

ZONING / PLANNED DEVELOPMENT / SUP

Zoning applications which do not include all required information and materials, as outlined below and per other City development review policies, will be considered incomplete, shall not be accepted for official submission by the City, and shall not be scheduled on a Planning & Zoning Commission agenda until the proper information is provided to City officials.

Submittal Items:

- Zoning & Development Application Form
- Fee (Refer to Fee Schedule)
- Tax Certificate showing all taxes paid
- Metes and Bounds Description
- Applicant Summary Report (describing the proposed project)
- Concept Plan (for PD/SUP)
- Development Standards (for PD)
- Consent Form (for PD)

Concept Plan:

The purpose of a concept plan is to allow an opportunity for the Planning & Zoning Commission and City Council to preview various development-related aspects of the zoning project, and its relationship with adjoining properties. The plan shall be prepared by a qualified civil engineer, land planner, architect or surveyor, and it shall show the following:

1. Title block (located in the lower right-hand corner) containing the proposed project name, total site acreage, and the location of the property according to the abstract and survey records of Collin County, Texas.
2. The name and address of the owner/developer and the land planner, engineer architect or surveyor responsible for the plan.
3. The scale of the drawing (both written and graphic scale).
4. The date the drawing was prepared.
5. A vicinity or location map that shows the location of the proposed development within the City, or its ETJ, and in relationship to existing roadways.
6. Boundary survey limits of the tract and scale distances with north clearly indicated.
7. The names of adjacent subdivisions or the name of the owners of record and recording information for adjacent parcels of unplatted land, including parcels on the other sides of roads, creeks, etc. The concept plan shall include a depiction of all contiguous holdings of the property owners, the existing/proposed uses of the subject property, a general arrangement of future land uses, including the approximate number of lot/tracts and any residential uses anticipated, and a generalized circulation plan for the subject property.
8. The existing zoning and existing/proposed uses on adjacent land; the location, width and names of all existing or platted streets or other public ways within or adjacent to the tract; any existing easements, including recording information; existing buildings; railroad rights-of-way.

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9. Topography (contours at five-foot intervals) with existing drainage channels or creeks, including the 100-year floodplain, if applicable.
10. Proposed strategies for tree preservation including showing individual trees or tree masses that will be preserved, and the techniques that will be used to protect them during construction.
11. The layout and width (i.e., right-of-way lines) of existing and proposed thoroughfares, collector streets and/or intersections, and a general configuration of proposed streets, lot/tracts and blocks, including proposed median openings and left turn lanes on divided roadways and existing and planned driveways on the opposite side of divided roadways must also be shown for coordination and sharing of future median openings.
12. A general arrangement of land uses and buildings, including but not limited to proposed nonresidential and residential densities; building heights, square footages, massing, orientation, loading/service areas, recycling containers, compactors and dumpster enclosures, pedestrian walkways, and parking areas; any proposed sites for parks, public facilities, public or private open space; floodplains/ drainageways; and other pertinent development related features.

Development Standards for PD:

Written document describing development standards with the proposed base zoning district and listing of any deviations from the standard requirements set forth in the Zoning Ordinance.