Development Application

Planning and Development Department

Case Number (STAFF ONLY): _____

Information provided on this form will be presented to the Planning and Zoning Commission and City Council where required for application approval. Incomplete applications may result in the tabling of the request by these bodies.

Please complete both sides of this sheet. Print Development Application

Please check the appropriate box to indicate the type of development request below:

[ ] Amending Plat ($300.00 + $20.00 Acre or Lot)
[ ] Final Plat ($500.00 + $20.00 Acre or Lot)[1]
[ ] Minor Subdivision Plat ($500.00 + $20.00 Acre or Lot)
[ ] Preliminary Plat ($500.00 + $20.00 Acre or Lot)[1]
[ ] Replat ($500.00 + $20.00 Acre or Lot)[1]
[ ] Vacating Plat ($500.00)

Notes:
- Fees are established by the greatest amount are not to exceed $10,500.00.

[1]: Requires Engineering Plans and Check List to be submitted to the Engineering Department Concurrent with Application to Planning Department. Applicants are encouraged to meet with Engineering Department Prior to Application Submittal. Applicants should also meet with a representative of the Transportation Department to determine the need for any Traffic Impact Studies or waiver of such. Go To Engineering Checklist

[ ] Administrative Site Plan ($400.00)
[ ] Concept Plan ($700.00 + $40.00 Acre)
[ ] Fence Exception ($400.00)
[ ] Masonry Exception ($400.00)
[ ] Planned Development Request ($1,000.00 + $40.00 Acre)
[ ] Shared Parking Ordinance ($300.00)
[ ] Site Plan ($1,000.00 + $40.00 Acre)
[ ] Site Plan Amendment
[ ] Specific Use Permit ($1,000.00 + $40.00 Acre)
[ ] Unified Signage Plan ($300.00)
[ ] Zoning Change ($1,000.00 + $40.00 Acre)

Notes:
- A Concept Plan must be submitted to the Planning Division prior to zoning, clearing, preliminary engineering work and/or a preliminary or final plat.

Purpose of Request (COMPLETE ALL APPLICABLE SECTIONS AND DO NOT MAKE REFERENCE TO "SEE ATTACHED PLANS")

LOCATION

Current Address: _____ Zip Code: _____
Adjoining Streets and/or Nearest Intersection: _____

PLAT AND SUBDIVISION DATA

Part of Recorded Plat: No Metes & Bounds Attached: No Unplatted: No
Proposed Subdivision Name (if new plat): _____ Lot(s): _____ Block(s): _____
Total New Lots Created: _____ Total Acreage: _____ *Acres* Smallest Lot Size: _____ *Square Feet* Largest Lot Size: _____ *Square Feet*
Existing Subdivision Name (or Abstract): _____ Volume/Cabinet: _____ Page/Slide: _____

ZONING AND LAND USE DATA

Current Zoning: Planned Development District (I Current Use: _____ Proposed Zoning (if Different): Planned Development District (PD)
Proposed Building Type: _____ Proposed Land Use (Required for Zoning Requests): _____
Average Lot Size Proposed: _____ *Square Feet* Average Lot Width Proposed: _____ *Feet* Average Lot Depth Proposed: _____ *Feet*

Applicant/Owner/Agent Information (CHECK THE KEY CONTACT/ORIGINAL SIGNATURES ARE REQUIRED)

[ ] Owner(s):	[ ] Applicant(s):	[ ] Agent:
Address:	Address:	Address:
Phone: ( )	Phone: ( )	Phone:( )
Fax: ( )	Fax: ( )	Fax: ( )
E-mail:	E-mail:	E-mail:
Signature of Owner	*Signature of Applicant*	*Signature of Agent*
Name Printed or Typed	*Name Printed or Typed*	*Name Printed or Typed*

NOTE: If this case is going to be represented by person(s) other than the owner, an "Agent Authorization" will be required to be signed and notarized on Page Two of this application.

Development Application

Case Number (STAFF ONLY): _____

Agent Authorization

In lieu or representing this request myself as owner of the subject property, I hereby authorize the person designated as agent above to act in the capacity as my agent for the application, processing, representation and/or presentation of this request. The designated agent shall be the principle contact person with the City (and vise versa) in processing and responding to requirements, information, and/ or issues relative to this case. I also understand that it is necessary for me or my authorized agent to be present at all Public Hearings. In addition, I hereby accept the responsibility of placing the required number of official public notice sign(s) on the subject property, **not less than ten (10) days prior to the Planning and Zoning Commission Public Hearing:** and further, to maintain said signs in full public view, for such time that the application is under consideration. I understand failure to place the signs in accordance with the notification requirements of the City of Grand Prairie as required by Section 1.11.5.6 of the Unified Development Code will void the application.

_____	_____	_____
Signature of Owner or Applicant	*Name Printed or Typed*	Date
_____	_____	_____
Signature of Owner or Applicant	*Name Printed or Typed*	Date

Notary Statement

Before me, the undersigned authority, on this day personally appeared _____ (*Owner's Name*) and _____ (*Agent's Name*) known to me to be the persons whose names are subscribed to the above and forgoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity stated.

