



## **COMPREHENSIVE PLAN AMENDMENTS APPLICATION**

### **SUMMARY OF COMPREHENSIVE PLAN ADMENDMENTS APPLICATION REQUIREMENTS**

#### **Application Review Requirements:**

1. This application is for requesting a change to the Comprehensive Plan, which includes the Future Land Use Map, the Thourghfare Plan, etc.
2. Meet with Development Services Staff to review the application requirements for your specific request.
3. Make sure you have everything on the attached Check List.
4. Completed application with signatures of owners and/or applicant
5. Application Fees are established in the Fee Schedule as adopted.
6. Must have the address and/or the lot, block and subdivision name or legal description of the subject property.
7. It is the applicant's responsibility to provide evidence or proof that all taxes, assessments, debts or obligation directly attributable to said property and owed by the owner or previous owner thereof shall have been paid at the time of application submittal.
8. Submit any drawing, plans, exhibits, information about proposed uses in order to ensure that the request is understood. Development Services Staff will let you know if additional copies are needed and what size they need to be.
9. Digital set of plans will need to be copied on a usb drive and submitted with the application. The usb drive will not be returned and can contain all sets to be reviewed.
10. This application and/or payment will not be accepted if it is incomplete. Staff will not retain partial packets.
11. Please check your submittal date and time on our website at [Forms | Kaufman, TX \(kaufmantx.org\)](https://www.kaufmantx.org/forms). Applications will only be accepted during the listed times.

**Application must be signed by the property owner before the request can be scheduled with the Planning and Zoning Commission and City Council.**

#### **DELIVERY ADDRESS:**

DEVELOPMENT SERVICES DEPARTMENT  
CITY OF KAUFMAN  
209 S. WASHINGTON  
KAUFMAN, TEXAS 75142

**DIRECT QUESTION TO DEVELOPMENT SERVICES STAFF AT  
(972)-932-2216**

**FAX NUMBER (972)-932-6288**

**209 SOUTH WASHINGTON • PO Box 1168 • KAUFMAN, TEXAS 75142 • (972) 932-2216 • FAX (972) 932-6288**



## COMPREHENSIVE PLAN AMENDMENTS APPLICATION

ITEMS REQUIRED	
	Comprehensive Plan Amendments Check list
	Application for Comprehensive Plan Amendments
	Comprehensive Plan Amendments Fee
	Location Map
	The information below is for staff regarding notifications.
	Assign case number: M-
	Public Hearing
	Newspaper notification
	300' buffer notification

ZONING APPLICATIONS				0-5 Acres	5-20 Acres	Over 20 acres
Comp	Land	Use	Plan	\$300 + \$20 per acre	\$400 + \$20 per acre	\$500 + \$20 per acre
Amendments						

**FAILURE TO APPEAR** before the Planning and Zoning Commission or City Council for more than one (1) hearing without an approved delay by the City Manager or his designee shall constitute sufficient grounds to table or deny the request unless the City is notified at least 72 hours prior to the hearing.

**DENIALS BY THE PLANNING AND ZONING COMMISSION** shall be forwarded to City Council, along with the Commission's reasons for denial and will require a  $\frac{3}{4}$  favorable vote of all members of City Council (6 votes).

**TABLED BY THE PLANNING AND ZONING COMMISSION:** The Commission may not defer its report for more than 90 days from the time it was posted on the agenda, or until it has had an opportunity to consider other proposed changes, which may have a direct bearing, unless a postponement is requested by the applicant.



