UDC Update Request Application
INSTRUCTIONS

Development Services Department

2406 Leopard Street, Corpus Christi, TX 78408 I Phone: 361.826.3840 I Fax: 361.826.4375 I UDCAmendments@cctexas.com

Requests for UDC amendments shall be submitted to the Policy Administrator by email no later than April 1, 2020 and shall include the following documents and shall comply with the following formatting:

- Completed UDC Update Request Application indicating the point of contact name, organization (if applicable), address, phone number, email, signature, date, the basis for update, the reason for the update, and a brief summary of the proposed amendment.

- Include the entire code section in your submittal. [Example: "3.3.1 (A)" instead of just "(A)" or "3.3"

- Language of the proposed changes to the UDC with added language underlined and in blue color (example) and stricken language struck through and in red color (~~example~~)

    - When a portion of a word is proposed to be deleted, delete the entire word. (Example: "example ~~exempt~~" instead of "ex~~empt~~ample")

    - When a word or phrase is proposed to be deleted and replaced with another word or phrase, place the new word or phrase before the deleted word or phrase. (Example: "example ~~exempt~~")

- Attach additional sheets, if needed, for suggested text, cost narrative or back-up information. Refer to the additional sheet within the section if attached.

- Completed applications shall be sent to UDCAmendments@cctexas.com no later than April 1, 2020.

Once the request for amendment is received and verified to be complete, the Policy Administrator shall assign the amendment proposal an amendment number.

If the request is incomplete, the Policy Administrator will notify the person submitting the amendment by email of what is needed to make the submittal complete.

If the amendment proposal is complete, the Policy Administrator will determine appropriate subject matter experts (SME) - i.e. zoning, platting, infrastructure, storm water, etc. - and forward the amendment to those parties for their review and to solicit any feedback or concerns.

At this time, an in-depth meeting with the applicant and city staff can be scheduled for clarification of amendment request, and to work out any differences in the amendments.

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Part 1. Applicant Information

Name: _____ Organization (if applicable):_____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

(Include title if representing a governmental agency or public/private organization)

Part 2. Basics for Update (check only one)

- ☐ Clarification amendments to provide for ease of interpretation and understanding of the existing provisions of the UDC. (Note: Clarification amendments should not change or alter the intent or meaning of existing UDC provisions)
- ☐ Editing change that does not alter the impact of the provisions being addressed including changes such as spelling, grammar correction, formatting, text selection, or addition of text in compliance with existing ordinance, statues or case law.
- ☐ Completed Rule Interpretation Determination (RID)
- ☐ Requested by the Zoning Board of Appeals, Planning Commission, City Council or other appropriate city Board, Commission or Council. (resolution or signature of the chairperson is required)

Part 3. Reason(s) for Update (check all that apply)

- ☐ Modify procedures and standards for workability and administrative efficiency
- ☐ Eliminate unnecessary development costs
- ☐ Update the procedures and standards to reflect changes in the law or the state of the art in land use planning and urban design
- ☐ See Part 4 (Provides the reasons for proposed update if no other choices in the section apply)

Part 4. Summary of Proposed Update with Suggested Text

_____
_____
_____
_____
_____
_____
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_____

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Part 5 Cost Impact Statement

The Cost Impact Statement should be justified with substantiating information, such as cost estimates:

The requested change to the UDC
(please check appropriate box):

By how much?
(Indicate either a dollar amount or percentage above or below current construction and/or development costs)

- ☐ A. Will not impact the cost of construction and/or development.
- ☐ B. Will increase the cost of construction and/or development. _____
- ☐ C. Will decrease the cost of construction and/or development. _____

Part 6. Cost Impact Narrative and Back-Up Information

Quantify the Cost Impact State that was provided in Part 5. Attach all relevant data and associated costs that you wish to have considered as well as a narrative explaining how the Cost Impact Statement was developed. If you need additional space, please attach additional sheets.

Be sure to:

- Consider and indicate initial and long-term maintenance costs;
- Consider city cost (i.e. personnel costs and costs to enforce);
- Indicate and be able to rationalize the baseline (current costs) and the cost projections associated with your request.