Given under my hand and seal of office on this _____ *day of* _____ *, 20*___ *.*

My Commission Expires: _____

_____

Notary Public in and for the State of Texas

For Office Use Only

Case Number: _____

Receipt Number: _____

Application Fee: $ _____ . _____

DRC Date: _____

P & Z Date: _____

City Council Date: _____

Application Submittal Requirements

The following and the attached documents will provide the **minimum** information required to make an initial submittal as well as case procedures, important case dates, sign posting recommendations, and the platting and site plan checklists. Please be aware that the following are only **minimum** requirements and *the Planning Department staff may require more materials, information, and/or procedures.* For a full list of requirements and a detailed description of the development process, please visit our website at www.gptx.org.

For All Plat Types

Initial Submittal:

[ ] Twenty-Five (25) copies of the plat, at the required size of 24" x 36" sheet folded to 9" x 12" *Tri-Fold* with the project title or identifier facing out meeting the specifications prescribed in Article 12, "Platting," of the Unified Development Code *(Thirty [30] copies will be required for Extra Territorial Jurisdiction [ETJ] plats located in Ellis County)*

[ ] Current tax certificates showing no delinquent or due taxes.

[ ] One (1) complete set of Engineering Plans, including water, sewer, drainage and grading (ENGINEERING CHECKLIST REQUIRED).

[ ] Application and Application Fee

For All Site Plans and Specific Use Permits:

Initial Submittal:

[ ] Twenty-Five (25) copies of each project element (i.e. dimensional control plan, landscape plan, building elevations, ect.) at the required size of 24"X36", drawn to an appropriate engineering scale, folded to 9"X 12" with the project title or identifier facing out meeting specifications prescribed in Article 16, "Site Plan Approval" of the Unified Development Code.

[ ] A metes and bounds description and survey if land is currently unplatted. If the property is platted, a copy of the plat or legal description may be submitted.

[ ] [*Specific Use Permits Only*] Operational Plan (see staff for an example operational plan).

[ ] Current tax certificates showing no delinquent or due taxes.

[ ] Application and Application Fee.

For Zoning Cases:

Initial Submittal:

[ ] A metes and bounds description and survey if land is currently unplatted. If the property is platted, a copy of the plat or legal description may be submitted.

[ ] Twenty-Five (25) copies of the concept plan and/or plat, at the required size of 24"X36", drawn to an appropriate engineering scale, folded to 9"X12" with the project title facing out.

[ ] Current tax certificates showing no delinquent or due taxes.

[ ] Application and Application Fee.

IT IS VITALLY IMPORTANT TO YOU AS AN APPLICANT TO RETURN A FULLY COMPLETED APPLICATION PACKAGE. WITHOUT A COMPLETE APPLICATION ON FILE, THE CASE CANNOT BE PROCESSED AND WILL NOT BE PLACED ON A PUBLIC HEARING AGENDA.

PROCEDURES FOR A DEVELOPMENT CASE

(Reference www.gptx.org)

PRE-APPLICATION CONFERENCE:

It is suggested that each owner or subdivider of land first confer with the Director of Planning or designee before preparing the preliminary plat or replat of a proposed subdivision and secure a copy of the rules and regulations governing subdivision requirements and policies of the City, as well as the provisions of the Comprehensive Plan as approved by the Planning and Zoning Commission and City Council, which instrument is on file in the Department of Planning, that may relate to and have effect upon the general area in which the proposed subdivision is situated.

APPLICATION DEADLINE:

The deadline for filing an application for any development service is 4:00 p.m. on the date indicated on the Application Submittal Deadline Calendar (last page of this packet) prepared by the Planning Division.

The deadline for submitting all final revisions to the Current Planning Division of the Planning and Development Department shall be 5:00 p.m. on the Friday fifteen (15) calendar days prior to the applicable public hearing date.

ENGINEERING CHECKLIST:

Preliminary Plats, Final Plats, and certain Replats may require a full set of engineering plans be submitted to the Engineering Department to run concurrently with the application to the Planning Department. As part of a plat submittal requiring engineering plans, the Engineering Department will need a completed copy of the Engineering Checklist submitted simultaneously with the engineering plans. A copy of the Engineering Checklist can be found on the City of Grand Prairie website (www.gptx.org).

APPLICATION REVIEW:

The Development Review Committee (DRC), comprised of representatives from City departments, meets on Thursdays, approximately ten (10) days prior to the Planning and Zoning Commission hearing, to review the application filed for consideration. The Current Planning Division of the Department of Planning and Development will contact the owner/applicant or designated agent and inform him or her of any items that should be given special consideration. **All special items must be resolved prior to placement of the application on a public hearing agenda.**

APPLICATION WITHDRAWAL:

Any request for withdrawal of an application must be submitted in writing to the Director of Planning and Development. Once a request for a development service has been advertised and notifications of the public hearing mailed, such request must be placed on a public hearing agenda whereby the appropriate body will consider and act on the request for withdrawal of the application. **It should be understood that refunds cannot be made after DRC has completed their review of said request.**

NOTIFICATION OF PROPERTY OWNERS:

The applicant shall assume full responsibility for the placement of notification signs on the property upon which a development service is requested at such locations and in such manner as prescribed by the Department of Planning and Development.

