



ZONING AMENDMENT APPLICATION

DOCUMENTS REQUIRED

Staff review will not begin until all the following have been submitted:

Staff Appl

- Zoning Application with Owner's Disclosure and Notary Statement
- Application Fee
- Documents Required checklist, completed and signed by applicant
- One** 11"x17" copy of the 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 and in hard copy.

The following items should be clearly identified as metes and bounds within the location map's description:

- The point of beginning (POB), describing the corner tie, and a tie to a Global Positioning System (GPS) monument accepted by the City. At least one corner shall be tied by course and distance to a corner of a platted lot or to an original corner of the original survey of which it is a part. In case of a location map depicting a completely new area without any specific monument, or recorded addition lot corner, the geographic coordinate numbers of the point of beginning should be provided.
 - Metes and Bounds calls, stating bearings in degrees, minutes, and seconds, and distances in feet and hundredths of feet.
 - Metes and bounds calls of each line should be described in separate paragraphs.
 - Curved lines should be defined by their direction left or right, angle of intersection or central angle, radius, arc length, and chord bearing and distance. Non tangent curves should be identified as such.
 - Scale factor should be provided in case of ground survey.
- If the ownership does not match the ownership on the Tarrant County Appraisal District website, www.tad.org, a warranty deed shall be submitted with this application. Please verify ownership prior to submitting the application.
 - One** copy of a site plan indicating the dimensions of the structures and its distances from the property lines (only if there are existing structures on site).

Preparer's Signature: _____

Printed Name: _____

Date: _____