

Table 4-10-329.1 - Submittal Requirements for Zoning Applications

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	Landscaping & Irrigation Plans	Site Plans	Site Plans for Manufactured Home Parks & RV Parks	Comprehensive Plan Amendments	Text Amendments	Rezoning	Rezoning Application for Planned Districts	Specific Use Permits	Certificates of Appropriateness (COA)	HP-O District Designation Process	H-L Designation Process	Certificates of Occupancy & Compliance	Appeals	Special Exceptions	Variances
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REQUIRED MATERIALS															
One complete digital copy of all application materials on CD, flash drive, or submitted via our FTP site. FTP site instructions can be found online at: www.amarillo.gov/	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Completed application form (and associated checklist, if applicable)		•	•	•	•	•	•	•	•	•	•	•	•	•	•
If the Applicant is not the Property Owner, a notarized statement authorizing the Applicant to act on the Owner's behalf is required for the indicated Applications. This notarized statement shall be prepared using a form provided by the Planning and Development Services Department.						•	•	•						•	•
Application fee		•		•	•	•	•	•	•	•	•			•	•
Metes and bounds description, map(s), and/or legal description of subject property (if applicable)				•	•	•	•	•							
Proposed Development Plan (see requirements below)	•	•	•				•	•	•	•	•			•	•
Two (2) sets of construction drawings and specifications as required by the Construction Codes.			•												
Narrative on Proposed HP-O District or H-L (see requirements below)										•	•				
Photographs of the property and adjacent properties (historical photographs also may be helpful)									•	•	•				
Material specification outline with samples, brochures and/or photographs of all exterior building and site materials, finishes and fixtures									•						
Any additional information the Applicant believes will assist the Approving Authority in its review of the Application	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
PROPOSED DEVELOPMENT PLAN REQUIREMENTS															
Number of Copies/Format of Submittal															
One digital copy. Digital plans may be submitted on CD, flash drive, or via our FTP site. FTP site instructions can be found online at: www.amarillo.gov/	•	•	•				•	•	•	•	•			•	•
If more than one sheet, an index must be included on the cover sheet.	•	•	•				•	•	•	•	•			•	•
Written and Graphic Scales															
Minimum scale of 1 inch equals 40 feet (1" = 40')			•				•	•	•	•	•				
Minimum 11"x17" size sheets and drawn to an engineers scale.	•	•	•				•	•	•	•	•			•	•
Title Block															
Indicate as initial or revised submittal and date prepared.	•	•	•				•	•	•	•	•			•	•
Project designer	•	•	•				•	•	•	•	•			•	•
Project name	•	•	•				•	•	•	•	•			•	•
Legal description of property (Lot, Block, Addition, Survey, and County)	•	•	•				•	•	•	•	•			•	•
Total square footage of area to be developed	•	•	•				•	•	•	•	•			•	•
Owner/Developer	•	•	•				•	•	•	•	•			•	•
Existing zoning and proposed use	•	•	•				•	•	•	•	•			•	•
General															
North arrow	•	•	•				•	•	•	•	•			•	•
Vicinity map showing location of property	•	•	•				•	•	•	•	•			•	•
Property Owner & Applicant Information															
Name and address of all Property Owners	•	•	•				•	•	•	•	•			•	•
Name, address, phone number, and email address of the Applicant	•	•	•				•	•	•	•	•			•	•
Name, address, phone number, and email address of the Developer (if different than Applicant)	•	•	•				•	•	•	•	•			•	•
Subject Property Information															
Street address	•	•	•				•	•	•	•	•			•	•
The boundary lines of the area included in the Proposed Development Plan including angles, dimensions, and reference to a section corner, quarter corner, or point on a recorded Plat	•	•	•				•	•	•	•	•			•	•
Location of the 100-Year Floodplain and floodway, if applicable, according to the most recent available FEMA data or best available information		•	•												
Total Lot Area of each Lot and the cumulative total of all Lots (in acres and square feet)		•	•				•	•	•	•	•			•	•
Number, location, and size of all Manufactured Home Spaces or Recreational Vehicle Spaces			•												
Current zoning classification	•	•	•				•	•	•	•	•			•	•
Current land use(s)	•	•	•				•	•	•	•	•			•	•

