



Planning and Zoning Application Community Development Department

City File No. (STAFF ONLY): _____

Select the type of application(s) being submitted by checking the appropriate box below:

<input type="checkbox"/> Site Plan <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Rezoning (Standard District) <input type="checkbox"/> Rezoning (Planned Development) <input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Meritorious Exception <input type="checkbox"/> Easement Vacation <input type="checkbox"/> Right-of-Way Vacation <input type="checkbox"/> Other _____
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PROJECT NAME: _____

PROPERTY DESCRIPTION:

Address or Location:		
Legal Description:		
Subdivision:	Lot:	Block:
Total Land Area (acres/sq. ft.):		
Current Zoning Class:		Proposed Zoning Class:
Current Use:		Proposed Use:

OWNER:

Name:	Phone:
Address:	Cell Phone:
City, State, Zip:	Fax:

APPLICANT:

Name:	Phone:
Address:	Cell Phone:
City, State, Zip:	Fax:
Contact Person:	Email:



Planning and Zoning Application Community Development Department

City File No. (STAFF ONLY): _____

ACKNOWLEDGEMENTS:

Applicant Acknowledgement

I certify that the information contained in this application submittal is true and correct to the best of my knowledge and ability.

I acknowledge that I must indicate whether this application is being submitted as a Preliminary Review or as a Final Submittal, as shown on page 3 of this application. I understand that only Final Submittals are eligible to be scheduled for consideration by the Planning and Zoning Commission and/or the City Council. Preliminary Reviews will not be placed on a public meeting agenda.

I understand that information provided with this submittal, or in any revised submittals, may be presented to the Planning and Zoning Commission, City Council, or otherwise provided to the public. I acknowledge that incomplete applications will not be accepted. I further understand that the application will not be accepted or processed without payment of the required fee(s).

I understand that if neither I nor my authorized agent is in attendance at the required public meeting(s), the Planning and Zoning Commission and/or City Council may dismiss the proposal at their discretion, and that such dismissal shall constitute a denial.

I understand that, if required, I must comply with all public hearing notice sign requirements established by the City.

I understand that all filing and review fees are non-refundable.

SIGNED:

Applicant: _____ **Date:** _____

NOTE: If this case is going to be represented by person(s) other than the applicant, an "Agent Authorization" will be required to be signed and notarized on page 4 of this application.

Property Owner Acknowledgment *(only required if the applicant is not the owner)*

I am the legal owner of the subject property identified in this application, or I am legally authorized to sign on behalf of the property owner, and I acknowledge that I have reviewed this application and that I do not object to its submission or consideration by the City of Benbrook.

SIGNED:

Property Owner: _____ **Date:** _____



Planning and Zoning Application Community Development Department

PRELIMINARY OR FINAL SUBMITTAL DECLARATION

PROJECT NAME: _____

APPLICANT NAME: _____

CITY FILE NUMBER (IF ASSIGNED): _____

Each applicant must declare whether this application is being submitted for Preliminary Review or as a Final Submittal. Only Final Submittals are eligible for scheduling before the Planning and Zoning Commission and/or City Council.

Check one box below and sign the corresponding acknowledgment.

PRELIMINARY REVIEW SUBMITTAL

I acknowledge that this application is being submitted for Preliminary Review only. I understand that City staff will review the materials and may provide feedback. I further understand that this submittal will not be scheduled for a public hearing/meeting with this preliminary review submittal, and that a new, signed, and dated Final Submittal Declaration must accompany all final application materials when resubmitted for formal processing.

Applicant's Signature: _____ **Date:** _____

FINAL SUBMITTAL

I acknowledge that this application is a Final Submittal and that all required materials have been provided in accordance with City requirements and the current submittal checklist. I understand that no further revisions will be accepted after the submittal deadline, and that electronic public meeting presentation materials, if desired, must be included with this submission. I also understand that the City reserves the right to refuse to broadcast or display any materials determined to be obscene, unlawful, or otherwise illegal.

Applicant's Signature: _____ **Date:** _____



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AUTHORIZED AGENT:

Name:	Phone:
Address:	Email:
City, State, Zip:	Fax:

AGENT AUTHORIZATION

This statement must be acknowledged before a Notary Public

In lieu of representing myself as the applicant for this request, I hereby authorize the person designated above to act as my agent for the application, processing, representation, and/or presentation of this request. The designated agent shall serve as the sole point of contact with the City, and the City may communicate directly with the agent regarding all requirements, information, and/or public meetings related to this case. I understand that it is necessary for either myself or my authorized agent to be present at all applicable public meetings regarding this application

Signature of Applicant *Applicant Name Printed or Typed* *Date*

NOTARY STATEMENT:

Signed and affirmed before me, on this the _____ day of _____ 20 _____, by
 _____(name of individual making statement), personally known
 to me or proved to me on the basis of satisfactory evidence to be the person who appeared before me.



My Commission Expires: _____

Notary Public in and for the State of Texas



“PD” REZONING CHECKLIST

The purposes of a Planned Development (“PD”) district is to permit flexibility and encourage a more creative, efficient and aesthetically desirable design and placement of buildings, open spaces, circulation patterns and to best utilize special site features such as topography, size and shape; however, the overall density shall not exceed that of the base zoning.