Written notice of the public hearing before the Planning and Zoning Commission and City Council for a request for a development service will be sent to all owners of real property lying within three hundred (300) feet of the property upon which the development service is requested, as measured from the subject property exclusive of streets and public rights-of-ways. This notice will be given not less than ten (10) days before the public hearing to such property owners as the ownership appears on the first approved City tax roll [Unified Development Code, Subsection 1.11.5.2]**.**

If a protest against the requested development service has been filed with the City, duly signed and acknowledged by the owners of twenty (20) per cent or more of the property lying within two hundred (200) feet of the property upon which the change (3/4) vote of the members of the City Council [Article 10 11 e, Tex. Rev. Civ. Stat. Ann.).

NOTIFICATIONS SIGNS:

The posting of notification signs on the property upon which an application has been filed for a development service is recognized as an effective means of providing the general citizenry notice of the request.

The applicant shall assume full responsibility for the placement of signs on the property **not less than ten (10) days prior to the Planning and Zoning Commission public hearing.** Signs shall be posted in a manner that ensures legibility of the sign for the duration of the notification period. Failure to place the signs on the property or maintain them in a legible manner will be considered a violation of the notification requirements of the City of Grand Prairie, and therefore voiding the application for any development service.

Signs shall be place at locations prescribed by the Department of Planning and Development at intervals of not less than two hundred (200) feet between signs.

Recommendations for posting the notifications signs are attached hereto, and should be utilized to the extent practicable. Signs erected without some type of rigid backing for support may tend to curl when exposed to wind and rain. It should be stressed that signs which fall down or become illegible will constitute a violation of the notification requirements, and hence delay placement of the case on a public hearing agenda.

CONSENT AGENDA: (For Plats)

The Planning and Zoning Commission and Development Review Committee (DRC) meet according to the *Case Processing Schedule for Public Hearings* as published by the Department of Planning and Development.

Only plats which have had all issues and considerations resolved may be placed on a Planning and Zoning Commission Consent Agenda. A plat on a Consent Agenda can be approved in a single motion. However, any Planning and Zoning Commission member may make a motion to remove the plat form the Consent Agenda for discussion. Should a citizen request to speak to the Planning and Zoning Commission with regard to the plat presented for consideration, the plat may be removed from the Consent Agenda and considered under Individual Consideration.

All plats of a subdivision, which comply, with the terms of Chapter 14 of the Grand Prairie Code of Ordinances without variance or deviation must be approved by the Planning and Zoning Commission. In the event that the Planning and Zoning Commission may deny or disapprove any plat, an applicant may appeal the decision to the City Council by filing an appeal in writing to the Planning Department within seven (7) days after the final action of the Planning and Zoning that denied or disapproves the plat. The decision of the City Council in such cases shall be final.

PUBLIC HEARINGS: (For Zoning Changes and Site Plans)

The Planning and Zoning Commission, Development review Committee (DRC) and City Council meet according to the *Application Submittal Deadline Calendar* as published by the Department of Planning and Development.

The Planning and Zoning Commission will conduct a public hearing and subsequently make a recommendation of approval or denial to the City Council. Zoning change requests and Site Plans are, under normal circumstances, considered by the City Council one to two weeks after the Planning and Zoning Commission public hearing.

DENIAL OF REQUEST:

In the event that the Planning and Zoning Commission denies the Development Service request by 6 or more negative votes, **the applicant may appeal the decision to the City Council by filing an appeal in writing to the Department of Planning and Development within ten (10) days after the recommendation of denial by the Planning and Zoning Commission.** The fee for filing a request for City Council consideration after the Planning and Zoning Commission has recommended denial is $125.00.

If no such request is filed, the recommendation of denial by the Planning and Zoning Commission shall be considered final, shall not be considered by the City Council, and shall be considered a denial without prejudice [Unified Development Code, Subsection 1.11.6.4(c)].

In the event that the requested amendment is denied by the City Council, **no other application pertaining to a change in zoning, or Specific Use Permit as the case may be, on the same lot or tract of land or any part thereof may be resubmitted for consideration for a period of one year after the date of its denial by the City Council.** However, the City Council may deny the application without prejudice against the re-filing of an application for a change in zoning, or Specific Use Permit, to a classification other than that contained in the original application [Unified Development Code, Subsection 1.11.6.4(d)].

APPLICATION PRESENTATIONS:

At the applicable public hearing, an applicant shall have a maximum of five (5) minutes to make a formal presentation of the project proposal. Due to the size and arrangement of the City Council Chambers, hand-held or tripod-mounted opaque renderings generally prove to be an ineffective means of presentation. The use of slides is usually the preferred means of visual aid for project presentations. The use of transparencies on an overhead projector is another effective means of material presentation.

ADDITIONAL INFORMATION SUBMITTED:

Only that information which has been presented by the applicant at the Planning and Zoning Commission public hearing will be presented to the City Council at its scheduled public hearing. Any additional information presented to the City Council which has not been previously submitted to and reviewed by the Planning and Zoning Commission will be referred by the City Council back to the Planning and Zoning Commission. This procedure will cause a delay of any final action on the request by the City Council [Unified Development Code, Article 1, General Procedures].

