



ZONING, SPECIAL USE PERMIT TECHNICAL SITE PLANS AND MISC. DEVELOPMENT REQUEST

GENERAL INFORMATION

Application submissions are accepted by the Planning Division, in the Development Services Department, on or before the last Tuesday of each month (See Application deadlines). The applicant should consult with the Planning Division *prior to an application submittal* to discuss the feasibility of the request and any additional requirements.

Zoning divides the City into districts for the purpose of regulating land use and development. Zoning addresses items such as the types of uses allowed, building height, and setbacks from property lines, lot coverage and minimum lot area.

A **Special Use Permit (SUP)** allows a use, which requires additional review to determine if it is appropriate at a specific site.

Approval of a **Technical Site Plan** by the Planning and Zoning Commission is required prior to the issuance of a building permit for Multi-Family development and as required by a Planned Development. If the Commission determines that the use complies with the requirements of the Comprehensive Zoning Ordinance and is compatible with the surrounding area, then the Technical Site Plan may be approved. City Council approval of the Technical Site Plan is not required; however, the Planning and Zoning Commission decisions may be appealed to the City Council. Consult the Comprehensive Zoning Ordinance and the Planned Development District (if applicable) for the zoning requirements. These requirements cannot be varied by the Technical Site Plan.

A **Miscellaneous Development** request may be submitted for consideration by the Planning and Zoning Commission for the following items: a sidewalk waiver; a consideration of removal of deed restriction, if the City of Carrollton is a party to such restrictions; creation of a joint parking area; classification of a new or unlisted use in accordance with Article V of the Comprehensive Zoning Ordinance; variances to specific aspects of the General Engineering Design Standards; variances to specific aspects of the Driveway Ordinance; amendments to the Comprehensive Plan; amendments to the Transportation Plan and other miscellaneous requests. After the Commission approves the item, no further process is normally required, with the exception of Comprehensive Plan amendments and certain alternate facade requests, which must also be reviewed by the City Council.

With the exception of Miscellaneous Development requests and Technical Site Plans, the process requires approximately 90 days to be completed from the date of application submission and proceeds through the following process:

1. **Application** - The applicant must provide a completed application form, the application fee, and a conceptual site plan, landscape plan, and building elevations for a SUP or PD to Planning. **Prior to the processing of an application, any delinquent property taxes must be paid.**
2. **Staff Review** - The request is distributed to city departments for review. After review, the city staff will make recommendations to the Planning and Zoning Commission and City Council based on the appropriateness of the proposed request and its compliance with the Comprehensive Plan. **A copy of the staff recommendations will be provided to the applicant approximately six (6) days prior to the Commission meeting.**
3. **Planning and Zoning Commission** - The Planning and Zoning Commission meets on the 1st Thursday of each month and makes the final decision on Technical Site Plans and Miscellaneous Development cases. The Commission will review the request at a public hearing. The Commission may either approve or deny the request for a Technical Site Plan or Miscellaneous Development.

For rezoning or SUP requests, the Commission may either recommend approval or denial. If the request is recommended for approval, it will be forwarded to the City Council. If the request is recommended for denial, the application is deemed denied, and no further action will be taken unless the City Council requests such hearing or the applicant requests an appeal of the Commission's decision to the City Council. The appeal must be in writing and submitted to Planning within ten (10) days after the recommendation of the Planning and Zoning Commission. A favorable vote of three-fourths ($\frac{3}{4}$) of all members of the City Council is required to overrule a recommendation of denial. (Reference Article XXXI of the Comprehensive Zoning Ordinance.)

4. **City Council** - The City Council meets on the 1st and 3rd Tuesdays of each month and makes the final decision on Zoning and SUP cases. The City Council will review the rezoning or SUP request at a public hearing. If the rezoning or SUP application is approved, the Council will ratify an ordinance enacting the new Zoning or SUP ~~approximately four (4) weeks later~~. The property is not rezoned or the SUP is not in effect until the ordinance is ratified by the City Council.

Submit Application ⇨ **Staff Review** ⇨ **P & Z Commission Approval** ⇨ **City Council**



ZONING EXHIBIT CHECKLIST

THIS CHECKLIST WILL BE USED TO REVIEW YOUR SUBMITTAL.

