



City of Jacksonville Development Guide Zoning

A publication to help people understand the Zoning process in the City Jacksonville.

2016

Building Department
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Introduction

The City of Jacksonville Building Department is proud to present the ***Developer's Guide: A Guide to Building and Development in the City of Jacksonville***. ***This information is subject to change periodically, please check back occasionally for changes.***

Each section is broken down into a summary, flowchart, and checklist, followed by frequently asked questions to better communicate the processes involved with development in the City of Jacksonville. We have ordered the sections of this guide to match that of a development project, moving from zoning approval to the issuance of the Certificate of Occupancy (C.O.). A list of meeting submittal deadlines and meeting times is provided, along with submittal requirements for the various processes involved. In addition, a supplement to this guide containing most of our applications and certifications are available.

Although the City Staff made every effort to simplify and condense portions of the various Ordinances, which govern development in the City of Jacksonville for the benefit of developers, developers are advised that the Ordinances should be consulted for details and clarifications. The Ordinances shall have precedent over this document if any discrepancies or conflicts arise between this document and the Ordinances.

The Developer's Guide will be updated on a regular basis, and its effectiveness will depend on input from the development community. Please feel free to forward any comments or suggestions to the Planning Division.

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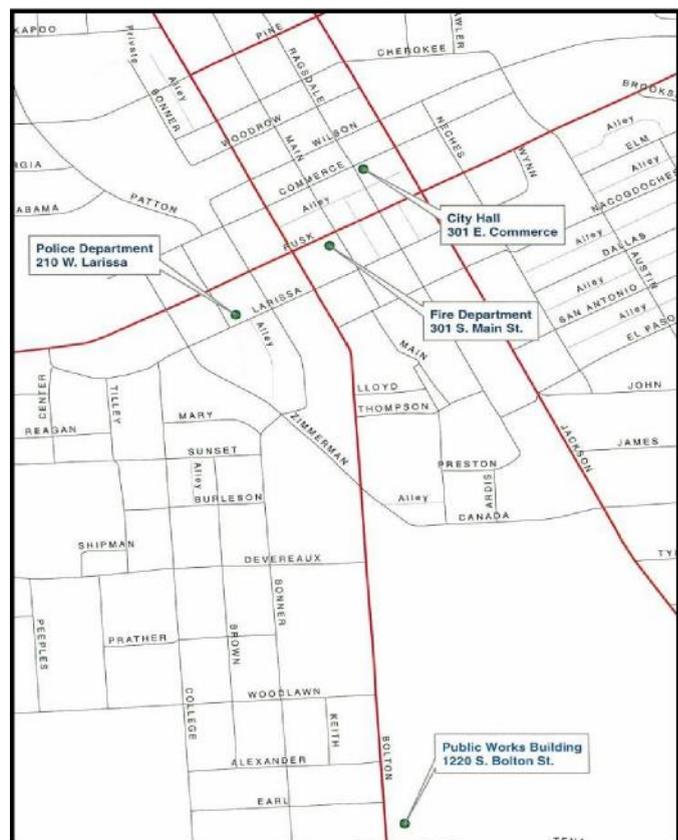
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Zoning

ZONING PROCESS OVERVIEW

Zoning is one of the major functions of municipal government, authorized by State Law, which divides the City into distinct districts for the purpose of regulating the use and development of land. Through the zoning process, the City attempts to ensure compatible land use patterns by minimizing conflicts between uses thereby protecting property values and enhancing the urban environment.

The City of Jacksonville's Zoning Ordinance is a body of regulations pertaining to allowable uses within given zoning districts, characteristics of the sites occupied by those uses, and the geographic area contained within the boundaries of zoning districts.

If it is determined that your proposed use conflicts with the allowable uses within the existing zoning district, you may consider making an application for a request to change the designated zoning of your site to one that will accommodate your proposed use. This change may entail expansion of existing adjacent zoning boundaries, change of the existing district to another standard zoning district, or a request for the establishment of a Planned Development district. Planned Development districts (PD's) are designed to allow creative site design, flexibility in use, or additional regulation not provided for within the standard zoning districts.

Your first step in the zoning change process (which establishes an actual amendment to the Zoning Ordinance) will be to contact planning staff to discuss the nature of your zoning request. Staff will help you explore the feasibility of your request. Your request will be reviewed for its compatibility with the existing land uses, adjacent zoning districts and the City of Jacksonville's Comprehensive Plan.

