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).

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<th>Application Deadline</th>
<th>Newspaper Deadline*</th>
<th>Newspaper Publication Date*</th>
<th>Agenda Posting Deadline</th>
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<td>Jan 12, 2022</td>
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* 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.
ZONING / PLATTING APPLICATION

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 (Combined Building Site)
- Planned Development - New
- Planned Development - Amendment
- Platting (Replat)

II. ADDRESS OF PROJECT:

III. APPLICANT INFORMATION:

Current Land Owner

Applicant or Agent of Owner

Signature

Printed Name

Mailing Address

Telephone Number

Fax Number

By my signature as Current Land Owner, I have applied to combine these properties into one building site. I hereby affirm that I recognize and understand per the Town of Highland Park's Zoning Ordinance, should these building sites be combined they cannot later be subdivided. This Zoning Change is considered permanent and will run with the property in perpetuity.
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):

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
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.
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)

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.