The following information is required for all rezoning, special use permit submissions that require a site plan, or site plan submissions. For additional requirements for day care centers, please refer to the appropriate pages.

FORMAT

- A. A **North arrow**.
- B. A notation of the **scale**, which must be an engineering scale.
- C. A **bar** or **graphic scale**.
- D. A **location map** with the subject site clearly indicated.
- E. A **legend** for any graphic symbols used.
- F. **Date of preparation** and subsequent revisions.
- G. All drawings must be **drawn to a scale** at which all details of the drawing are legible after the drawing has been reduced to an 8½" x 11" format.
- H. Projects in excess of 100 acres should be shown on more than one sheet. On phased projects, an **overall master plan** is required. The master plan must be on a 24" x 36" sheet, and an 11" x 17" sheet. Additionally, a set of the plans should be provided in electronic format.

TITLE BLOCK

- A. The **name** of the proposed project.
- B. The name, address, and telephone number of the **property owner**.
- C. The name, address, and telephone number of the **developer**.
- D. The name, company, company address, and telephone number of the **engineer/architect** who prepared the exhibit.
- E. The city **file number** for the case (assigned by city staff).
- F. Date of preparation and subsequent revisions.

SITE INFORMATION

- A. Property Description
 - 1. Acreage of tract;
 - 2. Boundary of tract;
 - 3. Bearings and distances around the perimeter of the tract;
 - 4. Metes and bounds description of the property if it has not been platted; and
 - 5. Lot, block, and addition name of property if it has been platted.
- B. **Location and width** of all existing and proposed internal streets, alleys, rights-of-way and easements.
- C. Both sides of **all existing and proposed perimeter streets**, including medians and freeway ramp configurations if applicable.
- D. **Adjacent subdivisions**, showing alleys, streets, easements, adjacent lot lines, and subdivision name. If the **adjacent property is unplatted**, show property lines and current owner(s), and note "Not Platted".
- E. Floodplains, floodways, stream courses; or other **water features**.
- F. Proposed **lot lines** and approximate **square footage** of all lots which are not rectangular.
- G. Approximate **distance to nearest street intersection** if the subject property only fronts one street.
- H. **County and/or school district** boundary lines crossing the property.
- I. Current zoning and land use of adjacent property.
- J. A **traffic impact analysis** should be provided if necessary. (Contact the Engineering Department to determine if an analysis is necessary.)
- K. **Proposed zoning** of tract(s).
- L. Where multiple tracts are being proposed for rezoning, each **tract should be labeled** by a numerical or alphabetical designation (i.e. Tract A).
- M. Table **identifying the acreage** of each tract. (Where applicable, acreages designated for rights-of-way, parks, open spaces, etc. should be identified on the table.)
- N. **Boundary lines** of each tract.
- O. **Approximate dimensions** of each tract.

ADDITIONAL SITE INFORMATION FOR ZONING EXHIBIT WITH SITE PLANS

- A. **All existing and proposed curblines**, with dimensions, as required by the Transportation Department.
- B. Exact location and dimensions of **proposed deceleration and/or acceleration lanes**, as may be required by the Transportation Department.
- C. Location and width of all **existing driveways** on both sides of all streets.
- D. Exact location and dimensions of **proposed entrances and exits of the site, with exact curb return dimensions**.
- E. Locations of **sidewalks** on all streets.
- F. **Building setback** lines.
- G. Screening Information
 - 1. **Height** of screening device and **material(s)** screening device is constructed of; and
 - 2. Standard **screening note**.
- H. Landscaping Information
 - 1. **Location** of landscaping; (shown on plan by various shadings),
 - 2. **Square footage** of landscaped areas and **percentage of landscaped area** provided, and percent required; and
 - 3. General **category of plant material(s)** (i.e. ground cover, tree, etc.).
- I. Parking Information
 - 1. **Parking layout**, including location of fire lanes and mutual access;
 - 2. **Landscape Islands**;
 - 3. Dimensioned **aisles**;
 - 4. Required **stacking spaces** labeled and dimensions and
 - 5. Tabulation of the proposed, assumed, and existing uses, with the required and provided parking spaces for each use.
 - 6. Zoning Exhibits: A separate summary sheet providing parking information;
 - 7. Site Plan: Provide on the plans.
- J. Building Information
 - 1. **Square footage** of buildings;
 - 2. Exterior **dimensions of buildings**;
 - 3. **Dimensions** from building to other buildings on the same lot, and/or to property lines;
 - 4. **Height** and number of stories of buildings;
 - 5. Rendering of "typical" **building elevations** (for an apartment or residential condominium complex in any (MF) Multi-Family Residential District).
 - 6. Material board reflecting building materials to be used (for an apartment or residential condominium complex in any (MF) Multi-Family Residential District).
 - 7. The hundred block **address designation** for all existing and proposed streets.