The second step will be the submission of your application for zoning change or Specific Use Permit. If your application requires the submission of a general Site Plan which is required of all Planned Developments, the information must be submitted along with the zoning application. Note that all property owners within 200 feet of the subject property are notified of the requested zoning change and are invited to attend all public hearings concerning the zoning change. If the change in zoning is for the sale of alcohol the distance of notification changes from 200 feet to 300 feet of the subject property.

Following application submission, your case will be heard by the Planning & Zoning Commission, who will make recommendation regarding your request to the City Council. The City Council will, in turn, decide the final disposition of your request (see the Zoning Process Flow Chart, Pg. 6).

Specific Use Permits, while not zoning districts within themselves, are special permits mandated by the Schedule of Uses allowing particular use of a site within a standard zoning district under certain conditions and restrictions.

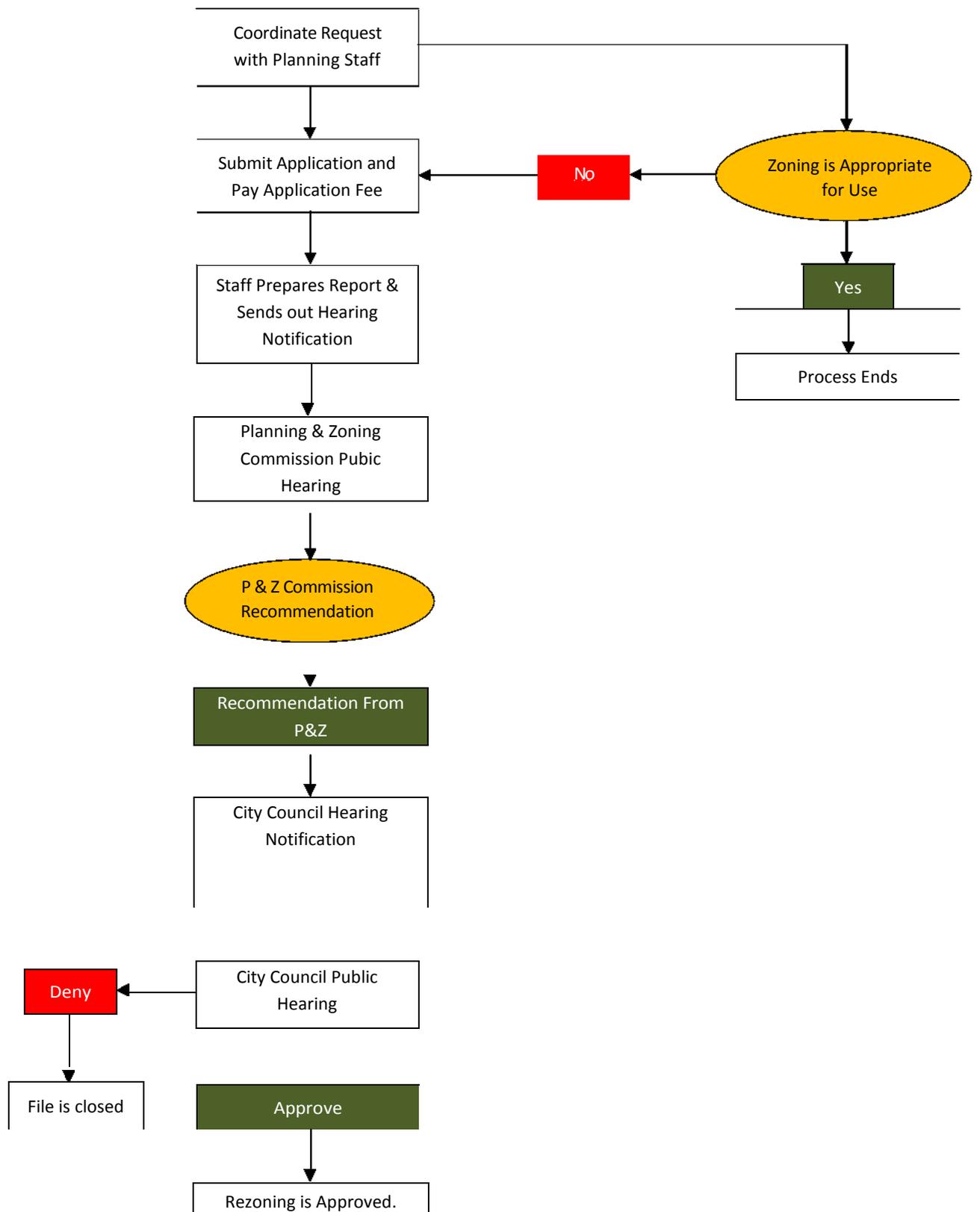
PLANNED DEVELOPMENTS (PD's)

Planned Developments, or PD's, accommodate planned associations of uses developed as integral land use units. These can include industrial districts, offices, commercial or service centers, shopping centers, residential developments of multiple or mixed housing including attached single-family dwellings or any appropriate combination thereof. Planned Developments may be used to permit new or innovative concepts in land utilization not permitted by standard zoning districts in the City of Jacksonville Zoning Ordinance.

