



Development Services Intake

450 Cypress Creek Road, Building 2
Cedar Park, TX 78613
Office: 512-401-5100
Fax: 512-258-1471

Project Name: _____
Submittal Date: _____
SD Permit #: _____

(City will assign)



ZONING, PLANNED DEVELOPMENT & SPECIAL USE PERMIT

APPLICATION & CHECKLIST

This application is to assist the applicant in preparing a proposal that meets City requirements pursuant to Chapter 11 of the City of Cedar Park Code of Ordinances.

APPLICATION COMPLETENESS CERTIFICATION All are required unless not applicable

PROVIDED
applicant
must check

REQUIRED DOCUMENTS	Completed and Signed Application/Checklist	<input type="checkbox"/>
	Upload plans in PDF format, using Arial font with a minimum resolution of 300dpi. All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.	<input type="checkbox"/>
	A Word Document of mailing labels for all property owner addresses	<input type="checkbox"/>
	A map and clear and legible copy of field notes (metes and bounds) describing the tract (when not a subdivided lot)	<input type="checkbox"/>
	Tax Certificates	<input type="checkbox"/>
	Verification that a Future Land Use Plan petition request has been accepted by City Council, if applicable	<input type="checkbox"/>

***For Planned Development (PD) required documents : see page 4 of this application packet

***For Special Use Permit (SUP) required documents: See page 4 of this application packet

APPLICANT NAME: _____ **SIGNATURE:** _____

By signing this I am acknowledging all required documents are provided in this submittal.



Development Services Intake

450 Cypress Creek Road, Building 2
Cedar Park, TX 78613
Office: 512-401-5100
Fax: 512-258-1471

INSTRUCTIONS

- » Fill out the following application and checklist and upload online at www.mygovernmentonline.org. Current applications and city ordinances are located on the City's website (www.cedarparktexas.gov)
- » Submittals are due by NOON on the application submittal date. See attached schedule. Incomplete applications cannot be accepted for review.
- » Place a check mark on each line if you have complied with that item. This checklist is only a guide. All Zoning requirements cannot be reflected on this checklist. If there are any questions regarding zoning regulations, the applicant should consult the source law. City ordinances can be obtained from the City of Cedar Park at our website or City Hall.

SUBMITTAL REQUIREMENTS

All required materials completed and uploaded to www.mygovernmentonline.org

- A completed Application & Checklist Form with the owner's original signature uploaded to www.mygovernmentonline.org
- Uploaded plans in PDF format merged/combined together, using an Arial font with a minimum resolution of 300 dpi, pages shall be bookmarked with the title of each page.
- Number of property owners to be notified: ____
 - A word document of labels containing property owners and their mailing address along with property ID numbers for property located within 300 feet of the boundaries of the subject property. Also include a location map and key showing the notification boundaries and numbered key listing the names and property ID.
- A fee of \$2.00 per property owner as listed above must be included with the filing fee. The requested property owner listing may be obtained from the Williamson Central Appraisal District (WCAD.org or TravisCAD.org)
- A fee of \$300.00 for two newspaper publications
- Application fee - Filing and processing fees for zoning change requests are as follows: _____: # of acres
 - Up to 3 acres: \$300.00
 - Above 3 acres: \$300.00 for the first 3 acres, plus \$25.00 for each acre thereafter, with a maximum of \$2,000.00
 - Planned Development \$2000.00 for the first ten acres plus \$75.00 for each acre thereafter, with a maximum of \$10,000.00
 - Planned Development Amendment One-half original fee
- Professional Base Recovery Fee* \$200.00 non-refundable deposit
 - *Additional fees may be charged for professional expenses incurred (Ordinance CO-01-01-25-M.1)
- Sign Fee:
 - \$10 per sign for every 200 feet of frontage on a roadway with a speed limit of 40mph or less with a maximum of 3 signs per roadway frontage. _____ # of signs needed
 - \$25 per sign for every 200 feet of frontage on a roadway with a speed limit of 45mph or greater with a maximum of 3 signs per roadway frontage. _____ # of signs needed
- A map or plat showing the area being proposed for rezoning.
- A clear and legible copy of field notes (metes and bounds) describing the tract (when not a subdivision lot)
- Tax Certificates
- If applicable, verification that a Future Land Use Plan petition request has been accepted by City Council

FEE SUMMARY

Property Owner Notification Fee	\$ _____
Newspaper Notice Fee	\$ _____
Application Fee	\$ _____
Professional Base Recovery Fee	\$ _____
Sign Fee	\$ _____
TOTAL FEE (due at the time of application)	\$ _____



Development Services Intake

450 Cypress Creek Road, Building 2
Cedar Park, TX 78613
Office: 512-401-5100
Fax: 512-258-1471

OWNER INFORMATION

Owner's Name: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

Owner's Signature: _____ Date: _____

The signature of the owner authorizes City of Cedar Park staff to visit and inspect the property for which this application is being submitted and that all required documents are provided in this submittal.

