



# CITY OF GRAPEVINE

## Zone Change Application and Concept Plan Checklist – **Non-Residential**

### ZONE CHANGE APPLICATION AND CONCEPT PLAN CHECKLIST 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@grapevintexas.gov](mailto:planning@grapevintexas.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. Completed Zoning Exhibit and Concept Plan Checklist.
  - d. Filing Fee - \$500.00 for first acre + \$25.00 for each additional acre or portion thereof.
  - e. Survey and metes and bounds description of the property on an 8 ½"x11" sized sheet.
  - f. **Four (4)** blackline copies of the **Concept Plan**, 24"x36" in size. Larger or smaller sheet sizes will not be accepted. Plan sheet(s) should be folded in fourths lengthwise, and then in half to make the sheet 8 ½"x11" (z-folded).
  - g. **Four (4)** blackline copies of the **Zoning Exhibit**, 24"x36" in size. Larger or smaller sheet sizes will not be accepted. Plan sheet(s) should be folded in fourths lengthwise, and then in half to make the sheet 8 ½"x11" (z-folded).
  - h. Completed verification form with the City of Grapevine Public Works Department with signature regarding platting information.
  - i. A **flash drive** with all files in PDF format at time of submittal. For multi-tenant/resident properties, a list of all property occupants, tenants, lessees, resident names, and postal addresses in a .csv file format (digital spreadsheet).
  - j. File number or entity name and public information report for any legal owner that is a corporation, company, partnership, or Limited Liability Company (LLC).
3. Required Materials for Multi-Tenant or Multi -Resident Properties:
  - a. Property owner attestation and acknowledgement of creation of possible nonconforming use(s) and/or structure(s).
  - b. List of property occupants, tenants, lessees, resident names, and postal addresses in a .csv file format (digital spreadsheet).

**APPLICATIONS MUST BE COMPLETE AND MEET ALL CITY OF GRAPEVINE ORDINANCE REQUIREMENTS BEFORE A ZONE CHANGE 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@grapevintexas.gov](mailto:planning@grapevintexas.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

**ZONE CHANGE AND CONCEPT PLAN  
APPLICATION AND CHECKLISTS – Non-Residential**

**Subject Property Information**

Current or if unplatted, proposed subdivision name(s), block(s), & lot(s)	Gross area of parcel (to nearest tenth of acre)
Street frontage & distance to nearest cross street	Describe the Proposed Use
Proposed Zoning	Existing Zoning
Future Land Use Designation	Subject Property Address

**Property Owner Information, Authorization and Acknowledgements**

***All Zone Change 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.***

***Any changes to a concept plan approved with a zone change request can only be approved by City Council through the public hearing process.***

***Any application for a change in zoning or for an amendment to the zoning ordinance shall have, from the date of submittal, a period of four months to request and be scheduled on an agenda before the Planning and Zoning Commission and City Council. If after said period of four months an application has not been scheduled before the Commission and Council said application shall be considered withdrawn, with forfeiture of all filing fees. The application, along with the required filing fee may be resubmitted any time thereafter for reconsideration. Delays in scheduling applications before the Planning and Zoning Commission and City Council created by city staff shall not be considered a part of the four-month period.***

***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 \_\_\_\_\_

**ZONE CHANGE AND CONCEPT PLAN  
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**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.

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

**ZONE CHANGE AND CONCEPT PLAN  
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This page is only required for multi-tenant or multi-resident properties.  
Leave blank if not applicable.

**Multi-Tenant and Multi-Resident Property Owner Attestation and Acknowledgement**

I hereby certify that I am the property owner of the property located at (street address) \_\_\_\_\_  
and platted/legally described as \_\_\_\_\_

(Subdivision Name, Block and Lot) and further acknowledge that my request for a zone change for the above property may result in the creation of non-conforming use(s) or structure(s). I also certify that I have provided the City of Grapevine Planning Services Department with appropriate application materials including a current list of property occupants, tenants, lessees, resident names, and their postal addresses in an acceptable format for the purpose of a mailed meeting notice for the purposes of meeting the requirements of Subsection 211.007 of the Texas Local Government Code. The information provided on this attestation and acknowledgement form is true and correct. I have selected the zone change application type 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

