



Planning and Development Division
823 Rosenberg, 4th Floor, Room 401, Galveston, TX 77550

409/797-3660

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APPLICATION FORM

PLANNING COMMISSION/CITY COUNCIL

Planning Commission and City Council Meeting Schedule – 2016

This request will first be presented to the Planning Commission. A recommendation from Planning Commission will be presented to City Council at the next available meeting, with City Council having the final decision.

	Deadline	Planning	Council		Deadline	Planning	Council		Deadline	Planning	Council
January	12/8	1/5	1/28	May	4/5 4/19	5/3 5/17	5/26 6/23	September	8/16	9/20	10/13
February	1/5 1/19	2/2 2/16	2/25 3/24	June	5/3 5/17	6/7 6/21	6/23 7/28	October	9/6 9/20	10/4 10/18	11/17 11/10
March	2/2 2/16	3/8 3/22	3/24 4/28	July	6/21	7/19	8/11	November	10/4	11/8	12/15
April	3/8 3/22	4/5 4/19	4/28 5/26	August	7/5 7/19	8/2 8/16	8/25 9/8	December	11/8 11/22	12/6 12/20	TBD

Planning Commission meetings typically are 3:30pm in City Council Chambers, 823 Rosenberg. Verify with staff prior to meeting date.

I. PROPERTY INFORMATION

Street Address/Location, or

Legal Description (Lot Number, Block Number, Subdivision)

Present Use(s) and Improvement(s) on Property

Proposed Use(s) and Improvement(s) on Property

II. APPLICANT INFORMATION

OWNERSHIP (Check One): [] Individual [] Corporation [] Partnership [] Trust

If ownership is a trust or corporation, list the partners or principal, their address and positions on a separate attachment

Property Owner Name

Telephone

Mailing Address

E-mail Address

Applicant/Representative Name

Telephone

Mailing Address

E-mail Address

III. TYPE OF REQUEST (If more than one request, a separate application is required for each)

- | | | |
|---|--|---|
| <input type="checkbox"/> Abandonment | <input type="checkbox"/> Change of Zoning | <input type="checkbox"/> Classification of New and Unlisted Use |
| <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Specific Use Permit | <input type="checkbox"/> LDR Text Change |
| <input type="checkbox"/> Street Name Change | <input type="checkbox"/> Other (Please Specify): _____ | |

IV. DETAILED NARRATIVE AND APPLICANT'S JUSTIFICATION FOR THE REQUEST

(Attach additional pages if necessary)

V. ACKNOWLEDGEMENTS

I certify that [] I am the legal owner on record, or [] I have secured the property owner's permission and have full authority to make this application, and that the above information is correct and complete to the best of my knowledge and ability.

Please read and initial below:

- _____ I understand that all documents submitted with this application are subject to open records requests in accordance with the Open Records Act / Texas Public Information Act.
- _____ I understand that receipt of an application does not constitute application completeness and that staff will review the application and return incomplete applications. I understand that application fees are non-refundable once an application has been accepted and processed.
- _____ I understand that if I am not present or represented at the public hearing, the Planning Commission may defer or disapprove/deny the application.
- _____ I understand that, in considering my application, the Planning Commission determines whether the proposed work complies with the Galveston Municipal Code, Galveston Zoning Standards, Comprehensive Plan, Subdivision Regulations, and other specific plans.

Printed Name and Signature of Applicant

Date

Printed Name and Signature of Property Owner

Date

VI. APPLICANT CHECKLIST

All Requests:

- ✓ All documents should be provided in 8.5" x 11", or please fold to appropriate size if larger. All drawings must be to scale.
- ✓ Please provide electronic copies, if available. Other pertinent information to support said request should also be attached.

[] **Pre-Application Meeting with City Staff** (Staff initial here if waived: _____)

[] **Site Plan** – Standard Requirements – All Site Plans must include, but not be limited to:

- Scale, North Arrow, Legal Descriptions, Street Address
- All building setbacks and platted building lines (front, rear, side, structure to structure)
- Footprint of all existing and proposed structures, with dimensions and distance from property lines and adjacent buildings
- Location and dimension of the lot(s) and adjacent lots that may be impacted
- Location, type, and dimensions of driveways, sidewalks, and alleys (where applicable)
- **Additional Site Plan Requirements** per each specific request. See checklists below.

