



## PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT PROCEDURES FOR APPLYING FOR A ZONING AMENDMENT

Prior to obtaining a building permit, please check the zoning of your property. You can come to the Zoning Department, 3rd Floor, Texas City Hall, 220 Texas Boulevard, or you can call 903-798-3945.

*Zoning can also be assessed at <http://ci.texarkana.tx.us.522/Zoning-Map>. Please note that this site is not an official verification of zoning.*

If the proposed use of the property is not allowed in the current zoning classification and/or a specific use permit or site plan approval is required, please follow the following procedures:

1. Call or come by the Department of Community Development or obtain an application or visit the City website at [www.ci.texarkana.tx.us](http://www.ci.texarkana.tx.us).
2. Fill out the application. All blanks must be completely filled out in order to be processed.
3. A rezoning, specific use permit or site plan fee of \$250.00 must be turned in with the application along with a check or money order made out to the City of Texarkana, Texas. Credit cards are accepted on-site.
4. The application must include:
  - a. Original signature of property owner.
  - b. Complete legal description of property (metes and bounds or lot and block in subdivision).
  - c. Site plan approval request must be accompanied by a detailed site plan. Please follow site plan application/checklist.
5. See Meeting Schedule for meeting deadlines, Planning and Zoning Commission meeting dates, and City Council meeting dates.
6. Appear at the meetings to present your request or to answer any questions.
7. Applications cannot be filed on-line since an original application with the owner's signature and the filing fee is required before an application can be processed.

You are responsible for the accuracy and completeness of the application. Incorrect or incomplete information may result in the delay of processing the application. All application materials must be clear and legible. Please type or write your name under the signature line.



# SITE PLAN APPROVAL APPLICATION

CITY OF TEXARKANA TEXAS

220 Texas Blvd  
Texarkana TX 75501  
(903) 798-3945

[www.ci.texarkana.tx.us.org](http://www.ci.texarkana.tx.us.org)

Receipt No. \_\_\_\_\_

Case \_\_\_\_\_

Date \_\_\_\_\_

To: The Planning and Zoning Commission  
City of Texarkana Texas

Please consider this as my application for site plan approval in the City of Texarkana, Texas for the following described property.

LEGAL DESCRIPTION OF PROPERTY. (Lot and block numbers if in a subdivision; metes and bounds description if any portion of property does not have assigned lot and block numbers)

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_  
(Or see attached metes and bounds legal description)

Project location/address:

\_\_\_\_\_

Present zoning: \_\_\_\_\_ Proposed zoning (if applicable) \_\_\_\_\_

Proposed use: \_\_\_\_\_

Total square footage of proposed building: \_\_\_\_\_ Number of parking spaces \_\_\_\_\_

Number of required parking spaces per Ordinance \_\_\_\_\_ Handicapped spaces \_\_\_\_\_

~~Material of building facade~~

SIGNAGE: Type (i.e. monument, pole) \_\_\_\_\_

Size \_\_\_\_\_

Material to be used for structure (if monument style) \_\_\_\_\_

Attorney or Agent Signature \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone & Cell Phone \_\_\_\_\_

Home Phone & Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Email Address \_\_\_\_\_

**BY SIGNING THIS APPLICATION, YOU HAVE AGREED TO ALLOW THE CITY TO PLACE A SIGN ON YOUR PROPERTY**

## SITE PLAN CHECK-LIST

Submission of Site Plan – all applications for site plan approval or amendment to site plan must include comprehensive site plan of the proposed development.

The site plan shall include as a minimum the following:

- North point, scale, and location map.
- Adjacent zoning.
- Property dimensions of the site and lot area.
- The proposed size, location and arrangement of proposed building(s).
- Ingress and egress into the property; existing and proposed drives, existing, proposed and adjacent streets.
- Location of existing and proposed utilities, setbacks and fire hydrants.
- Location of existing and proposed drainage feature (inlets, storm pipe, channels, detention, etc.).
- All parking spaces and parking space dimensions.
- All proposed landscaping, screening (fencing), buffer zones or other protective requirements.
- Location, height and dimensions of any proposed signage.

