

# ZONING AND CUP's

## APPLICATION TYPE

- ☐ **Zoning:** Application to rezone property to a base zoning district, to remove a zoning overlay, and/or to add a zoning overlay.

Current Zoning:	
Existing Use(s):	
Requested Zoning:	
Proposed Use(s):	

- ☐ **Planned Development District (PD) Zoning:** Application to rezone property to a Planned Unit Development.

Current Zoning:	
Existing Use(s):	
Proposed Use(s):	

- ☐ **Conditional Use Permit (CUP):** Application to permit a conditional use in a zoning district as allowed by the Zoning Ordinance (Chapter 23 of the Code of Ordinances).

Current Zoning:	
Existing Use(s):	
Proposed Conditional Use(s):	

- ☐ **Conditional Use Permit (CUP) for a Liquor Store -or- On-Premise Alcoholic Beverage Sales and Consumption:**

- ☐ Liquor Store
- ☐ Restaurant
- ☐ Commercial Amusement, Other Than Listed (Indoor)
- ☐ Microbrewery
- ☐ Theater (Indoor)
- ☐ Winery
- ☐ Hotel limited to delivery to individual rooms

Current Zoning:	
Existing Use(s):	

## SUBMITTAL REQUIREMENTS

A pre-application meeting is required prior to submitting a plat application. These meetings are held via Microsoft Teams on Wednesday afternoons. To request a pre-application meeting, email [planning@cedarhilltx.com](mailto:planning@cedarhilltx.com) the pre-development application request form and include a concept plan showing the proposed development and staff will schedule you on the next available slot.

Formal submittals must include all required documents as indicated in the chart below, unless otherwise waived by staff. All submittal documents are submitted via email at [planning@cedarhilltx.com](mailto:planning@cedarhilltx.com).

If new construction and/or expansion is associated with the CUP requests, refer to the Site Plan Application for the additional submittal. Only the CUP application fee will be applied.

# ZONING and CUP's

"x" indicates item required to be submitted with that application type.

Office Use	Zoning	PD Zoning	CUP	CUP-Alcohol
Application Fee: \$500 + \$5 per acre rounded up to the next whole acre	x		x	
Application Fee: \$1,000 + \$5 per acre rounded up to the next whole acre		x		
Application Fee: \$500				x
Sign Fee: \$75 per sign per street frontage	x	x	x	x
If unplatted, provide metes and bounds description of the property. <ul style="list-style-type: none"> <li>8 ½"x11" sheet size, electronic copy in .pdf format</li> </ul>	x	x	x	x
Letter of Intent - Description of the request, include proposed uses, existing/proposed improvements of buildings/structures on the property. <i>Refer to Quick Reference – CUP Alcohol and Quick Reference – CUP Banquet Facility, Commercial Amusement for other information needed.</i> <ul style="list-style-type: none"> <li>8 ½"x11" sheet size, electronic copy in .pdf format</li> </ul>	x	x	x	x
Proposed standards include the base zoning, the proposed uses, density, lot dimensions, setbacks, building heights, floor area, architectural design, building materials, amenities, landscaping, and development phasing. <ul style="list-style-type: none"> <li>8 ½"x11" sheet size, electronic copy in .pdf format</li> </ul>		x		
Conceptual Plan showing boundary dimensions, lots, building footprints, streets/driveway way, sidewalks/trails, wall/fence locations, existing/proposed detention ponds/water features/creeks and open space areas. <ul style="list-style-type: none"> <li>24" x 36" sheet size, electronic copy in .pdf format</li> </ul>		x		
Traffic circulation plan for vehicles and pedestrians. <ul style="list-style-type: none"> <li>24" x 36" sheet size, electronic copy in .pdf format</li> </ul>		x	x	
Traffic impact analysis (TIA) or waiver from the Public Works Department. <ul style="list-style-type: none"> <li>8 ½" x 11" sheet size; electronic copy in .pdf format</li> </ul>		x	x	x
Site Plan showing proposed and existing locations of buildings/structures, driveways, parking and sidewalks. <ul style="list-style-type: none"> <li>24" x 36" sheet size, electronic copy in .pdf format</li> </ul>			x	x
Landscape Plan showing existing and proposed landscape areas, planting material, screening (if applicable), including specie types, size at planting. <ul style="list-style-type: none"> <li>24" x 36" sheet size, electronic copy in .pdf format</li> </ul>		x		
Tree Mitigation/Preservation Plan (if not previously submitted) includes a full tree survey with an overlay of the proposed development, indicate trees to be removed/preserved, and show the mitigation calculations. <ul style="list-style-type: none"> <li>24" x 36" sheet size, electronic copy in .pdf format</li> </ul>		x		
Building Elevations for all sides of each building/structure(s), with general dimensions and materials/colors call outs. <ul style="list-style-type: none"> <li>24" x 36" sheet size, electronic copy in .pdf format</li> </ul>		x		
Copy of TABC License/Permit Application (unsigned) in .pdf format. Must show the entity name and the permits that are requested.				x
Land survey showing all existing uses within 300 feet of the boundary of the request				x
Floor Plan. <i>Refer to Quick Reference – CUP Alcohol and Quick Reference – CUP Banquet Facility, Commercial Amusement for other information needed.</i> <ul style="list-style-type: none"> <li>24" x 36" sheet size, electronic copy in .pdf format</li> </ul>			x	x
Receipt for taxes paid to Dallas County and/or Ellis County	x	x	x	x
Provide evidence of notification regarding this request to applicable school district(s)	x	x	x	X

# ZONING and CUP's

<b>Submittal Deadline Date:</b>					
Office Use					
Application Fee:	\$	Sign Fee: (# of signs x \$75)	\$	Total Due:	\$
Case #:		Received By:		Payment Method:	

## PROPERTY INFORMATION

Address or General Location: \_\_\_\_\_  
Acreage: \_\_\_\_\_  
Tract, Survey, Abstract: \_\_\_\_\_  
Lot, Block, Subdivision: \_\_\_\_\_

## APPLICANT – Complete information is required

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
E-mail (Required): \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

## REPRESENTATIVE (if different from applicant) – Complete information is required

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
E-mail (Required): \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

## PROPERTY OWNER – Complete information is required

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
E-mail (Required): \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

## Indicate who will be responsible for application fee:

☐ Applicant ☐ \_\_\_\_\_  
Company: \_\_\_\_\_  
E-mail (Required): \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

# ZONING and CUP's

Contact information and signatures for all property owners as shown on Dallas/Ellis County Appraisal District records must be included on this application. This sheet may be printed multiple times as needed.

## SIGNATURES

With my signature, I certify that I am the applicant, representative and/or property owner submitting this application for the herein described real property. I acknowledge that the official filing date shall be the date that the application was determined to be complete [not submitted] pursuant to Chapter 20, Section 20-6 and Chapter 23, Section 1.8 of the Cedar Hill Code of Ordinances.

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Signature of Applicant (required)	Date
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Signature of Representative (required if applicable)	Date
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Signature of Property Owner (required)	Date
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