

PLANNING APPLICATION

● 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>

Portal Assigned Project Number: **PL**

TYPE OF APPLICATION

Plats <input type="checkbox"/> Preliminary Plat (PP) <input type="checkbox"/> Final Plat (FP) <input type="checkbox"/> Replat (RP) <input type="checkbox"/> Conveyance Plat (CP) <input type="checkbox"/> Administrative Plat (ADP) <input type="checkbox"/> Amending Plat (AP)	Zoning or Site Plan <input type="checkbox"/> Planned Development Zoning (PD) <input type="checkbox"/> Zoning (Straight/base only) (Z) <input type="checkbox"/> Special Use Permit (SUP) <input type="checkbox"/> Development Plan (DP) (including Special Development Plans) <input type="checkbox"/> Josey-Belt Line (JBL)	<input type="checkbox"/> Miscellaneous Development (MD) (Circle type) (Annexation, Future Land Use, Transportation Plan, Median Variance, Alternate Wall/Fence, Alternate Elevations, Alternate Landscape Plans, Certificate of Historical Appropriateness, or Mutual Access/Parking Agreement) <input type="checkbox"/> Technical Site Plan (TSP) <input type="checkbox"/> All Other Requests _____
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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 throughout application process

Printed name	Signature
Company/Agency	Phone
Mailing address	
Email	Fax

Additional property information (attach additional paper if necessary)

Name of any person 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 – Address	
Acreage of property	
Existing subdivision/survey name (including lot and block)	
Proposed zoning or SUP (if applicable)	
Proposed subdivision name (if applicable)	Number of lots created (if applicable)

NARRATIVE – Provide a detailed explanation and description of the project or request

DEVELOPMENT FEE SCHEDULE	
Preliminary Plat or Final Plat	\$500.00
Administrative Plat, Amending Plat, Conveyance Plat or Replat	\$300.00
Comprehensive Plan Amendment (Land Use, Transportation Plan)	\$500.00
Zoning - Planned Developments	\$1,000.00
Special Use Permits (SUP) and straight zoning (not PDs)	\$500.00
Technical Site Plan	\$500.00
Miscellaneous Development Requests	\$500.00
Median Variance Alternate Façade Alternate Landscape Plan Sidewalk Waiver	
Miscellaneous Development Requests	\$130.00
Tree Preservation All Other Requests	
Administrative Reviews	No Fee
Development Plan Special Development Plan Josey-Belt Line Overlay Certificate of Historic Appropriateness	

SUBMISSION REQUIREMENTS

Before applying, the applicant should request a Pre-Development meeting to consult with staff and discuss the feasibility of the request and any additional information needed to process the application.

**** An applicant for a (PD) Planned Development District is required schedule a pre-development meeting** with the Planning Division prior to the formal submission of the application materials, as required in the Comprehensive Zoning Ordinance, Article XXIX. Section C. **

Pre-Development Meeting Request Form is found here:

<https://www.cityofcarrollton.com/departments/departments-a-f/building-inspection/pre-development-meetings>

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** authorization from the property owner and completed narrative (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. Payment of the application fee. If paying with a Credit Card, a 3.5% convenience fee will be added. Payment by check is accepted in person or by mail but review of the application will not begin until payment is confirmed with a receipt.
- D. Legible and reproducible scaled electronic version of the plan sets in a Adobe Acrobat format and graphic format (e.g. TIF, PNG, GIF, or JPEG & .PDF).
- E. **All applications and supporting 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.

SUBMISSION REQUIREMENTS

IN ADDITION TO THE ABOVE LISTED REQUIREMENTS...

All SUBDIVISION PLATS applications must have:

- A. All plat applications must include plat closure calculations, signed and sealed by a registered surveyor or engineer. Refer to the Subdivision Ordinance for minimum content requirements on plats.

All ZONING applications (including **SPECIAL USE PERMITS**), **ALTERNATE FACADE**, **TECHNICAL SITE PLAN**, **DEVELOPMENT PLAN** (including Josey-Belt Line and Special Development Plans), and **ALTERNATE LANDSCAPE and WALL PLANS** must have (refer to Zoning Checklist for more detail):

- A. **Scaled and dimensioned Site Plan/Exhibit**
- B. **For Planned Developments and Special Use Permits**, provide proposed development standards/regulations in Word format (.doc or .docx) and Adobe Acrobat (.pdf).
- C. **For new construction**, a scaled **site plan, colored landscape plan, and colored façade plan** are required. **Color plans** and elevation drawings (3-D perspective or isometric) for all sides of each building are required. Said images shall include cardinal directions of the orientation of each façade.
- D. **For existing buildings**, a floor plan, parking calculations, aerial or site plan and images or photos of the façade are required. Please call to verify.

All DAY CARE CENTERS, or SCHOOL applications must have:

- A. The number of children to attend the daycare. A traffic impact analysis (TIA) shall be required for all private schools. A TIA is required for child day care centers with a capacity of 80 or more students.
- B. The hours of operation.
- C. 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.

2026 Application Deadlines and Meeting Dates

ALL DATES SUBJECT TO CHANGE

Dates below will be updated when announced by City Council

Application Deadline	P&Z Commission Meeting	City Council Meeting
Feb. 24, 2026	April 2, 2026	May 12, 2026
Mar. 31, 2026	May 7, 2026	June 9, 2026
April 28, 2026	June 4, 2026	July 7, 2026
May 26, 2026	July 2, 2026	Aug. 11, 2026
June 30, 2026	Aug. 6, 2026	Sept. 1, 2026
July 28, 2026	Sept. 3, 2026	Oct. 13, 2026
Aug. 25, 2026	Oct. 1, 2026	Nov. 3, 2026
Sept. 29, 2026	Nov. 5, 2026	Dec. 1, 2026

City Council and P&Z *Briefings* proceed the formal meetings. Agendas are posted 3 business days prior to a scheduled meeting.

P&Z *Meetings* Begin at 6:30 pm

City Council *Meetings* Begin at 7:00 pm