CARROLLTON TEXAS

Development Services

Planning Application

This section office use only			
Case #			
Amount paid		Date paid	
Check #			
Receipt #			

Date	

● Complete a separate application for each request ● Application will not be scheduled for review until all information is submitted and complete and then accepted by the Planning Department ● Correspondence will be e-mailed unless otherwise requested

Type of application

Plats		**Other**	
☐ Administrative	☐ Preliminary	☐ Zoning change	☐ Special Use Permit
☐ Replat	☐ Amending	☐ Miscellaneous development	☐ Technical site plan
☐ Final		☐ Zoning Ordinance text amendment	☐ Subdivision Ordinance text amendment

Current land owner information (individual or entity)

Printed name		Signature	
Title		Phone	
Mailing address			
Email		Fax	

Applicant information (individual or entity)

Printed name		Signature	
Title		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			
Proposed zoning (if applicable)			
Existing subdivision/survey name			
Proposed subdivision name (if applicable)			
Acreage		Number of lots created	
Existing block/abstract no.		Lot/tract no.	

Application Explanation and Description of Request or Project

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.
B. A legal description of the property. (A metes and bounds description is required for the property if it is not platted.)
C. A check for the application fee, made payable to the City of Carrollton.

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.
B. A legal description of the property. (A metes and bounds description is required for the property if it is not platted.)
C. A check for the application fee, made payable to the City of Carrollton.
D. All plat 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".
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.

All ZONING applications (including Special Use Permits), ALTERNATE FACADE, TECHNICAL SITE, 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.
B. A legal description of the property. (A metes and bounds description is required for the property if it is not platted.)
C. A check for the application fee, made payable to the City of Carrollton.
D. All plat 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".
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.
H. 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.

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.
B. A legal description of the property.
C. A check for the application fee, made payable to the City of Carrollton.
D. The number of children to attend the daycare. A traffic impact analysis (TIA) shall be required to be submitted for student capacities of 85 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 second floor of City Hall to find out about any health requirements you may need to meet in addition to the zoning requirements.

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
• **Transportation Plan Amendment**	$975
• **Median Variance**	$650
• **Alternate Façade**	$325
• **Alternate Landscape Plan**	$325
• **Sidewalk Waiver**	$325
• **Tree Preservation**	$130
• A**ll other Miscellaneous Development requests**	$130

2013-2014 Application Deadlines and Meeting Dates

Planning & Zoning Commission Meetings start at 7:00 P.M.

City Council Meetings Start at 5:45 P.M.

Application Deadlines	P&Z Commission Meetings	City Council Meeting
11/27/2013	01/16/2014	02/04/2014
12/26/2013	02/06/2014	03/04/2014
01/29/2014	03/06/2014	04/01/2014
02/26/2014	04/03/2014	05/06/2014
03/26/2014	05/01/2014	06/03/2014
04/30/2014	06/05/2014	07/01/2014
05/28/2014	07/03/2014	08/05/2014
06/25/2014	08/07/2014	09/02/2014
07/30/2014	09/04/2014	10/07/2014
08/27/2014	10/02/2014	11/04/2014
09/24/2014	11/06/2014	12/02/2014
10/29/2014	12/04/2014	01/06/2015

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.

Note: Dates are subject to change.

* Application submittal deadlines are the last Wednesday of every month.

* Some Ordinances and Resolutions may be considered at a later City Council meeting date.