**ZONE CHANGE AND CONCEPT PLAN  
APPLICATION AND CHECKLISTS – Non-Residential**

**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

**If the legal owner of the property is a corporation, company, partnership, or Limited Liability Company, provide a copy of a legal document attached with this application showing that the individual signing this document is a duly authorized partner, officer, or owner of said corporation, partnership, or Limited Liability Company.**

For any individual or organization who consents to act as an agent for the entity for purposes of receiving any process, notice or demand:

Entity Name or File Number: \_\_\_\_\_

Provide a most recent public information report that includes:

1. All general partners
2. File Number
3. Registered agent name
4. Mailing address

(You may order a copy of a Public Information Report from [open.records@cpa.texas.gov](mailto:open.records@cpa.texas.gov) or Comptroller of Public Accounts, Open Records Section, PO Box 13528, Austin, Texas 78711 or go to <https://mycpa.cpa.state.tx.us/coa/search.do>)

**ZONE CHANGE AND CONCEPT PLAN  
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**PLATTING VERIFICATION:**

*To be filled out by the Public Works & Engineering Department at time of submittal*

- It has been determined that the property described below does **require platting or replatting** and the applicant has been instructed on this procedure.
  
- It has been determined that the property described below is **currently platted** or **does not require platting or replatting** at this time.

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

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

\_\_\_\_\_  
Public Works Department

\_\_\_\_\_  
Date



# City of Grapevine

## Signage Requirements

### Signage Requirements

The following is a list of requirements for signage associated with zoning applications. A completed checklist must be submitted with each application. Applicants shall indicate willingness to comply with standards by checking the box adjacent to the standard.

### Sign Posting Standards

Zoning signage shall comply with the following standards:

- The applicant shall be responsible for posting at least one zoning sign on the subject property perpendicular to the street right-of-way whenever feasible 10-14 days prior to the Joint City Council and Planning & Zoning Commission (P&Z) scheduled public hearing. If the subject property does not have any pervious frontage, the sign shall be posted in the window or in another clearly visible location as determined by staff.
- The applicant shall furnish an affidavit, as well as date-stamped photographs of each side of the posted sign(s), to the City of Grapevine Planning Services Department certifying that the required signs were posted on the subject property 10-14 days prior to the said public hearing.
- Failure to post signage 10-14 days prior to the public hearing shall result in the postponement of the case being presented to City Council and P&Z.

Public Hearing Date	Dates to post Signage
December 16, 2025	December 1-5
January 20, 2025	January 5-9
February 17, 2026	February 2-6
March 17, 2026	March 2-6
April 21, 2026	April 6-10
May 19, 2026	May 4-8

### Sign Maintenance Standards

Maintenance of zoning notification signage shall comply with the following standards:

- The applicant shall be responsible for ensuring that the zoning sign(s) remain visible and present on the property from the time of posting to final action of the City of Grapevine.
- The applicant shall be responsible for removing zoning notification signage within one week of final action by the City of Grapevine.

**Sign Design Criteria**

Signs must be:

- 24 inches long by 48 inches wide, per State law.
- Signs must be designed and printed according to the template provided below.

NOTICE OF PUBLIC HEARING

A ZONING AND/OR DEVELOPMENT APPLICATION(S)  
HAS BEEN FILED FOR THIS PROPERTY

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For information contact:  
**City of Grapevine**  
**(817) - 410-3155**  
**planning@grapevinetexas.gov**

**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 \_\_\_\_\_

# ZONE CHANGE AND CONCEPT PLAN APPLICATION AND CHECKLISTS – Non-Residential

## ZONING EXHIBIT CHECKLIST:

The following is a partial listing of requirements for zoning petitions as found in Grapevine's development regulations and policies. A completed checklist must be submitted with each application. Applicants must indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of the application and/or delay of zoning approval.

