



City of Friendswood – Community Development

910 S. Friendswood Drive

Friendswood, TX 77546

Phone: 281-996-3201 Fax: 281-996-3260

www.ci.friendswood.tx.us

Zone Change Application

CURRENT ZONE OF PROPERTY: \_\_\_\_\_

TYPE OF ZONE CHANGE (check one):

Land Use Change to Zone: \_\_\_\_\_

Specific Use Permit Option 1

Planned Unit Development Option 1

Specific Use Permit Option 2

Planned Unit Development Option 2

SUP for Use(s) #: \_\_\_\_\_

PROPERTY IDENTIFICATION:

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

Platted Land – Plat Name: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Unplatted Land – Attach a certified metes and bounds description

OWNER NAME: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner’s Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner’s Email Address: \_\_\_\_\_

AGENT’S NAME : \_\_\_\_\_ Phone: \_\_\_\_\_

Agent’s Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Agent’s Email Address: \_\_\_\_\_

In authorizing an agent to represent the owner, the owner attests that his/her agent may make verbal or written representations and/or declarations on the owner’s behalf and the owner understands and acknowledges that the City of Friendswood shall rely upon the agent’s representations in matters pertaining to the above described property. The designation of an agent in this matter in no way absolves the owner of any of the owner’s responsibilities outlined by the City of Friendswood. The owner must be the legal owner of record of the property at the time of submittal of the application.

The undersigned hereby request approval by the City Council on the above identified zone change.

Owner’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Agent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: _____	Application Number: _____
Date of Public Hearing: _____	Received Date: _____
Property Owner Notices: _____	Newspaper Notice: _____
	Sign on Property: _____

# Submittal Requirements for Zone Change Applications

## ALL APPLICATIONS - PUD and SUP Options 1 and 2, Land Use Changes

Application Fee of \$300 (PUD \$500)

(Changes in/to Downtown District may be eligible for fee waiver)

Current Deed of Record

Most recent plat OR Certified Metes and Bounds Description (including name, address and telephone number of surveyor)

### **PUD Option 1**

This option allows all plans, including the site plan, to be approved as a part of the zone change request and is a one-time submittal. See Zoning Ordinance Section 7.J. for more specific plan requirements.

5 – 24" x 36" sets of collated plans including a cover sheet, overall site plan, landscape plan, building elevations, and photometric plan

2 – 24" x 36" sets of collated plans including Engineered drainage, utility, grading and storm water plans (per the City of Friendswood Design Criteria Manual)

2 – 24" x 36" sets architectural plans including mechanical, electrical and plumbing plans

### **PUD Option 2**

*This option will require the applicant to apply for site plan approval from the Planning and Zoning Commission at a later date if the zone change to PUD is approved. At the time of site plan approval all information contained in the conceptual plan shall be certified by an engineer and/or surveyor.*

5 – 24" x 36" sets of collated plans including a cover sheet or letter describing the project, an overall site plan and building elevations

See Zoning Ordinance Section 7.J. for more specific plan requirements.

### **Specific Use Permit Option 1**

This option allows all plans, including the site plan, to be approved as a part of the SUP request and is a one-time submittal. See Zoning Ordinance Section 9.G.3. for more specific plan requirements.

5 – 24" x 36" sets of collated plans including a cover page, site plan, landscape plan, photometric plan, building elevations, tree survey and mitigation plan

2 – 24" x 36" sets of collated plans including Engineered drainage, utility, grading and storm water plans (per the City of Friendswood Design Criteria Manual)

2 – 24" x 36" sets architectural plans including mechanical, electrical and plumbing plans

### **Specific Use Permit Option 2**

*This option allows utility and drainage plans be submitted with the building permit application at a later date if the SUP is approved.*

5 – 24" x 36" sets of collated plans including a cover sheet, site plan, landscape plan, photometric plan, building elevations, tree survey and mitigation plan

See Zoning Ordinance Section 9.G.3. for more specific plan requirements.