

This section for office use only	
Case #	
Amount paid	Date paid
Check #	
Receipt #	
CD/Thumb Drive Received or Docs uploaded	<input type="checkbox"/>

Date	
<p>● 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. PORTAL LINK: https://cityserve.cityofcarrollton.com/CityViewPortal</p>	

TYPE OF APPLICATION		
Plats <input type="checkbox"/> Preliminary Plat (PP) <input type="checkbox"/> Final Plat (FP) <input type="checkbox"/> Replat (RP) <input type="checkbox"/> Administrative Plat (ADP) <input type="checkbox"/> Amending Plat (AP)	Zoning (Z) <input type="checkbox"/> Planned Development zoning <input type="checkbox"/> Zoning (Straight/base only) <input type="checkbox"/> Special Use Permit (SUP) <input type="checkbox"/> Development Plan (DP) (including Special Development Plans)	<input type="checkbox"/> Miscellaneous Development (MD) (Circle type) (Annexation, Future Land Use, Transportation, Median Variance, Alternate Wall/Fence, Alternate Elevations, or Alternate Landscape Plans) <input type="checkbox"/> Technical Site Plan (TSP) <input type="checkbox"/> 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)	

Application Explanation and Description of Request or Project

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 Variance Alternate 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:

- A. 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.
- B. A legal description of the property (A metes and bounds description is required for the property if it is not platted.) converted to pdf.
- C. 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.
- D. 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.
- E. **All applications and support documentation shall be submitted through the "Planning Department Portal" at the following link: <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:

- A. 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.
- B. A legal description of the property. (A metes and bounds description is required for the property if it is not platted.) converted to pdf.
- C. 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.
- D. All plat applications must include plat closure calculations, signed and sealed by a registered surveyor, converted to pdf.
- E. 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:

- A. 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.
- B. A legal description of the property (A metes and bounds description is required for the property if it is not platted), converted to pdf.
- C. For Planned Developments, provide proposed development standards in Word format (.doc or .docx) and converted to pdf.
- D. 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.
- E. All plat applications must include plat closure calculations, signed and sealed by a registered surveyor converted to pdf.
- F. 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.
- G. Generally, a scaled site plan, landscape plan, and/or façade plan converted to pdf will be required. Please call to verify.
- F. 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:

- A. 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.
- B. A legal description of the property, converted to pdf.
- C. 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.
- D. 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.
- E. The hours of operation.
- F. 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

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