



CITY OF WILLOW PARK
PLANNING & DEVELOPMENT DEPARTMENT
ZONING CHANGE APPLICATION

It is our mission at the City of Willow Park to promote commerce while preserving neighborhoods through orderly review, study, and consideration of zoning issues relative to state and local laws. The Zoning Ordinances adopted by the City of Willow Park specify the zoning districts within our city limits as per the city's Comprehensive Plan. There are certain guidelines to which a zoning change must adhere to become a legal district.

Each submittal is reviewed by designated members of City Staff within the Planning & Development, Public Works, and Fire Marshal departments for confirmation of compliance within City Ordinances. Once the Application is reviewed and accepted by Staff, the Application will move to the next step, along with any Staff comments, to the Planning & Zoning Commission. There will be a Public Notice posted in the local newspaper for the zoning request, not less than 15 days before the Public Hearing; and, surrounding property owners within 200 feet of the subject property will be notified by Certified Letter, not less than 10 days before the Public Hearing.

For important deadline date information, please review the “Planning & Development Department – Project Review Schedule” on the City’s website or contact the Planning & Development Director.

To allow for effective and efficient handling of your request, please review the following Checklist and provide all required documentation with the Application payment to the City of Willow Park’s permits technician as per the directions stated.

Should you have any questions or concerns at all, please do not hesitate to contact the Planning & Development Department at 817-441-7108. We are here to help you.

SUBMITTAL:

Please electronically submit the completed Application, Checklist, and all supporting documents to permits@willowpark.org. Application Fee payment may be paid by check, money order, cashier’s check, or credit card (over the phone or in person; convenience fees apply).



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ZONING CHANGE APPLICATION CHECKLIST

Please include this Checklist with your Application.

An Application may be deemed incomplete and not accepted unless all applicable information noted below is submitted to the City of Willow Park's Planning & Development Department, and accompanies Application Fee payment, at the time of Application.

Please Initial below to confirm, or write "N/A" if not applicable:

_____ Site location/vicinity map clearly showing the location of the subject.

_____ Site Plan showing:

_____ Boundary of subject property, indicated by a heavy solid line, dimensioned with bearings and distances, and distance to the nearest cross street.

_____ A north arrow is provided with drawing, oriented such as that north is located to the top or left side of drawing sheet.

_____ A written and bar scale is provided. 1"= 200' unless previously approved by City Staff.

_____ Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.

_____ Show adjacent property lines and names of property owners within 200 feet of the subject property.

_____ Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped, etc.) within 200 feet of the property line is indicated.

_____ Names of all adjacent property owners and/or subdivisions within 200 ft. of the subject property, including Lot, Block, and County Clerk recording information (Property ID on Parker County Appraisal District) is shown.

SUBMITTAL:

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Please contact the Planning & Development Department with any questions, or if you need any assistance in completing this Application.