



# CITY OF GRAPEVINE

## Board of Zoning Adjustment (BZA)

### Application and Plot Plan Checklist

#### APPLICATION AND PLOT REQUIREMENTS:

1. Steps:
  - a. Schedule a pre-application meeting with Planning Services Department staff to review application requirements for your specific development. This must take place before new application acceptance on a designated submittal day.
  - b. Schedule a submittal time through the Planning Services Department at (817) 410-3155 or [planning@grapevinetexas.gov](mailto:planning@grapevinetexas.gov). New submittals are only accepted on the last Monday of each month.
2. Application Materials
  - a. Copy of pre-application meeting notes.
  - b. Completed Development Application with acknowledgements and notarized original wet signatures of the property owner and applicant.
  - c. Filing Fee - \$100.00;
  - d. Project Narrative – a written proposal for the project describing the purpose of the proposed request and providing the following information:
    - i. List the pertinent section(s) of the Zoning Ordinance and indicate the specific variances or special exceptions requested,
    - ii. State the reason for the request and detail any special conditions that justify the variance(s) or special exception(s) you are requesting. Examples of special conditions may include but are not limited to irregular topography, power poles, irregular lot or tract shapes, etc., and
    - iii. Explain if there are any unique circumstances not stated by the Zoning Ordinance. Examples of unique circumstances may include a plat prior to present Zoning Ordinance requirements or the ordinance was amended after and requirements changed after the property was constructed.
  - e. Survey or metes and bounds description of the property on an 8 ½"x11" sized sheet;
  - f. **Four (4)** 11" x 17" blackline prints" of a complete **Plot Plan** providing all information listed on the attached plot plan checklist.
  - g. A **flash drive** with all files in PDF format.

**APPLICATIONS MUST BE COMPLETE AND MEET ALL CITY OF GRAPEVINE ORDINANCE REQUIREMENTS BEFORE A PLANNED DEVELOPMENT OVERLAY REQUEST CAN BE SET FOR PUBLIC HEARING.**

**NO ACTIVE CODE VIOLATIONS MAY BE OBSERVABLE ONSITE INCLUDING ILLEGAL USES, OUTSIDE STORAGE, JUNK AND DEBRIS, TALL GRASS AND WEEDS, ETC. BEFORE THE CASE WILL BE NOTICED FOR PUBLIC HEARING.**

Questions can be directed to Planning Services staff at (817) 410-3155 or [planning@grapevinetexas.gov](mailto:planning@grapevinetexas.gov).

**Delivery Address:**  
Planning Services Dept.  
200 S. Main Street  
Grapevine, TX 76051

**Correspondence Address:**  
Planning Services Dept.  
P.O. Box 95104  
Grapevine, TX 76099

\*Note that additional copies will be requested prior to the public hearing date for BZA packets.

**BOARD OF ZONING ADJUSTMENT AND PLOT PLAN  
APPLICATION AND PLOT PLAN CHECKLIST**

**Subject Property Information**

Current or if unplatted, proposed subdivision name(s), block(s), & lot(s) _____ Street frontage & distance to nearest cross street _____ Existing Zoning _____	Gross area of parcel (to nearest tenth of acre) _____ Describe the Proposed Use _____
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**Property Owner Information, Authorization and Acknowledgements**

***All Board of Zoning Adjustment Requests are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of staff. Based on the size of the agenda, your application may be scheduled to a later date.***

***All public hearings will be opened and testimony given by applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.***

***I have read and understand all of the requirements as set forth by the application for zoning change request and acknowledge that all requirements of this application have been met at the time of submittal.***

Property Owner Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Project Representation (check one):**

- I will represent the application myself; OR
- I hereby designate \_\_\_\_\_ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

**BOARD OF ZONING ADJUSTMENT AND PLOT PLAN  
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I hereby certify that I am the property owner of the property and further certify that the information provided on this development application is true and correct. I have selected the above submittal type and representation of my own volition and not at the request of the City of Grapevine.

