

# Zoning Property Owner Notification

Zoning Ordinance Advisory  
Committee (ZOAC)

May 16, 2019

Vasavi Pilla, Senior Planner  
Sustainable Development  
and Construction



**City of Dallas**



# Zoning Notification Signs

## History

- 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 Ordinance Committee (ZOC) reviewed this item on June 19, 2014; August 7, 2014 and September 18, 2014.

# Zoning Notification Signs History

	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.

# Zoning Notification Signs

## Dallas



Dallas, TX

# Research 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. Street sign 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; either construction 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		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.								

# Research Surrounding Cities

	<i>Milngon</i>	<i>Calder Hill</i>	<i>Duncanville</i>	<i>Garland</i>	<i>Grand Prairie</i>	<i>Irving</i>	<i>McKinney</i>	<i>Plano</i>
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 c	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



# Zoning Notification Signs

## Vancouver, Canada



# Zoning Notification Signs

## Vancouver, Canada



The image shows a yellow zoning notification sign on the left and two images on the right. The sign contains the following text: 'NOTICE OF REZONING APPLICATION AND OPEN HOUSE' with the date 'April 23, 2019' in the top right corner. Below this is the address '3279-3297 Vanness Avenue' and an invitation to an open house on Thursday, May 9, 2019, from 5 - 7:30 pm at the Collingwood Neighbourhood House, 5288 Joyce Street. The two images on the right are labeled 'PROPOSED BUILDING' and 'LOCATION'. The 'PROPOSED BUILDING' image shows a modern, multi-story residential building with balconies. The 'LOCATION' image is a street map showing the site location in a grid of streets, with a red square highlighting the specific address.

The City of Vancouver has received an application to rezone 3279-3297 Vanness Avenue from CD-1 (225) (Comprehensive Development) District to a new CD-1. The proposal is for a six-storey residential building that includes:

- 102 social housing units;
- A floor space ratio (FSR) of 3.49;
- A building height of 22.7 m (74.6 ft.); and
- 27 vehicle parking spaces and 208 bicycle spaces.

This rezoning application is being considered under the Joyce-Collingwood Station Precinct Plan.

**FOR MORE INFORMATION AND TO SUBMIT COMMENTS:**

**Webpage:**  
[vancouver.ca/rezapps](http://vancouver.ca/rezapps)

**or Contact:**  
Derek Robinson, Rezoning Planner at  
[derek.robinson@vancouver.ca](mailto:derek.robinson@vancouver.ca) or 604-873-7486

