

DALLAS DEVELOPMENT CODE AMENDMENT

FILE NO. DCA 189-004

Zoning property owner notification

Planner: Vasavi Pilla

Consideration of amending Chapters 51 and 51A of the Dallas Development Code to amend regulations regarding zoning property owner notification.

Goal:

Amend Chapters 51 and 51A of the Dallas Development Code to amend regulations regarding zoning property owner notification.

Issues:

During the City Council public hearing on February 13, 2019, an affidavit in opposition of a zoning change request was questioned by the applicant.

In response to this, on April 8, 2019, the Mobility Solutions, Infrastructure, & Sustainability Committee (MSIS) was briefed on zoning property owner notifications and the notification process. The MSIS committee recommended the issue to Zoning Ordinance Advisory Committee (ZOAC) and City Plan Commission (CPC) to review, research, and determine if amendments are needed, and if so to develop proposed amendments. Specifically reviewing the possibility to:

1. mail notices not less than 15 days before the City Council public hearing;
2. require reply forms and affidavits to be returned before noon on the Friday preceding the public hearing;
3. mail notices to resident/occupant in addition to the property owner; and
4. increase the area of notification for Authorized Hearings.

Summary of Previous ZOAC Meetings:

As directed by the MSIS Committee, staff briefed ZOAC on zoning property owner notifications and the notification process on May 2, 2019, May 16, 2019 and July 11, 2019.

In preparation for the May 2, 2019 ZOAC meeting, staff sent links to the City Council public hearing on February 13, 2019, and the MSIS briefing on April 8, 2019.

On May 2, 2019, staff presented the briefing given to MSIS on April 8, 2019. ZOAC asked staff, in addition to MSIS requests, to review the City of Dallas zoning signage regulations and research other cities (see Appendix 1 and 2).

On May 16, 2019, after reviewing the City of Dallas zoning sign requirements and research from other cities, ZOAC discussed the City of Dallas website for zoning information. ZOAC requested staff to look into:

- (i) potentially increasing the font size on the signs;
 - (ii) possibility of utilizing and printing a tiny URL or shorter weblink in addition to the QR code on the signs;
 - (iii) possibility of including contact information in Spanish; and
 - (iv) easy access to zoning cases online.
- Staff is working with the Public Information group, Geographic Information System group and Communication Information Service (CIS) Department to address the above requests.

On July 11, 2019, staff researched and presented information on each of the four items requested by the MSIS Committee. After discussion, questions and answers, ZOAC requested staff to provide additional information on:

- a) mailing cost associated with increasing the area of notification;
- b) number of authorized hearings in 2018 and approximate mailing cost; and
- c) provide examples of the property owner notification letter and reply forms mailed for the CPC public hearings and the City Council public hearings and the affidavit form that may be submitted by the property owner in lieu of an original reply form. (see Appendix 3 and 4).

Staff Analysis as requested during July 11, 2019 ZOAC meeting:

a) Mailing cost associated with increasing the area of notification:

Per City of Dallas Development Code, 51A-1.105, when an application is made to create or amend a planned development district, the area of notification for hearing is 500 feet. When City Council or City Plan Commission authorizes a public hearing to determine proper zoning on the area (creation or amendment of planned development district), the area of notification for hearing is 200 feet. If the area of notification for the authorized hearing was to be increased to 500 feet, it would be consistent with the distance required when an applicant makes a request.

Mailings consist of:

- English only mailing: (approximately 3 sheets of paper)
 - Property owner notification letter (in English)
 - Notification area map
 - Reply form
 - General information on the public hearing in English and map
- English/Spanish mailing: (approximately 5 sheets of paper)
 - Required if the area of request is located wholly or partly within a census tract in which 50 percent or more of the inhabitants are persons of Spanish origin or descent according to the most recent federal decennial census.
 - Property owner notification letter in English and Spanish
 - Notification area map
 - Reply form
 - General information on the public hearing in English and Spanish and map

Following is an example of the mailing cost associated with the increasing the area of notification:

Case No	Notification area & No. of Property Owners								
	200 feet notification area			500 feet notification area			1000 feet notification area		
	No. of mailings	Approximate cost for regular mailing (English only)	Approximate cost for Spanish mailing (English and Spanish)	No. of mailings	Approximate cost for regular mailing (English only)	Approximate cost for Spanish mailing (English and Spanish)	No. of mailings	Approximate cost for regular mailing (English only)	Approximate cost for Spanish mailing (English and Spanish)
Z167-396 (PDD No. 15)	854	\$692	\$974	1054	\$854	\$1,202	1313	\$1,064	\$1,497
Z167-149 (PDD No. 193)	1297	\$1,051	\$1,479	1415	\$1,146	\$1,613	1970	\$1,596	\$2,246
Z156-325 (PDD No. 521)	240	\$194	\$274	437	\$354	\$498	796	\$645	\$907

b) Number of Authorized Hearings in 2018:

In 2018, staff processed three authorized hearings, acreage ranging from 26 acres to 2,925 acres. The following table shows the mailing cost associated with increasing the area of notification.

