



Zoning Change Checklist Requirements

Application: Original completed application signed and notarized by the owner of the property. All documents on this checklist must be submitted electronically.

Proof of Ownership: Proof of ownership of the property will need to be provided. This could be closing documentation from purchasing the property or a copy of the deed to the property.

Survey: A copy of the property survey will be required.

Legal Description of the property: Documentation stating the legal metes and bounds of the property is required.

Current Tax Certificate: A current original tax certificate obtained from the Kaufman County Clerk's office will be required as proof that all taxes are current on the property.

Application Fee: The application fee for a zoning change request review is **\$300 plus \$3 per lot** that must receive the notice of publication

Please refer to the attached Development Fee Schedule.

Public Hearing: A public hearing will be scheduled prior to review by the City Council. The city will require 30 days from the date the application is considered complete to publish notices of the public hearing and mailing notices to landowners in the 200-foot buffer zone.

If you have any questions, please call 972-427-3771 and speak to the Planning & Zoning Department.

City of Crandall Development Application

Please check the appropriate box below to indicate the type of application you are requesting and provide all information required to process your request.

- | | |
|---|--|
| <input type="checkbox"/> Annexation Petition | <input type="checkbox"/> Amending Plat |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Final Plat |
| <input type="checkbox"/> Land Study | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Specific Use Permit (SUP) | <input type="checkbox"/> Planned Development Detailed Plan |
| <input type="checkbox"/> Variance, Subdivision | <input type="checkbox"/> Planned Development Concept Plan |
| <input type="checkbox"/> Variance, Zoning | <input type="checkbox"/> Site Plan |
| <input type="checkbox"/> Zoning Change | <input type="checkbox"/> Other: |

PROJECT INFORMATION

Project Name: _____

Project Address (Location): _____

Existing Zoning: _____ Proposed Zoning: _____

Existing Use: _____ Proposed Use: _____

Existing Comprehensive Plan Designation: _____ Gross Acres: _____

Application Requirements: The applicant is required to submit sufficient information that describes and justifies the proposal. See appropriate checklist and fee schedule for minimum requirements. Incomplete applications will not be processed.

APPLICANT INFORMATION

Applicant: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ ZIP: _____ Email: _____

Property Owner: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ ZIP: _____ Email: _____

Key Contact: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ ZIP: _____ Email: _____

<p>SIGNATURE OF PROPERTY OWNER OR APPLICANT (SIGN AND PRINT OR TYPE NAME)</p> <p>SIGNATURE: _____</p> <p style="text-align: center; font-size: small;">(Letter of authorization required if signature is other than property owner)</p> <p>Print or Type Name: _____</p> <p>Known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration expressed and in the capacity therein stated.</p> <p>Given under my hand and seal of office on this _____ day of _____ 2025.</p> <p>_____ Notary Public</p>	<p style="text-align: center;"><i>For Departmental Use Only</i></p> <p>Case No. _____</p> <p>Date Submitted _____</p> <p>Total Fee(s): _____</p> <p>Check No.: _____</p> <p>Date Sent to City Planner / City Engineer: _____</p> <p>Accepted By: _____</p> <p style="text-align: right; font-style: italic;">Form Updated: 01/2025</p>
---	--

boundary of the planned development area, physical features of the site, existing streets, alleys, and easements, location of future public facilities, building heights and locations, parking ratios, and other information to adequately describe the proposed development and to provide data for approval which is used in drafting the final development plan. 192

c) Changes of detail which do not alter the basic relationship of the proposed development to adjacent property and which do not alter the uses permitted or increase the density, building height, or coverage of the site and which do not decrease the off-street parking ratio, reduce the yards provided at the boundary of the site, or significantly alter the landscape plans as indicated on the approved conceptual plan may be authorized by the City Manager. If an agreement cannot be reached regarding whether or not a change of detail conforms to the original concept plan, the City Council shall determine the conformity. 192

