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**City of Bedford  
Planning & Zoning Department**

**Change of Zoning Classification  
Application Packet**

**Specific Use Permit | Planned Unit Development | Zoning Change**



**CITY OF  
BEDFORD**

Discover the Center

For the  
Planning & Zoning Commission

# Change of Zoning Classification Application

City of Bedford  
2000 Forest Ridge Dr.  
Bedford, TX 76021  
817.952.2105  
zoning.info@bedfordtx.gov

## APPLICATION TYPE

PLEASE CHECK THE APPROPRIATE BOX BELOW.

Specific Use Permit (SUP)

Planned Unit Development (PUD)

Other Zoning Change

## PROPERTY INFORMATION

Project Name: \_\_\_\_\_

Project Address (Location): \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_  
<OR>

Tract: \_\_\_\_\_ Abstract: \_\_\_\_\_ Survey: \_\_\_\_\_

Proposed Number of Lots: \_\_\_\_\_ Gross Acres: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

**Application Requirements:** The applicant is required to submit sufficient information that describes and justifies the proposal. Please attach a Statement of Planning Objectives or complete the form at the back of this application packet.

**See appropriate checklist and fee schedule for minimum requirements. Incomplete applications will not be processed.**

## APPLICANT ■ OWNER INFORMATION

**Applicant:** \_\_\_\_\_ **Company:** \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

*Applicant's Status: (check one)*  Owner  Representative  Tenant  Prospective Buyer

**Property Owner:** \_\_\_\_\_ **Company:** \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

*Ownership Status: (check one)*  Individual  Trust  Partnership  Corporation

SIGNATURE OF APPLICANT (SIGN OR TYPE NAME)

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER (SIGN AND PRINT OR TYPE NAME)

SIGNATURE: \_\_\_\_\_  
(Letter of authorization required if signature is other than property owner)

**The property owner must sign the application or submit a notarized letter of authorization.**

Rev: 06/19

### For Departmental Use Only

Case #: \_\_\_\_\_

Total Fee(s): \_\_\_\_\_

Date Submitted: \_\_\_\_\_

DRC Date: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_

# CHANGE OF ZONING CLASSIFICATION APPLICATION CHECKLIST

City of Bedford  
2000 Forest Ridge Dr.  
Bedford, TX 76021  
817.952.2105

**INSTRUCTIONS** The Planning & Zoning Department reviews each zoning change application partially based on the items on the following checklist. Every zoning change application must be accompanied by a Zoning Exhibit and supporting documents. The applicant is encouraged to meet with a Planning & Zoning Department staff member to determine the extent of plans needed for review.

- Zoning Exhibits for most applications should include the applicable items listed in Sections A-C, depending upon the type of application.

*Bedford Development Code: Section 4.15 - "PUD" Planned Unit Development  
Section 5.3 - "SUP" Specific Use Permit*

## SUBMITTAL REQUIREMENTS

The following items must be submitted with this application, the following checklist, and the exhibit drawings:

- Ten (10) **FOLDED, NOT STAPLED** (24x36) copies of the Zoning Exhibit(s)
- Ten (10) copies (11x17) of the Zoning Exhibit(s)
- One (1) electronic copy (PDF) of the Zoning Exhibit(s)
- A vicinity map that includes at least one existing intersection and accurately shows the area of the requested change of zoning and its relationship to the surrounding area.

- Application Fee:** The Zoning Change application fee is **\$205.00, plus \$205.00 per acre exceeding one (1) acre.\***  
**\$205.00 + (\$205.00 x [# of acres]) = total amount due**

The application fee is **NOT REFUNDABLE** to the owner/applicant regardless of the action taken by the Planning & Zoning Commission on the requested change of zoning.

\*Additional fee per acre does not apply to applicants requesting an SUP for a shopping center space/suite.

