

PLANNED DEVELOPMENT REZONING PROCESS

PRE-APPLICATION CONFERENCE (Recommended)

- Applications to schedule a Pre-Application Conference with the Development Review Committee (DRC) must be received by Noon on the Tuesday prior to the desired meeting date. Pre-Application Conferences are held every Tuesday during two time slots, with Time Slot 1 starting at 9:30 a.m. and Time Slot 2 at 10:30 a.m. Sessions are typically set for 60-minute increments depending on the complexity of the project. If all time slots are taken, a slot will be offered for the next available Pre-Application Conference date.



SUBMIT PLANNED DEVELOPMENT (PD) REZONING APPLICATION

- Applications are accepted on a “rolling basis” - No formal submittal date.
- Staff will work with Applicants during the Pre-Application Process to help ensure necessary items are submitted - e.g., PD Application Packet contains a template for use in preparing PD Design Statement/Concept Plan/Elevations/Other supporting materials as necessary.
- 1st round of Staff comments will be sent out to Applicant following a typical 2 - 3 week review period. It is common that an application undergoes several rounds of Staff Review prior to the Public Hearing process.



NEIGHBORHOOD MEETING (Recommended)

- Recommended conducting prior to the Public Hearing process to address concerns in project design.
- Applicant is responsible for coordinating the neighborhood meeting. City will provide meeting space, if needed. Plans presented at this meeting shall be consistent with plans provided to Staff.



PUBLIC HEARINGS - Planning & Zoning Commission and City Council

Noticing (15 days prior to Public Hearing)

- Notice published in Denton Record Chronicle and notice mailed to property owners within 200' of subject property AND School District (if residential project).
- Applicant is responsible for posting signs on the subject property.
- Based on P&Z/Staff/public comments, additional revisions and adjustments to proposed design provisions and concept plan may be necessary (additional review).
- P&Z makes recommendations to City Council—City Council makes decision to approve or deny.



ADOPTION - Ordinance Text / Concept Plan / Map Change

RESOURCES:

1. UDC Section 2.06.03, Planned Development linked [here](#).
2. UDC Section 2.10.09 PD, Planned Development Application and Review linked [here](#).
3. PD Application Packet & Editable PD Design Statement Template linked [here](#).