In addition, the following needs to be provided separate from the site plan:

- Rendering of proposed signage.
- Building elevations

**CONDITIONS OF APPROVAL** – Please be aware that the Planning and Zoning Commission and/or City Council may impose any additional requirements or conditions they deem necessary to protect adjacent property owners, guarantee the compatibility of surrounding land uses, or protect the interests of the City. Examples are but are not limited to screening, lighting and signage.

**COMPLIANCE WITH SITE PLAN** – No deviation may be made from an approved site plan without the administrative approval of the Director of Planning and Community Development (or his designee). Any significant change in the approved site plan may necessitate re-submittal to the Planning and Zoning Commission and City Council.

**UNDER NO CONDITIONS WILL A PERMIT BE ISSUED FOR CONSTRUCTION IN A PLANNED DEVELOPMENT DISTRICT UNLESS ALL REQUIREMENTS OF THE SITE PLAN HAVE BEEN SATISFIED. ADDITIONAL REQUIREMENTS MAY BE NECESSARY FOR THE BUILDING PERMIT PROCESS.**



## CITY OF TEXARKANA TEXAS

220 Texas Blvd., P.O. Box 1967  
Texarkana, Texas 75504

Phone: (903) 798-3535  
Fax: (903) 794-1257  
[www.ci.texarkana.tx.us](http://www.ci.texarkana.tx.us)

### PLANNING AND ZONING COMMISSION MEMBERS

#### MEMBERS

Gene Joyce, III, Chairman  
#2 Hickory Ridge  
Texarkana, TX 75503  
903-278-0363 (cell)

Dianna Patterson Kinsey  
6006 Richmond Road  
Texarkana, TX 75503  
903-832-4297 (home)  
903-826-3382 (cell)

Tom Coleman  
2824 Wood St.  
Texarkana, TX 75503  
903-278-2533 (cell)

James Larkins  
1602 Robison Rd.  
Texarkana, TX 75501  
903-792-7673 (home)  
903-280-1014 (cell)

Wanda Northam, MD  
2 Shilling Place  
Texarkana, TX 75503  
903-278-0161 (cell)

Casey Boyette  
5625 Century Lane  
Texarkana, TX 75503  
903-280-0182 (cell)

Brad Bailey  
6254 Sandlin Avenue  
Texarkana, TX 75503  
903-735-3180 (work)  
903-277-2204 (cell)

#### ALTERNATES

Priscilla Lee Kernek  
3509 Pine Street  
Texarkana, TX 75503  
407-790-2204 (cell)

Ross Sarine  
3315 Williamsburg Circle  
Texarkana, TX 75503  
903-792-3971 (work)  
903-949-5424 (cell)

[Coleman.tm@outlook.com](mailto:Coleman.tm@outlook.com); [genejoyce2900@msn.com](mailto:genejoyce2900@msn.com); [Dianna.kinsey@texarkanacollege.edu](mailto:Dianna.kinsey@texarkanacollege.edu);  
[wnorth7731@aol.com](mailto:wnorth7731@aol.com); [casey.boyette27@gmail.com](mailto:casey.boyette27@gmail.com); [bbailey@rrfcu.com](mailto:bbailey@rrfcu.com); [priscilla.lee.kernek@gmail.com](mailto:priscilla.lee.kernek@gmail.com);  
[ross@tatumexcavating.com](mailto:ross@tatumexcavating.com)