Authozied Hearings in 2018										
Case No	Acres	200 ft			500 ft			1000 ft		
	Acres	No. of mailings	Approximate cost for regular mailing (English only)		No. of mails	Approximate cost for regular mailing (English only)	Approximate cost for Spanish mailing (English and Spanish)	No. of mails	Approximate cost for regular mailing (English only)	Approximate cost for Spanish mailing (English and Spanish)
Z156-326 (PDD No. 758)	69.27	203	\$164	None Required	331	\$268	None Required	783	\$634	None Required
Z145-312 (PDD No. 2001;East Side)	25.9	71	\$58	None Required	136	\$110	None Required	238	\$193	None Required
Z156-325 (PDD No. 521)	2,924.50	240	\$194	None Required	437	\$354	None Required	796	\$645	None Required

c) Examples of the property owner notification letter and reply forms mailed for the CPC public hearings and the City Council public hearings and the affidavit form that may submitted by the property owner in lieu of an original reply form.

- i. Example of property owner notification letter in English, map, general information, and City Hall map (Appendix 3)
- ii. Reply form for CPC (Appendix 4)
- iii. Reply form for City Council (Appendix 5)
- iv. Affidavit form that may be submitted by the property owner in lieu of the original reply form (Appendix 6 and 7)

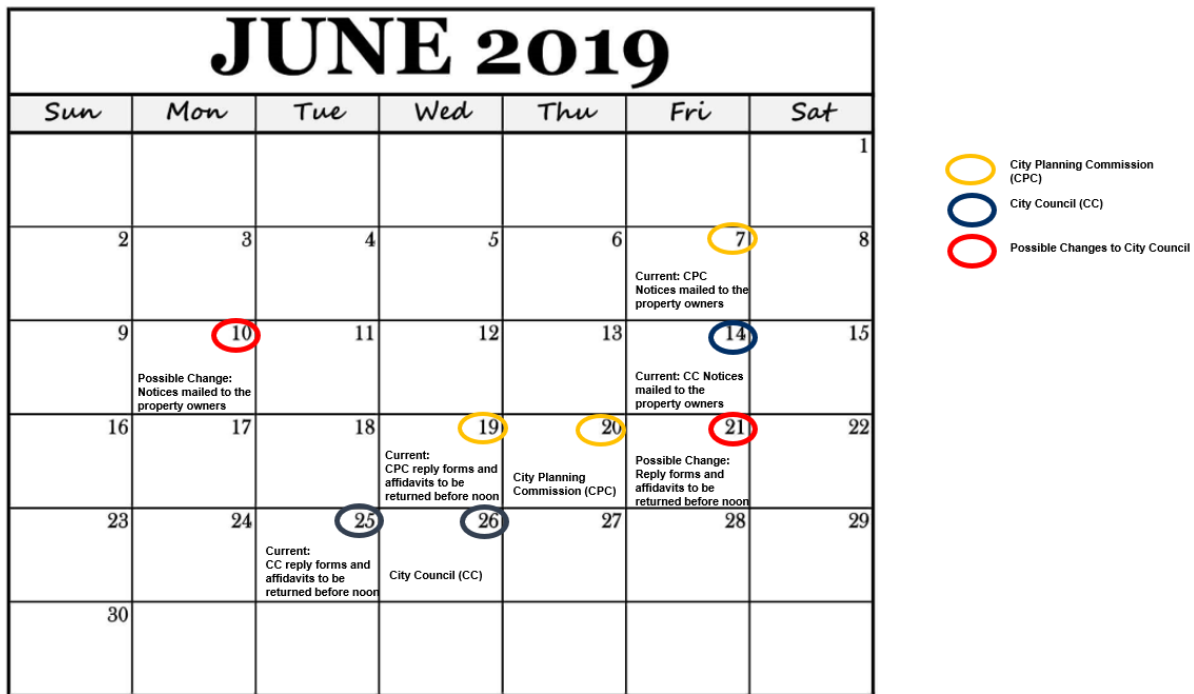
Staff Analysis provided to ZOAC at the July 11, 2019 ZOAC meeting:

In response to MSIS Committee direction to review the zoning property owner notification process and specifically look into:

1. mail notices not less than 15 days before the City Council public hearing;
2. require reply forms and affidavits to be returned before noon on the Friday preceding the public hearing;
3. mail notices to resident/occupant in addition to the property owner; and
4. increase the area of notification for Authorized Hearings.

1. Mail notices not less than 15 days before the City Council public hearing; and
2. Require reply forms and affidavits to be returned before noon on the Friday preceding the public hearing;

The calendar below reflects an example of the timeline associated with requiring the mailing of the notices not less than 15 days before the City Council public hearing; and require reply forms and affidavits to be returned before noon on the Friday preceding the public hearing:



Pros:

- (a) Property owners are notified sooner regarding the public hearing.
- (b) Mayor and Council Members would receive tabulations of the responses on Monday prior to the public hearing, instead of the evening before the hearing.
- (c) If there is 20% opposition which requires a 3/4 vote by City Council to approve, it would be known sooner.

