



CITY OF CORPUS CHRISTI
**DEVELOPMENT
SERVICES**

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TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN # 001**
Unified Development Code (UDC) Amendment Process – 2026 Cycle

DATE: February 06, 2026

CREATED BY: Land Development Division

Purpose:

As a customer service initiative, the Department created this Information Bulletin (IB) to inform our customers of the UDC Amendment Process.

Scope:

Pursuant to Section 3.2.1 of the UDC, amendments to the UDC may come be made from time to time in order to establish and maintain sound, stable and desirable development; correct errors in the text; or, adjust the text of the UDC to changing conditions in a particular area of in the City generally. Updates to the UDC are inherently of public interest, and the Development Services Department prides itself on having an extensive interaction with both the general public and the development community. This IB will guide both internal and external customers who submit UDC amendments during process.

1.) Amendment Submittal

Amendments may be submitted either:

- Internally (city or county staff)
- Externally (citizens, citizen groups, outside agencies)
- External amendments are limited to either editing, clarifying, or rule interpretation amendments

The amendment application is attached to this bulletin and can also be found at [Informational Bulletins | City of Corpus Christi](#).

All amendments must be submitted to Development Services by April 1 of the year of the update program (example April 1, 2026).

During update program years, DSD will coordinate with appropriate staff to update documents to the DSD website, as well as coordinating informational meetings with stakeholder groups.

2.) Review of Proposed Amendments

All external requests for UDC amendments shall be submitted by email 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.

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

If the request is incomplete, the submitter will be notified by email of what is needed to make the submittal complete.

If the amendment proposal is complete, DSD 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 may be scheduled for clarification of amendment request, and to work out any differences in the amendments.

Internal and External Amendments

Complete Amendments shall be scheduled for the first available Development Services Technical Advisory Committee (DSTAG) meeting for review. The DSTAG shall provide a recommendation to the Planning Commission. The DSTAG will make one of the following recommendations regarding the proposed amendment:

- Editing
- Clarifying
- Not Editing or Clarifying, should be sponsored by the Planning Commission
- Not Editing or Clarifying, should not be sponsored by the Planning Commission
- No recommendation

After the DSTAG has made their initial recommendations, DSD shall schedule the amendments to be heard at the next available Planning Commission meeting. The Planning Commission will review DSTAG's findings and provide a recommendation.

Adoption of purposed amendments shall follow the process as outlined in UDC section 3.2.

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