

## Sec. 35-403. - Notice Provisions.

(a) **Generally.** The notice requirements for each type of application for development approval are prescribed in the individual subsections of this article applicable thereto and/or the Texas statutes. The notice requirements for certain types of public hearings are established in Table 403-1 below provided, however, that to the extent of any inconsistency between the provisions of this section and any state statute, the state statute shall govern.

(b) **Contents of Notice.** The notice shall state the time, date and place of hearing and a description of the property subject to the application. The notice shall include, at a minimum, the following:

- The street address, if the street address is unavailable, the legal description by NCB/CB, block, and lot metes and bounds or a general description of the location of the property, either using block numbers, nearby street intersections or approximate distances from intersections.
- The current zoning district, if any; and
- The category of permit requested and a brief description of the proposed development including density or building intensity, revised zoning classification (if any), and uses requested.

In Table 403-1, the method for providing notice is provided in column (A) and the types of permits affected are set forth in columns (B) through (J). In Table 403-1, an asterisk (\*) indicates that the type of notice prescribed in column (A) is required for the category of development order prescribed in columns (B) through (L), while a dash (—) indicates that the notice is not required.

**Table 403-1**  
Notice Requirements

| (A)   | (B)                       | (C)   | (D)      | (E)                     | (F)   | (G)                     | (H)                     | (I)   | (J)   | (K)  | (L)  | (M)  |
|---|---------------------------|---|----------|-------------------------|---|-------------------------|-------------------------|---|---|--|--|--|
| Type of Notice  | Amendments to Master Plan | Amendments to future land use or text changes to the Community, Neighborhood, Perimeter or Sector Plans | Rezoning | Master Development Plan | Items Requiring Public Hearing Before the Board of Adjustment | Subdivision Plat, Major | Subdivision Plat, Minor | Certificate of Appropriateness (Not Including Administrative Approval Certificates) | Permits, Orders or Approvals Not Mentioned Requiring Public Hearing | Request for Demolition of a Historic Landmark or Potential Historic Landmark | Historic Designation Application Approved by Historic Preservation Officer | Applications within Neighborhood Conservation Districts and Historic Districts |
| <b>Publication:</b> Publication in an official newspaper of general circulation before the 15th day before the date of the hearing. | *                         | *   | *        | —                       | *   | *(6)                    | (6)                     | —   | *   | —  | —  |  |
| <b>Mail:</b> Written notice of the public hearing shall be sent.  | —                         | *(1)(2)   | *(1)(2)  | —                       | *(1)(2)   | (6)                     | (6)                     | —   | *(1)  | *(1)(2)  | *(2)(8)  |  |
| <b>Internet:</b> Post notice on the city's Internet website until the process has been completed.                                   | *(7)                      | *   | *        | *(7)                    | *   | *(7)                    | *(7)                    | *   | *   | *  | —  |  |
| <b>Signage:</b> Post a sign on the property subject to the application. Signs to be installed and provided by the city.             | —                         |   | *(4)(5)  | —                       | —   | —                       | —                       | *   | —   | *  | —  |  |
| <b>E-Mail: Courtesy Reports of Applications shall be sent.</b>  |                           |   |          |                         |   |                         |                         |   |   |  |  | *(9)   |

Notes:

(1) Notice shall be sent to each owner, as indicated by the most recently approved municipal tax roll, of real property, within two hundred (200) feet of the property. Notice for zoning cases shall be sent prior to the tenth day before the date of the public hearing at the zoning commission. Notice for demolition applications shall be sent prior to the seventh day before the date of the public hearing at the historic design and review commission. Notice shall not be required for text amendments to the Community, Neighborhood, Perimeter or Sector Plans.

(2) Notice shall be sent to registered neighborhood associations within two hundred (200) feet of the project.

(3) The sign shall measure not less than eighteen by twenty-four inches and shall contain:

City's name,

HDRC Case # \_\_\_\_\_,

Name of Case Manager, and

Contact telephone number.

The sign shall be constructed of corrugated plastic sign stock and shall be in a highly visible fluorescent style color with contrasting colors. Lettering shall be a block font in as large a type as permitted by the sign size.

(4) The sign shall measure not less than twenty-four by thirty-six inches and shall contain:

City's name,

Zoning Case# \_\_\_\_\_

Contact telephone number of case manager

(General) Purpose: From \_\_\_\_\_ To \_\_\_\_\_

The sign shall be constructed of corrugated plastic sign stock and shall be in highly visible fluorescent style color with contrasting colors. Lettering shall be a block font in as large a type as permitted by the sign size.

(5) The requirement for the posting of signs on individual lots and properties shall be waived for city initiated area-wide rezoning consisting of six (6) or more individual lots. However, signs will be placed at the general location of the boundary of the area-wide zoning project and its intersection with major arterial and collector streets that provide ingress/egress to the area subject to rezoning.

(6) Notice for replat applications shall be sent in accordance with Local Government Code Ch 212.015.

(7) Notice will include project name, number of acres, and approximate location.

(8) The historic preservation officer shall notify all property owners within a proposed historic district boundary of the date, time, place and purpose of the historic and design review commission hearing at least thirty (30) days prior to the historic and design review commission hearing on the historic district designation.

**(9) Notice of Courtesy Reports of general building permits, sign permits, and Preliminary Plan Review meeting requests shall be sent weekly to all registered neighborhood associations. These notices are sent as a courtesy. Any failure to receive courtesy reports shall not restrict the issuance of the applicable permit.**