



REZONING CHECKLIST

FREQUENTLY ASKED QUESTIONS

When do you accept submittals?

We accept submittals once a month per the following [schedule](#).

FEES

Straight Rezoning: \$500 + \$25 per acre (or portion thereof rounded up)

Example: (2.1 acres would cost \$500 + (\$25 * 3) = \$575)

SUBMITTAL REQUIREMENTS

All Planned Development Applications are done online through the City's CSS portal:

<https://energovcss.coppelltx.gov/EnerGovProd/SelfService#/home>

- Completed Application Form, signed by the property owner (scanned PDF)
- Rezoning Exhibit

CHECKLIST:

- Title block located in lower right corner (titled as Rezoning) with subdivision name, block, lot numbers and date of preparation.
Example: Rezoning ABC Addition, Lot 1R, 2 and 3, Block A,
Date: March 16, 2021.
- Name, address, phone and email addresses for owner, applicant, architect/engineer, preparing the plan.
- North arrow should be pointing up or to the right and scale generally a minimum of 1"=50'.
- Adjacent properties – land use, zoning, subdivision name, owner name of unplatted property and recording information.
- Boundaries of the property with dimensions and bearings.
- Legal (metes and bounds) description of the property (also as a Word Document)
- Adjoining streets including curbs, sidewalks, existing and proposed median openings and all street intersections, driveways, alleys within 200 feet of the property.
- Show the location of the FEMA 100-year flood plain.
- All existing utility easements.
- Other information as considered essential by staff, the Planning & Zoning Commission or City Council.

NOTE: This checklist is only a supplement to the Subdivision Regulations. It is the applicant's responsibility to review and comply with the requirements of the [Zoning Ordinance](#) and [Subdivision Regulations](#).