Note: A written protest against a zoning request signed by owners of 20% or more of the land within the area of request or land within 200 feet, including streets and alleys, measured from the boundary of the area of request will require a favorable vote of three-fourths of City Council to approve.

Cons:

- (a) Mailing notices for Council would coincide with mailing notices for City Plan Commission, which may result in large numbers of notices for staff to coordinate and the mail room to process.
- (b) May be perceived as having less time for the neighborhood and applicant to gather replies in support or opposition.

3. Mail notices to resident/occupant in addition to the property owner:

Texas Local Government Code, Section 211.007(c) requires the public hearing notices to be mailed to the property owner as evidenced by the last approved city tax roll.

Sending the notification mailings to the resident/occupant in addition to the property owner may create the following issues:

- (a) If property owner is also the resident/occupant, will receive two notices, one with the reply form and another without. This could be confusing.
- (b) at a minimum, will double the mailing cost.
- (c) No easy way to access multifamily/multiunit data: The resident/occupant information related to the multifamily/multiunit properties is not held in Appraisal District database. Example: Z178-206 in Planned Development District No. 193, the Oak Lawn Special Purpose District for amendment to Planned Development Subdistrict was considered by the City Council on January 9, 2019. The notification area was 500 feet and 948 property owner notices were mailed. There are at least three multifamily unit parcels within the area of notification, each receiving one notice to the property owner. We have no way to know how many units in each multifamily unit that would require the resident/occupant notice. Each of those multifamily properties could have 200 units requiring 600 additional mailing. There is no easy way to know if every resident/occupant of these multifamily units has been notified.

Possible ways to access multifamily/multiunit mailing addresses by using:

- (i) Dallas Water Utility billing information: The Dallas Water Utility department sends water meter bills to individual meters (generally includes single family) and master meters (generally includes multifamily/multiunit). This database might not include accurate multifamily/multiunit resident/occupant information as there might be only one address for each master meter bill.
- (ii) The USPS sends mail via "Every Door Direct Mail" by zip codes. This service will cost the city to send the zoning notifications. The area of notification could include portions in multiple zip codes and might cover a much larger area than the required area of notification.

4. Increase the area of notification for Authorized Hearings:

Per City of Dallas Development Code, 51A-1.105, when an application is made to create or amend a planned development district, the area of notification for hearing is 500 feet. When City Council or City Plan Commission authorizes a public hearing to determine proper zoning on the area (creation or amendment of planned development district), the area of notification for hearing is 200 feet. If the area of notification for the authorized hearing was to be increased to 500 feet, it would be consistent with the distance required when an applicant made as appose to an authorized hearing.

Staff Analysis provided to ZOAC at the May 16, 2019 ZOAC meeting:

The most recent amendments to zoning notification and zoning signs regulations were: On February 14, 2007, the City Council approved an amendment to Section 51A-1.106 of the Dallas Development Code to address the number and timing of notification signs; On January 23, 2015, City Council approved changes to the Sec.51A-1.106 of the Dallas Development Code to clarify the intent of the notification signs and posting.

The Zoning Signs regulations were amended twice in 2007 and 2015 (See Appendix 8)

Zoning Sign Regulations Research in Index Cities

	Austin, TX	El Paso, TX	Fort Worth, TX	Houston, TX	*Los Angeles, CA	Phoenix, AZ	San Antonio, TX	* Vancouver, Canada
Who provides the sign? City or applicant?	City				City	Applicant	City	Applicant
Are there requirements for construction or materials of sign and if so what are they?		Signs made of durable material, anchored to ground with at least two posts, or on building, fence, or wall. Top of text on sign must be five feet above ground	City		City provides the sign on 24" x 36" poster; The poster is heavy card stock that has been laminated to repel humidity, and the hearing notice and map is letter size paper. Please note that in Los Angeles we do not have much rain or snow or high winds and temperatures are mild. The poster is either taped or affix with tacks to the surface -these are not provided by the city. Applicant posts the signs	1. 4feet X 8 feet in size; 2.Each sign shall be mounted to two posts. Sign shall be attached to posts using at least six 2-inch long corrosionresistant screws. Signs may be attached to the face of the posts or installed into grooves cut into the posts; eitherconstruction method requires six screws per sheet of plywood or MDF (medium density fiberboard). 3.Laminated 5-ply plywood or MDF. 4.Front, back, and all edges painted with two coats of white exterior acrylic enamel.	City provides the signs	Applicant has to send before and after pictures of the posting of the signs
Is there certain information required to be on the sign?	Type of action pending, file number, name and contact info	"Location of Proposed Rezoning" Contact info with Spanish 4" bolded black lettering	Zoning change request and department contact information' 24by 36 metal signs	Application number, date/time/location of public hearing, applicant contact, department contact	Project Description, Case #, Description of the entitlement Request, Time, Date and Location of the Hearing and contact information of the applicant and contact information for planning staff assigned to the case.	a double-sided sign giving notice of the date, time and place of the tentatively scheduled hearings	Application number, contact information, zoning change information	full colour, 4 ft. high by 8 ft. wide. The signage must be installed in a visible and prominent location, at an appropriate height to ensure it is fully legible from street level.
What are the time frames for posting?		At least 15 days before public hearing	At least 10 days before the public hearing	At least 10 business days in advance	5 to 10 days prior to the PH depending on the code.	15 days prior to the PH	10 days prior to the PH	at least two weeks prior to the PH
Are there specific requirements for where on the property they have to be posted?	visible from street, spaced no more than 200' apart	Visible from street, one sign per right of way	No specific requirements	Signs must face each public street, up to four signs	The corner sites get one at each street frontage and they must be posted at a height that is legible to a five-foot five inches tall person. For a larger site 1 poster every corner or 150 linear feet.	double-sided, and placed at a prominent location on the site, perpendicular to the street, generally adjacent to the public right-of-way	visible	requiring rezoning applications to have an updated site sign throughout the rezoning process
Additional information		A double-sided signs placed perpendicular to street. Applicant to provide proof to City of sign posting			After the sign is placed the applicant needs to take a photograph of the sign and submit it as evidence that the requirement was met.	After the sign has been posted, the applicant or their representative must submit an affidavit of posting and a photograph of the site posting	Process completion	