[] **Survey** – with property lines and easements, existing improvements, developments

[] **Title Report** – if property was purchased within the last 60 days

[] **Additional Required Documents, Per Specific Request** – See Request-Specific Checklists Below

Abandonment:

- Survey** – of right-of-way to be abandoned
- Written Narrative** – including concept (land use), development phasing, amenities, lighting, landscaping, materials, # of units and site improvements (if applicable)
- Adjacent property owner letter(s)** – enjoining or forfeiting abandonment option/request
- Non-Refundable Application Fee \$1,000.00** (payable to the City of Galveston)

Change of Zoning:

- Current Zoning / Proposed Zoning:** _____ / _____
- Site Plan Requirements** – in addition to Standard Requirements, must include:
 - Proposed tract/lot area for proposed rezoning, including dimensions, property lines, building setbacks, easements, distance from adjacent property lines, streets or properties
 - Total number of units, habitable floors, floor to area ratio (FAR), Lot Coverage (in sq. ft.)
 - Parking Layout, Landscaping Plan, Lighting Plan, Traffic Analysis, Lot Drainage Plan
 - All amenities, including signage, fencing, public and open spaces, trash receptacles, loading stations
 - Location and dimensions of adjacent alleys, streets, sidewalks
 - Natural features (such as dunes, wetlands, water)
 - Location and type of driveways and emergency access
- Written Narrative** – including:
 - Justification of request and narrative relating to change in condition and potential land use(s)
 - Concept (land use), development phasing, amenities, lighting, landscaping materials, # of units and site improvements
- Non-Refundable Application Fee \$1,000.00** (payable to the City of Galveston)

Classification of New and Unlisted Use:

- Detailed Narrative of New Use Proposed for Classification**
- Other Supporting Documentation (Business Plan, etc.)**
- Non-Refundable Application Fee \$1,000.00** (payable to the City of Galveston)

Planned Unit Development (PUD):

- Development Plan**
 - Requirements per Article 4 of the Land Development Regulations
- Non-Refundable Application Fee \$1,200.00** (payable to the City of Galveston)

Specific Use Permit:

- Site Plan Approval Information** – Site Plan and supporting documents should address the following:
 - Description of the Proposed Use – all processes and activities involved
 - Boundaries of the area covered by the site plan, including all easements (if applicable)
 - The location of each existing and proposed structures (and distance from property lines and adjacent buildings) - including the number of stories, number of units, habitable floors, gross floor area, location(s) of entrances
 - Location of existing trees and natural features (dunes, wetlands, water, etc.), and a proposed planting schedule
 - All driveways, curb cuts, public and private streets, alleys, sidewalks and pedestrian paths, and adjacent right of ways

- Parking Layout – including type of surfacing to be used on all parking and loading areas
- Location of Existing and/or Proposed: Signage, Fencing, Trash Receptacles, Loading Docks, Public Spaces, Open Spaces
- Provision for drainage of surface water

Detailed Narrative of Request (Business Plan)

Elevations or a Site Cross-Section – to a readable scale, which indicate overall building dimensions, materials, colors, topography, landscape, and relationship of project to natural features and adjacent properties. Include three dimensional renderings (if applicable).

Lighting Plan – including luminaire schedule, height and style of fixtures

Landscape Plan – list quantities, species, height/caliper of trees, existing and proposed tree canopy, groundcover, total area and percentage of landscaped area, proposed irrigation system

Traffic Impact Studies (If Applicable)

Wetland Delineation Information (If Applicable)

Non-Refundable Application Fee \$1,000.00 (payable to the City of Galveston)

Street Name Change:

Requirements per Resolution No. 16-008.

Completed ‘Street Name Change – Petition Form’

Letter from the United Postal Service (USPS) verifying the proposed street name conforms to required guidelines.

Written Narrative – describe historic, economic, or cultural significance.

Non-Refundable Application Fee \$1,000.00 (payable to the City of Galveston)

LDR Text Change:

Detailed Narrative of Request

Supporting Documentation - Indicating that the proposed amendment:

- will help to implement the adopted Comprehensive Plan, or, if it addresses a topic that is not addressed or fully developed in the Comprehensive Plan, the proposed amendment does not impair the implementation of the adopted Comprehensive Plan when compared to the existing Land Development Regulations
- is consistent with the stated purposes of the Land Development Regulations
- will maintain or advance the public health, safety or general welfare
- will help to mitigate the adverse impacts of the use and development of land on the natural or built environment, including but not limited to mobility, air quality, noise levels, stormwater management, wildlife and vegetation protection; or be neutral with respect to these issues
- will advance the strategic objectives of the City Council, such as fiscal responsibility, efficient use of infrastructure and public services, and other articulated City objectives

Non-Refundable Application Fee \$1,000.00 (payable to the City of Galveston)