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**STATE OF:** \_\_\_\_\_  
**COUNTY OF:** \_\_\_\_\_

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_  
(*printed property owner's name*) the above signed, who, under oath, stated the following: "I hereby certify that I am the property owner for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Texas

**Project Representative Information** (*complete if designated by owner*)

Engineer  Purchaser  Tenant  Preparer  Other (specify) \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**STATE OF:** \_\_\_\_\_  
**COUNTY OF:** \_\_\_\_\_

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_  
(*printed project representative name*) the above signed, who, under oath, stated the following: "I hereby certify that I am the applicant for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Texas

**BOARD OF ZONING ADJUSTMENT AND PLOT PLAN  
APPLICATION AND PLOT PLAN CHECKLIST**

LEGAL DESCRIPTION

Address of subject property \_\_\_\_\_

Legal description of subject property  
\_\_\_\_\_

\_\_\_\_\_  
Lot                                      Block                                      Subdivision

BOARD OF ADJUSTMENT APPLICATION PROCEDURAL TIMETABLE:

<b>Application Deadline</b>	Last Monday of the month.
<b>Days 1-7</b>	Planning and other City staff review.
<b>Day 8</b>	Staff will issue comments and request additional information.
<b>Day 15</b>	Applicant submits revised plans or additional requested information.
<b>Day 16</b>	Notice is published in newspaper and mailed to adjacent property owners.
<b>Day 20</b>	Packets distributed to Board of Adjustment Members, City Council and applicants are informed of the public hearing date/presentation requirements.
<b>Day 30</b>	Board of Adjustment Public Hearing

**POTENTIAL OUTCOMES:**

Denial	Approval	Continuance
Requires majority vote by members present. Appeal may be filed within 10 days of public hearing with district court. If appeal is not pursued, then there is a one-year waiting period to reapply for the same request on the same property.	Requires ¾ vote for approval.	Further research and/or information is requested by the Board of Adjustment.

\*Applicants are strongly encouraged to read and familiarize themselves with [Section 68, Board of Adjustment](#) of the Zoning Ordinance.

# BOARD OF ZONING ADJUSTMENT AND PLOT PLAN APPLICATION AND PLOT PLAN CHECKLIST

## PLOT PLAN CHECKLIST:

The following is a listing of requirements for a complete plot plan. A completed checklist must be submitted with the Board of Zoning Adjustment application. Applicants must indicate compliance with standards by checking the box adjacent to the standard below. Failure to comply with standards could result in rejection of the application and/or delay of the requested approval.

***\*Note that if a corresponding development application is submitted for consideration by another commission or City Council, the site plan package submitted with the corresponding entitlement request will be utilized for the BZA request as well.***

### Section 1 – Plot Plan Format & General Standards

*(check if provided; indicate NA if not applicable)*

Plot Plans shall comply with the following plan format and general standards:

- Sheet size shall be 11" x 17", black and white drawing on bond paper in landscape view. No blue-line color copies will be accepted.
- Plot plans must be clear and legible. Use a variety of line types and line weights. Do not screen information. Do not use grey-scale shading.
- Permissible scale for plot plans is engineer scales at 1" = 10', 20', 30', 40', or 50'. Architectural scales are not acceptable.
- Title block shall be in the lower, right-hand corner of the plot plan. The title block shall contain: BZA case number; plan type; project name (address), subdivision name, lot and block; gross acreage; city, county and state name; survey and abstract name; and date of preparation.

#### Title Block Format:

<p><b>Plot Plan</b> for <b>XXXX Street Name</b> <b>Lot X, Block X, Subdivision Name Addition</b> City of Grapevine, Tarrant County, Texas X,XXX sq. ft. Zone: "R-7.5", Single Family Residential District Date of Preparation: Month, Year</p>
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- Provide 1 1/2" x 5" blank area above title block for city approval stamps.
- Label company name, preparer name, address, and phone number of plot plan preparer (e.g., surveyor, engineer, architect etc.) in the vicinity of the title block.
- Legal description of the property shall be indicated on the plot plan.
- Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- Plot plan must be oriented so that north is to the top or left-hand side of the sheet.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Provide a vicinity map in the same orientation of plot plan showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares.
- State purpose of request (e.g., "The purpose of this Board of Zoning Adjustment request is \_\_\_\_\_.")