* Not an Index City.

Zoning Sign Regulations Research in Surrounding Cities

	Arlington	Cedar Hill	Duncanville	Garland	Grand Prairie	Irving	McKinney	Plano
Who provides the sign? City or applicant?	City	City	City	City	City	City	Sign contractors	Applicant
Are there requirements for construction or materials of sign and if so what are they?	City provides the signs	City provides the signs	City provides the signs	No	No	No	Approx. 4' x 4'	Sign is installed on wooden posts, two-sided wooden or opaque coroplast signs
Is there certain information required to be on the sign?	Case number and phone number	Case number and phone number	Zoning ca	Case Number, Department Phone Number	Notice of public hearing, Case number, phone #	Case Number	Requested action, City contact information, other relevant info	"Proposed zoning change" City contact info, case number
What are the time frames for posting?	at least 16 days before the date of the scheduled public hearing	18 days prior to the PH	15 days prior to public hearing	10 days prior to public hearing	10 days prior to public hearing. usually Friday by midnight.	10 days prior to public hearing	7 days prior to public hearing	28 days prior to public hearing
Are there specific requirements for where on the property they have to be posted?	notification signs shall remain on the property until final action is taken on the application		Visible from the road				Visible from public right of way, signs for every 200-250 feet	Determined at time of application, one sign per street frontage
Additional information							Applicant to provide affidavit to planning department about posting of signs	Two sided wooden sign, perpendicular to street



CITY OF DALLAS

NOTICE OF PUBLIC HEARING

**CITY PLAN COMMISSION
CASE NO. Z167-396 (AR)
THURSDAY, MARCH 21, 2019
TIME: 1:30 P.M.**

**LOCATION: City Council Chambers, 6th Floor of the Dallas City Hall
(facing Young Street between Akard Street and Ervay Street)**

You are hereby notified of a public hearing and consideration of the following request:

Z167-396 (AR) – A City Plan Commission authorized hearing to determine proper zoning on property zoned Planned Development District No. 15 with consideration being given to appropriate zoning for the area including use, development standards, and other appropriate regulations, on property generally bounded by Pickwick Lane on the west, the alley north of Northwest Highway on the north, Baltimore Drive on the east, and Northwest Highway on the south.


The purpose of this authorized hearing is to provide for appropriate land use and development standards; to promote pedestrian activity; and to provide guidelines to ensure compatibility with existing and future residential development.