VARIANCES

A variance is a modification of the literal provisions of the property development standards of the zoning ordinance granted when strict enforcement of the zoning ordinance would cause undue hardship owing to circumstances unique to the individual property on which the variance is granted.

ZONING OR SPECIAL USE PERMIT PROCESS FLOWCHART



Ordinance is Amended

ZONING PROCESS CHECKLIST

- 📌 If the property's zoning is appropriate for the proposed use, the zoning process ends and you should proceed to the next section of this guide *Building Permit*. If the zoning is not appropriate for the proposed use, and you would like to have the property rezoned, the following steps will need to be taken:
- 📌 Complete application and submit it to the Public Works Department prior to the submission deadline. (See schedule in the appendix).
- 📌 Submit the following items with the application:
 - 📌 Application with property owner's signature
 - 📌 Legal description of property
 - 📌 Metes and bounds description (Is preferred but not required)
 - 📌 Application fee (Refer to the Appendix of this guide)
- 📌 Planned Development zoning requests only
- 📌 General Site Plan (A detailed Site Plan will be required prior to the issuance of a Building Permit)
- 📌 Proposed conditions
- 📌 (For more detail on Planned Development submittal requirements, see the appendix of this guide)
- 📌 Dates and times for public hearings.
- 📌 Planning and Zoning Commission – Typically 3rd Tuesday of each month at
 - 📌 5:30 p.m., Municipal Court Building (307 E. Commerce St.).
- 📌 City Council – Typically 2nd Tuesday of each month at 6 p.m., Norman Activity Center (526 E. Commerce St.).
- 📌 Public hearing preparation.
 - 📌 Graphics (elevations, perspectives, etc.)
 - 📌 Handouts

ZONING PROCESS FAQ

How do I check the zoning of my property?

The Building department will be the primary contact for all zoning questions. The zoning map is also available online at maps.jacksonvilletx.org to determine which zone you are located in. The department can be reached at (903) 589-3510. The City of Jacksonville does not give out property plats, all plats will need to be obtained from the Cherokee County Appraisal District (903) 683-2296.

What if the zoning district does not allow my proposed use?

You may consider rezoning the property to a district appropriate for your proposed use, or find property that already has the appropriate zoning. Contact the Building Department to see if the request is appropriate for the immediate area.

What are my options regarding rezoning?

There are normally two types of requests:

The first is to request a change to another standard zoning district that allows your proposed use. The uses allowed and conditions pertaining to site development (e.g. setbacks, height, lot coverage, etc.) will be controlled by the City of Jacksonville Zoning Ordinance.

The second is to request the establishment of an appropriate Planned Development district. This allows the combination of uses and conditions of several zoning districts; or limits the use and conditions found within a single district in order to create a unique zoning district.

What is a Special Use Permit?

A special use permit is an amendment to the zoning ordinance. It is a private agreement between the owner of the property and the City which is forfeited when property ownership or business changes hands. Each zone has available uses for which a Special Use Permit may be obtained.

How do I initiate the process?

Obtain an application from the Building Inspections Department. Complete the application and return it to staff with the required information as listed. (Check the submittal requirements section and checklist provided).

How long will the rezoning process take? How much does it cost?

A minimum of one and one-half months is needed to complete all the different public hearings required. A list of meeting dates and deadlines is available in the Planning Division and the appendix of this guide. Consult the Fee Schedule regarding specific fees.

What does the public hearing process involve?

The Planning Division will mail notice of your request to all property owners within 200 feet of the subject property for non-alcohol zoning changes and 300 feet for alcohol zoning changes fifteen days prior to the first public hearing. Notices are also placed in the newspaper. Those persons wishing to comment will have an opportunity to do so at the public hearings. The public hearing process involves appearing before the City's Planning & Zoning Commission and then the City Council. Each will hear your request, staff's report, any presentation you have prepared as well as public input before reaching a decision on the matter. The Planning & Zoning Commission will make a recommendation to the City Council regarding approval or denial of your request. The City Council then holds a public hearing to consider the formal approval of the request.

