



# CITY OF GRAPEVINE

## Land Use Plan Amendment Application

### MAP 2: LAND USE PLAN AMENDMENT APPLICATION AND EXHIBIT 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 first Monday of each month.
2. Application Materials
  - a. Completed Development Application with acknowledgements and notarized property owner and applicant signatures;
  - b. Completed Land Use Plan Amendment and Exhibit Checklist;
  - c. Copy of Pre-Application Conference meeting notes;
  - d. Filing Fee - \$500.00 for first acre + \$25.00 for each additional acre or portion thereof;
  - e. Project Narrative – a written proposal for the project describing the purpose of the amendment (refer to Criteria for Amendments);
  - f. Survey and metes and bounds description of the property on an 8 ½"x11" sized sheet;
  - g. **Two (2)** blackline copies of the **Land Use Plan Exhibit**, no less than 24"x36" in size. Plan sheet(s) should be folded in fourths lengthwise, and then in half to make the sheet 8 ½"x11"; and
  - h. Completed verification with the City of Grapevine Public Works Department with signature regarding platting information.
  - i. A **flash drive** with all files in PDF format.

**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  
200 S. Main Street  
Grapevine, TX 76051

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

**LAND USE PLAN AMENDMENT AND EXHIBIT  
APPLICATION AND CHECKLISTS**

**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
Proposed Future Land Use Designation	Existing Future Land Use Designation

**Property Owner Information, Authorization and Acknowledgements**

***All Land Use Plan Amendment 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 land use plan amendment request and acknowledge that all requirements of this application have been met at the time of submittal.***

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

Company \_\_\_\_\_

Address \_\_\_\_\_

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

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

**LAND USE PLAN AMENDMENT AND EXHIBIT  
APPLICATION AND CHECKLISTS**

**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

**LAND USE PLAN AMENDMENT AND EXHIBIT  
APPLICATION AND CHECKLISTS**

**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 property owner's 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

**LAND USE PLAN AMENDMENT AND EXHIBIT  
APPLICATION AND CHECKLISTS**

PLATTING VERIFICATION:

- 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 each corner of the subject property 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
September 16, 2025	September 1-5
October 21, 2025	October 6-10
November 18, 2025	November 3-7
December 16, 2025	December 1-5

### 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](mailto: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 \_\_\_\_\_

# LAND USE PLAN AMENDMENT AND EXHIBIT APPLICATION AND CHECKLISTS

## LAND USE PLAN AMENDMENT EXHIBIT CHECKLIST:

The following is a partial listing of requirements for land use plan amendment exhibit. 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 – Land Use Plan Amendment Format & General Standards**

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

Land Use Plan Amendment 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 color copies will be accepted.
- Land use plan amendment exhibit is clear and legible. Use a variety of line types and line weights. Do not screen information. Indicate future land use designation boundary/limits with heavy/bold line weight. Do not use grey-scale shading.
- Permissible scale for land use plan amendment 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 1 1/2" x 5" blank area above title block for city approval stamps.
- 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 land use plan amendment exhibit – The legal description shall go to the centerline of rights-of-way.
- Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- Orient land use plan amendment 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 land use plan amendment 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).

### **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.
- Land use plan amendment 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.

## LAND USE PLAN AMENDMENT AND EXHIBIT APPLICATION AND CHECKLISTS

- Do not show, label, or dimension (width) required landscape edge.
- 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 including access and maintenance 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 future land use designations, 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.
- 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.

### 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.

## LAND USE PLAN AMENDMENT AND EXHIBIT APPLICATION AND CHECKLISTS

### CRITERIA FOR AMENDMENTS:

Amendments to the Comprehensive Master Plan may be approved by the City Council upon recommendation by the Planning and Zoning Commission when any one of the following criteria have been met:

- A. There was an error in the original Comprehensive Master Plan adoption;
- B. The City Council failed to consider then-existing facts, projections, or trends that were reasonably foreseeable to exist in the future;
- C. Events, trends, or facts after adoption of the Comprehensive Master Plan have changed the City Council's original findings made upon plan adoption; or
- D. Events, trends, or facts after adoption of the Comprehensive Master Plan have changed the character or condition of an area so as to make the proposed amendment necessary.

In addition to the above-listed criteria, any proposed amendment is subject to the following additional review standards:

- 1. That the amendment is not in conflict with any portion of the goals, objectives and policies of the plan;
- 2. That the amendment constitutes a substantial benefit to the city and is not solely for the good or benefit of a particular landowner or owners at a particular point in time;
- 3. The extent to which the proposed amendment and other amendments in the general area are compatible with the land use goals of the plan and that they avoid creation of isolated uses that will cause incompatible community form and a burden on public services and facilities;
- 4. That the development pattern contained in the existing plan does not provide adequate and appropriate optional sites for the use or change being proposed in the amendment;
- 5. That the impact of the amendment, when considered cumulatively with other applications and development in the general area, will not adversely impact the city or a portion of the city by;
  - 1. Significantly altering acceptable existing land use patterns;
  - 2. Having significant adverse impacts on public services and facilities that are needed to support the current land use and that cannot be mitigated to the maximum extent feasible;
- E. Availability of municipal services to the subject property(ies) consistent with the City's adopted levels-of-service and plans for the extension of these services; and
- F. The amendment does not include nor facilitate illegal zoning.

**LAND USE PLAN AMENDMENT AND EXHIBIT  
APPLICATION AND CHECKLISTS**

LAND USE PLAN AMENDMENT APPLICATION PROCEDURAL TIMETABLE:

Application Deadline	Conditional Use 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