

This section 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 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</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)	<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 LAND OWNER (individual or entity)			
Printed name		Signature	
Title		Phone	
Mailing address			
Email		Fax	

APPLICANT INFORMATION (individual or entity) – City staff contact			
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.
- D. Seven (7) 24" x 36" prints of the plans individually folded by the applicant to 8½" x 11" (NOT ROLLED).
- E. One (1) 8.5 x 11" and one (1) 11" x 17" legible and reproducible print of the plans.
- F. One (1) legible and reproducible electronic copy of the plans sets in a common format (e.g. .TIF, GIF, or JPEG and a PDF) format uploaded and (On Labeled CD or Thumb Drive only).

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" prints of the plans individually folded by the applicant to 8½" x 11" (NOT ROLLED).
- F. One (1) 8.5 x 11" and one (1) 11" x 17" legible and reproducible print of the plans.
- G. One (1) legible and reproducible electronic copy of the plans sets in a common format (e.g. .TIF, GIF, or JPEG and a PDF) format uploaded and (On Labeled CD or Thumb Drive only).

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.
- B. A legal description of the property. (A metes and bounds description is required for the property if it is not platted.)
- C. For Planned Developments, provide proposed development standards in Word format (.doc or .docx).
- D. A check for the application fee, made payable to the City of Carrollton.
- E. All plat applications must include plat closure calculations, signed and sealed by a registered surveyor.
- F. Seven (7) 24" x 36" prints of the plans individually folded by the applicant to 8½" x 11" (NOT ROLLED).
- G. One (1) 8.5 x 11" and one (1) 11" x 17" legible and reproducible print of the plans.
- H. One (1) legible and reproducible electronic copy of the plans sets in a common format (e.g. .TIF, GIF, or JPEG and a PDF) format uploaded and (On Labeled CD or Thumb Drive only).
- I. Generally, a site plan, landscape plan, and façade plan will be required. Please call to verify.
- J. 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 or Final Plat	\$500.00
Administrative Plat Or Replat	\$300.00
Special Use Permit for a Restaurant with a Private Club	\$650.00
Zoning - Planned Developments	\$1,000.00
All other special use permits and zoning changes	\$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	

2019-2020 Application Deadlines and Meeting Dates

All Dates Subject to Change

Application Deadline	P&Z Commission Meeting	City Council Meeting
Sept. 24, 2019	Nov. 7, 2019	Dec.3, 2019
Oct. 29, 2019	Dec. 5, 2019	Jan. 7, 2020
Nov. 26, 2019	Jan. 2, 2020	Feb. 4, 2020
Dec. 31, 2019	Feb. 6, 2020	March 3, 2020
Jan. 28, 2020	March 5, 2020	April 7, 2020
Feb. 25, 2020	April 2, 2020	May 2, 2020
March 31, 2020	May 7, 2020	June 2, 2020

ALL meeting dates are subject to change.

P&Z *Briefings* Begin at 6:15 pm

City Council *Briefings* Begin at 5:45 pm

P&Z & City Council *Meetings* Begin at 7:00 pm