- I will represent my application.
- I hereby authorize the person named below to act as my agent/applicant in processing this application.

Agent/Applicant Name: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

ZONING APPLICATION

1. Zoning Request:

Current Zoning Classification: _____

Proposed Zoning Classification: _____

What Conditions are proposed(if any)?: _____

Acreage/Sq. Ft. of Zoning Change: _____

2. Related Cases (if known):

Previous Zoning Case: _____

Subdivision: _____

Site Development: _____

3. Address and Legal Description - provide certified field notes describing the property being proposed for rezoning as well as:

Street Address: _____

Subdivision Name/Lot & Block Nos.: _____

Property Recording Information: Williamson County Travis County

Volume/Cabinet No. _____ Page/Slide No. _____

PLANNED DEVELOPMENT (PD)

Base Zoning District: _____

Statement of Intent and Purpose of Planned Development

PD Development Regulations labeled as "Exhibit C"

Development regulations shall be included as part of the Planned Development, and may include, but are not limited to:

- a. Land uses;
- b. Densities;
- c. Lot areas and widths;
- d Lot depths;
- e. Building coverage and heights;
- f. Building elevations;
- g. Parking and access;
- h. Screening and landscaping;

i. Mandatory property owners association; a mandatory property owner association shall be required for a development proposed for more than one (1) lot and/or owner for providing, operating, and maintaining the facilities, grounds, parking and drive areas, open spaces, detention, and amenity areas. If an owners associate is required, the articles for incorporation of an owner's association shall be reviewed by the City to assure compliance with the provisions of the Zoning Ordinance.

Concept Plan graphically illustrating the standards in the PD, labeled as "Exhibit D"

If applicable, conceptual renderings labeled as "Exhibit E" as well as any other exhibits proposed

SPECIAL USE PERMIT (SUP)

Statement of Intent and Purpose of the SUP

A Concept Plan including:

a. Number and location of access points to the property, proposed structures and uses with particular reference to automotive, bicycle, transit and pedestrian safety and convenience; traffic flow and control; emergency access; and location of off-street parking, loading spaces and service areas;

b. General compatibility and appropriateness of the permitted use in the relationship to other nearby properties and uses, including consideration of lighting, signage and hours of operation, screening/buffering, landscaping, noise/odors, and other factors;

c. Compliance with the goals and objectives of the Comprehensive Plan; and any additional information that may be deemed to be appropriate and necessary to demonstrate that they SUP, if granted, would be compatible with surrounding development.

REQUIRED DOCUMENTS



Development Services Intake

450 Cypress Creek Road, Building 2
Cedar Park, TX 78613
Office: 512-401-5100
Fax: 512-258-1471

APPLICANT'S SUMMARY OF NEIGHBORHOOD COMMUNICATIONS

1. Purpose. The purpose of the neighborhood meeting summary requirement is to educate the applicant about issues or concerns from surrounding neighborhoods and property owners that would be impacted by the proposed development. The process is intended to raise awareness of the proposed development, to identify issues regarding perceived impacts, and to resolve the issues in an inclusive manner.

2. Applicability and Exemptions. The neighborhood summary process is required for all re-zoning requests that are within 500 feet of a single family residential zoning district or residentially used property. If there is no residential zoned properties within 500 feet of the subject property, the applicant is exempt from this requirement.

3. The Neighborhood Summary Report. The applicant must submit the summary report to the Planning Director (or his/her designee) 14 days prior to the Planning and Zoning Commission meeting. The report must describe:

- How the neighborhood was notified about the proposal (how and when notification occurred, and who was notified);
- How the information regarding the proposal was shared with neighborhoods (i.e. mailings, workshops, meetings, open houses, fliers etc.);
- Who was involved in the discussions;
- Any concerns that were raised by the neighborhoods; and
- Any conditions that were added to or modified within the zoning request in response to concerns raised at the neighborhood meeting.

4. Summary Form. The attached form must be substantially completed in order to be accepted.

- This form will be distributed to the Zoning Commission at the meeting;
- Upon request, this form may be distributed to the general public one day prior to the public hearing.

5. Summary Presentation. The applicant, or their representative, must present the summary report at each public hearing on the request.

APPLICANT'S SUMMARY OF NEIGHBORHOOD COMMUNICATIONS

1. How and when were the surrounding neighborhood and property owners notified, how was information shared, and who was directly involved in the communication process?

2. Who was notified (i.e. property owners, HOA, etc)?

3. What concerns were raised during these communications?

4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

The above information is deemed to be true to the best of my knowledge.

Signature: _____

Date _____