2) Development Plan: This plan shall set forth the final plans for development of the PD and shall conform to the data presented and approved on the conceptual plan. Approval of the development plan shall be the basis for issuance of a building permit. The development plan shall be acted on by the City Council, upon recommendation of the Commission. The development plan may be submitted for the total area or any section of the planned development. The development plan shall include: 193

a) A site inventory analysis including a scale drawing of existing vegetation, natural watercourses, creeks or bodies of water, and an analysis of planned changes in such natural features as a result of the development and including a delineation of any flood prone areas; 193

b) A scale drawing showing any proposed public or private streets and alleys; building sites or lots; and areas reserved as parks, parkways, playgrounds, utility easements, school sites, street widening and street changes; sidewalks and trails; the points of ingress and egress from existing and proposed streets; general location and description of existing and proposed utility services, including size of water and sewer mains; the location and width for all curb cuts and the land area of all abutting sites and the zoning classification thereof on an accurate survey of the tract with the topographical contour interval of not more than five feet (5’); 193

c) A site plan in accordance with SECTION 8N of this UDC; 193

d) A landscape plan showing screening walls, ornamental planting, wooded areas, and trees to be planted; and 193

e) An architectural plan showing elevations and signage style to be used throughout the development. Any or all of the required information may be incorporated on a single drawing if such drawing is clear and can be evaluated by City staff, the Commission and the City Council. 193

(f) Criteria for Approval 193

1) Whether the proposed PD implements and conforms to the policies of the adopted Comprehensive Plan;.. 193

2) Whether the proposed PD promotes the health, safety, and general welfare of the City and the safe, orderly, efficient and healthful development of the City;..... 193

3) Whether the uses permitted by the proposed change in zoning district classification and the standards applicable to such uses will be appropriate in the immediate area of the land to be reclassified; 194

4) Whether the proposed change is in accord with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers or other public services and utilities to the area; 194

5) The extent to which the proposed PD will result in a more superior development than could be achieved through conventional zoning; 194

6) Whether all of the applicant’s taxes owed to the City on the subject property have been paid in full (no application will receive final approval until all taxes due are paid in full); and..... 194

7) Whether other criteria are met which, at the discretion of the Commission and City Council, are deemed relevant and important in the consideration of the PD. 194

(g) Amendments..... 194

1) Corrections in spelling, distances and other labeling that do not affect the overall development concept; ... 194

2) Changes in building position or layout that are less than ten feet (10’) or ten percent (10%) of the total building project or area; 194

3) Changes in proposed property lines as long as the original total project acreage is not exceeded, and the area of any base zoning district is not changed by more than five percent (5%); and 194

4) Changes in parking layouts as long as the number of required spaces and general original design are maintained. 194

F. INITIAL ZONING UPON ANNEXATION 194

(1) Newly annexed property shall be deemed to be zoned Agricultural (“A”) until such a time that the property becomes zoned to another permanent zoning district. However, as soon as practical following annexation, but in no event more than one hundred and eighty (180) calendar days thereafter, the City Council shall, on its own motion or by property owners of the annexed area, initiate proceedings to formally and legislatively establish Agricultural District zoning on the newly

annexed territory, whereupon the City Manager shall commence public notification and other standard procedures for zoning amendments as set forth in this UDC. Said proceedings to establish zoning may be undertaken concurrently with annexation procedures (i.e., notified at the same time, public hearings scheduled at the same time as annexation, etc.); however, zoning approval and formal adoption of the ordinance establishing zoning must occur after annexation approval and adoption have occurred, and as a separate and distinct action by the City Council, after due consideration of the zoning request has been considered by the Commission. 194

(2) The initial zoning of a land parcel, whether it is interim in nature, by initiation of the landowner or by initiation of the City, must meet the requirements for notification and public hearings as set forth in this UDC and all other applicable State laws. 195

(3) The owner of land to be annexed may submit an application for zoning the property simultaneously with submission of the petition for annexation, but no such annexation application may be made conditioned upon the approval of any particular zoning classification. The Commission may consider the request for zoning and make a recommendation to the City Council prior to final adoption of the annexation ordinance. Any recommendation by the Commission shall be conditioned upon approval of the annexation of the property by the City Council. The City Council may act on an ordinance to establish the initial zoning of the property being annexed at the same meeting as the action on the annexation ordinance so long as final approval of the annexation ordinance occurs prior to final approval of the ordinance to establish the zoning and provided further that both the annexation of the property and the zoning of the property have been properly noticed pursuant to SECTION 4C of this UDC. 195

(4) Within an area classified as A-Agricultural: 195

(a) No permit for the construction of a building or use of land shall be issued by the Building Official, other than a permit which will allow the construction of a building or use permitted in the Agricultural District, unless and until such territory has been classified in a zoning district other than the Agricultural District by the City Council in the manner prescribed in this UDC, except as provided in paragraph (b). 195