**COMPREHENSIVE PLAN AMENDMENTS APPLICATION**

**1. Site Location:**  
General Street Location: \_\_\_\_\_ PID: \_\_\_\_\_  
  
Street Address: \_\_\_\_\_  
  
Lot, Block, & Subdivision Name: \_\_\_\_\_

**2. Applicant:**  
Name: \_\_\_\_\_  
  
Address: \_\_\_\_\_  
  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
  
Office #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
  
Email Address: \_\_\_\_\_

**3. Property Owner:**  
Name: \_\_\_\_\_  
  
Address: \_\_\_\_\_  
  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
  
Office #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
  
Email Address: \_\_\_\_\_

**4. Summarize the proposed development. If necessary, use a separate sheet.**  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

5. **Present Zoning:**\_\_\_\_\_ **Present Land Use:**\_\_\_\_\_

**Future Land Use Designation:**\_\_\_\_\_

6. **Attach:** Any additional maps, exhibits, drawings or pictures necessary to help explain the request.

**7. Local Government Code 212.004 Compliance with Comprehensive Plan**

- a. Zoning regulations must be adopted in accordance with a comprehensive plan and must be designed to:
- i. Lessen congestion in the streets;
  - ii. Secure safety from fire, panic and other dangers;
  - iii. Promote health and the general welfare;
  - iv. Provide adequate light and air;
  - v. Prevent the overcrowding of land;
  - vi. Avoid undue concentration of population; or
  - vii. Facilitate the adequate provision of transportation, water, sewers, schools, parks, and other public requirements.

**I UNDERSTAND THAT IT IS NECESSARY FOR ME OR MY AGENT TO BE PRESENT AT BOTH THE PLANNING AND ZONING COMMISSION MEETING AND CITY COUNCIL MEETING.**

**I hereby authorize the undersigned applicant to act as my agent for the representation and/or presentation of the request.**

Applicant Name (print or type):\_\_\_\_\_

Applicant signature:\_\_\_\_\_

Owner Name (print or type):\_\_\_\_\_

Owner signature:\_\_\_\_\_

Date Received\_\_\_\_\_ Date Paid\_\_\_\_\_ Receipt Number\_\_\_\_\_

## **KAUFMAN SUBDIVISION REGULATIONS**

### **Section 1.2**

Minimum standards for development are contained in the City's Technical Construction Standards and Specifications (TCSS), related technical standards, the Zoning Ordinance, the Building Code and in this Ordinance. However, the Comprehensive Plan and Future Land Use Plan express policies designed to achieve an optimum quality of development in the urban area. If only the minimum standards are followed, as expressed by the various ordinances regulating land development, a standardization of development will occur. This will produce a monotonous urban setting. Subdivision design shall be of a quality that will carry out the purpose and spirit of the policies expressed within the Comprehensive Plan and within this Ordinance, and shall be encouraged to exceed the minimum standards required herein.

## **KAUFMAN ZONING ORDINANCE**

### **10.3 AUTHORITY TO AMEND ORDINANCE:**

The City Council may from time to time, after receiving a final report thereon by the Planning and Zoning Commission and after public hearings required by law, amend, supplement, or change the regulations herein provided or the boundaries of the zoning districts specified on the Zoning District Map. Any Ordinance regulations or zoning district boundary amendment may be ordered for consideration by the City Council, be initiated by the Planning and Zoning Commission, or be requested by the owner of real property, or the authorized representative of an owner of real property.

Consideration for a change in any district boundary line or special zoning regulation may be initiated only by the property owner or his authorized agent (proof of such authorization must be submitted with the zoning application, per Section 10.3), or by the Planning and Zoning Commission or City Council on its own motion when it finds that public benefit will be derived from consideration of such matter. In the event the ownership stated on an application and that shown in City records are different, the applicant shall submit proof of ownership and/or verification that he is acting as an authorized agent for the property owner.

No person who owes delinquent taxes, delinquent paving assessments, impact fees, or any other delinquent debts or obligations to the City of Kaufman, and which are directly attributable to a piece of property requested for zoning shall be allowed to submit a zoning request until the taxes, assessments, debts, or obligations directly attributable to said property and owed by the owner or previous owner thereof shall have been first fully discharged by payment, or until an arrangement satisfactory to the City has been made for the payment of such debts or obligations. It shall be the applicant's responsibility to provide evidence or proof that the taxes have been paid.