

Our Mission..

*... to be responsible stewards of the public trust,
to strive for excellence in public service, and
to enhance the quality of life for all.*



CHANGE OF ZONING PROCEDURE

Zoning is the legal and administrative process whereby the community protects itself against indiscriminate land uses. The power to zone is conferred upon Texas cities to promote the health, safety, morals and general welfare of the public.

When the owner of any property in Wylie wishes to use it in a manner that is prohibited by the current zoning, said owner or their representative must apply to request the zoning be changed.

Chapter 211, Local Government Code, and City of Wylie Ordinance No. 2001-48, amendments 2003-25, 2005-04, 2005-58, 2006-04, 2006-28, 2006-48, 2006-53, 2006-73, 2006-74, 2007-04 and set out in detail the process for rezoning.

ZONING CHANGE SUBMITTAL REQUIREMENTS

APPLICATION

- Complete the “APPLICATION FOR A CHANGE IN ZONING”. All items are to be complete, including signatures and correct legal description (“EXHIBIT A”).

FILING FEES

- Payment is to be made at the time of submittal. All checks should be made payable to the City of Wylie. A \$3.00 processing fee shall incur when paying by credit card.
- Zoning Change Application fee shall be \$325.00 plus \$15.00 per acre.
- Zoning Change renotification when applicant requests for tabled fee shall be \$200.00.

DRAWING SUBMITTAL REQUIREMENTS

- If a PD (Planned Development) district is requested, two (2) 24” X 36” folded copies of the required planned development and two (2) 8 ½ ” X 11” copies of all applicable development standards must be submitted at the time of application. (Make sure all copies are **folded** to 9”h X 8.5”w with title block showing in the lower right hand corner.) And a PDF format file preferably emailed or on a CD to a planner.
- Please note the following number of copies will be needed when the request is scheduled for consideration:
Planning and Zoning Commission 12 Folded 24” x 36” Copies (folded to 9”h X 8.5”w) and .PDF File

A ZONING CASE MUST UNDER GO THE FOLLOWING REVIEW AND ACTIONS:

1. Development Issues Review Team:

Development Issues Review Team meets every Thursday as needed. Prior to initial application, it is advised that the applicant contact the Planning Department to see if a Development Issues Review Team meeting is necessary.

2. Initial Application:

Upon initial application, the applicant will submit all required information and fees. Within one week following the meeting, the applicant will be notified by telephone of comments and the date by which all materials will be due in the Planning Department office. The applicant will be advised as to the date of the Planning and Zoning Commission and City Council Public Hearings.

3. Posting Sign(s):

Any person, firm or corporation requesting a change in zoning from one district classification to another district classification shall be required to place and maintain a sign or signs, provided by the Planning Department, upon the property for which a change in zoning has been requested, which sign or signs shall follow the provisions set forth within Zoning Ordinance Article 8, Section 8.1.a.3. A verification form for sign shall be signed.

4. Planning and Zoning Commission Public Hearing:

All real property owners, as such ownership appears on the last approved city tax roll, within 200 feet of the proposed change, as well as the applicant, will receive a “Notice of Public Hearing.” This notice will give the date, time and location of the public hearing.

A “Notice of Public Hearing” will be published in a newspaper of general circulation at least fifteen (15) days prior to the Public Hearing. The Planning and Zoning Public Hearing is generally held on the 1st and 3rd Tuesday of each month at 6:00 PM. The City Council Public Hearing is generally held on the 2nd and 4th Tuesday of each month at 6:00 PM. The location is in the City Council Chambers of the Municipal Complex, 300 Country Club Road, Building 100, Wylie, TX 75098.

All proponents and opponents of the proposed change are given an opportunity to be heard by the Commission. If there are twenty (20) percent in opposition, a three-fourths majority by the governing body shall be required for approval (Section 211.006 d).

Generally, unless more time is needed, the Planning and Zoning Commission will reach a decision either to recommend approval or denial of the proposed zoning change.

5. City Council Public Hearing:

The average time required to rezone a piece of property is approximately 60 days.

If the Planning and Zoning Commission recommends denial, a three-fourths majority vote by the City Council shall be required for approval.

Additional information may be obtained from the Planning Department, (972) 516-6320.