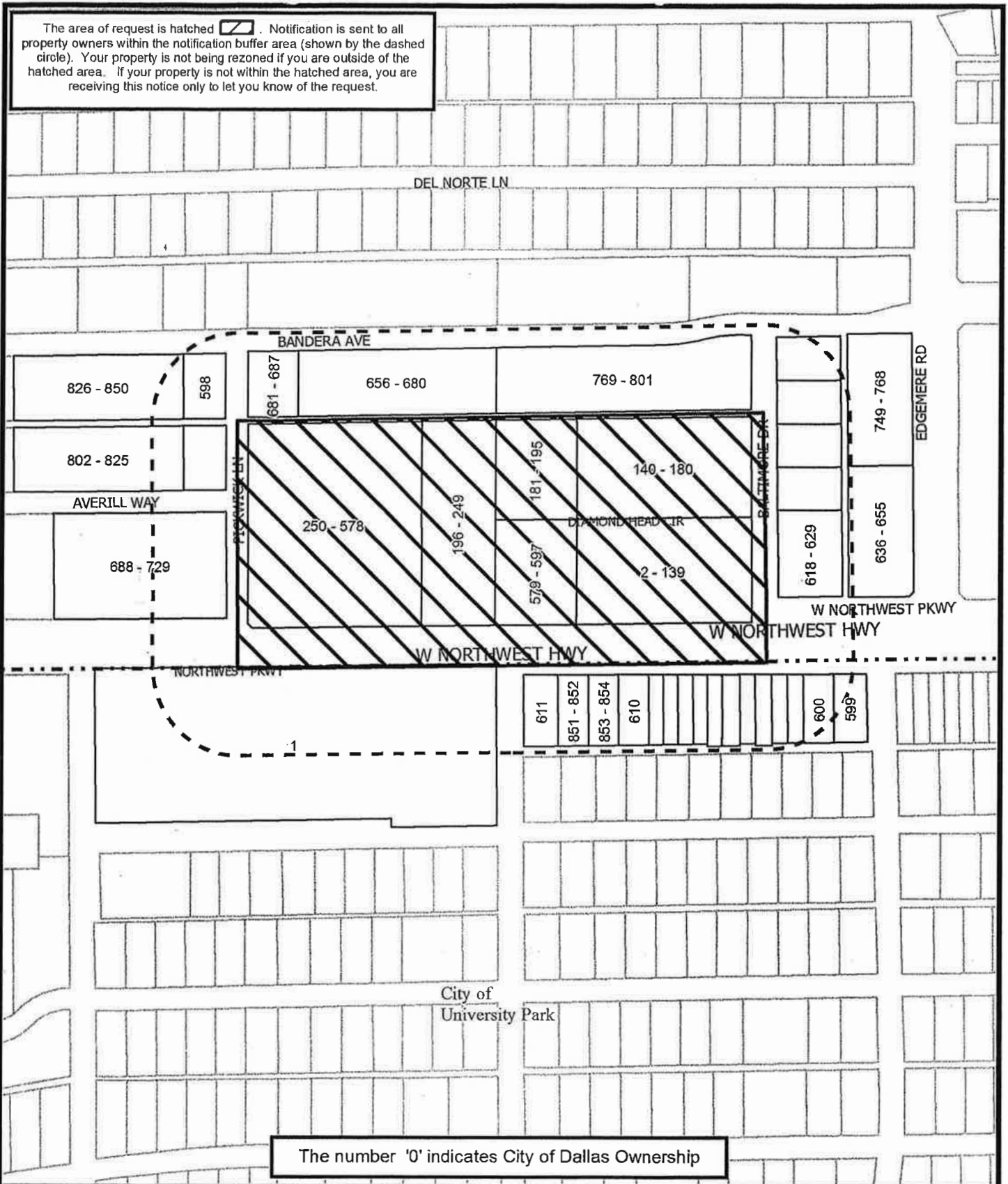
The draft ordinance of the proposed conditions is posted on the Sustainable Development and Construction Department website at the following link: <https://dallascityhall.com/departments/sustainabledevelopment/planning/Pages/pdd15.aspx>

Please refer to the opposite side of this notice for a general location of the subject property. The cross-hatched area is the property included in this request. **Your property is not a part of this application if it is outside of the cross-hatched area. If your property is outside the cross-hatched area, you received a notice of the hearing because your property is within the area of notification as required by law.**

A second public hearing may be held by the City Council at which time a final decision will be made on the zoning matter. If the application is recommended for approval, you will be mailed a notice of the hearing before City Council.

Please contact Andrew Ruegg in the Sustainable Development and Construction Department at 214-671-7931 or andrew.ruegg@dallascityhall.com for additional information on this request. Si desea información en español, favor de llamar a Liliana Lopez al 214-670-4209.

The area of request is hatched . Notification is sent to all property owners within the notification buffer area (shown by the dashed circle). Your property is not being rezoned if you are outside of the hatched area. If your property is not within the hatched area, you are receiving this notice only to let you know of the request.



The number '0' indicates City of Dallas Ownership



1:3,600

NOTIFICATION

200'

AREA OF NOTIFICATION

854

NUMBER OF PROPERTY OWNERS NOTIFIED

Case no: Z167-396

Date: 2/6/2019

City of University Park

**GENERAL INFORMATION ON
CITY PLAN COMMISSION
PUBLIC HEARINGS**

The City Plan Commission is a recommending body to the City Council on all zoning matters. The City Plan Commission forwards its recommendation to the City Council after conducting a public hearing. The City Plan Commission may recommend, and the City Council may approve, a different zoning district than the one requested, provided the district does not have a maximum structure height, floor area ratio or density that is higher than the one requested; or be "nonresidential" when the one requested has residential uses or vice versa.

A second public hearing may be held by the City Council at which time a final decision will be made on the zoning matter. If the application is recommended for approval, you will be mailed a notice of the hearing before City Council. If the application is recommended for denial, the applicant has ten (10) days in which to send a letter of appeal. If the case is appealed, you will be mailed a notice of the hearing before City Council.