Final Plat, Replat, Minor Subdivision and Amending Plat Checklist

Case Number: _____	✓= OK ☐ = Deficient	N/A	Comments
Case Number	☐	☐	The case number will be provided by staff.
Sheet Size	☐	☐	A sheet size of 24" x 36" is required.
Engineering Plans & Checklist	☐	☐	Initial Submittal: Water, Sewer, Paving and Drainage (**ENGINEERING CHECKLIST IS REQUIRED**)
Title Block: Type of Plat Subdivision Name Lot / Block Designation Number of Lots Total Acreage City, State, County	☐	☐	✓ Provide the title block information in the lower right hand corner. ✓ All Final Plats, Minor Subdivision Plats, and Amending Plats should bear the words "Final Plat" ✓ Replats should bear the words "Final Plat Being a Replat of…"
Owner, Developer, and Engineer (Name/Address/Phone Number)	☐	☐	
Standard Plat Wording / Dedication Language	☐	☐	Use the standard plat wording approved by the city [Section 13, Article 12, "Platting," of the Unified Development Code].
Seal / Signature	☐	☐	Required to have the seal and signature of surveyor and/or engineer preparing the Plat.
North Arrow	☐	☐	
Numeric and Graphic Scale	☐	☐	Plats should be drawn to an Engineering Scale of 1"=50', 1"=100', etc...
Building Lines	☐	☐	Label the building lines where adjacent to a street.
Vicinity Map	☐	☐	A Vicinity Map should show site relative to immediate surroundings.
Legal Description	☐	☐	Place the Legal Description (Metes and Bounds Description / Field Notes) in the Upper Right Hand Corner.
Street Names	☐	☐	All street names must be approved by the Fire Department.
Zoning With Disclaimer	☐	☐	Use the following standard city wording for disclaimer of existing zoning: "Zoning classifications indicated on this plat reflect the zoning in place at the time this plat was approved and does not represent a vested right to the zoning indicated."
Setbacks With Disclaimer	☐	☐	Use the following standard city wording for disclaimer of setbacks: "Existing or future minimum set-backs established by City Ordinance shall take precedence over building lines indicated on this plat."
Lot (Width, Depth and Area)	☐	☐	Designation of Square Footage of all lots not rectangular in shape.
Adjacent Property Owners	☐	☐	Indicate all adjacent property owners and / or all adjacent subdivision information.
Acreage and Square Footage of Each Lot	☐	☐	
Easements	☐	☐	Label all easements relative to the site and include the type and width.
Corner Clips	☐	☐	Corner clips are required at all intersections.
Property Lines	☐	☐	Provide all the existing and platted property lines.
Adjacent Streets	☐	☐	Show streets with centerline and right-of-way.
Right-Of-Way	☐	☐	
Additional Right-Of-Way	☐	☐	Show any proposed right-of-way dedication.
Perimeter	☐	☐	A fee will be assessed on unimproved perimeter streets.
Block Length and Cul-de-sacs	☐	☐	Blocks should not be longer than 500' and cul-de-sacs should not be longer than 600'.
Temp. Turnarounds	☐	☐	Is required where street dead ends and is not longer than 15'.
Sidewalk	☐	☐	A 4' or 6' sidewalk is required along both sides of all streets.
Street Marker Fees	☐	☐	A $250.00 fee is required per intersection prior to the filing of a plat.
Street Trees and Screening	☐	☐	Are required along all arterials and collectors.
Topographical Contours	☐	☐	Topography by contours at intervals are required as a part of the initial submittal for minor subdivision plats (delete for the final submittal).
Flood Elevations	☐	☐	Show 100-Year floodplain and floodway boundaries.
Developer Agreement	☐	☐	Only when applicable; Council must approve prior to the filing of the plat.
Final Signatures and Seals: Owners Surveyors Notary	☐	☐	Seals must be on the final submittal or the plat will not be able to be filed.

Standard Plat Wording and Disclaimer for Plats

(Article 12, "Platting", of the Unified Development Code)

Article 12, "Platting," Section 13:

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: THAT _____ does hereby adopt this plat designating the hereon-above described property as _____ an addition to the City of Grand Prairie, Texas and does hereby dedicate to the City of Grand Prairie in fee simple forever the streets, alleys and storm water management areas shown thereon. The easements shown thereon are hereby dedicated and reserved for the purposes as indicated. The utility, access, GPS monuments and fire lane easements shall be open to the public and private utilities for each particular use. The maintenance of paving on the utility, access and fire lane easements is the responsibility of the property owner. No buildings or other improvements, including fences, shall be permitted in an erosion hazard easement. No buildings or other improvements or growths, except fences, vegetation, driveways, and sidewalks less than 6 feet in width shall be constructed or placed upon, over or across the easements as shown except as permitted by City Ordinances. No improvements that may obstruct the flow of water may be constructed or placed in drainage easements. Any public utility shall have the right to remove and keep removed all or parts of the encroachments allowed above which in any way endanger or interfere with the construction, maintenance or efficiency of its respective system on the easements, and all public utilities shall at all times have the full right of ingress and egress to or from and upon the said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or parts of its respective systems without the necessity at any time of procuring the permission of anyone. Any public utility shall have the right of ingress and egress to private property for the purpose of reading meters and any maintenance and service required or ordinarily performed by that utility.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Grand Prairie, Texas.

