

Date Paid: _____
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Case No. _____
 (assigned by City)

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

<input type="checkbox"/> Administrative Plat	<input type="checkbox"/> Amending Plat	<input type="checkbox"/> Zoning Change	<input type="checkbox"/> Zoning Ordinance Text Amendment
<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Plat Reapproval	<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Subdivision Ord, Text Amendment
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Vacating Plat	<input type="checkbox"/> Misc. Development	<input type="checkbox"/> Tree Preservation Plan
<input type="checkbox"/> Replat		<input type="checkbox"/> Technical Site Plan	

OWNER/APPLICANT INFORMATION

CURRENT LAND OWNER

APPLICANT OR AGENT OF OWNER

_____	Signature	_____
_____	Printed Name	_____
_____	(individual or entity)	_____
_____	Title	_____
_____	Mailing Address	_____
_____	Telephone Number	_____
_____	Fax Number	_____
_____	E-mail Address*	_____
_____	(print 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**

ADDITIONAL PROPERTY INFORMATION

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: _____

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 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.

For subdivision plat applications:

- D. All plat applications must include plat closure calculations, signed and sealed by a registered surveyor.
- E. **Seven** (7) 24" x 36" blue-line or black-line 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
 - 16-99.99 acres \$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
- ◆ **All other Miscellaneous Development requests** \$130



CARROLLTON
TEXAS

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 Application Deadlines	P&Z Commission Meetings	City Council 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	07/18/2013	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.

- ** City Council dates for 2013 have not yet been finalized and are subject to change.
- ** Application deadlines are the last Wednesday of every month
- **Some Ordinances and Resolutions may be considered at a later City Council meeting date.