### A. Zoning Exhibit General Requirements

- 1. The scale of the exhibit shall be no smaller than 1" = 100'. The sheet size must be 24"x36" unless prior approval for a variation in size or scale is obtained from the City.
- 2. Title of project, names and addresses of applicant, owner of record, and land planner or surveyor must be shown.
- 3. Show boundary lines, total acreage, and building setback lines.
- 4. Show location of existing utilities, streets, easements on property and abutting properties.
- 5. Physical features - show the location of existing streets, buildings, railroads, watercourses, ponds, etc. on and adjacent to the subject property.
- 6. Environmental features - show flood plains, water courses, marshes, drainage areas, etc. on property.
- 7. If the property will be subdivided, include a conceptual layout of the property into blocks and lots showing the dimension, area or square footage of the proposed parcels.
- 8. A legal description (metes and bounds) of the total site area proposed for the zoning change must be provided. Provide deed restrictions, if any.
- 9. Provide a caption on the bottom right corner of the exhibit that states ZONING EXHIBIT FOR ZONING CHANGE REQUEST FROM \_\_\_\_ TO \_\_\_\_.

### B. Shown on Exhibits for Applications for PUD, SUP, or Other Zoning Change

- 1. Show general landscaping areas and extensive areas of existing tree cover.
- 2. Show proposed screening fences and walls around the perimeter of the land, including any screening of internal separations of land use.

- 3. Show the building layout and the layout of proposed parking areas.
- 4. Show the proposed pedestrian walkways and sidewalks.
- 5. Provide the following information on a schedule or table on the exhibit:
  - a. gross area (acreage or square feet) of the property proposed for zoning change
  - b. gross area and floor area of each separate building and its percentage of the total property area
  - c. gross area of streets, sidewalks and other paved surfaces and its percentage of the total property area
  - d. gross area of open space and its percentage of the total property area
  - e. For residential uses (PUD, MD1, MD2, MD3, MD4, MF), indicate the number of dwelling units per acre
  - f. For residential uses (PUD, MD1, MD2, MD3, MD4, MF), indicate the number of each type of dwelling unit (i.e. Single, Multi-Family, etc.)

**C. Supporting Documents for Applications for PUD, SUP, or Other Zoning Change**

- STATEMENT OF PLANNING OBJECTIVES** - Written statement of what is to be achieved in the development proposal for this property. The statement should be prepared as a narrative description of the character of the proposed development and rationale behind the assumptions and choices made by the applicant, including the use and ownership of open spaces. This is the applicant's opportunity to describe what they want to do with the property and why. The applicant may also submit drawings, photographs, company information, etc. with the application.
- DEVELOPMENT SCHEDULE** - Indicate the approximate date(s) when construction of the proposed development, and subsequent stages or phases can be expected to begin and be completed, to the best of applicant's knowledge and belief.
- ECONOMIC DEVELOPMENT INFORMATION** - Provide the following data in table or spreadsheet format: ① total square feet of building area, ② estimated sales per square foot, ③ estimated sales per year, and ④ estimated ad valorem taxes per year.

**D. Supporting Documents for PUD Applications**

- 1. *Drainage Analysis\** – The applicant shall submit a Preliminary Drainage Analysis to determine the need for drainage facilities.  
*\*Please contact Public Works at 817-952-2200 for Drainage Analysis Requirements*
- 2. *Site Plan* – The Site Plan, which may be conceptual and general in nature, but in sufficient detail appropriate for the type of development being proposed and shall at a minimum include the following items, where applicable:
  - a. Proposed layout, indicating the approximate size and dimensions of all residential and non-residential lots
  - b. Proposed land uses and building locations
  - c. General elevation drawings of all non-residential structures indicating building height
  - d. Landscaping, lighting, fencing and screening of common areas
  - e. General locations of existing tree clusters
  - f. Location and construction type of perimeter fencing
  - g. Design of ingress and egress with description of any special pavement treatments
  - h. Calculations and location of off-street parking and loading facilities
  - i. Location and type of all commercial signage and lighting, including pole heights, for parking lots and common areas
  - j. Location and description of subdivision signs and landscaping at entrance areas
  - k. Street names on all proposed streets

**\*\* Refer to the City of Bedford Development Code for detailed development standards.**

**Acknowledgments**

I certify that the information submitted is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal before the Planning & Zoning Commission and City Council.

I reserve the right to withdraw this proposal at any time upon written request filed with the Planning & Zoning Department.

Printed  
name:

\_\_\_\_\_

Owner       Applicant       Representative

Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