Notarization Statement

Surveyor's Certificate

Disclaimer for Plats (Regarding Zoning and Setbacks):

Existing or future minimum set-backs established by City Ordinance shall take precedence over building lines indicated on this plat. Zoning classifications indicated on this plat reflect the zoning in place at the time this plat was approved and does not represent a vested right to the zoning indicated.

Requirements for Posting of Signs on Property

(Article 1, "General Procedures", of the Unified Development Code)

1.11.5.6 Posting of Signs on Property

A. Where a zoning change or map amendment is requested for a piece of property, the applicant for such request shall erect signs, provided by the City, which provide notification and information concerning the proposed change or amendment on the subject property.

B. Signs must be erected along the property's entire street frontage so as to be clearly visible from the street.

C. A minimum of two (2) signs shall be placed at approximately equal intervals along each street frontage if the frontage is less than 400 feet.

D. A minimum of three (3) signs shall be placed at approximately equal intervals along each street frontage if the frontage is four hundred (400) feet or more.

E. Additional signs shall be placed at the direction of the Director of Planning or designee.

F. It shall be the responsibility of the applicant to post the signs on the property not less than ten (10) calendar days prior to the date set for the public hearing before the Planning and Zoning Commission.

G. The signs must be maintained and shall remain erected on the property until final action is taken on the request by either the Planning and Zoning Commission or the City Council.

H. Within ten (10) calendar days after the final action on the request by either the Planning and Zoning Commission or the City Council, the signs shall be removed by the applicant.

I. Failure to post and maintain the signs on the property by the applicant as prescribed in Subsections 20.5.6(F) and 20.5.6(G) in this Section shall result in the application becoming void, whereupon the applicant shall be required to file a new application and pay the filing fees as if no application had ever been filed.

1.11.5.7 Public Hearing Postponement, Recess, and Continuations

A. A public hearing for which notice has been given may be postponed by announcing the postponement at or after the time and place the hearing is scheduled to begin.

B. A public hearing may be recessed and continued any time after the hearing has commenced.

C. If a postponement or continuance of a public hearing is to a specific date and time no later than 60 days from the first or most recent hearing, the announcement of the postponement of continuance at the public hearing in which the applications has been postponed or continued by the Planning and Zoning Commission shall be sufficient notice and no additional notice is required.

D. Postponed or continued public hearings shall be presumed to be held in the same location, unless a different location for the hearing is announced at the time of the postponement or continuance.

Site Plan Review

Submittal Requirements & Site Plan Content

Initial Submittal

All site plans shall be submitted for review by the Development Review Committee (DRC). For the initial project submission, the applicant shall be responsible for providing the following:

Black line copies of each project element (i.e. dimensional control plan, landscape plan, building elevations, etc.) at the required size of 24” x 36”; drawn to an appropriate engineering scale; folded to 9” x 12” with the project title or identifier facing out; and indicating, at a minimum, the information as identified in Article 16 “Site Plan Approval,” Section 7 “Site Plan Content” [available on at http://www.gptx.org].

Final Submittal

For the final project submission (to receive final signatures of approval), the applicant shall be responsible for providing the following:

An unfolded black line reproducible mylar(s) (specifically being a polyester sepia) of each project element at the required size of 24” x 36”, drawn to an appropriate engineering scale, as required, indicating at a minimum the information as identified in Article 16 “Site Plan Approval,” Section 7 “Site Plan Content,” of the Unified Development Code.

A Site Plan Shall Include:

- Sheet Size of 24" x 36"
- North Arrow Shown
- Appropriate Engineering Scale (Maximum of 1" = 100')
- Date of Submission
- Vicinity Map
- Name, Address, Telephone Number of Owner of Land and Developer

Site Development Data:

- Site Acreage Indicated
- Acreage of Each Land Use
- Residential Density Indicated
- Location of Zoning Districts
- Exterior Masonry Content
- Paving Detail
- Percentage of Site Landscaping
- Screening Detail
- Surrounding Land Uses Shown
- Location of 100 Year Floodplain & Floodway
- Number of Acres Within 100 Year Floodplain Indicated
- Dimensions & Locations of Perimeter Property Lines Shown

Location of:

- Proposed Building Shown
- Points of Ingress/Egress
- Existing & Proposed Street
- Sidewalks Shown