(b) If plans and preparations for developing a property for a use other than those specified in the Agricultural District were already in progress prior to annexation of the property into the City, then the City Council may, at its discretion, authorize construction of the project by a majority vote. Application of this subsection is contingent upon the following: 195

1) An application for a building permit for the proposed building or use must be made to the Building Official within ninety (90) days after annexation of the property into the City; and 195

2) The applicant must be able to demonstrate that plans and other preparations for developing the property commenced prior to (i.e., were already in progress at the time of) annexation into the City. 196

(c) In its deliberations concerning authorization to proceed with construction of a project which meets the above criteria, the City Council shall take into consideration the appropriate land use for the area as shown on the Comprehensive Plan. Upon approval by the City Council, the City Manager shall notify the Building Official of such approval. 196

G. ZONING CHANGE/ZONING MAP AMENDMENT 196

(1) Applicability 196

(a) The City Council, from time to time, on its own motion, by request of the City Manager or by application from a property owner, may establish or amend the boundaries shown on the Official Zoning Map of the City. A zoning change or Zoning Map amendment is required to establish the use of land and the development associated with the proposed zoning classification for the purpose of establishing and maintaining sound, stable and desirable development within the City. 196

(b) Approval of a zoning change or Zoning Map amendment authorizes a property owner to submit subsequent development applications consistent with the amendment. 196

(2)	Application Requirements.....	196
(a)	Application Required.....	196
(b)	Accompanying Applications	196
(c)	Tax Certificate Required	196
(3)	Processing of Application and Decision.....	196
(a)	Submittal	196
(b)	Notification Requirements.....	197
1)	Written notice prior to consideration by the Commission; and	197
2)	Published notice prior to consideration by the City Council	197
(c)	Commission Recommendation.....	197
(d)	Decision by City Council	197
(e)	Consideration of Previously Denied Amendments.....	197
(4)	Criteria for Approval	198
(a)	Whether the proposed zoning change or Zoning Map amendment implements and conforms to the policies of the City's Comprehensive Plan;.....	198
(b)	Whether the proposed zoning change or Zoning Map amendment promotes the health, safety, or general welfare of the City and the safe, orderly, efficient and healthful development of the City;.....	198
(c)	Whether the uses permitted by the proposed change in zoning district classification and the standards applicable to such uses will be appropriate in the immediate area of the land to be reclassified;	198
(d)	Whether the proposed change is in accord with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers or other public services and utilities to the area;.....	198
(e)	Whether there have been environmental and/or economical changes which warrant the requested change;.....	198
(f)	Whether there is an error in the original zoning of the property for which a change is requested;	198
(g)	Whether all of the applicant's taxes owed to the City on the subject property have been paid in full (no application will receive final approval until all taxes due and owing are paid in full); and	198
(h)	Whether other criteria are met, which, at the discretion of the Commission and the City Council, are deemed relevant and important in the consideration of the amendment.....	198
(5)	Protests	198
(a)	If a proposed zoning change or Zoning Map amendment is protested in accordance with this section, the proposed change must receive, in order to take effect, the affirmative vote of at least three-fourths (3/4) of all members of the City Council according to LGC Section 211.006(d), as amended. The protest must be written and signed by the owners of at least twenty percent (20%) of either:.....	198
1)	The area of the lots or land covered by the proposed zoning change or Zoning Map amendment; or.....	198
2)	The area of the lots or land immediately adjoining the area covered by the proposed zoning change or Zoning Map amendment and extending two hundred feet (200') from that area.	198
(b)	In computing the percentage of land area under SECTION 5G(5)(a) above, the area of streets and alleys shall be included.....	199
H. PERMITTED USE TABLE 199		
(1)	Use of Land and Buildings.....	199
(2)	Permitted Principal Uses	199
(3)	Uses Not Listed	204
(4)	New and Unlisted Uses	204
(a)	It is recognized that new or unlisted types of land use may seek to locate in the City. In order to provide for such contingencies, a determination of any new or unlisted form of land use shall be made in accordance with this section. 204	
(b)	It is recognized that the Permitted Use Table may require amendment, from time to time, to allow for uses that are not permitted. In the event an amendment to the Permitted Use Table is required, the procedure for the amendment shall be the same as required for an amendment to the text of the UDC in accordance with SECTION 4G of this UDC. 204	
I.SPECIFIC USE PERMIT (SUP) 204		
(1)	Applicability	204
(2)	Application Requirements.....	204
(a)	Application Required.....	204
(b)	Accompanying Applications	204
(c)	Tax Certificate Required	204
(3)	Processing of Application and Decision.....	204
(a)	Submittal	204