Vancouver, Canada

# Zoning Notification Signs

## Vancouver, Canada



Before and After Sign Posting Pictures  
Vancouver, Canada

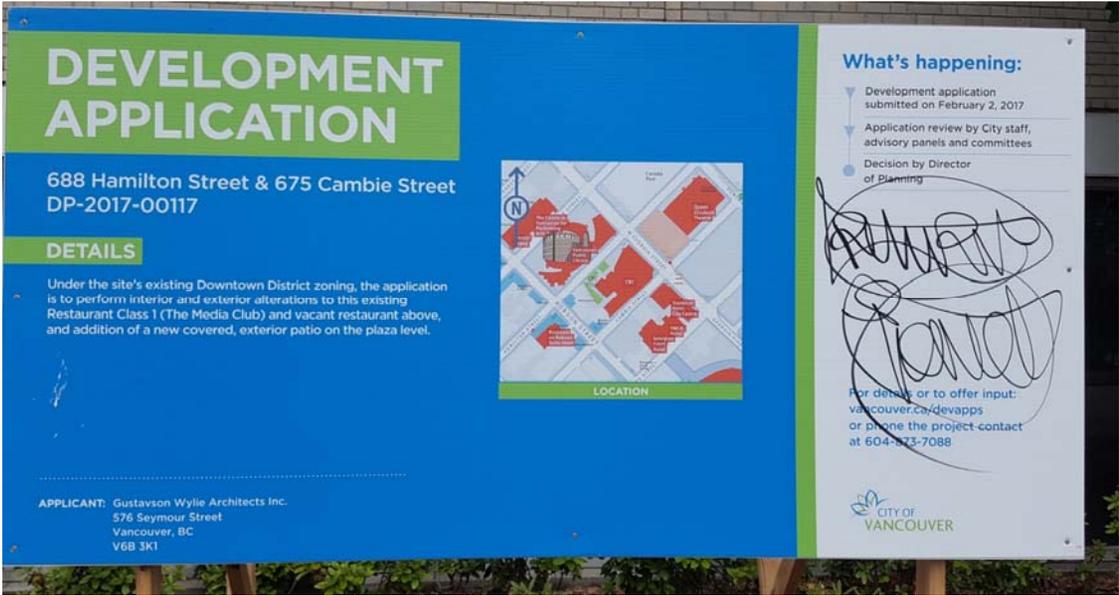
# Zoning Notification Signs

## Vancouver, Canada



# Development Notification Signage

Vancouver, Canada



Vancouver, Canada

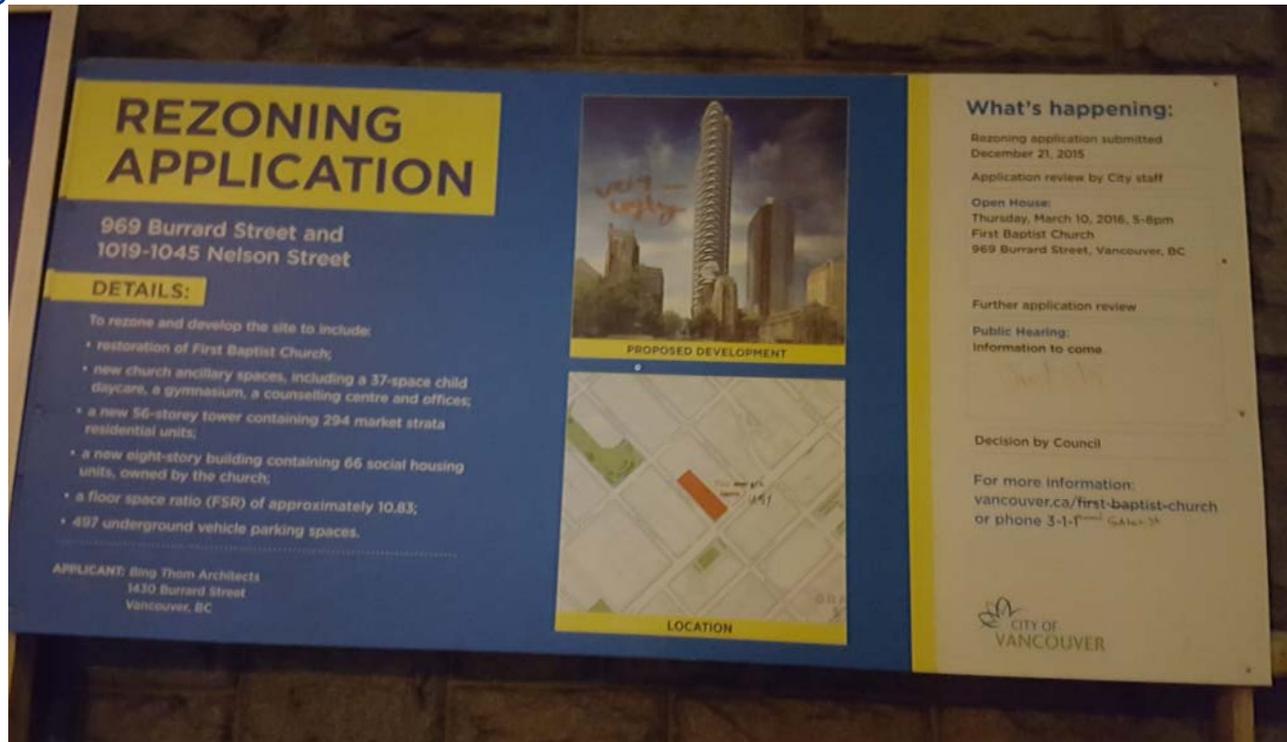
# Zoning Notification Signs

## Vancouver, Canada



# Zoning Notification Signs

## Vancouver, Canada



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# Zoning Notification Signs

## Richmond, BC, Canada



# Zoning Notification Signs

## Iowa City, Iowa



# Zoning Notification Signs

## Columbia County, GA



Columbia County, GA

# Zoning Notification Signs

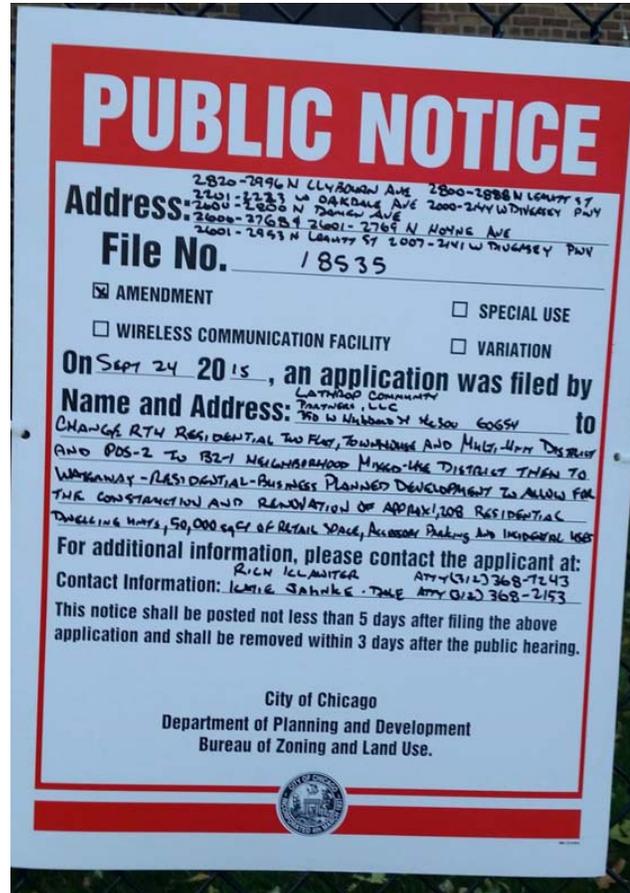
Dothan, AL



6

# Zoning Notification Signs

## Chicago, IL



# Zoning Notification Signs

## Livonia, MI



# Zoning Notification Signs

## Draper City, UT



6

# Zoning Notification Signs

## Marietta, GA



# Zoning Notification Signs

## Sa Antonio, TX



# Zoning Notification Signs

## Phoenix, Arizona

8' 0"

# ZONING HEARING

Rezoning Case No:

Zoning Change From: \_\_\_\_\_ To: \_\_\_\_\_