Site Plan Review Checklist for Overlay District Development

Case Number:		**Reviewed By:**	
Overlay District:		**Review Date:**	

General Information
Applies District Wide

Check Building Type:
Non-Industrial ☐
Industrial ☐

Requirements	✓= OK X = Deficient	N/A	Comments	UDC Reference
Sheet Size	☐	☐	A sheet size of 24" x 36" is required.	Article 16
Title Block (Legal Description or Address)	☐	☐	The title block is to be located in the lower right hand corner of all sheets.	Article 16
Is the property properly patted?	☐	☐		Article 16
Owners (Name, Address, and Phone Number)	☐	☐		Article 16
Developers (Name, Address, and Phone Number)	☐	☐		Article 16
North Arrow	☐	☐	The north arrow must be facing true north (or straight up) on plan.	Article 16
Numeric and Graphic Scale	☐	☐	The recommended engineering scales are 1"=20', 1"=40', etc … with a maximum of 1"=100'.	Article 16
Vicinity Map	☐	☐	The vicinity map should locate the site relative to the nearest major roadways in a one-half mile radius.	Article 16
Name or Initials of the Person / Company Preparing the Plan	☐	☐		Article 16
Site Acreage and Square Footage	☐	☐		Article 16
Buildings (Total Square Footage)	☐	☐		Article 16
Impervious Cover (Total Square Footage)	☐	☐	An emailed site plan, in PDF format, showing areas of impervious cover will be requested for the GIS mapping division.	Article 16
Floodplains and Floodway Areas	☐	☐	Show proposed finished floor elevation for new structures.	Article 16

Dimensional Controls
Applies District Wide

Requirements	✓= OK X = Deficient	N/A	Comments	UDC Reference
Perimeter Dimensions of the Site	☐	☐		Article 16
Perimeter Dimensions of all Buildings	☐	☐		Article 16
Distance Between Buildings	☐	☐		Article 16
Distance Between Buildings and Property Lines	☐	☐		Article 16
Indicate all Property Lines	☐	☐		Article 16
Indicate all Building Setbacks	☐	☐		Article 16
Indicate all Easements	☐	☐		Article 16
Indicate all Drive/Turning Radii	☐	☐		Article 16
Indicate all Drive Widths	☐	☐		Article 16
Indicate all Fire Lanes	☐	☐		Article 16
Dimension of a Typical Parking Space	☐	☐		Article 16

Building Design
Applies to Non-Industrial Buildings

Requirements	✓= OK X = Deficient	N/A	Comments	UDC Reference
Provide Exterior Elevations	☐	☐	Provide exterior elevations for all sides of all buildings.	Appx F – 1.C.2.
Indicate the Surface Area of Each Facade	☐	☐		Appx F – 1.C.2.
Location of Designated Primary Façades	☐	☐	North South East West (Circle all that apply)	Appx F. – 2.A.
Location of Articulated Public Entrances	☐	☐	North South East West (Circle all that apply)	Appx F – 2.D.4.
Indicate Required Roof Parapet Wall Height	☐	☐	42" for bldg's equal or less than 6,000 SF w/ 5' setback on roof. 36" for bldg's greater than 6,000 SF w/ 10' setback on roof.	Appx F. – 4.C.1.
Indicate Building Height (H)	☐	☐	As measured from the finished floor elevation to the top of required roof parapet.	Appx F. – 2.A.4. & 5.
Horizontal Articulation of Primary Façade: Projecting Offset = 15% x **(H)** Length of Offset = 25% x **(L)** Distance Between* **(L)** = 3 x **(H)**	☐	☐	…should occur every _____ feet* in between an offset that projects out from the wall at = **(H)** _____ x 15% = _____. The length of the offset is = **(L)** _____ x 25% = _____. (* Minimum distance between projections is 60')	Appx F. – 2.A.4.
Vertical Roofline Articulation of Primary Façade: Height Extension = 15% x **(H)** Length of Extension = 25% x **(L)** Distance Between* **(L)** = 3 x **(H)**	☐	☐	…should occur every _____ feet in between the offset that extends above roof parapet at = **(H)** _____ x 15% = _____. The length of the height extension is = **(L)** _____ x 25% = _____. (* Minimum distance between extensions is 60')	Appx F. – 2.A.5.
Indicate the Design Elements for Base, Field Wall and Parapet with Cornice	☐	☐	Cornice element at roof parapet to extend 18" out from exterior wall surface.	Appx F. – 3.D.1.
Indicate Windows and Covered Walkways are Provided	☐	☐	Cover walkway/arcades for 50% of Primary facades. 50% windows for bldg's less than 10,000 SF. 25% windows for bldg's 10,000 SF and over.	Appx F. – 2.D.1.
Indicate Roof Profile Component Used for Articulated Wall Plane ✓ Curvilinear, domed or arched formations. ✓ Two or more roof slope planes with an average slope of at least 5 in 12.	☐	☐	To be utilized on those articulated wall sections and entrances of a Primary façade.	Appx F. – 2.D.2.

Material Selections
Applies to Non-Industrial Buildings

Requirements	✓= OK X = Deficient	N/A	Comments	UDC Reference
Indicate Amount and Location of Principal Masonry Material	☐	☐	If tilt-wall concrete is selected as the primary material, then the 25% masonry/stone appliqué applies per Section 2.B.2.	Appx F. – 2.B.1.
Indicate Amount and Location of Substitute Materials	☐	☐	To be reviewed by the Development Review Committee.	Appx F. – 2.B.1.
Indicate Amount and Location of Concrete Tilt-Wall Appliqués	☐	☐	Required for 25% of exposed concrete tilt-wall surfaces. (Stone credits may apply depending on selected option)	Appx F. – 2.B.2.
Indicate Amount and Location of 2" reveals or form liner texture on remaining tilt-wall surfaces.	☐	☐	Required for 10% of remaining exposed concrete tilt-wall surfaces. This requirement also applies to Secondary facades.	Appx F. – 2.B.2.
Indicate Amount and Location of the 25% Supplemental Stone Requirement.	☐	☐	Applies to Primary facades only and may be used on attaching building elements listed in this code. (Stone credits may apply depending on selected material options)	Appx F. – 2.B.3.