Public Input:

You are encouraged to attend the public hearing to give your opinion on the zoning change. At the **City Plan Commission** public hearing, the applicant and those in favor of the zoning change will be allotted 15 minutes to speak and those opposed to the zoning change will also have 15 minutes to speak. The Commission may set other time limits on speakers at the public hearings.

Your written reply is also very important and may have a bearing on the vote required by the City Council to grant the request at a later hearing. It is suggested that the enclosed reply form be used to express your feelings on this matter prior to the hearing. Please return the completed reply form to the address shown on the form no later than noon on the Wednesday prior to the hearing.

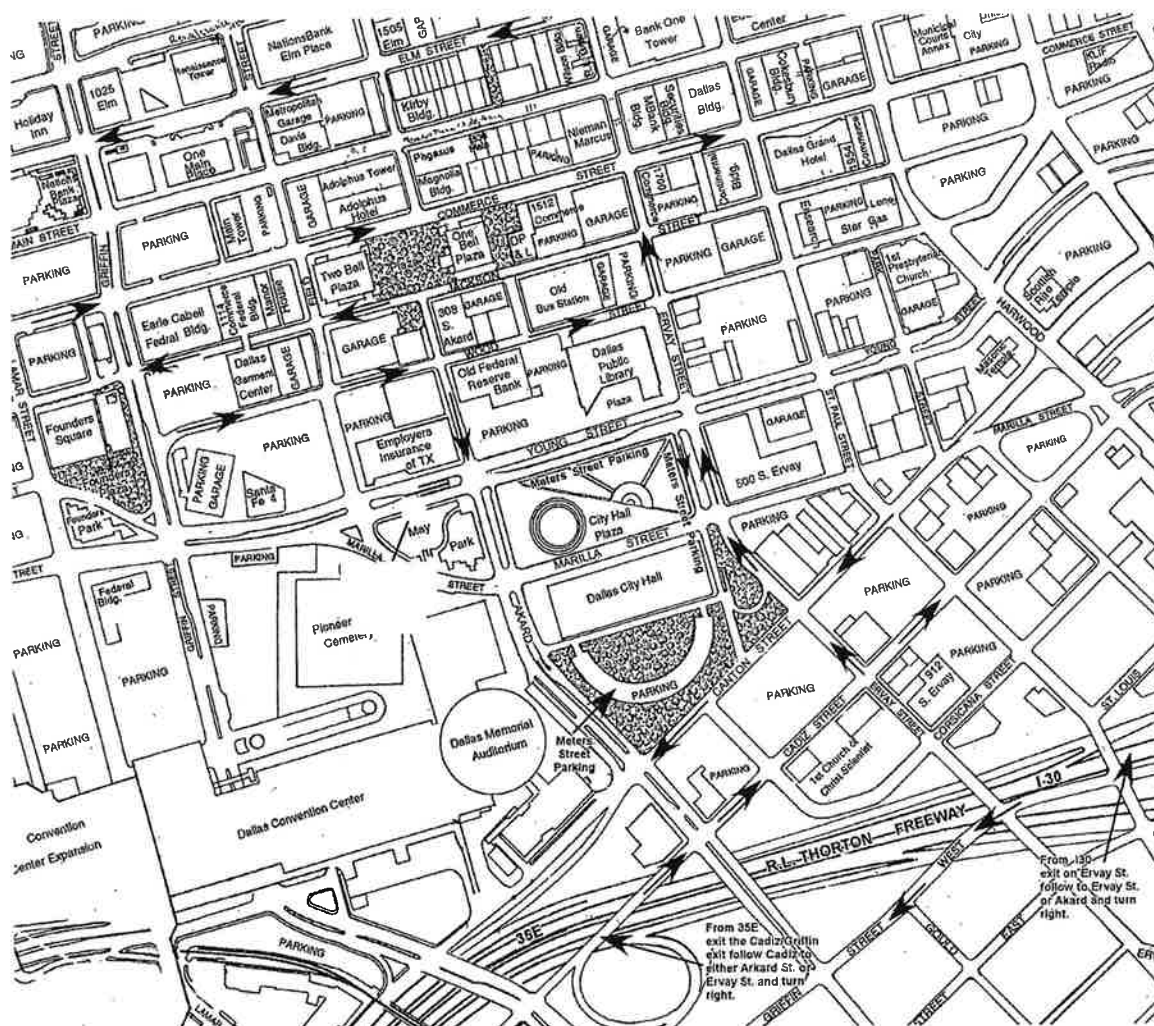
Location and Time:

All public hearings are held in the City Council Chambers on the sixth floor of the Dallas City Hall, which faces Young Street between Akard Street and Ervay Street. (See map on the back for location.) The **City Plan Commission** meetings are scheduled to begin at 1:30 p.m.

For general questions, please contact the Department of Sustainable Development and Construction at (214) 670-4209.

