



## Planning & Zoning

### COME SEE US FIRST!

The City of Edinburg **Planning and Zoning Department** is here to assist you with your new commercial development. Our knowledgeable, friendly staff will make sure you get things started smoothly. Before you apply for permit, it always helps to see us first!

Commercial developments in the City are regulated by our **Unified Development Code** (UDC). The UDC is a single document that includes all of our development-related regulations, including zoning and subdivision regulations. The UDC can be accessed through links on the City of Edinburg's homepage, or it can be found at the following website: [City of Edinburg UDC](#).

Meeting with us will help ensure that your projects proceed quickly and easily. No two projects are the same, and even the most experienced developers can have issues or problems that may require our support. The following are some of the frequently asked questions that we will assist you with:



### DO I NEED TO SUBDIVIDE?

Certain projects will require **subdivision** of the property. Subdivision involves recording, and usually separating, a property into legal lots recorded with the County. These common situations require subdivision:

1. Property that will be divided into multiple lots
2. Property that will dedicate any land for public use (right-of-way, easements, alleyways, streets, etc.)
3. Property that needs municipal facility services (water, sewer, etc.)

If a property is separated into four or fewer lots, is on an existing street, and does not require extension services, it can be subdivided by a **minor plat**. Minor plats may be approved administratively, resulting in shorter development time. If you need to subdivide, a **Subdivision Application** can be obtained [here](#) or you can get a printed copy from the Planning and Zoning offices at Edinburg City Hall.

## DO I NEED REZONING?

**Zoning** is what defines allowable land uses on a particular property. Generally, commercial uses are allowed in only four of the City's Zoning Districts:

1. Commercial General (CG) District
2. Commercial Neighborhood (CN) District
3. Downtown (D) District
4. Industrial (I) District

The type, nature, and location of a business will determine which Zoning District is required. If a commercial development is planned for a location that does not allow the proposed use, Planning and Zoning staff will help you determine your best course of action. In many cases, **rezoning** is a suitable way to accommodate a project. Rezoning is the process that changes the Zoning District designation of a property. Rezoning requires a [Zone Change Application](#) and must be considered by both the **Planning & Zoning Commission** and the **Edinburg City Council** before the Zoning District is changed. This process typically takes six to eight weeks from the date of application and is not guaranteed an approval.

## DO I NEED A LIMITED OR SPECIAL USE REVIEW?

Some commercial land uses are subject to review by the Planning and Zoning Administrator. Some uses may even require a Special Use Permit before they are allowed.

A **Limited Use** review means that the project must be checked by the Administrator for approval. This is to ensure that the location, design, and other elements conform with the general standards of the District and do not present a potential conflict with existing uses in the area.

A **Special Use** requires a permit evaluated by the **Planning & Zoning Commission** and approved by the **City Council**. The most common activities that require a Special Use Permit are child care centers, alcoholic beverage sales, wireless communication towers, and adult-oriented businesses.

Whether or not these are needed for your project will depend on the Zoning District and nature of the proposed business. The Planning and Zoning staff will help you determine what kind of review, if any, is necessary.



## DO I NEED A SITE PLAN REVIEW?

A **site plan** is a drawing or plan, drawn to scale, that shows the location of buildings, parking, open space, and other elements of a proposed development.

A **Site Plan Review** is a formal assessment of all the elements in a site plan for a particular project. There are certain types of projects that will require this kind of review:

1. Construction of any new commercial structure
2. Construction of any new multifamily structure
3. Construction that changes the footprint (floor area) of any existing building



Site Plan Reviews involve several City Departments, each evaluating different elements of the site plan. Planning and Zoning will determine whether the requirements for setbacks, floor area ratio, parking, landscaping, etc. have been met. However, Engineering, Utilities, Fire, Storm Water, and Solid Waste are also involved in the review and will have their own expectations and feedback.

Potential problems and oversights are identified during this process and will help ensure that your building permit can be issued without delays. A Site Plan Review typically takes seven to ten business days to complete, but can take longer if there are issues that must be resolved. The Site Plan Review Application is located [here](#) or can be obtained from the Planning and Zoning office.

## WHAT IF A REQUIREMENT CAN'T BE MET?

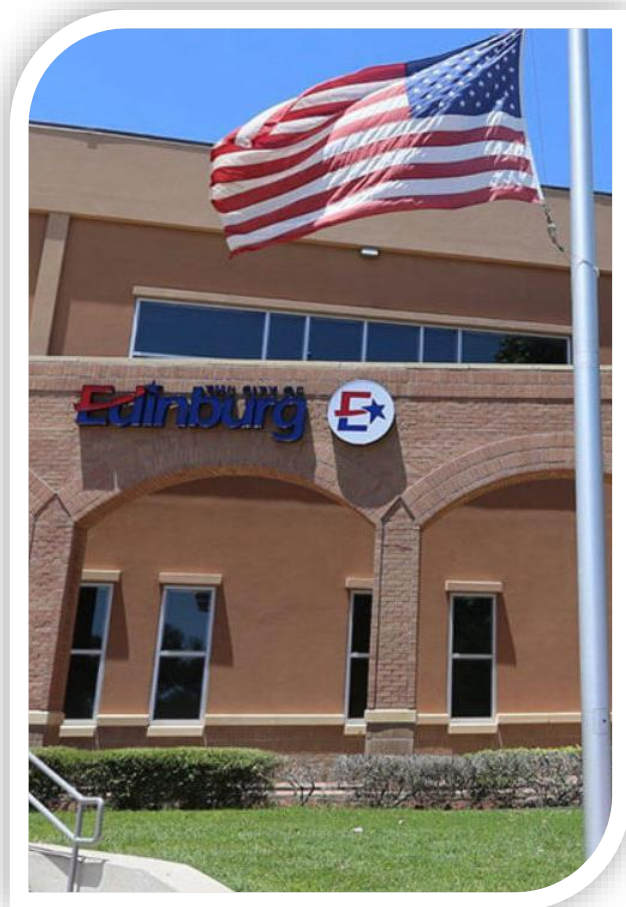
In some cases, there are circumstances where strict adherence to the code would present an unreasonable hardship and not allow development otherwise allowed by the UDC. In those cases, a **variance** can provide an exception to one of our development regulations. Variances are evaluated on a case-by-case basis and approved or denied by the City's **Zoning Board of Adjustment**. Planning and Zoning staff can help determine if this course of action may be appropriate for your project. Our Request for Variance Application can be obtained [here](#) or at our offices.



## HOW DO I CONTACT YOU?

Whether your project is big or small, whether you are new to commercial developments or an old pro, the City of Edinburg Planning and Zoning Department is ready to help you get things rolling. Call, email, or stop by and see us at our office in the Edinburg City Hall. We look forward to working with you!

## **City of Edinburg Planning & Zoning Department**



Edinburg City Hall  
415 West University Drive  
Edinburg, Texas 78539  
(956) 388-8202

[planning@cityofedinburg.com](mailto:planning@cityofedinburg.com)