Submit a Color Pallet and/or Rendering.	☐	☐		Appx F. – 1.C.2.

Building Design
Applies to Industrial Buildings

Requirements	✓= OK X = Deficient	N/A	Comments	UDC Reference
Provide Exterior Elevations	☐	☐	Provide exterior elevations for all sides of all buildings.	Appx F – 1.C.2.
Indicate the Surface Area of Each Facade	☐	☐		Appx F – 1.C.2.
Indicate Required Roof Parapet Wall Height and RTU Setback	☐	☐	42" for bldg's equal or less than 6,000 SF w/ 5' setback on roof. 36" for bldg's greater than 6,000 SF w/ 10' setback on roof.	Appx F. – 4.C.1.
Indicate Building Height (H)	☐	☐	As measured from the finished floor elevation to the top of required roof parapet.	Appx F. – 3.B.1.d.
Location of Designated Articulation Zone for each Tenant Entrance	☐	☐	North South East West (Circle all that apply)	Appx F. – 3.B
Articulation Zone Features ***(2 of 3 options required)*** **a.** Horizontal Articulation Projecting Offset = 7.5% x **(H)** Length of Offset = 20% x **(L of Zone)**	☐	☐	☐ : OPTION NOT SELECTED BY APPLICANT **(L)** = Corner zone is 3 x **(H)** (25% on one wall). Flat zone is 2 x **(H).** Loading zone is 1 x **(H).** **(H)** _____ x 7.5% = _____. The length of the offset is = **(L)** _____ x 20% = _____.	Appx F. – 3.B.3.a.
b. Vertical Roofline Articulation Height Extension = 7.5% x **(H)** Length of Extension = 20% x **(L of Zone)**	☐	☐	☐ : OPTION NOT SELECTED BY APPLICANT **(L)** = Corner zone is 3 x **(H)** (25% on one wall). Flat zone is 2 x (**H)** **(H)** _____ x 7.5% = _____. The length of the offset is = **(L)** _____ x 20% = _____.	Appx F. – 3.B.3.b.
c. Wing Wall Width = 20% x **(H of building)**, Height = 50% to 125% x **(H of building).**	☐	☐	☐ : OPTION NOT SELECTED BY APPLICANT **(H)**_____ x 20% = _____. **(H)**_____ x 50% to 125% = _____. Must have angled, slopped of curvilinear edge; or, have a brick or stone texture for 15% of wall to be credited to total requirement.	Appx F. – 3.B.3.c.
Location of Designated Minor Articulation areas (Minimum 2 zones facing public street to be established)	☐	☐	North South East West (Circle all that apply) **(W)** = 4% of length for all subject areas combined Min. width being no less than 12 feet wide. **(L)**_____ x 4% = _____.	Appx F – 3.B.4.
Minor Articulation Features	☐	☐	Panel offsets of no less than one foot (1'). Panel height changes of no less than 18". Roof profile variations.	Appx F. – 3.B.4.
Panel Surface Reveals	☐	☐	Applies to both the Articulation Zone and Minor Articulation areas. Reveals to be min. 2" in width. Shall frame a wall surface area of not less than 225 square feet.	Appx F. – 3.B.5.

Material Selections
Applies to Industrial Buildings

Requirements	✓= OK X = Deficient	N/A	Comments	UDC Reference
Indicate Amount, Type and Location of Principal Masonry Material in Articulation Zone	☐	☐	Brick and/or stone shall consume a minimum of 15% of the total wall surface within the zone. Smooth face CMU shall not be permitted. Split face CMU shall consume no more than ten percent (10%) of the total wall surface within the zone.	Appx F. – 3.A.1.
Indicate Amount and Location of EFIS/Stucco (any wall surface)	☐	☐	5% max for any wall surface is allowed but not required. Required to be no less than 8' above finished grade of wall.	Appx F. – 3.A.1.
Indicate Amount and Location of Architectural Glass and Metal Paneling (any wall surface)	☐	☐	30% max for any wall surface is allowed but not required.	Appx F. – 3.A.1.
Indicate Type and Location of Principal Masonry Material in Minor Articulation Areas	☐	☐	Minimum tilt wall concrete with panel surface reveals per Section 3.B.5.	Appx F. – 3.A.

Submit a Color Pallet and/or Rendering.	☐	☐		Appx F. – 1.C.2.

