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| **This section for office use only** |  |
| Case # |
| Amount paid | Date paid |
| Check # |
| Receipt # |
| CD/Thumb Drive Received or Docs uploaded |  |  |

PLANNING APPLICATION

|  |  |
| --- | --- |
| Date |  |
|  Complete a separate application for each application type  Application will not be scheduled for review until all information is submitted through the Planning Department Portal, and is complete and then accepted by the Planning Department  Correspondence will be e-mailed unless otherwise requested. l PORTAL LINK: <https://cityserve.cityofcarrollton.com/CityViewPortal>  |

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| **TYPE OF APPLICATION** |
| **Plats*** Preliminary Plat (PP)
* Final Plat (FP)
* Replat (RP)
* Administrative Plat (ADP)
* Amending Plat (AP)
 | **Zoning (Z)*** Planned Development zoning)
* Zoning (Straight/base only)
* **Special Use Permit (SUP)**
* **Development Plan (DP) (including Special Development Plans)**
 | * **Miscellaneous Development (MD) (Circle type)** (Annexation, Future Land Use, Transportation, Median Variance, Alternate Wall/Fence, Alternate Elevations, or Alternate Landscape Plans)
* **Technical Site Plan (TSP)**
* All Other Requests
 |
| **CURRENT LANDOWNER (individual or entity) – Must be landowner or landowner authorized agent)** |
| Printed name |  | Signature |  |
| Landowner & Company/Agency |  | Phone |  |
| Mailing address |  |
| Email |  | Fax |  |
| **APPLICANT INFORMATION (individual or entity) – City staff contact** |
| Printed name |  | Signature |  |
| Company/Agency |  | Phone |  |
| Mailing address |  |
| Email |  | Fax |  |
| Additional property information (attach additional paper if necessary) |
|  |
| Name of any persons or entities with an equitable interest in the property, including any lender |
|  |
| Any known conflicts of interest with any members of the Planning & Zoning Commission or Carrollton City Council & Mayor |
|  |
| **PROJECT INFORMATION** |
| Proposed project name |  |
| Location |  |
| Existing zoning |  |
| Acreage of property |  |
| Existing subdivision/survey name (including lot and block) |  |
| Proposed zoning (if applicable) |  |
| Proposed subdivision name (if applicable) |  | Number of lots created (if applicable) |  |

PLANNING | 1945 EAST JACKSON ROAD, CARROLLTON, TX 75006 | 972.466.3040

PLANNING@CITYOFCARROLLTON.COM | OFFICE HOURS: MONDAY-THURSDAY 7:30 AM-5:30 PM | FRIDAY 7:30 AM-11:30 AM |v.06/05/24

# Application Explanation and Description of Request or Project

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| **DEVELOPMENT FEE SCHEDULE** |
| **Preliminary Plat or Final Plat $500.00** |
| **Administrative Plat, Amending Plat, Conveyance Plat or Replat $300.00** |
| **Zoning - Planned Developments $1,000.00****All other special use permits and straight zoning (not PDs) $500.00** |
| **Technical Site Plan $500.00** |
| **Miscellaneous Development Requests $500.00**Comprehensive Plan Amendment (Land Use, Transportation Plan) Median VarianceAlternate Façade Alternate Landscape Plan Sidewalk Waiver |
| **All Other Miscellaneous Development Requests $130.00**Tree Preservation All Other Requests |

**SUBMISSION REQUIREMENTS**

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

Please see the attached “Application Deadline and Meeting Date” schedule.

## All APPLICATIONS must have:

1. A completed and fully signed application form, including a completed explanation sheet (or separate letter) stating the reason for or purpose of the request converted to pdf.
2. A legal description of the property (A metes and bounds description is required for the property if it is not platted.) converted to pdf.
3. A check for the application fee, made payable to the City of Carrollton. or use a Credit Card Number (a 2% convenience fee will be added) entered through the CityView Portal.
4. One (1) legible and reproducible scaled electronic copy of the plans sets in a common format (e.g. .TIF, GIF, or JPEG and a PDF) format.
5. **All applications and support documentation shall be submitted through the “Planning Department Portal” at the following link:** [**https://cityserve.cityofcarrollton.com/CityViewPortal/**](https://cityserve.cityofcarrollton.com/CityViewPortal/)