### **Section 1 - Zoning Exhibit Format & General Standards**

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

Zoning exhibits shall comply with the following plan format and general standards:

- Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blue-line copies will be accepted.
- Zoning exhibit is clear and legible. Use a variety of line types and line weights. Do not screen information. Indicate zoning exhibit boundary/limits with heavy/bold line weight. Do not use grey-scale shading.
- Permissible scale for zoning exhibit is engineer scales 1" = 10', 20', 30', 40', or 50'. A 1" = 60' or 100' scale may be used with prior approval. Architectural scales are not acceptable.
- Title block shall be in the lower, right-hand corner of the zoning exhibit. The title block shall contain:
  - zoning case number; plan type; project name (subdivision name, lot and block designations); gross acreage; city, county and state name; survey and abstract name; and date of preparation.
- Provide the appropriate Signature/Approval [block](#) above the Title Block. (available online)
- Label company name, preparer name, address, and phone number of zoning exhibit preparer (e.g., surveyor, engineer, etc.) in the vicinity of the title block.
- Legal description of the property shall be indicated on the zoning exhibit.
- Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- Orient zoning exhibit so that north is to the top or left-hand side of sheet.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Provide a vicinity map in the same orientation of zoning exhibit showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one-mile radius of site.
- Point of beginning tied to abstract corner if not previously platted or subdivision corner if platted.
- Indicate on graphic and/or in legal description.
- For property boundary lines, provide distances (to nearest hundredth of feet) and bearings (to nearest second).
- For property boundary curves, provide curve lengths, curve radii, and chord lengths (to nearest hundredth of feet), and internal angle and chord bearing (to nearest second).
- State purpose of request (e.g., "The purpose of this zone change request is \_\_\_\_\_.")

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

For the proposed site, provide the following:

- Show metes and bounds legal description narrative.
- Zoning exhibit depicts proposed location and width of planned and existing major and secondary thoroughfares located within the subject property.
- Do not show or label existing or proposed improvements including buildings, utilities, landscape areas, parking areas, etc.
- Show topography at 5-foot contours or less.

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- Do not show, label, or dimension (width) required yards or buffer areas.
- Show the subdivision boundary in heavy lines. Label line and curve data to match legal description.
- Show current and proposed property boundaries/lot lines. Label line and curve data. Provide ties and/or intermediate distances as appropriate.
- Label existing/proposed lot and block designations.
- Label lot area for each lot in acres and square feet.
- Show and label existing easements. Provide recording information.
- Show and label floodway and drainage easements. Provide recording information.
- Label street names (as approved by City of Grapevine).

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

For properties within 200 feet of the property to be rezoned:

- For platted properties, show lot lines and label zoning, subdivision name, lot and block designation, and plat recording information for each lot. For unplatted properties, show parcel lines and label zoning, record owner, and deed record information for each parcel.
- Do not show or label existing or proposed improvements including buildings, utilities, landscape areas, and parking areas.
- Show all easements and provide recording information.
- Show and dimension planned and existing major and secondary thoroughfares.
- Show and dimension platted streets.
- Label street names.
- Show and label city limit lines, county limit lines, and/or survey (abstract) lines.

### **Section 4 - Legal Description** *(check if provided; indicate NA if not applicable)*

Provide legal description of the land including the following:

- Name of record owner and corresponding deed reference.
- Name of survey, abstract, county, and state.
- Metes and bounds legal description for subdivision boundary as required under Zoning Exhibit Requirements.
- Total area of the zoning exhibit in acres and square feet.

### **Section 5 - Other** *(check if provided; indicate NA if not applicable)*

- Closure sheet showing the difference between the beginning coordinate and the ending coordinate in the legal description. The closure sheet should include the coordinate geometry (COGO) data for all of the calls as well as any error of closure. Provide the error of closure to no more than six decimal places. Typical error should be between 1:10,000 or 1:15,000 feet.

# ZONE CHANGE AND CONCEPT PLAN APPLICATION AND CHECKLISTS – Non-Residential

## CONCEPT PLAN CHECKLIST:

The following is a partial listing of requirements for concept plan applications as found in Grapevine's development regulations and policies. A completed checklist must be submitted with each application. Applicants must indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of the application and/or delay of concept plan approval.

### **Section 1 - Plan Format & General Standards** *(check if provided; indicate NA if not applicable)*

Plan graphics shall comply with the following plan format and general standards:

- Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blueline copies will be accepted.
- Plan is clear and legible. Use a variety of line types and line weights. Do not use grey-scale shading; use stipple shading instead. Offsite information and onsite existing conditions may be screened for clarity.
- Permissible scale for plan is engineer scales 1" = 10', 20', 30', 40', or 50'. A 1" = 60' or 100' scale may be used with prior approval. Architectural scales are not acceptable.
- Title block shall be in the lower, right-hand corner of the plan. The title block shall contain: plan type; project name (subdivision name, lot and block designations); gross acreage; city, county and state name; survey and abstract name; and date of preparation.
- Provide the appropriate Signature/Approval [block](#) above the Title Block. (available online)
- Label company name, preparer name, address, and phone number of plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block.
- Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- Orient plan so that north is to the top or left-hand side of sheet.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Provide a vicinity map in the same orientation of plan showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one-mile radius of site.
- State purpose of request (e.g., "The purpose of this concept plan is \_\_\_\_\_.")
- Provide a site data summary [table](#) (available online).
- Provide the City of Grapevine general [notes](#) (available online).