What if the Planning & Zoning Commission recommends a denial of my request?

If the Planning & Zoning Commission recommends denial of the rezoning, council will still consider your application. As council has the right to ignore the recommendation made by the Planning and Zoning Commission and can still pass the request.

How should I prepare for the public hearing?

Any presentation should be brief and concise. You should describe any impacts on existing uses (both negative and positive) that would be created by the requested zoning and proposed use. If you decide to use visual aids, the City of Jacksonville cannot provide any equipment to use during your presentation. You should describe any efforts (and results of previous meetings, if any) that have been made to discuss the request with nearby property owners.

If City Council approves my zoning request, what do I do next?

Prior to issuance of a building permit, the following processes must be completed:

-  Platting (Refer to the Platting section of this guide for more detail).
-  Site Plan (Refer to the Building Permits section of this guide for more detail).

May I move a mobile- home or manufactured home into a Single Family Zoned district?

Manufactured and/or mobile-homes are required to be set within a licensed mobile/manufactured home park, in an appropriate zoned district, or within a Planned Development. The City of Jacksonville does not allow the placement of mobile homes on residential lots.

What are zoning variances?

Variances to zoning requirements may be considered if the applicant proves that a hardship (other than financial) exists. It is a separate application not linked to zoning. This request is processed by the Building Department through the Board of Appeals, and is not brought to council.

Appendix

PLANNING & ZONING (P&Z) COMMISSION

The Planning & Zoning Commission is responsible for ensuring the orderly physical development of the city through the adoption and periodic revision of the Jacksonville Comprehensive Plan. The P&Z has statutory authority for the review of plats and conditional use permits, as well as the ability to make recommendations on zoning and other development issues to the City Council.

2016

Public Hearing Schedule

(Please note: all dates are subject to change. The scheduled dates are pending, based on applications received)

Hearing Date	P&Z
January 19	5:30 pm
February 16	5:30 pm
March 15	5:30 pm
April 19	5:30 pm
May 17	5:30 pm
June 21	5:30pm
July19	5:30pm
August 16	5:30 pm
September 20	5:30 pm
October 18	5:30 pm
November 15	5:30 pm
December 20	5:30 pm

CITY COUNCIL

City Council Public Hearing Schedule

(Council meets at 6:00pm in the Norman Activity Center, Please note: all dates are subject to change)

*The Jacksonville City Council considers requests for rezoning as well as appeals made to decisions of the Planning and Zoning Commission, during the Hearing that falls on the second Tuesday of each month.

2016

City Council Schedule

January 12
February 9
March 8
April 12
May 10
June 14
July 12
August 9
September 13
October 11
November 8
December 13

FEE SCHEDULE

Miscellaneous Fees:

Zoning Application	\$75.00
Temporary Zoning	\$25.00
Board of Adjustment & Appeals Application	\$75.00
Itinerant Vendor (45 days)	\$100.00
-Each Additional Employee (45 days)	\$25.00
-Renewal Fee (45 days)	\$25.00
-Renewal Fee/ Employee (45 days)	\$10.00
Demolition Permit	\$100.00
House Moving Permit	\$50.00
House Moving License (yearly)	\$100.00
Excavation Permit	\$25.00
Sprinkler System Permit	\$25.00
Fire Sprinkler System/ Fire Alarm/ Remove Combustion Tanks	\$25.00
Electrical License Fee (Master)	\$100.00
Electrical License Fee (Journeyman)	\$25.00
Plats/ Re-plat/ Amended ^{Plat}	\$20.00 + \$2.00 per lot

ADDITIONAL PUBLICATIONS

The City of Jacksonville offers many other publications that can assist you in the development process and help answer any technical questions you may have.

Publication

-  Building Energy Code Compliance Tool
-  Jacksonville Code of Ordinances Online
-  Lake Jacksonville Rules and Regulations
-  Site Plan Example
-  Subdivision Ordinance
-  Texas Accessibility Standards Zoning Ordinance
-  Pre-Treatment Handbook
-  Flood Plain Maps
-  Zoning Maps

Where Available

All information is available on the City of Jacksonville Website (www.jacksonvilletx.org) or at the Public Works Building (1220 S. Bolton St. Jacksonville, TX 75766)