TECHNICAL SITE PLAN
APPLICATION PROCESS

(Updated: January 2, 2014)

GENERAL INFORMATION

Application submissions are accepted by the Planning Department on or before the last Wednesday of each month. The applicant should consult with the Planning Department to discuss the feasibility of the request and any additional requirements prior to submittal.

The Technical Site Plan review process is intended to determine if the proposed use or development is in compliance with the City of Carrollton's development standards. To ensure that the Technical Site Plan is adequate for such review, consult with the Planning Department prior to preparing the submission.

The Technical Site Plan process requires approximately 30 days to be completed from the date of application submission and requires approval from the Planning & Zoning Commission.

APPLICATION AND APPROVAL PROCESS:

1. ***Application*** - The applicant must submit the completed application form, the application fee, and the correct number and sizes of exhibits to the Planning Department. **Prior to the processing of an application, any delinquent property taxes must be paid.**

2. ***Staff Review*** - The proposed Technical Site Plan is distributed to City departments for review to determine compliance with applicable city standards. After review, City staff will make recommendations to the Planning & Zoning Commission.

3. ***Planning & Zoning Commission*** - The Planning & Zoning Commission meets on the first Thursday of each month. The Commission may approve the Technical Site Plan (with or without staff recommendations), or deny it if it fails to comply with city standards. If the Technical Site Plan is approved, one 24" x 36" copy of the exhibit(s), complying with any modifications required by the Planning & Zoning Commission, must be submitted for review to the Planning Department.

4. ***Filing of the Plat*** - Upon receipt of the filing fee for the appropriate county, tax certificates, and an approved digital file of the plat, city staff will file the Administrative Plat with the appropriate county clerk. The plat must be filed within twelve (12) months of the Director's signature, or the approved plat becomes invalid and must be re-approved before the plat can be filed.

TECHNICAL SITE PLAN
CONTENTS CHECKLIST

(Updated: January 2, 2014)

THIS CHECKLIST WILL BE USED TO REVIEW YOUR SUBMITTAL.

FORMAT

1. North arrow.
2. A notation of the scale, which must be an engineering scale.
3. A bar or graphic scale.
4. A location map with the subject site clearly indicated.
5. A legend for any graphic symbols used.
6. Date of preparation and subsequent revisions.
7. The plat must be drawn to a scale at which all details of the drawing are legible after the drawing has been reduced to an 8 ½" x 11" format.

TITLE BLOCK

8. The name of the proposed project.
9. The title "Technical Site Plan."
10. The address of the project location.
11. The name, address, and telephone number of the property owner.
12. The name, address, telephone number and e-mail address of the person or company who prepared the plat.
13. The city file number for the case (will be assigned by city staff).

SITE INFORMATION

14. Property Description
    a. Acreage of tract;
    b. Boundary of tract; and
    c. Bearings and distances around the perimeter of the tract, with the point of commencing and/or beginning referenced from an existing street intersection.
15. Location and width of all existing and proposed internal driveways, parking spaces and fire lanes, as applicable.
16. Location and "footprint" of existing or proposed buildings or structures.

SIGNATURE BLOCK
(*The Planning Department will obtain these signatures)*

On the _____ day of _____, 20_____, this plat was duly approved by the Planning & Zoning Commission of the City of Carrollton.

Signed: _____ Attest: _____
Planning Department City Secretary

Signed: _____
Chairman
Planning and Zoning Commission

SUPPLEMENTAL INFORMATION
(*In certain circumstances, this information may be required)*

17. Topographic lines with contour intervals of two (2) feet.
18. Flood plains, floodways, stream courses, or other water features.
19. The outline of wooded areas and the location of individual trees 18” in diameter or larger shall be shown for properties dedicated for public purposes.
20. Proposed mutual access or parking agreement to be filed with the county. (The volume and page number must be clearly indicated on the final Technical Site Plan.)
21. Elevation drawings of existing or proposed buildings or structures.