## Planning and Zoning Fee Schedule

Item#	Description	Amount	Unit
269	Application for Zoning Change	\$250.00	Per Application
270	Application for Specific Use Permit	\$250.00	Per Application
271	Application for Site Plan approval	\$250.00	Per Application
272	Application for Site Plan Amendments	\$250.00	Per Application
273	Specific Use Permit Renewal	\$100.00	Per Permit
274	Application fee for Amendment to Zoning Ordinance	\$250.00	Per Amendment
275	Variances Requests (Zoning Board of Adjustment)	\$150.00	Per Application
276	Historic District Certificate of Appropriateness	\$75.00	Per Applicant
277	Subdivision Plats – preliminary	\$100.00	Per Plat
278	Subdivision Plats – final	\$200.00	Per Plat
279	Subdivision Plats – re-approval	\$100.00	Per Re-approval
280	Subdivision Replats	\$100.00	Per Replat
281	Subdivision Plat - Vacated	\$100.00	Per Plat
282	Subdivision Plat – amendments	\$100.00	Per Amendment
283	Subdivision Minor Plats	\$50.00	Per Minor Plat
285	Zoning Verification Documents	\$25.00	Per Document
286	Voluntary Annexation Application	\$500.00 plus publication costs	Each Application



## Zoning District Definitions

Refer to chapter 140 of the City's Zoning Ordinance for complete definitions of districts and permitted uses. (Zoning setbacks are not building setbacks. Building setbacks are 5' minimum from any line)

A - Agriculture District – Single Family homes on 1 acre or more of land; ranches, farms, stables, public utility facilities, country clubs, schools, churches, green houses, and other agricultural related uses. (Side-15' – Front 25'-- Rear-10')

SF-1 – Single Family Dwelling District 1 – Uses permitted in A district plus single family homes on lots of 1,200 square feet (SF) or more. (Side-10% Minimum 8' –Front -25' –Rear-10')

SF-2 – Single Family Dwelling District 2 – Uses permitted in SF-1 District plus single family homes on lots of 7,200 SF or more. (Side-10% Minimum 6' –Front -25' –Rear-10')

SF-3 – Single Family Dwelling District 3 – Uses permitted in SF-2 district plus single family homes on lots of 5,000 SF or more, modular or factory fabricated dwelling, HUD code manufactured homes subject to a specific location and specific use permit (SUP). (Side-10% Minimum 5' –Front -25' –Rear-10')

PUR – Planned Unit Residential – Single family homes on lots intended as Garden Homes, 3,750 SF or more, Zero lot line homes/ patio homes, 5,000-6,000 SF or more. Subdivision must note housing type. Not to exceed 6 homes per gross acre over 2 acres, 8 homes under 2 acres. (Side, Front, Rear – See approved site plan)

2F-1 - Two Family Dwelling District 1 – Uses permitted in SF-3 district plus two-family dwelling units (duplexes) on lots of 10,000 SF or more. (Side-10% Minimum 6' –Front -25' –Rear-10')

2F-2 – Two Family Dwelling District 2 – Uses permitted in 2F-1 district plus duplexes on lots of 6,000 SF or more. (Side-10% Minimum 6' –Front -25' –Rear-10')

TH – Townhouse Dwelling District – Uses permitted in 2F-2 district plus townhouses on lots of 2,000 SF or more; not to exceed 14 ½ dwelling units per gross acre. (Side-5' – Front 25'-- Rear-10')

MF-1 - Multiple Family Dwelling District 1 – uses permitted in the TH district plus apartments are not to exceed 24 units per gross acre, row houses no to exceed 21 units per gross acre, hospitals, boarding, and rooming houses. (Side-10% Minimum 5' –Front -25' –Rear-10')

MF-2 - Multiple Family Dwelling District 2 – Uses permitted in MF-1 district plus apartments not to exceed 27 units per gross acre, fraternity or sorority houses, kindergarten, nursery or day school, nursing home, commercial parking lot with specific approval of City Council, high rise apartments. (Side-10% Minimum 5' –Front -25' –Rear-10')

{for side yard maximum requirements see table 140.141 \* Multi-family buildings have minimum 15' between buildings \* corner lots not less than 15' for street sides \* a garage entered from an alley shall have 15' minimum rear yard}



P – Parking District - Single family detached homes, parking lots (private and public), nursing homes, and schools. (Side-5' – Front 15'-- Rear-0)

O – Office District - Uses permitted in P district plus banks, savings, and loan offices, fraternity or sorority houses, museums or art galleries, kindergarten, day cares, medical offices, general business offices, hotels, and motels. (Side-5' – Front 15'-- Rear-0)