APPLICATION CHECKLIST

To apply, please submit the following to Planning staff:

IS THIS INCLUDED?	ITEMS TO BE INCLUDED
<input type="checkbox"/> Yes <input type="checkbox"/> No	Completed Application Checklist
<input type="checkbox"/> Yes <input type="checkbox"/> No	Completed Planning and Zoning Application
<input type="checkbox"/> Yes <input type="checkbox"/> No	Property Survey
<input type="checkbox"/> Yes <input type="checkbox"/> No	Legal Description of the Property
<input type="checkbox"/> Yes <input type="checkbox"/> No	Project Details (Description of the project request details and supporting evidence for approval; zoning district exhibits, adjacent property analysis, etc. See details on next Page)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Public Meeting Presentation Materials (Any PDFs, PowerPoint, or other electronic materials, if applicant intends to use city technology during the public meeting(s))
<input type="checkbox"/> Yes <input type="checkbox"/> No	Rezoning Fee
<input type="checkbox"/> Yes <input type="checkbox"/> No	Digital copy of all submitted documents

STAFF CONTACT INFORMATION

To begin the pre-application process with Planning Staff or if you have any questions, please call 817-249-6060 or email Staff at planning@benbrook-tx.gov.

To submit an application in person, please schedule a drop-off time with Planning Staff. Applications may be submitted by mail; however, incomplete applications will not be accepted.

Rezoning Fees

10 acres or less	\$1,100
Greater than 10 acres	\$1,500



PROJECT DETAILS

Provide project details, including a summary of the request with supporting evidence/justification for approval and a development schedule, indicating the approximate date on which construction is expected to begin, the rate of anticipated development and the date of completion.

Provide a development site plan or a list of supplemental development regulations:

- **Site Plan.** Using an accurate survey of the boundaries, showing existing and proposed finished grades with contour intervals of not less than 2ft, and providing appropriate data tables and other information to show conformance with proposed zoning regulations and other City requirements, provide dimensioned plans showing all existing and proposed improvements, such as:
 - Ingress and egress from public streets;
 - Proposed dedications or easements;
 - Adjacent streets, sidewalks, walkways, and trails;
 - Parks, playgrounds, landscaping, screening, and opens space;
 - Parking spaces (required. vs. provided), drive aisles, fire lanes, and fire hydrant locations;
 - Building size, height, location, floors, and setbacks;
 - Building elevations, showing compliance with architectural standards;
 - Location and orientation for all external illumination facilities;
 - Location, size, height and orientation of all signs;
 - Maximum lot coverage, floor to area ratio (FAR), impervious surface area;
 - Land use plan (when applicable) – delineates the specific areas devoted to various uses; and
 - Preliminary drainage plans.

- **Supplemental Development Regulations.** An application for a “PD” may include supplemental development regulations in lieu of a detailed site plan. Supplemental regulations shall be incorporated into the rezoning ordinance. Development regulations must include the base zoning district. In the event that a regulation is not specifically mentioned within the PD ordinance, the standard shall default to the base zoning district. Regulations could include, but are not limited to:
 - Permitted and prohibited land uses;
 - Bulk, height, and density development standards;
 - Landscaping and screening requirements;
 - Required parking regulations;
 - Building architectural standards; and
 - Sign regulations.



REZONING CHECKLIST

The City Council may amend, by ordinance, the boundaries of zoning districts or regulations. Before taking action on any such proposed amendment, the City Council shall receive recommendation and report from the Planning and Zoning Commission. A public hearing shall be held at each of these meetings.

APPLICATION CHECKLIST

To apply, please submit the following to Planning staff:

IS THIS INCLUDED?	ITEMS TO BE INCLUDED
<input type="checkbox"/> Yes <input type="checkbox"/> No	Completed Application Checklist
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<input type="checkbox"/> Yes <input type="checkbox"/> No	Legal Description of the Property
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<input type="checkbox"/> Yes <input type="checkbox"/> No	Rezoning Fee (see the next page)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Digital copy of all submitted documents

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Rezoning Fees

10 acres or less	\$800
Greater than 10 acres	\$1,200



Planning and Zoning Application Submittal Calendar

2026

Application Filing Date	P&Z Meeting	City Council Meeting (If Required)
3-Dec (2025)	8-Jan	19-Feb
7-Jan	12-Feb	19-Mar
4-Feb	12-Mar	16-Apr
4-Mar	9-Apr	21-May
8-Apr	14-May	18-Jun
6-May	11-Jun	16-Jul
3-Jun	9-Jul	20-Aug
8-Jul	13-Aug	17-Sep
5-Aug	10-Sep	15-Oct
2-Sep	8-Oct	19-Nov
7-Oct	12-Nov	17-Dec
4-Nov	10-Dec	21-Jan (2027)
9-Dec	14-Jan (2027)	18-Feb (2027)

Application Filing Date: A monthly date the Planning and Zoning Commission accepts applications with complete submittals, requiring P&Z consideration.

- *Please note, complete submittals contain final versions of documents for consideration, which are used to create the staff report.*
- Contact Planning Staff to Schedule a submittal.

P&Z Meeting: The dates throughout the year the Planning and Zoning Commission hold their monthly meetings; the 2nd Thursday of every month.

City Council Meeting: The dates throughout the year the City Council will consider a P&Z Item; typically, the 3rd Thursday of every month.