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Indicate all contiguous properties to include vehicular and pedestrian access points to those properties		•	•				•	•	•						
General Development Information															
Proposed zoning classification							•	•							
Proposed land use(s)	•	•	•				•	•	•					•	•
Purpose of development	•	•	•				•	•	•					•	•
Detailed description of proposed work									•						
Existing and proposed topographic features with minimum one foot (1') contours in MSLE		•	•												
Number of occupants and/or employees							•	•							
Days and hours of operation							•	•							
Buildings, Structures, & Setbacks															
Location of all existing and proposed structures (building footprints or envelopes), including fences & gates, retaining walls, loading ramps, and subsurface structures (indicate location, dimensions and finished floor elevations in Mean Sea Level Elevation [MSLE])	•	•	•				•	•	•		•			•	•
Proposed use of each structure and square footage for each							•	•			•				
Notation of maximum building height for each structure			•						•						
Delineation of dimensioned building line setbacks	•	•	•				•	•	•						•
Architectural drawings showing front, side, and rear of all building elevations and exterior building materials, colors, etc.			•				•	•							
Schematic floor plans depicting the arrangement of interior spaces, location of windows and doors, mechanical equipment, electrical meter and utility locations. First floor site plans should show the relationship between the first floor and the site.									•						
Schematic building elevations for all sides of the building(s) showing design of all elevations, existing grade, proposed grade, finish floor elevations, roof slopes, mechanical vents and equipment, location and type of outdoor light fixtures, design and location of all wall sign(s) and notations regarding exterior colors and material.									•						
Streets, Sidewalks, & Driveways															
Depict locations and dimensions of existing and proposed driveways	•	•	•				•	•	•						
Delineation of all public and private streets in and around property	•	•	•				•	•	•						
If TxDot approval is required (e.g., for Street; driveway; Alley connectors), then include completed TxDot permit application			•	•					•						
Proposed and existing sidewalks, ADA ramps (within R.O.W.) locations and dimensions	•	•	•				•	•	•						
Parking															
Existing and proposed parking		•	•						•						
Proposed queuing lanes		•	•						•						
Stall dimensions		•	•						•						
Aisle width		•	•						•						
Location of accessible parking spaces		•	•						•						
Accessible route from public access point		•	•						•						
Fire Lane(s) location and dimension		•	•						•						
Delineation of off-street parking area(s), showing all parking	•						•	•							
Landscaping & Screening															
Type, location, and area of living and non-living ground cover	•	•	•						•						
Type, location, and size of trees	•	•	•						•						
Type and location of irrigation systems	•	•	•				•	•	•						
Delineation of all fencing, screening walls, including height, materials, etc.		•	•				•	•	•	•					
Statement of Acknowledgement for site maintenance	•														
Landscape Legend															
Plant material names, symbols, sizes, and quantities	•	•	•				•	•	•						
Tree names, symbols, caliper of ornamental and shade trees, height of evergreen trees, and quantities	•	•	•				•	•	•						
Landscape Ordinance Compliance Schedule															

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Landscaping Requirements:															
Total lot area	•	•	•				•	•	•						
Total Building Footprint	•	•	•				•	•	•						
Total Required Landscaped Area	•	•	•				•	•	•						
Total area of living landscape required	•	•	•				•	•	•						
Total area of living landscape provided	•	•	•				•	•	•						
Total area of non-living landscaping provided	•	•	•				•	•	•						
Street Tree Requirements:															
Total length of Street Frontage	•	•	•				•	•	•						
Total number of trees required per Street Frontage	•	•	•				•	•	•						
Total number of trees provided per Street Frontage	•	•	•				•	•	•						
Parking Lot Tree Requirements:															
Total number of parking spaces	•	•	•				•	•	•						
Total number of trees Required per parking spaces	•	•	•				•	•	•						
Total number of trees provided per parking spaces	•	•	•				•	•	•						
Other Site Elements															
Lot Coverage		•	•				•	•	•						
Location, type, dimensions, and maintenance requirements for common areas		•	•				•	•	•						
Dimensioning for all critical elements of Proposed Development Plan		•	•				•	•	•						
Location, type, height, dimensions, colors, and illumination of all exterior signs (provide sign details) *Separate submittal, review, and permit required for Signs		•	•				•	•	•	•	•				
Location, type, and height of all exterior lighting (provide lighting detail)		•	•				•	•	•	•	•				
Location and size of streetlights		•	•				•	•	•	•	•				
Location and type of refuse collection (public or private)		•	•				•	•	•	•	•				
Location and description of street furniture		•	•				•	•	•	•	•				
Indicate individual or centralized US Postal Service delivery point(s)		•	•				•	•	•	•	•				
Storm Water Pollution Prevention Plan (silt fencing, construction entrance, temporary sediment basins, etc.)		•	•				•	•	•	•	•				
Utilities & Easements															
Locations and dimensions of existing and proposed easements	•	•	•				•	•	•						
Fire hydrants (public and private) and coverage area		•	•				•	•	•						
Utility services (potable water, irrigation, fire line, sanitary & storm sewer) - Size, depth and proposed tap and meter locations		•	•				•	•	•						
Overhead power lines	•														
The location and specifications of electrical, gas, water and sewer lines, and their service connections at the Manufactured Home or RV Spaces			•												
Single-Family Development															
Lot Area, Lot Width, Lot Depth of each Lot							•								
Front, Side and Rear Yard Setbacks for each Lot							•								
Location and Lot Frontage of Community Open Space							•								
Notation of maximum Lot Coverage							•								
Any required Building separation shall be shown on the Proposed Development Plan							•								
Specific Notes to Be Shown Directly on Proposed Development Plan:															
All parking and driveways shall conform to the requirements of Section 9 of the Development Policy Manual of the City of Amarillo unless noted otherwise.							•	•							
All exterior lighting shall be directed onto the property in such a manner to minimize or eliminate glare across adjacent property lines.							•	•							
No signs shall be operated on the property that use or have attached any flashing, pulsating, or rotating lighting source or reflector. No portable signs will be allowed.							•	•							
Any additional bulk or area requirement not specifically noted on this site plan shall comply with the Zoning District in which the property was located prior to this amendment.							•	•							

