



CITY OF WILLOW PARK
PLANNING & DEVELOPMENT DEPARTMENT
ZONING CHANGE APPLICATION

It is our mission at the City of Willow Park to promote commerce while preserving neighborhoods through orderly review, study, and consideration of zoning issues relative to state and local laws. The Zoning Ordinances adopted by the City of Willow Park specify the zoning districts within our city limits as per the city's Comprehensive Plan. There are certain guidelines to which a zoning change must adhere to become a legal district.

Each submittal is reviewed by designated members of City Staff within the Planning & Development, Public Works, and Fire Marshal departments for confirmation of compliance within City Ordinances. Once the Application is reviewed and accepted by Staff, the Application will move to the next step, along with any Staff comments, to the Planning & Zoning Commission. There will be a Public Notice posted in the local newspaper for the zoning request, not less than 15 days before the Public Hearing; and, surrounding property owners within 200 feet of the subject property will be notified by Certified Letter, not less than 10 days before the Public Hearing.

For important deadline date information, please review the “Planning & Development Department – Project Review Schedule” on the City’s website or contact the Planning & Development Director.

To allow for effective and efficient handling of your request, please review the following Checklist and provide all required documentation with the Application payment to the City of Willow Park’s permits technician as per the directions stated.

Should you have any questions or concerns at all, please do not hesitate to contact the Planning & Development Department at 817-441-7108. We are here to help you.

SUBMITTAL:

Please electronically submit the completed Application, Checklist, and all supporting documents to permits@willowpark.org. Application Fee payment may be paid by check, money order, cashier’s check, or credit card (over the phone or in person; convenience fees apply).



**CITY OF WILLOW PARK
PLANNING & DEVELOPMENT DEPARTMENT
ZONING CHANGE APPLICATION**

Name of Applicant: Chris Hartke

Mailing Address: 3200 S. Interstate 35E, Suite 1129 Denton TX 76210
Street City State Zip

Business Phone: 940.383.4177 **Cell:** 817.668.6238

Email Address: chartke@tnpinc.com

Name of Property Owner: Scott Moehlenbrock

Mailing Address: 3333 Welborn St; Suite 350 Dallas TX 75219
Street City State Zip

Business Phone: 405.245.6968 **Cell:** 405.245.6968

Email Address: scott@redriverdevelopment.com

Address of property requesting to be re-zoned: South of 5720 E I20, West Freeway, Aledo, TX 76008

Legal Description: Remainder Tract of D&M, A Texas General Partnership Vol. 1403 Pg. 113 R.P.R.P.C.T.

Current Zoning District: PD/R-5 Planned Development District

Requested Zoning District: PD/R-5 Planned Development District

Reason for zoning request: The entire project site is located within the existing Planned Development described in Ordinance Number 857-22. The request is to revise certain language.

Does the Request conform to the proposed Future Land Use Map in the City's Comprehensive Plan? **Y** **N**

APPLICATION FEE: \$250 and/or as per "Development Fee Schedule"

Any additional reasonable fees and/or costs which are required by the City of Willow Park for a proper review of this request are the sole responsibility of the applicant. Such fees or costs shall include, but are not limited to engineering reviews, legal opinions, building/property inspections and/or testing(s).

Christopher Hartke

7/27/2023

SIGNATURE OF APPLICANT

DATE

Scott Moehlenbrock

7/28/23

SIGNATURE OF PROPERTY OWNER*

DATE

* If the Property Owner is represented by an alternate, a notarized letter of authorization must be submitted with Application.



**CITY OF WILLOW PARK
PLANNING & DEVELOPMENT DEPARTMENT
ZONING CHANGE APPLICATION CHECKLIST**

Please include this Checklist with your Application.

An Application may be deemed incomplete and not accepted unless all applicable information noted below is submitted to the City of Willow Park's Planning & Development Department, and accompanies Application Fee payment, at the time of Application.

Please Initial below to confirm, or write "N/A" if not applicable:

CH Site location/vicinity map clearly showing the location of the subject.

CH Site Plan showing: The currently approved Final Plat for the project location, known as Country Hollow, along with accompanying sheets are attached to this application. A link to the current construction plans can be made available upon request.

CH Boundary of subject property, indicated by a heavy dashed line, and distances, and distance to the nearest cross street.

CH A north arrow is provided with drawing, oriented such as that north is located to the top or left side of drawing sheet.

CH A written and bar scale is provided. 1"= 200' unless previously approved by City Staff.

CH Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.

CH Show adjacent property lines and names of property owners within 200 feet of the subject property.

N/A Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped, etc.) within 200 feet of the property line is indicated.

N/A Names of all adjacent property owners and/or subdivisions within 200 ft. of the subject property, including Lot, Block, and County Clerk recording information (Property ID on Parker County Appraisal District) is shown.

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Please contact the Planning & Development Department with any questions, or if you need any assistance in completing this Application.