

MAYOR  
*William C. Beecherl*

MAYOR PRO TEM  
*Craig Penfold*

TOWN ADMINISTRATOR  
*Bill Lindley*



TOWN COUNCIL MEMBERS  
*Marc Myers*  
*Lydia Novakov*  
*Don Snell*  
*Leland White*

4700 DREXEL DRIVE, HIGHLAND PARK, TEXAS 75205  
Telephone 214-521-4161

## ZONING COMMISSION (“ZC”) / ADVISORY BOARD 2022 FILING AND PROCESS SCHEDULE

All Zoning Commission meetings will begin at 4:00 p.m., unless otherwise noted.

**Location:**

**Town Council Chamber, Town Hall (or Virtual Meeting due to pandemic; see agenda)**  
**4700 Drexel Drive**  
**Highland Park, TX 75205**

The completed Zoning Commission application, attachments, and fee must be turned in on or prior to the application deadline. **An application fee is also required (see fees on page 4).**

Application Deadline	Newspaper Deadline*	Newspaper Publication Date*	Agenda Posting Deadline	Meeting Date
Dec 31, 2021	Jan 12, 2022	Jan 14, 2022	Jan 20, 2022	Jan 26, 2022
Jan 31, 2022	Feb 9, 2022	Feb 11, 2022	Feb 17, 2022	Feb 23, 2022
Feb 28, 2022	Mar 9, 2022	Mar 11, 2022	Mar 17, 2022	Mar 23, 2022
Mar 31, 2022	Apr 13, 2022	Apr 15, 2022	Apr 22, 2022	Apr 27, 2022
Apr 29, 2022	May 11, 2022	May 13, 2022	May 19, 2022	May 25, 2022
May 31, 2022	June 8, 2022	June 10, 2022	June 16, 2022	June 22, 2022
Jun 30, 2022	July 13, 2022	July 15, 2022	July 21, 2022	July 27, 2022
Jul 29, 2022	Aug 10, 2022	Aug 12, 2022	Aug 18, 2022	Aug 24, 2022
Aug 31, 2022	Sep 14, 2022	Sep 16, 2022	Sep 22, 2022	Sep 28, 2022
Sep 30, 2022	Oct 12, 2022	Oct 14, 2022	Oct 20, 2022	Oct 26, 2022
Oct 31, 2022	Nov 9, 2022	Nov 11, 2022	Nov 17, 2022	Nov 23, 2022
Nov 30, 2022	Dec 14, 2022	Dec 16, 2022	Dec 22, 2021	Dec 28, 2022
Dec 30, 2022	Jan 11, 2023	Jan 13, 2023	Jan 19, 2023	Jan 25, 2023

\* *The Daily Commercial Record*, is the official newspaper of the Town of Highland Park. In order to comply with newspaper publishing deadlines, and state statutory notice requirements, the application deadline is the end of the month prior to the meeting date.

Note: Agendas are posted on the official bulletin board at the Department of Public Safety Dispatch Office, 4700 Drexel Drive, at the St. Johns Drive Library Entrance, and on the Town’s website 72 hours prior to meeting.

THE TOWN OF  
*Highland Park*  
TEXAS

4700 Drexel Drive, Highland Park, TX 75205  
214-521-4161 office 214-559-9335 fax

**Department of Building Inspection**

*(PLEASE COMPLETE A SEPARATE APPLICATION FOR EACH REQUEST)*

(The application WILL NOT be scheduled for a review until a completed application is submitted to the Building Inspection Department.)

**I. TYPE OF APPLICATION:**  
(please check one)

- Zoning Change / Amendment
- Planned Development - New
- Planned Development - Amendment
- Platting (Replat)

**II. ADDRESS OF PROJECT:** \_\_\_\_\_

**III. APPLICANT INFORMATION:**

<u>Current Land Owner</u>		<u>Applicant or Agent of Owner</u>
_____	<i>Signature</i>	_____
_____	<i>Printed Name</i>	_____
_____	<i>Mailing Address</i>	_____
_____		_____
_____		_____
_____	<i>Telephone Number</i>	_____
_____	<i>Fax Number</i>	_____
_____		_____

**IV. PROJECT INFORMATION:**

(Complete all information)

Proposed Project Name (if applicable): \_\_\_\_\_

Street Address of Project: \_\_\_\_\_

Existing Zoning District: \_\_\_\_\_

Proposed Zoning District (if applicable): \_\_\_\_\_

Legal Description(s) of Project (Lot, Block, Addition): \_\_\_\_\_

\_\_\_\_\_

**V. APPLICATION EXPLANATION (Please type or print legibly, or submit a detailed explanation in letter format):**

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## **VI. SUBMISSION REQUIREMENTS:**

Before preparing an application, the applicant should consult with the Development Services Manager to discuss the request and any additional information needed to process the application.

The following list of submission requirements, where applicable, shall be submitted with the application:

1. A completed and fully signed application.
2. A legal description of the property.
3. 2 copies of 24x36 scaled site plan.
4. 1 copy of digital PDF site plan on CD or flash drive (e-mail is acceptable).
5. 2 copies of preliminary plat & 1-digital PDF copy (if applicable).
6. If needed, following review of the application, the Town will schedule a meeting with the applicant and appropriate departments to discuss details for the project.

## **VII. SUGGESTIONS:**

While nothing can guarantee that your project will be approved, the following tips may help facilitate the Zoning Commission public hearing process:

- Contact the adjacent neighbors (within a min. 200 ft from your property) during conceptual design to receive feedback, interests, or concerns for the proposed project.
- Prior to the required city notification of the submitted application, invite the adjacent neighbors to comment on the design.
- Provide city contact information to all neighbors so that they may comment publicly about the project.
- Provide clean, detailed and legible plan documents for review.
- Provide an artistic rendering of the proposed structure.

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**VIII. FEES:**

**ARTICLE 14.01 GENERAL PROVISIONS**

**Sec. 14.01.001 Fee for application to zone or rezone property**

Any person desiring to have any lot, lots, tract or tracts of land zoned, rezoned or reclassified under the zoning ordinance of the Town, shall, concurrently with the filing of written application therefore and as a condition precedent to the hearing of such application, pay to the Town Secretary a fee of three hundred dollars (\$300.00). (1971 Code, sec. 5-4)

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**ARTICLE 10.02 SUBDIVISION ORDINANCE**

**EXHIBIT A SUBDIVISION ORDINANCE, Ordinance No. 831**

**Section 13. Plat filing fees.**

1. Preliminary plat—A filing fee of one hundred fifty dollars (\$150.00) shall be paid at the time of submission of the preliminary plat for review by the Town.
2. Final plat—A filing fee of one hundred fifty dollars (\$150.00) shall be paid at the time of submission of the final plat for checking and approval by the Town Council.
3. Multiple building tracts—For multiple dwelling projects or business areas, a filing fee of two hundred fifty dollars (\$250.00) shall be paid when the preliminary plat of tracts or lots is submitted, and two hundred fifty dollars (\$250.00) shall be paid when the final plat of tracts or lots is submitted.

The fees and charges herein provided shall be paid into the general fund of the Town of Highland Park when any map or plat is tendered to the Town Council and each of the fees and charges provided herein shall be paid in advance and no action of the Town Council shall be valid until the fee shall have been paid.

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