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

For the proposed site, provide the following:

- Show current and proposed property boundaries/lot lines. Label approximated boundary distances.
- If development is to be phased on site, show phases and sequencing of development.
- Lots comply with minimum lot frontage, lot width, lot depth, and lot area standards.
- Label proposed lot and block designations.
- Label approximate lot area for each lot in acres and square feet.
- Dimension property boundaries to nearest intersecting streets or driveways.
- Show and label existing topography at 5-foot contours referenced to sea-level datum.
- Show and label floodplains, drainage ways, and creeks.
- Show and label tree masses (canopies).
- Show and label approximate shape and placement of buildings.

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- For each building, label proposed use and building height (# of stories).
- Show and label vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed. Shade fire lanes with a ten percent stipple pattern.
- Show a minimum of two points of access (one is direct street access and one is to a median opening).
- Show cross-access circulation lanes are provided between lots.
- Show and label 100-year FIRM floodplain.
- Show area for a refuse and recycling container enclosure per lot. Provide interior dimensions and label enclosure screening height and material(s).
- Show, label, and dimension trash compactors enclosure areas. Label compactor screening height and material(s).

### **Section 3 - R.O.W., Street Design, and Access Information Continued**

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

- Show public, semi-private, and private streets. Show and dimension approximate R.O.W. and/or easement widths. Label as existing or proposed.
- Show and dimension median openings. Label as existing or proposed. Dimension approximate distances between median openings and distances to nearest offsite median openings
- Show and dimension left turn lanes and deceleration lanes with associated storage and transition areas. Label as existing or proposed.
- Show driveways. Label as existing or proposed. Dimension driveway throat widths and approximate distances between driveways and intersecting streets.
- Show and label existing topography at 5-foot contours referenced to sea-level datum.
- Show on-street parking. Label as existing or proposed.

### **Section 4 - Adjacent Property Information** *(check if provided; indicate NA if not applicable)*

For properties contiguous to the site and for properties across R.O.W. contiguous to the site, provide the following:

- Show, label, and dimension the portion of previously approved concept plans, preliminary site plans, and site plans within 50 feet of the site boundary and within 50 feet of R.O.W. contiguous to the site boundary.
- For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot.
- For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- Label zoning and land use per City of Grapevine's permitted uses for each lot and parcel.
- Show and label existing topography at 5-foot contours referenced to sea-level datum.

### **Section 5 - Other** *(check if provided; indicate NA if not applicable)*

Indicate compliance with the following ordinances and guidelines:

- Historic Preservation Guidelines
- Transit District Overlay (TDO)
- Multifamily District Design Guidelines

**ZONE CHANGE AND CONCEPT PLAN  
APPLICATION AND CHECKLISTS – Non-Residential**

ZONE CHANGE APPLICATION PROCEDURAL TIMETABLE:

Application Deadline	Zone Change Review Submittal	
Days 1 -8	Planning Staff Review	
Day 9	Technical Review Committee: Planning Services Building Services Public Works Parks Fire Department Geographic Information Systems (GIS)	
Day 23	Return revisions to Planning Services	
Day 31	Notice to newspaper	
Days 35-39	Zoning signs posted on property	
Day 39	Letters to adjacent property owners and sign(s) posted on property	These steps occur internally by staff.
Day 44	Packets submitted for distribution to City Council and Planning and Zoning Commission	
Day 50	City Council and Planning and Zoning Commission joint public hearing	

**PLANNING AND ZONING COMMISSION RECOMMENDATIONS TO CITY COUNCIL RESULT IN THE FOLLOWING ACTION:**

APPROVAL – Requires a Council majority vote

DENIAL - Requires a ¾ vote approval by Council

CONTINUATION – Set to a date certain; further research and information required