Acreage: \_\_\_\_\_

Location: \_\_\_\_\_

Proposal: \_\_\_\_\_

GRAPHICS  
(if needed)

<p style="font-size: 0.8em;">VILLAGE PLANNING COMMITTEE</p> <p style="font-size: 0.7em;">Village Name</p> <p style="margin-top: 10px;">_____</p> <p style="margin-top: 5px;">_____</p> <p style="font-size: 0.7em;">LOCATION</p>	<p style="font-size: 0.8em;">PLANNING COMMISSION</p> <p style="margin-top: 10px;">_____</p> <p style="margin-top: 5px;">_____</p> <p style="font-size: 0.7em;">City of Phoenix Council Chambers 200 West Jefferson Street Phoenix, AZ 85003</p>	<p style="font-size: 0.8em; color: red;">IF APPEALED FROM PLANNING COMMISSION CITY COUNCIL</p> <p style="margin-top: 10px;">_____</p> <p style="margin-top: 5px;">_____</p> <p style="font-size: 0.7em;">City of Phoenix Council Chambers 200 West Jefferson Street Phoenix, AZ 85003</p>
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PLEASE CALL TO CONFIRM INFORMATION / POR FAVOR LLAPME PARA CONFIRMAR LA INFORMACIÓN (602) 262-7131 #6

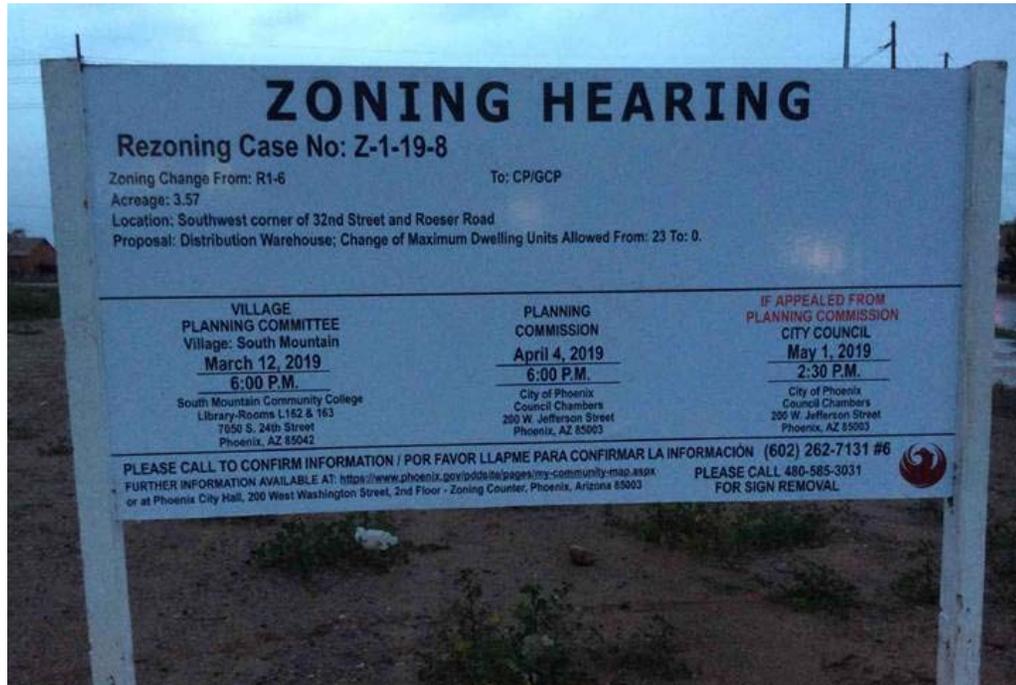
FURTHER INFORMATION AVAILABLE AT: <https://www.phoenix.gov/pdds/site/pages/my-community-map.aspx>

