



Single Family Overlays Fact Sheet

Thank you for your interest in our Single-Family Overlay zoning districts. This fact sheet is meant to provide additional assistance to neighborhood groups or associations who are considering pursuing an overlay for their neighborhood. As you begin this process, as leaders for your neighborhood, you should be able to answer questions your neighbors have about the overlay and why your association is considering using this tool.

1. What is a Single-Family Overlay?

An overlay is a type of district that can be placed over traditional zoning districts which provide additional standards for development in the area of an overlay. A Single-Family Overlay is intended to help protect established neighborhoods from inappropriate infill. There are two different types of a Single-Family Overlay – Neighborhood Prevailing Overlay (NPO) and Neighborhood Conservation Overlay (NCO). These overlays are similar in the types of standards that are applied; however, they are different in how they are applied. A Prevailing Overlay District includes a list of standards that must be adhered to for any expansion or new development that takes place in the overlay. This list includes:

- Minimum front setback
- Maximum front setback
- Minimum side street setback
- Minimum lot size
- Building height
- Maximum lot coverage
- Garage location and orientation
- Tree Preservation
- Landscape Maintenance

The intent of this district is to capture and preserve the prevailing standard of development in the neighborhood.

A Neighborhood Conservation Overlay District includes the same standards of a Neighborhood Prevailing Overlay District, however, neighborhoods can choose which standards are applicable to their area. Because neighborhoods can choose the standards that are most important to them, it provides more flexibility for neighborhoods. However, a Neighborhood Conservation Overlay District rezoning also requires a Conservation Study to determine how the standards should be applied in the neighborhood.

2. What is a neighborhood?

A neighborhood is a subarea of the city in which the residents share a common identity focused around a school, park, community business center, or other feature. For the purposes of a Single-Family Overlay District, a neighborhood must contain at least thirty (30) single-family structures in a compact, contiguous area, or be an original subdivision or phase of a subdivision if the subdivision contains fewer than thirty (30) single-family structures. Boundary lines must be drawn to include blockfaces on both sides of a street, and to the logical edges of the area or subdivision, as indicated by a creek, street, subdivision line, utility easement, zoning boundary line, or other boundary.

3. Where can I get a copy of my subdivision plat?

Copies of plats are available in the Planning and Development Services Office for \$4.50. Free copies can be downloaded from the City of College Station Internet Mapping Service <http://gis.cstx.gov>. The Planner on Call or GIS Technician in Planning and Development Services can assist in how to use this mapping program. Staff may be reached at 979.764.3570.

4. What is a Legal Description?

A legal description is the Lot, Block, Phase (when applicable), and Subdivision information for each lot. Each street address should have a legal description that looks similar to the following:

100 Apple Street Lot 1, Block 2, Phase 1, Apple Subdivision

5. How can I find out ownership and legal description information?

Most likely your neighbors will be your best source of information about their property, however, this information can also be found on the City's Internet Mapping Service – <http://gis.cstx.gov>

Planning and Development Services can assist you in how to use this mapping program. Staff may be reached at 979.764.3570. The Brazos County Appraisal District information can be found at <http://www.brazoscad.org>.

6. Who can be on a stakeholder committee?

Any owner in the neighborhood may serve on the stakeholder committee. We recommend that associations nominate and elect property owners to serve on the committee. They will be responsible for assisting staff in the collection of data and making decisions as to how to use that data, so it is helpful if they are knowledgeable, as well as available to assist staff.

7. What is the application process?

Pre-application Conference

If you are considering a rezoning to a Single-Family Overlay, you must first schedule a Pre-Application Conference (PAC) with City Staff. This is an opportunity to meet the staff that will be assisting you in the rezoning process, as well as go over how the process will work, schedule a neighborhood meeting, and gain any assistance you need with gathering information.

Neighborhood Meeting

After the PAC, Staff will work with you to schedule a time for a Neighborhood Meeting in which staff will make a presentation to you and your neighbors about the Overlays and answer any questions.

Obtain petition signatures

In order to request an overlay, you must have a signed petition from fifty percent (50%) of the property owners in the neighborhood plus one (1). This will be required at the time the application is made, so associations should begin collecting these signatures as soon as possible after the Neighborhood Meeting. All those signing the petition must receive a copy of the City of College Station Letter to Property Owners Regarding Single-Family Overlays.

Complete zoning application

Finally, complete the application and submit it in eTRAKiT or at City of College Station, Planning and Development Services Department with all appropriate materials.

8. How long will the process take?

The size of your neighborhood will impact how long it will take your group to gather the appropriate materials. However, once the application is turned in, a Neighborhood Prevailing Overlay District rezoning request will usually take three (3) to four (4) months to process. A Neighborhood Conservation Overlay District request timeline will depend on the type of information that will be studied.

9. What if someone cannot meet the standards of the district?

Once the district is in place, and someone is making an expansion or building a new home that does not meet the requirements, a variance must be requested through the Zoning Board of Adjustments who will hear the case and make a determination of any special condition or hardship that must be met to receive a variance.