Date Paid:		Case No.	
Amount Paid:			(assigned by City)
Check #:	CARROLLTON		
Receipt #:	TEXAS		

## PLANNING APPLICATION

(Please complete a separate application for each request)

(The application WILL NOT be scheduled for review until all information is submitted and complete and then accepted by the Planning Department)

# TYPE OF APPLICATION

(Please check one)					
PLATS		OTHER			
Administrative Plat	Amending	Plat	Zoning Cha	inge	Zoning Ordinance Text Amendment
Preliminary Plat	Plat Reapp	proval	Special Use	e Permit	Subdivision Ord, Text Amendment
☐Final Plat	☐Vacating I	Plat	☐Misc. Deve	lopment	Tree Preservation
Replat		Technical Site Plan			
CURRENT LAND		Sig Printo (individu	enature ed Name nal or entity)		ANT OR AGENT OF OWNER
		Mailin	g Address		
	Telephone Number				
		Fax	Number		
			Address* t clearly)		

\*Correspondence will be e-mailed to you unless you request otherwise.

#### **PLANNING**

1945 E. Jackson Road • P.O. Box 110535 • Carrollton, Texas 75011-0535 (972) 466-3040 • Fax (972) 466-3193 • E-mail: planning@cityofcarrollton.com

# <u>ADDITIONAL PROPERTY INFORMATION</u>

Name of any persons or entities with an equitable interest (including any lender) in the property*					
Any known conflicts of interest with any members of the Planning & Zoning Commission or Carrollton City Council & Mayor*					
* attach additional paper if necessary					
PROJECT INFORMATION					
Proposed project name:					
Location:					
Existing zoning:					
Proposed zoning (if applicable):					
Existing subdivision/survey name:					
Existing block/abstract no.:	Lot/tract no:				
Proposed subdivision name (if applicable)					
Acreage:	Number of lots created:				
Mapsco page:					

# **APPLICATION EXPLANATION**

Explanation and description of request or project:		

#### SUBMISSION REQUIREMENTS

Applications will be reviewed by the Planning Department on or before the first day of the month before the Planning and Zoning Commission meeting at which the request will be considered. Please see the "Application Deadline and Meeting Date" schedule. Some applications, depending upon the type of project, may require more than four weeks of staff review prior to scheduling for Planning and Zoning action.

Before applying, the applicant should consult with staff to discuss the feasibility of the request and any additional information needed to process the application.

The following list of submission requirements shall be used by the applicant as a guide in preparing a complete application and will be used by the Planning Department to ensure the completeness of the application. If any of the following information is missing, inaccurate, or incomplete, the case will not be scheduled for a Planning and Zoning Commission meeting unless the requirements are waived by the Director of Development Services or designee.

- A. A <u>completed</u> and <u>fully signed</u> application form, including a completed explanation sheet (or separate letter) stating the reason for or purpose of the request.
- B. A <u>legal description</u> of the property. (A metes and bounds description is required for the property if it is not platted.)
- C. A check for the <u>application fee</u>, made payable to the City of Carrollton.

#### For subdivision plat applications:

- D. All <u>plat</u> applications must include plat closure calculations, signed and sealed by a registered surveyor.
- E. **Seven** (7) 24" x 36" blueline or blackline prints of the zoning exhibit, site plan or plat individually folded by the applicant to 8½" x 11" or smaller.
- F. One (1) 11" x 17" **legible** and reproducible print of the zoning exhibit, site plan or plat.
- G. One (1) **legible** and reproducible electronic copy of the zoning exhibit, site plan, or plat in a common format (e.g. .TIF, GIF, JPEG or PDF) format.

# For zoning (including Special Use Permits), alternate façade, technical site plan and alternate landscape plan applications:

H. Color plans and elevation drawings (for all sides of each building) are required. Said images shall include labels or other identification of colors and materials.

## DAY CARE CENTERS OR SCHOOLS; ADDITIONAL INFORMATION

If you are applying for a Special Use Permit for a day care center, please visit the Environmental Services Department on the second floor of City Hall to find out about any health requirements you may need to meet in addition to the zoning requirements.

A traffic impact analysis (TIA) shall be required to be submitted for student capacities of 85 or more students.

#### DEVELOPMENT FEE SCHEDULE

#### PRELIMINARY PLAT

**Property zoned (SF) Single-Family:** \$130 plus \$6 per lot

Property zoned to any other district: \$130 plus \$40 per acre or part thereof

#### FINAL PLAT, ADMINISTRATIVE PLAT OR REPLAT

#### Property zoned to any residential district, except Multi-Family (MF):

0-5.99 acres \$390 plus \$6 per lot 6-15.99 acres \$520 plus \$6 per lot 16-99.99 acres \$650 plus \$6 per lot 100+ acres \$780 plus \$6 per lot

# Property zoned to any Multi-Family (MF) or any non-residential

district:

0-5.99 acres \$260 plus \$40 per acre or part thereof 6-15.99 acres \$390 plus \$40 per acre or part thereof 16-99.99acres \$520 plus \$40 per acre or part thereof 100+ acres \$650 plus \$40 per acre or part thereof

#### **ZONING CHANGE**

#### Zoning Change, including Planned Development or any Special Use Permit:

0-5.99 acres \$325 6-15.99 acres \$650 16-99.99 acres \$975 100-149.99 acres \$1,950 150-199.99 acres \$2,275 200+ acres \$2,600

#### **TECHNICAL SITE PLAN:**

0-5.99 acres \$325 6-15.99 acres \$520 16-99.99 acres \$650 100+ acres \$780

#### MISCELLANEOUS DEVELOPMENT REQUESTS

#### **Comprehensive Plan Amendment:**

0-5.99 acres \$325 6-15.99 acres \$650 16-99.99 acres \$975 100-149.99 acres \$1,950 150-199.99 acres \$2,275 200+ acres \$2,600

\$975 **Transportation Plan Amendment** 

Median Variance \$650 Alternate Façade \$325

Alternate Landscape Plan \$325

Sidewalk Waiver \$325 **Tree Preservation** \$130

\$130 All other Miscellaneous Development requests



# PLANNING 2013 APPLICATION DEADLINES AND MEETING DATES

Planning & Zoning Commission Meetings start at 7:00 P.M. City Council Meetings Start at 5:45 P.M.

Existing	P&Z	City
Application	Commission	Council
Deadlines	Meetings	Meeting
11/28/2012	01/10/2013	02/05/2013
12/26/2012	02/07/2013	03/05/2013
01/30/2013	03/07/2013	04/02/2013
02/27/2013	04/04/2013	05/07/2013
03/27/2013	05/02/2013	06/04/2013
04/24/2013	06/06/2013	07/02/2013
05/29/2013	07/11/2013	08/06/2013
06/26/2013	08/01/2013	09/03/2013
07/31/2013	09/05/2013	10/01/2013
08/28/2013	10/03/2013	11/05/2013
09/25/2013	11/07/2013	12/03/2013
10/30/2013	12/05/2013	01/07/2014

Note: Dates are subject to change.

<sup>\*\*</sup> City Council dates for 2013 have not yet been finalized and are subject to change.

<sup>\*\*</sup> Application deadlines are the last Wednesday of every month

<sup>\*\*</sup>Some Ordinances and Resolutions may be considered at a later City Council meeting date.