Si desea información en español, favor de llamar al teléfono (214) 670-4209.

Location map for Dallas City Hall



From East Dallas on I-30

Take the Ervay Exit #45 (from the left lane) and turn right at the second light on Ervay.

From South Dallas on Northbound I-45

Take the exit for westbound I-30, but take the Ervay Exit #45 before getting onto I-30. Turn right on Ervay at the second light.

From Oak Cliff on I-35

Turn on East I-30, but stay on the access road, marked Lamar and Griffin. Continue on the access road until the second exit, which is the Cadiz exit. Go right on Cadiz and turn left on Akard.

From North Dallas on Central Expressway, Hwy 75

Take the exit #284a for westbound I-30, but take the Ervay Exit #45 before getting onto I-30. Turn right on Ervay at the second light.

From Northwest Dallas on Southbound I-35

Take the exit for eastbound I-30, but stay in the second lane from the left at the I-30 exit. Exit onto the access road of I-30, marked Lamar and Griffin to go to the Cadiz exit, (second exit). Go right on Cadiz and turn left on Akard.

From West Dallas on Eastbound I-30

As I-30 merges with traffic from I-35, take the access road of I-30, marked Lamar and Griffin to go to the Cadiz exit, (second exit). Go right on Cadiz and turn left on Akard.

CITY PLAN COMMISSION HEARING DATE October 4th, 2018	 REPLY FORM CITY OF DALLAS	CASE NO: Z178-260 (SM)
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This notice has been sent to you because your property (or properties) is in or near the area of a proposed zoning change. As a property owner, you can support or oppose this request. To be counted, this form must be received before noon on the business day before the City Plan Commission hearing date.

Only the original of this reply form or a written reply that complies with Dallas Development Code Section 51A-4.701 may be used. Faxes or photocopies of this reply form will not be accepted.

City of Dallas Z 178-260 Sustainable Dev & Construction 1500 Marilla St, 5BN Dallas, TX 75201	For information contact Sarah May at (214) 671-9404 or sarah.may@dallascityhall.com . Si desea información en español, favor de llamar a Liliana Lopez al teléfono (214) 670-4209.
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STEP 1 I am authorized to sign this form because I am... (Check only one box.)

- | | | |
|---|--|--|
| Individual
<input type="checkbox"/> Property owner
<input type="checkbox"/> Authorized by a power of attorney
<input type="checkbox"/> Representing a majority of property owners | Business/Organization
<input type="checkbox"/> President/Vice President
<input type="checkbox"/> General Partner
<input type="checkbox"/> Attorney in fact | Condominium
<input type="checkbox"/> Governing body*
<input type="checkbox"/> Individual owner ** |
|---|--|--|

* I am authorized to sign by the governing body of the condominium in accordance with its bylaws.
** A condominium unit owner must enclose a copy of the legal document that gives the individual owner the right to act separately from the governing body.

STEP 2 List the street address(es) of your property if different than the address on the label above. (Do not list a P.O. Box.) If you own multiple properties under different appraisal district account names, you may receive multiple forms; please return all of the forms.

Street Address(es): _____

STEP 3 Indicate your support or opposition to the proposed zoning change request:

- Support** **Opposed**

Comments: _____

STEP 4 Sign below. For this form to be valid, the date and time you signed must be provided. Fold the form as indicated on the reverse side and return it by mail or hand delivery. To be counted, this form must be received before noon on the business day before the City Plan Commission hearing date.

Signature (and Title if applicable) Signature (and Title if applicable)

Date and Time (both must be provided) Date and Time (both must be provided)

CITY COUNCIL HEARING DATE February 27th, 2019	 REPLY FORM	CASE NO: Z178-260 (SM)
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This notice has been sent to you because your property (or properties) is in or near the area of a proposed zoning change. As a property owner, you can support or oppose this request. To be counted, this form must be received before noon on the business day before the City Council hearing date.

Only the original of this reply form or a written reply that complies with Dallas Development Code Section 51A-4.701 may be used. Faxes or photocopies of this reply form will not be accepted.

<p>City of Dallas Sustainable Dev & Construction 1500 Marilla St, 5BN Dallas, TX 75201 Z178-260</p>	<p>For information contact Sarah May at (214) 671-9404 or sarah.may@dallascityhall.com Si desea información en español, favor de llamar a Liliana Lopez al teléfono (214) 670-4209.</p>
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STEP 1 I am authorized to sign this form because I am... (Check only one box.)

- | | | |
|---|---|--|
| Individual | Business/Organization | Condominium |
| <input type="checkbox"/> Property owner | <input type="checkbox"/> President/Vice President | <input type="checkbox"/> Governing body* |
| <input type="checkbox"/> Authorized by a power of attorney | <input type="checkbox"/> General Partner | <input type="checkbox"/> Individual owner ** |
| <input type="checkbox"/> Representing a majority of property owners | <input type="checkbox"/> Attorney in fact | |

* I am authorized to sign by the governing body of the condominium in accordance with its bylaws.
** A condominium unit owner must enclose a copy of the legal document that gives the individual owner the right to act separately from the governing body.

