildings |
| F. Hours of operation | N. Exterior lighting | |
| G. Activities and use permitted on the property | O. Exterior construction materials | |
| H. Building or structure height | | |