



## Frequently Asked Questions

1. **What is zoning?**

Zoning is the regulation of how land and buildings can be designed and used. Minimum lot sizes, height regulations, building setbacks, landscaping regulations, parking standards are some examples typically regulated by zoning.

2. **What is platting (i.e., subdivision regulations)?**

Platting is the process of subdividing a piece of land and recording the resulting subdivision. Typically, the construction of roads and other public improvements occur at this time. For example, if a property owner has 50 acres and wants to create a residential subdivision with 200 lots for single-family homes, then the owner would plat the land into individual lots and construct the roads, water lines, sewer lines, and other needed facilities. Once the new subdivision has been reviewed and streets inspected by the city, then the developer would begin to sell lots.

3. **How do I know what my property is zoned?**

Every property within the city is zoned according to the current, official zoning map. In order to know what zoning district applies to your property, please download the current, official zoning map. The zoning map shows the city's zoning districts and locations. If you would like to know the standards that apply to your zoning district, please download the Unified Development Code (UDC).

4. **How do I change my zoning?**

The first step is to download the Development Application Handbook. The applicant must properly fill out a "Universal Application Form" and "Zoning Map Amendment (Rezoning) Checklist" and submit the application to the Planning and Development Department. All rezoning applications require a public hearing before the Planning and Zoning Commission and a public hearing before the City Council. The Planning and Zoning Commission makes a recommendation either approval or denial of the rezoning request and the City Council makes the final decision.

5. **What is a zoning variance and how do I get one?**

A zoning variance is a modification or adjustment to a zoning regulation. The Board of Adjustment (BOA) is authorized to grant variances to the following zoning standards: (1) yard/setback dimensions, (2) lot dimensions, (3) floor area, (4) structure height, and (5) building coverage. The BOA must find that an undue hardship is present and may only grant the minimum necessary relief (modification) required to alleviate the undue hardship. In order to start the variance process, please download the Development Application Handbook and fill out the appropriate forms.

6. **What is the "Universal Application Form" and why do I need one?**

The "Universal Application Form" is the form that accompanies all applications related to the Unified Development Code. This form provides the basic information necessary to process all applications.

7. **What do I need to submit with my application?**

All applications must be submitted with (1) a complete Universal Application Form, (2) a completed application checklist, and (3) all materials listed in the appropriate checklist.



**8. When do I submit my application?**

The city maintains a “Calendar of Official Submission Dates” that can be found within the Development Application Handbook. These official submission dates mark when Applicants can drop off applications to the Planning and Development Department.

**9. What is a pre-application conference and how can it help me?**

A pre-application conference is a courtesy meeting between an applicant and city staff before the applicant submits a formal application.

The pre-application conference provides an opportunity for the applicant and city staff to discuss major development considerations such as utilities, roadways, drainage, comprehensive plan elements, specific neighborhood characteristics, and historic information.

This meeting is intended to allow for the exchange of non-binding information between the applicant and city staff to ensure that the applicant is informed of pertinent city development regulations and processes. This exchange of information is intended to promote an efficient and orderly review process.

**10. How long will it take to get a decision on my application?**

It depends on the type of application submitted; and the completeness of the submittal. Most platting applications are decided within 30 days from the submittal date, as required by state law. Zoning and other applications do not have time frames for approval. The city works with each applicant to quickly and efficiently work through the review and approval process.

**11. Who can I ask for help?**

If you have any questions, please feel free to contact the Planning and Development Department.

- Phone: 940-498-3295.
- Email: [planninganddevelopment@cityofcorinth.com](mailto:planninganddevelopment@cityofcorinth.com)
- Address: 3300 Corinth Parkway, Corinth, TX 76208 (Please check our website for hours.)

**12. Who makes a decision on my application?**

The decision-maker depends on the type of application. The UDC contains a summary of different approval process. Also, feel free to contract city staff for more information.

**13. Can I appeal a decision?**

If the applicant desires, some decisions may be appealed. However, not all decisions can be appealed. Most appeals either go to the City Council or Board of Adjustment.

**14. Why is there an application fee and how much does it cost?**

Fees help offset some of the cost of reviewing applications. In order to calculate the fee, please refer to the city’s fee schedule, which is available either in person or online.