Signage
Applies District Wide

Requirements	✓= OK X = Deficient	N/A	Comments	UDC Reference
Signage elevation drawings to be provided for multi-tenant, wall and monument signage	☐	☐	No individual pole signs are allowed; multi tenant signs are permitted; and, any wall and/or monument sign needs to be shown on the site plan submittal. Articulated Public Entrances may extend 30' above parapet height and contain multi tenant signage for non-industrial projects.	Appx F. – 4.A.

Landscaping Plan
Applies District Wide

Requirements	✓= OK X = Deficient	N/A	Comments	UDC Reference
Percentage of Total Site Landscaped Required	☐	☐		Article 8
30' Landscape Buffer at Public Street(s) Adjoining Parking Areas	☐	☐	This applies to all site paving. Building setback may be less per zoning requirement.	Appx F. – 4.B.2.
Street Trees	☐	☐	Provide one (1) tree for every 50 linear feet of street frontage.	Article 8
Parking Area Trees	☐	☐	Provide one tree for every 20 parking spaces … 100' parking space coverage.	Article 8
Parking Screening Shrubs and Berms	☐	☐	Provide 6' offset in shrubs for every 60 linear feet within a buffer area.	Appx F. – 4.B.2.
Landscape Table	☐	☐	Provide landscape table showing plant material, quantities, size and spacing for both required and provided.	Article 8
Irrigation Notes and Plan	☐	☐	Provide note indicating irrigation will meet requirements of UDC.	Article 8

Screening of Utility Areas & Equipment
Applies District Wide

Requirements	✓= OK X = Deficient	N/A	Comments	UDC Reference
Across the Street from Residential Zoning :			(See above for parking lot screening)	
✓ 6' High Masonry Wall W/ Mortar Bond Finish for Service Areas.				
✓ 20' Landscape Buffer Outside of Wall	☐	☐	Five (5) foot offset required for every 160 linear feet of wall; or curvilinear wall may be used for Service Area screening.	Appx F. – 4.C.3.
✓ Continuous Berm 3' High in Lieu of Masonry for Non-Service Areas.	☐	☐		
✓ Under Story Plants and Shade Trees	☐	☐	One (1) Tree per 500 Square Feet of Buffer Area	
	☐	☐		
Adjoining Residential Zoning :			(See above for parking lot screening)	
✓ 6' High Masonry Wall W/ Mortar Bond Finish	☐	☐	No offset required.	Appx F. – 4.C.3.
✓ 15' Landscape Buffer Inside of Wall	☐	☐		
✓ Shade Trees Every 15' On-Center	☐	☐	With a mature growth height of 10 to 12 feet.	
Outside Storage Screening	☐	☐	In side or rear yard only; 7' high or 1' above materials.	Appx F. – 4.C.2.
Top of Roof Deck Dashed in on Building Elevations	☐	☐	To demonstrate compliance with roof top screening requirements.	Appx F. – 1.A.2.
Garage Bay Doors : ✓ Side or Rear Yards Only ✓ 36' High Screen Facing Adjacent Lots ✓ Type of Materials Used ✓ Masonry at Column Supports ✓ Sloped Roof at Gasoline Canopy	☐	☐		Appx F. – 2.D.5.

Dumpster	☐	☐	DETAIL REQUIRED. A detailed plan showing an elevation for a 6' high masonry enclosure is required.	Article 8
Loading Dock Screening	☐	☐	Refer to Section. 8.9 of the Unified Development Code.	Article 8

Parking/Loading/Maneuvering/Paving
Applies District Wide

Requirements	✓= OK X = Deficient	N/A	Comments	UDC Reference
Parking Table	☐	☐	Provide parking table indicating the total required parking by use, total required handicapped parking and the total parking provided.	Article 16
Handicap Parking Spaces Shown	☐	☐		Article 16
Adequate Parking	☐	☐		Article 16
Adequate Parking and Maneuvering	☐	☐		Article 16
Adequate Loading Area	☐	☐		Article 16
Adequate Loading Maneuvering	☐	☐		Article 16
Type and Depth of Concrete Surface	☐	☐	Identify the standard of paving required.	Article 16

MISCELLANEOUS
Applies District Wide

Requirements	✓= OK X = Deficient	N/A	Comments	UDC Reference
Sidewalks	☐	☐		Article 16
Location of Fire Hydrants	☐	☐		Article 16
Adjacent Lot Lines	☐	☐		Article 16
Adjacent Street Right-Of-Way with Centerlines	☐	☐		Article 16
Median Breaks in Adjacent Streets	☐	☐		Article 16
Cross Access Easements	☐	☐		Article 16

PRE DRC RECORD:

Contacted applicant or sent scanned checklist sheet on: ____ /____ /____ .
Case Manager: _____

DRC RECORD:

Staff informed applicant of recommendation of full compliance. Appeals may be requested at applicant's option and risk.

[ ] Applicant identified appeals at DRC meeting of ____ /____ /____ as signified by letter "A" in left margin of checklist *(Provide marked copy to applicant at DRC)*.

[ ] No appeals being requested by applicant.

NOTES:

CONTACTS FOR UTILITY COMPANIES

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Atmos Energy 800 E. Border Street Arlington, Texas 76010	**Stephen R. Mohr** Phone: (817) 303-2912 E-Mail: stephen.mohr@atmosenergy.com
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