STANDARD NOTES

The following standard notes must be added to site plan.

- A. Sidewalks (which are required in all districts, with the single exception of local industrial streets) shall be constructed in accordance with the City of Carrollton's specifications.

The developer will construct sidewalks along the rear and side of lots that abut collector or arterial thoroughfares or which abut perimeter streets, or where an alley is adjacent to a collector or arterial thoroughfare.

The builder on a lot will construct all other sidewalks on the front and side of lots on internal streets.

Certificates of Occupancy will not be issued until such requirements have been met.

- B. A masonry screening wall (constructed in accordance with the City of Carrollton's specifications and the Comprehensive Zoning Ordinance) will be constructed by the developer along the _____ property line for a distance of _____ feet.
- C. A minimum of _____ % of the total site is required to be landscaped. (The landscaping must be located in accordance with the Comprehensive Zoning Ordinance, be identified by a shading pattern which is identified in the legend and identified in square feet on the site plan.)
- D. Selling off a portion of this addition by metes and bounds description without a replat being approved by the City of Carrollton is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits.

**SUPPLEMENTAL CHECKLIST
CHILD DAY CARE CENTER**

(Reference Article XXI of the Comprehensive Zoning Ordinance)

- A. Show **required automobile parking spaces** for the designated student drop-off point.
- B. Show and calculate the square footage of **site area, playground area, and floor area**.
- C. The **maximum number of children** and **ages of children** to be accommodated at the facility.
- D. **Hours of operation** of the facility.
- E. Identify height, location, and materials of **all fencing**, including internal fencing around the playground.
- F. Identify the **main door or entrance** to the facility.
- G. Interior floor plan of structure, dimensioned and labeled.
- H. Rendering of the building elevations (new construction only).
- I. A Traffic Impact Analysis (TIA) may be required, as requested by the Transportation Division and as required in Article XXI Special Use Permits.

TECHNICAL SITE PLAN SIGNATURE BLOCK

Place the following in the lower left-hand corner of the site plan:

CASE NO. _____

This Technical Site Plan was approved on _____ subject to technical changes required by the City of Carrollton. To the best of my knowledge, those changes have been made; and this site plan is the final, approved plan for development. No changes may be made to this site plan without city approval, unless necessary to meet zoning, subdivision, building code, or other applicable ordinances. Major changes to this site plan, especially deletions of approved items or substantial changes in building location, will require a reapproval by the Planning and Zoning Commission. Engineering, grading, and construction plans are not part of this approval.

A COPY OF THIS SITE PLAN MUST BE SUBMITTED WITH ALL COPIES OF BUILDING AND CONSTRUCTION PLANS THAT ARE SUBMITTED TO THE CITY.

For Planning Department

Date

**SPECIAL USE PERMIT
SITE PLAN SIGNATURE BLOCK**

Place the following in the lower left-hand corner of the site plan:

CASE NO. _____
SPECIAL USE PERMIT NO. _____

This site plan was approved on _____, in conjunction with a Special Use Permit, by the City Council of the City of Carrollton. To the best of my knowledge, changes, which are required as conditions of Special Use Permit approval, have been made; and this site plan is the final, approved plan for development. No changes may be made to this site plan without City Council approval in accordance with Article XXXI of the Comprehensive Zoning Ordinance. Engineering, grading, and construction plans are not part of this approval.

A COPY OF THIS SITE PLAN MUST BE SUBMITTED WITH ALL COPIES OF BUILDING AND CONSTRUCTION PLANS THAT ARE SUBMITTED TO THE CITY AND SHALL BE ATTACHED TO THE AMENDING ORDINANCE CREATING THE SPECIAL USE PERMIT.

For Planning Department

Date