Table 12.5.3 Permitted Uses - Uses by Alphabetical Order

PERMITTED USES	A	SF-E	SF-20	SF-12.5	SF-9	SF-6.5	SF-PH	SF-TH	MF-15	SF-MH	MHP		O	NS	R	BP	OTC	HB	C	LI	IP	PD	
Accessory Building, Residential	P	P	P	P	P	P	P	P	P	P	P												
Agricultural/Field Crops	P																						
Airport, Heliport or Landing Field	S																			S	S		
Antenna and/or Antenna Support Structure, Commercial	Please see Section XXX.XX																						
Antique Shop														P	P		P	P	P				
Appliances, Furniture and Home Furnishings Store														P	P		P	P	P				
Art Gallery/Library/Museum													P	P	P		P	P	P				
Assisted Care or Living Facility										S				S	P								
Automobile Parts Sales															P			P	P				
Automobile Repairs & Service, Major															S			S	S	P	P		
Automobile Repairs & Service, Minor															S				P	P	P		
Automobile Sales																			P	P			
Bakery														S	P		P	P	P	P			
Bank, Savings and Loan, Credit Union													P	P	P	S	P	P	P				
Beauty Salon/Barber Shop													P	P	P		P	P	P				
Bed and Breakfast Inn		S	S	S	S	S											P						
Building Material and Hardware Sales														S	S		S	P	P	P			

Cabinet or Upholstery Shop																			S	P	P
Car Wash, Automated														S	S				S	P	P
Car Wash, Self Serve														S	S				S	P	P
Cemetery or Mausoleum	S																				
Church, Temple, Synagogue, Mosque, or Other Place of Worship	P	P	P	P	P	P	P	P	P	P	P			P	P	P	S	P	P	P	P
Civic/Convention Center														P	S	S		S	P	P	S
Civic Club or Lodge	S													P	S	S		P	S	S	
College, University, Trade, or Private Boarding School														P	S	S	S	S	P	P	
Commercial Amusement, Indoor														S				S	P	P	

Table 12.5.3 Permitted Uses - Uses by Alphabetical Order

PERMITTED USES	A	SF-E	SF-20	SF-12.5	SF-9	SF-6.5	SF-PH	SF-TH	MF-15	SF-MH	MHP		O	NS	R	BP	OTC	HB	C	LI	IP	PD
Commercial Amusement Outdoor														S			S	S	S			
Community Center	S	S	S	S	S	S	S	S	S	S	S		P	S	P	S	S	S	P	P		
Concrete/Asphalt Batching Plant													S	S					S	S	S	
Convenience Store w/o Gas Pumps														S	R	S	S	P	P	P	P	
Convenience Store w/ Gas Pumps														S	S	S	S	S	S	S	P	
Dance Hall/Night Club																			S	S	S	
Day Care Center													P	P	P	S	S	S	P			
Dry Cleaning													S	P	P	S	S	P	P			
Esthetician/Microblading																		S				

	A	SF-E	SF-20	SF-12.5	SF-9	SF-6.5	SF-PH	SF-TH	MF-15	SF-MH	MHP		O	NS	R	BP	OTC	HB	C	LI	IP	PD
Museum	S												S	P	P	S	P	S	P			
Office- Warehouse/Distribution Center																P		P		P	P	
One-Family Dwelling Attached							P	P	P									P				
One-Family Dwelling Detached	P	P	P	P	P	P	P	P	P	P	P							P				
Park/Playground/Similar Public Site	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P			
Pawn Shop															S			S	P			
Pharmacy														S	S		S	P	P			
Private Club														S	S		S	S	S			
Recreational Vehicle Park	S																	S	S			
Recreational Vehicle Sales and Service																		S	S			
Recycling Facility	S																		S	P	S	
Rehabilitation Care Facility													S	S	S			P	P			
Restaurant, Drive-In														S	S			P	P			
Restaurant or Cafeteria														S	P		P	P	P	S	S	
Retail Stores and Shops													S	P	P	S	P	P	P	S		
School, Public or Private	P	P	P	P	P	P	P	P					S	S								
Sexually Oriented Business	(refer to Ordinance No. 02-L-16)																					
Stable, Commercial	P																					
Storage or Wholesale Warehouse																			S	P	P	
Theater, Outdoor	S																	S	S	S		
Theater, Indoor															P	S	S	P	P			