or at Phoenix City Hall, 200 West Washington Street, 2<sup>nd</sup> Floor - Zoning Counter, Phoenix, Arizona 85003

PLEASE CALL XXX-XXX-XXXX FOR SIGN REMOVAL

# Zoning Notification Signs

## Phoenix, Arizona



# Zoning Notification Signs

## Phoenix, Arizona



# Zoning Notification Signs

Mesa, Arizona



# Zoning Notification Signs

## El Paso, TX

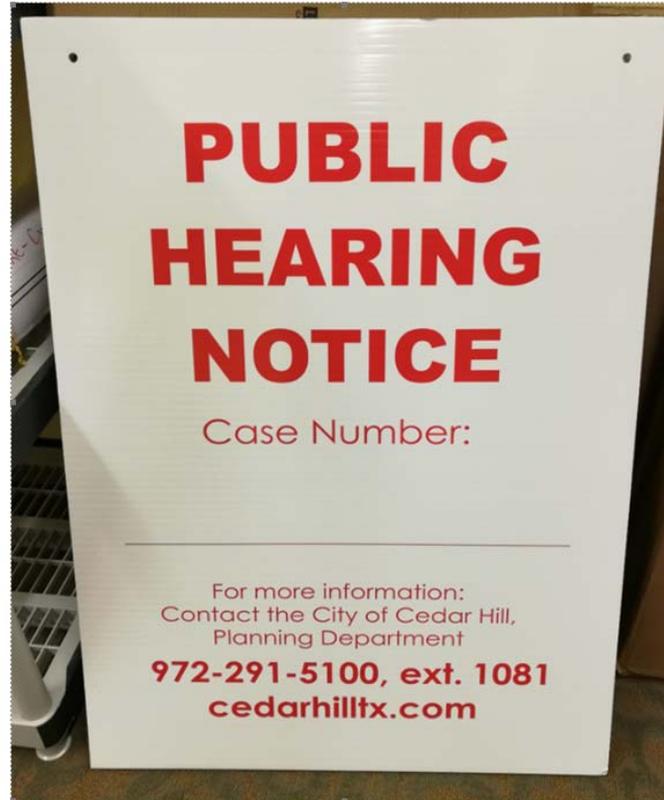


# Zoning Notification Signs Plano, TX



# Zoning Notification Signs

## Cedar Hill, TX



Cedar Hill, TX

# Zoning Notification Signs

## McKinney, TX



# Zoning Notification Signs

## Arlington, TX



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# Zoning Notification Signs

Frisco, TX



# Zoning Notification Signs

Richardson, TX



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# Appendix – CPC & Council reply forms

CITY PLAN COMMISSION HEARING DATE <b>October 4<sup>th</sup>, 2018</b>	 <b>REPLY FORM</b>	CASE NO: <b>Z178-260 (SM)</b>
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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 <b>Z178-260</b> 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 Liliانا 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.)

<b>Individual</b>	<b>Business/Organization</b>	<b>Condominium</b>
<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(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) \_\_\_\_\_

It is a crime to knowingly submit a false zoning reply form. (Texas Penal Code § 37.10)                      Revised: December 2008

CITY COUNCIL HEARING DATE <b>February 27<sup>th</sup>, 2019</b>	 <b>REPLY FORM</b>	CASE NO: <b>Z178-260 (SM)</b>
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