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Any and all utility relocations or adjustments required for this development shall be the responsibility of the developer(s).							•	•							
All fencing, screening, landscaping, driveways, and parking areas shall be maintained in good condition at all times by owners. All landscaping to be installed prior to receiving a certificate of occupancy, or within six months of occupying structure if bad weather exists. All landscape material, trees, grass, shrubs, etc., shall be installed on the site in the same manner as depicted on this site plan and all landscaped areas shall be served with a sprinkler system.							•	•							
The approval of this development by the City of Amarillo in no way shall alter or abrogate requirements of the International Building Code as adopted and amended by the City of Amarillo.							•	•							
Any use, other than that allowed under the previous zoning classification or that which is specified by this Proposed Development Plan, will require a zoning amendment. If a use other than what is shown on the Proposed Development Plan is proposed and is allowed under the previous zoning district [insert previous zoning district], development standards shall comply with the City of Amarillo Zoning Ordinance for [insert previous zoning district] development.							•	•							
The City of Amarillo or its franchised utility shall not be required to replace any obstructions, paving, or plantings that must be removed during the course of maintenance, construction, or reconstruction within any public utility or drainage easement.							•	•							
All exterior mechanical equipment shall be located and/or screened in such a manner as to eliminate or minimize noise and visual impact to adjacent properties.							•	•							
All surface storm water collected on this site shall drain directly to adjacent public right-of-way or by other means if approved by the City Engineer.							•	•							
The developer shall comply with all ADA requirements where required.							•	•							
The following statement, acknowledged by the Developer's signature: "I acknowledge and agree to all standards of development as listed on this Proposed Development Plan."							•	•							
HISTORIC DISTRICTS & LANDMARKS NARRATIVE															
Explanation of the integrity of the nominated Landmark or Historic District										•	•				
Proposed design guidelines for applying the criteria for review of Certificates of Appropriateness to the nominated Landmark or Historic District.										•	•				
The relationship of the nominated Landmark or Historic District to the effort of the UDHPC to identify and nominate potential areas and Structures that meet the criteria for designation.										•	•				
A map showing the location of the nominated Landmark and the boundaries of the nominated Historic District										•	•				
<i>Landmarks:</i>															
The significant architectural features of the nominated Landmark that should be protected										•	•				
The types of Construction, Alteration, and Demolition that should be reviewed for appropriateness										•	•				
<i>Historic Districts:</i>															
The significant exterior architectural features of the Structures within the nominated Historic District that should be protected										•	•				
The types of Alterations and Demolitions that should be reviewed for appropriateness										•	•				
The types of landscaping and open spaces that should be reviewed for appropriateness										•	•				
Types of paving and parking areas that should be reviewed for appropriateness										•	•				
The scale of proposed new Construction that will be allowed within the Historic District										•	•				
The guidelines for noncontributing properties that are designed to protect the scale of existing historic structures										•	•				
Any further relevant information necessary to enable the Review and Decision-Making Bodies to comply with the standards for approving an Application	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
When the proposed Development includes a Hazardous Waste Collection, Processing, or Disposal facility, the Review and Decision-Making Bodies may require the following:															
Copy of the State application and permit							▲	▲							
Specific information describing which materials will be collected, processed, or disposed of							▲	▲							
Detailed information related to the methods used to collect, process, or dispose of waste material							▲	▲							

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<p>If waste materials are to be disposed of into the environment, the following studies prepared by a registered professional engineer may be required:</p> <ul style="list-style-type: none"> a. Hazards, potential nuisances, and site safety; b. Noise contributions; c. Effects on air quality; d. Effects on water quality; e. Visual quality; f. Effects on historical, cultural, archeological resources; g. Flood prone data; and h. Other site-specific requirements made necessary by the activity's effect upon the environment that might have been omitted above. 							▲	▲							
<p>An expert evaluation concerning the location, function, and characteristics of any Building or Use proposed. Such expert evaluation shall be by an MAI/SRA appraiser and shall specifically address the effect of the proposed Use on adjacent land Uses and property values.</p>							▲	▲							
<p>TECHNICAL REPORTS & STUDIES</p> <p>An expert evaluation from a licensed real estate appraiser (MAI/SRA) concerning the location, function, and characteristics of any building or use proposed for a Specific Use Permit. Such expert evaluation shall also specifically address the effect of the requested Specific Use Permit on adjacent land uses and property values. This evaluation is not required for Carports.</p>								●							
Traffic Impact Analysis		□	□				□	□							▲
Engineering study							▲	▲	▲						▲
Geologic or hydrologic study							▲	▲							▲
Environmental impact report							▲	▲							▲
Noise study							▲	▲							▲
Market study							▲	▲							
Economic impact report							▲	▲							
Architectural survey							▲	▲	▲	▲	▲				

- Key:**
- Required for the Application
 - Required if the proposed Development meets the thresholds in Sec. 4-10-326, *Traffic Impact Analysis (TIA)*
 - ▲ May be required by the Review and Decision-Making Bodies on a case-by-case basis