NS – Neighborhood Services - Uses permitted in MF-2 and O districts plus theater, antique shop, bakery, barber, beauty shop, camera shop, drug store, food store, hardware store, restaurant (no drive-in service), greenhouse or nursery. (Side-5' – Front 15'-- Rear-0)

GR – General Retail District – Uses permitted in NS district plus gas stations, new and used automobile sales, service and display, amusement parks, swim or tennis clubs, private club with specific approval of city council, bus stations, parking lots, auto parts sales (indoor), department store, general retail uses as specified in the zoning ordinance, per clinic. (Side-5' – Front 15'-- Rear-0)

LC – Limited Commercial District – Uses permitted in GR district plus auto glass or seat cover shop, commercial golf course, indoor pistol or rifle range, office/ warehouse (no outside storage), and plumbing shops (with a specific use permit). (Side-5' – Front 15'-- Rear-0)

CB – Central Business District - Uses permitted in LC District plus storage yards, dance hall or night club, commercial golf course, private club, roller skating ring, drive in theater, freight terminal, rail yards, muffler shop, auto repairing and painting, outdoor new and used auto sales lots, advertising signs, bakery, building material, cabinet shops, and other light manufacturing uses, warehouse. (Side-5' – Front 0-- Rear-0)

C – Commercial District – uses permitted in LC district plus hatchery, tire retreading plant, auto storage or auction, truck parking lot, private stables, contractors storage yard, manufacturing laboratory, open air sales, mobile home sales or rental, wholesale storage facilities, heavy machinery sales and storage. (Side-5' – Front 15'-- Rear-0)

I-1 - Industrial District 1 – all uses permitted in C district with the exception of Single Family homes, duplexes and attached single family housing plus outdoor sale and storage of auto parts and accessories, refinery, oil and gas well, light manufacturing. (Side-0 Lot Line – Front 15'-- Rear-0)

I-2 - Industrial District 2 – Any use except for housing in any form, not prohibited by any other laws or regulations of the Code of Ordinances of the City, County or State of Texas. (Side-0 Lot Line – Front 15'-- Rear-0)

PD - Planned Development District – any permitted use when approved as part of an overall project plan by the City council; subject to conditions as indicated in the City zoning ordinance. {See approved site plan}

SUP - Specific Use Permit – Allows certain specific uses as outlined in the city zoning ordinance, Section 140-81.

## 2023 Planning and Zoning Commission Meeting Schedule

P&Z and City Council Meetings - City Hall, Council Chambers (2nd Floor)

					CITY COUNCIL MEETINGS		
	TIME	P&Z DEADLINE	P&Z MEETING	1ST BRIEFING	PUBLIC HEARING & VOTE		
JANUARY	6:00 PM	12/14/2022	* 1/3/2023	1/23/2023	2/13/2023		
FEBRUARY	6:00 PM	1/18/2023	2/6/2023	2/27/2023	3/13/2023		
MARCH	6:00 PM	2/15/2023	3/6/2023	3/27/2023	4/10/2023		
APRIL	6:00 PM	3/15/2023	4/3/2023	4/24/2023	5/8/2023		
MAY	6:00 PM	4/12/2023	5/1/2023	6/12/2023	7/10/2023		
JUNE	6:00 PM	5/17/2023	6/5/2023	7/10/2023	8/14/2023		
JULY	6:00 PM	6/14/2023	7/3/2023	8/14/2023	8/28/2023		
AUGUST	6:00 PM	7/19/2023	8/7/2023	8/28/2023	9/11/2023		
SEPTEMBER	6:00 PM	8/16/2023	* 9/5/2023	9/25/2023	10/9/2023		
OCTOBER	6:00 PM	9/13/2023	10/2/2023	10/23/2023	11/13/2023		
NOVEMBER	6:00 PM	10/18/2023	11/6/2023	12/11/2023	1/8/2024		
DECEMBER	12:00 PM	11/15/2023	12/4/2023	1/8/2024	1/22/2024		

**Only one City Council meeting is held during the months of May, June, July, November, and December**

**Any meeting date and time is subject to change**

\* Meetings held on TUESDAY