STEP 2 List the street address(es) of your property if different than the address on the label above. (Do not list a P.O. Box.) If you own multiple properties under different appraisal district account names, you may receive multiple forms; please return all of the forms.

Street Address: _____

STEP 3 Indicate your support or opposition to the proposed zoning change request:

- Support** **Opposed**

Comments: _____

STEP 4 Sign below. For this form to be valid, the date and time you signed must be provided. Fold the form as indicated on the reverse side and return it by mail or hand delivery. To be counted, this form must be received before noon on the business day before the City Council hearing date.

_____ Signature (and Title if applicable)	_____ Signature (and Title if applicable)
_____ Date and Time (both must be provided)	_____ Date and Time (both must be provided)

AFFIDAVIT SUPPORT

THE STATE OF TEXAS)
COUNTY OF DALLAS)

Before me, the undersigned authority, on this day personally appeared

_____, who, being duty sworn by me, stated under oath as follows:

- 1. "Zoning Case Number: _____
2. Date and time that this affidavit is being executed: _____

I.
I (We) am (are) the sole owner(s) of the following described property (properties), to-wit:
(Please list all addresses that you own within the area of request or the notification area)

II.
My (our) property is located within the area of request or the area of notification for the above zoning case.

III.
I (We) hereby support the change in the zoning district classification or boundary being requested in the zoning case mentioned above.

- Property owner, Authorized by a power of attorney, Representing a majority of property owners, President/Vice President, General Partner, Attorney in fact, Governing body/condo*, Individual owner/condo**

* I am authorized to sign by the governing body of the condominium in accordance with its bylaws.
** A condominium unit owner must enclose a copy of the legal document that gives the individual owner the right to act separately from the governing body.

IV.
I (We) swear that all of the above information is within my (our) personal knowledge and true and correct."

Affiant Title Affiant Title

Mailing Address Mailing Address

SWORN TO AND SUBSCRIBED BEFORE ME on the _____ day of _____ 20 _____.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

My Commission Expires: _____.

Faxes or photocopies of signatures will not be accepted.
It is a crime to knowingly submit a false government record. (Texas Penal Code § 37.10)

AFFIDAVIT PROTEST

THE STATE OF TEXAS)
COUNTY OF DALLAS)

Before me, the undersigned authority, on this day personally appeared

_____, who, being duty sworn by me, stated under oath as follows:

1. "Zoning Case Number: _____

2. Date and time that this affidavit is being executed:

I.
I (We) am (are) the sole owner(s) of the following described property (properties), to-wit:
(Please list all addresses that you own within the area of request or the notification area)

II.
My (our) property is located within the area of request or the area of notification for the above zoning case.

III.
I (We) hereby protest against the change in the zoning district classification or boundary being requested in the zoning case mentioned above.

- Property owner
Authorized by a power of attorney
Representing a majority of property owners
President/Vice President
General Partner
Attorney in fact
Governing body/condo**
Individual owner/condo**

* I am authorized to sign by the governing body of the condominium in accordance with its bylaws.
** A condominium unit owner must enclose a copy of the legal document that gives the individual owner the right to act separately from the governing body.

IV.
I (We) swear that all of the above information is within my (our) personal knowledge and true and correct.*

Affiant Title Affiant Title
Mailing Address Mailing Address

SWORN TO AND SUBSCRIBED BEFORE ME on the _____ day of _____, 20_____.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

My Commission Expires: _____.

Faxes or photocopies of signatures will not be accepted.
It is a crime to knowingly submit a false government record. (Texas Penal Code § 37.10)

Zoning Sign Regulations: 2007 and 2015 amendments

	2007	2015
Number of notification signs required	(a)One notification sign per 500 feet of street frontage (at least one per frontage) (b)One notification sign per five acres if no street frontage (c)A maximum of five notification signs required	No change
Timing of notification sign posting	(a)Within 14 days after an application is filed; (b)Must be legible and remain posted until a final decision is made on the application; (c) Must be evenly spaced over the length of street frontage; (d)If no frontage, must be evenly posted in prominent locations most visible to the public	No change
Consequences of improper posting of notification signs	Postpone the public hearing for at least four weeks or deny the request	No change
Authority of city plan commission, landmark commission, or board of adjustment to determine if the posting of notification signs met the code's intent:	No discretion granted	The city plan commission, landmark commission, or board of adjustment has the authority to determine if the notification sign posting meets code requirements. Posting requirements have been met if any lost, stolen, or vandalized signs are replaced in a timely manner, and good faith efforts have been made to keep signs posted as required by code.
Information included on notification signs	Code do not specify	Notification signs are intended only to supplement other notice requirements.
When to post notification signs for authorized hearings	Within 14 days after the hearing is authorized.	A minimum 30 days before the first public hearing unless the authorizing authority approves a shorter time period at the time of the authorization.