# BOARD OF ZONING ADJUSTMENT AND PLOT PLAN APPLICATION AND PLOT PLAN CHECKLIST

## Section 2 - Site Information *(check if provided; indicate NA if not applicable)*

For the site, provide the following:

- Show, label and dimension to-scale the location, use and arrangement of all existing and proposed buildings, driveways, flatwork, lot lines, fences and screening methods on the site.
- Label the lot size in acres and square feet; subdivision name, lot and block on the plot plan drawing.  
Label the all existing and proposed structure's size in square feet and their height in linear feet on the plot plan drawing.
- Show, label and dimension existing and proposed building front, side and rear setbacks.
- Show location and dimension all off-street parking and driveways.  
Show location, dimension and label adjacent streets, roadways, driveways, and lot/tract entrances, sidewalks, walkways and pathways, including type of surface material.
- Show and label location and height of fences, or screen plantings, and the type or kind of building materials or plantings to be used for fencing or screening.
- Final architectural elevations of proposed structures with the type or kind of building materials used.
- Note computations in a chart form showing the amount required and provided: height in stories and feet, total building area, total lot area, floor area ratio, total impervious area, total open space (landscaped area), total building and paved areas, number and size of dwelling units, number of bedrooms in residential uses, and building separations. A site data table example is provided below.
- Provide Standard Plot Plan Notes:
  1. Mechanical and electrical equipment including air conditioning units, shall be designed, installed and operated to minimize noise impact on surrounding property. All such equipment shall be screened from public view.
  2. All requirements of the City of Grapevine soil erosion control ordinance shall be met during the period of construction.

**BOARD OF ZONING ADJUSTMENT AND PLOT PLAN  
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PLOT PLAN DATA SUMMARY TABLE FORMAT:

<b>Plot Plan Data Summary Table</b>		
<b>Item</b>	<b>Minimum Required</b>	<b>Provided</b>
<b>General Site data</b>		
Zoning (from zoning map)	<b>R-7.5</b>	<b>R-7.5</b>
Land Use (from Zoning Ordinance; include all applicable uses)	<b>Single Family</b>	<b>Single Family</b>
Total Lot Area (square feet and acres)	<b>7,500 SQFT</b>	<b>10,635 SQFT</b>
First Floor-Building Footprint Area (square feet)	<b>No min.</b>	<b>SQFT</b>
Total Building Area (square feet)	<b>1,200 SQFT min.</b>	<b>SQFT</b>
Building Height (feet/# stories)	<b>35-feet/2 Stories</b>	<b>SQFT</b>
Floor Area Ration (Ration x.xx.1)	<b>0.40 or 40%</b>	<b>SQFT</b>
<b>Area Regulations</b>		
Front Yard	<b>30 FT/50% Landscaped min.</b>	<b>FT</b>
Rear Yard	<b>25 FT min.</b>	<b>FT</b>
Side Yard	<b>6 FT min.</b>	<b>FT</b>
Lot Width	<b>65 FT min.</b>	<b>70 FT</b>
Lot Depth	<b>100 FT min.</b>	<b>136 FT</b>
Distance Between Buildings	<b>12 FT min.</b>	<b>FT</b>
<b>Impervious Area</b>		
Building Footprint Area (square feet)	<b>1,200 SQFT min.</b>	<b>SQFT</b>
Area of Sidewalks, Pavement & other Impervious Flatwork (square feet)	<b>SQFT</b>	<b>SQFT</b>
Other Impervious Area	<b>SQFT</b>	<b>SQFT</b>
Total Open Space (square feet and percentage)	<b>XX SQFT/40%</b>	<b>SQFT/XX%</b>
Total Impervious Area (square feet and percentage)	<b>XX SQFT/ 60%</b>	<b>SQFT/XX%</b>

**Section 3 - Adjacent Property Information** *(check if provided; indicate NA if not applicable)*

For immediately adjacent properties:

- For platted properties, show lot lines and label subdivision name, lot and block designation, and plat recording information for each lot. For unplatted properties, show parcel lines and label future land use designations, record owner, and deed record information for each parcel.
- Label zoning of immediately adjacent properties.