## First time applicants will need to register before signing in and applying through the portal.

**All SUBDIVISION PLATS applications must have:**

1. A completed and fully signed application form, including a completed explanation sheet (or separate letter) stating the reason for or purpose of the request, converted to pdf.
2. A legal description of the property. (A metes and bounds description is required for the property if it is not platted.) converted to pdf.
3. A check for the application fee, made payable to the City of Carrollton or use a Credit Card Number (a 2% convenience fee will be added) entered through the CityView Portal.
4. All plat applications must include plat closure calculations, signed and sealed by a registered surveyor, converted to pdf.
5. One (1) scaled, legible and reproducible electronic copy of the plans sets in a common format (e.g. .TIF, GIF, or JPEG and a PDF) format uploaded.

## All ZONING applications (including Special Use Permits), ALTERNATE FACADE, TECHNICAL SITE, DEVELOPMENT PLAN, and ALTERNATE LANDSCAPE PLANS must have:

1. A completed and fully signed application form, including a completed explanation sheet (or separate letter) stating the reason for or purpose of the request, converted to pdf.
2. A legal description of the property (A metes and bounds description is required for the property if it is not platted), converted to pdf.
3. For Planned Developments, provide proposed development standards in Word format (.doc or .docx) and converted to pdf.
4. A check for the application fee, made payable to the City of Carrollton or use a Credit Card Number (a 2% convenience fee will be added) entered through the CityView Portal.
5. All plat applications must include plat closure calculations, signed and sealed by a registered surveyor converted to pdf.
6. One (1) scaled, legible and reproducible electronic copy of the plans sets in a common format (e.g. .TIF, GIF, or JPEG and a PDF) format uploaded.
7. Generally, a scaled site plan, landscape plan, and/or façade plan converted to pdf will be required. Please call to verify.
8. Color plans and elevation drawings (perspective or isometric) for all sides of each building are required. Said images shall include labels or other identification of colors and materials, converted to pdf.

## All DAY CARE CENTERS, or SCHOOL applications must have:

1. A completed and fully signed application form, including a completed explanation sheet (or separate letter) stating the reason for or purpose of the request, converted to pdf.
2. A legal description of the property, converted to pdf.
3. A check for the application fee, made payable to the City of Carrollton or use a Credit Card Number (a 2% convenience fee will be added) entered through the CityView Portal.
4. The number of children to attend the daycare. A traffic impact analysis (TIA) shall be required to be submitted for student capacities of 80 or more students.
5. The hours of operation.
6. Photos of the site, including the outdoor play area.

Please visit the Environmental Services Department on the first floor of City Hall to find out about any health requirements you may need to meet in addition to the zoning requirements.

**2024 Application Deadlines and Meeting Dates**

# All Dates Subject to Change

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| --- | --- | --- |
| **Application Deadline** | **P&Z Commission Meeting** | **City Council Meeting** |
| Feb. 27, 2024 | April 4,2024 | May 21, 2024 |
| Mar. 26, 2024 | May 2, 2024 | June 4, 2024 |
| April 30, 2024 | June 6, 2024  |  July 2, 2024 |
|  May 28, 2024 | June 26, 2024(Instead of July 4, 2024) |  Aug. 6, 2024 |
|  June 25, 2024 | Aug. 1, 2024  | Sept. 10, 2024 |
|  July 30, 2024 | Sept. 5, 2024  |  Oct. 8, 2024 |
| Aug. 27, 2024 | Oct. 3, 2024  |  Nov. 5, 2024 |
| Sept. 24, 2024 | Nov. 5, 2024  |  Dec. 3, 2024 |
|  Oct. 29, 2024 | Dec. 5, 2024  |  Jan. 7, 2025 |

ALL meeting dates are subject to change.

City Council and P&Z *Briefings* proceed the formal meetings and are posted on the agendas 72 hours prior to a scheduled meeting.

P&Z *Meetings* Begin at 6:30 pm

City Council *Meetings* Begin at 7:00 pm