

STEPS IN THE DEVELOPMENT PROCESS

ZONING – Required to amend or change the existing zoning on any property. Applies to:

- Straight Zoning
- Planned Development
- Specific Use Permit

Submission requirements include:

- Land Use Plan
- Legal Description
- Use Regulations

PLATTING – Required to subdivide land within the City Limits and Extraterritorial Jurisdiction of the City. Includes the following steps:

- General Development Plan, including tree survey
- Preliminary Plat
- Final Plat

Engineering approval is required prior to submission of the final plat to the Planning Department

SITE PLAN – Required prior to issuance of a building permit.

Submission requirements include:

- Tree Survey
- Landscape Plan
- Building Elevations
- Illumination Plan

The Site Plan can be submitted to the Planning Department concurrently with the platting process

Refer to www.cityoffallen.org/planning/templates/index.htm for the *Allen Land Development Code* and complete submission requirements



FOR OFFICE USE ONLY

Case No: _____

Fee Paid \$: _____

Date Submitted: _____

ZONING APPLICATION

TYPE OF REQUEST: Straight Zoning () Planned Development ()

MINIMUM SUBMITTAL REQUIREMENTS

The application will not be accepted without all of the following:

- ____ Application completed and attached checklist completed in full
- ____ Application Fee – including the Public Hearing Sign fee.
- ____ Thirteen (13) copies of request with land use plan in 24 x 36 folded– for TRC
- ____ Traffic Impact Analysis (if applicable)

Planned Developments:

- ____ Thirteen (13) copies of Concept Plan in 24 x 36 folded – for TRC
- ____ Two (2) copies of Elevations in 24 x 36 folded
- ____ Proposed Development Regulations

Complete text of requirements in Allen Land Development Code can be found on web site at www.cityofallen.org

NAME OF PROJECT _____

ADDRESS OR LOCATION _____ **ACRES** _____

LEGAL DESCRIPTION _____ **ZONING** _____

REQUEST CHANGE FROM: _____ **TO:** _____

PROPOSED USE OF PROPERTY: _____

APPLICANT/PROJECT MANAGER'S INFORMATION (Primary Contact for the Project):

Name _____

Street Address _____ City _____

State _____ Zip Code _____ E-Mail Address _____

Phone Number _____ Fax Number _____

PROPERTY OWNER'S INFORMATION:

Name _____

Street Address _____ City _____

State _____ Zip Code _____ E-Mail Address _____

Phone Number _____ Fax Number _____

ARCHITECT OR ENGINEER'S INFORMATION:

Name _____
Street Address _____ City _____
State _____ Zip Code _____ E-Mail Address _____
Phone Number _____ Fax Number _____

OTHER CONTACTS (Please specify type of contact, i.e. project manager, potential buyer, local contact, etc.)

Name _____
Street Address _____ City _____
State _____ Zip Code _____ E-Mail Address _____
Phone Number _____ Fax Number _____

The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.

Signature of Owner, Agent or Applicant

Date

IF SIGNED ABOVE BY OTHER THAN THE OWNER, THEN THE STATEMENT BELOW MUST BE COMPLETED:

I, _____, owner of this property, do hereby authorize _____ to act on my behalf regarding the zoning of this property.

Owner

STATE OF TEXAS §
COUNTY OF COLLIN §

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed. GIVEN UNDER MY HAND and seal of office this _____ day of _____, 20____, A.D.

Notary Public

CHECKLIST TO BE SUBMITTED WITH PLANNED DEVELOPMENT APPLICATION

Non-Residential Concept Plan shall include:

- _____ Date of Preparation
- _____ North Arrow
- _____ Name, address and phone number of owner
- _____ Name, address and phone number of preparer
- _____ Proposed layout drawn to scale
- _____ Site Topography with Contour Intervals.
- _____ Boundary of the Planned Development District.
- _____ Floodplain Area and Generalized location of Treed areas.
- _____ Land Uses and acreage of each use.
- _____ Building Sites or Lots.
- _____ Lot Coverage and Floor Area Ratio for each use.
- _____ Building height and location.
- _____ Parking and Circulation Areas.
- _____ Identification of Major Access Points.
- _____ Right's of Way or other areas to be dedicated to the City.
- _____ Location of building setbacks along the site boundaries, on dedicated streets between residential and non-residential uses.
- _____ Parking Ratio's.
- _____ Off street Parking and Loading.
- _____ Indication of each phase of development if separate phases are proposed
- _____ Hike and bike trails.

CHECKLIST TO BE SUBMITTED WITH PLANNED DEVELOPMENT APPLICATION

Residential Concept Plan shall include:

- _____ Date of Preparation
- _____ North Arrow
- _____ Name, address and phone number of owner
- _____ Name, address and phone number of preparer
- _____ Proposed layout drawn to scale
- _____ Site Topography with Contour Intervals.
- _____ Boundary of the Planned Development District.
- _____ Floodplain Area and Generalized location of Treed areas.
- _____ Land Uses and acreage of each use.
- _____ Density (gross and net)
- _____ Identification of Major Access Points.
- _____ Right's of Way or other areas to be dedicated to the City.
- _____ Location of building setbacks along the site boundaries and on perimeter dedicated streets.
- _____ Open space w/ calculations, common areas and parkland.
- _____ Fence row trees and/or proposed mitigation of same.
- _____ Preliminary lot arrangements and street patterns.
- _____ Indication of each phase of development if separate phases are proposed
- _____ Hike and bike trails.

For residential development which does not propose individual platted lots, the concept plan shall also show the size, type and location of buildings, building sites, lot coverage, access, screening, parking and circulation areas, and landscaped areas.

SUBMITTAL FEES, COPY REQUIREMENTS AND PROCESS ZONING

Prior to submission of a zoning request, a meeting with staff is recommended. At the time of actual submission, the attached checklist should be attached. Incomplete applications will not be accepted.

Submission to Technical Review Committee (TRC)

Concept Plan

Application and Zoning Fee required

Plan - 13 copies 24x36, 1 copy 11x17 (**Please submit all 24x36 copies in blackline, and FOLDED**)

Electronic Copy PDF and JPEG of Site

Word Document

- Legal Description and
- Development Regulations (with Final Version)

ZONING FEES:

\$500 plus \$10 per acre (rounded up to nearest acre)

\$200 for Public Hearing sign.

Zoning Process:

1. Once a completed application is accepted by staff, the request will be reviewed at the next available Technical Review Committee (TRC) meeting.
2. Public hearing date is set and the City sends required notices 10 days prior to hearing subject to legal notification requirements.
3. Staff places a sign on the property 10 days prior to the public hearing date.
4. Public hearing is held by Planning & Zoning Commission, and, if a favorable recommendation is made, it is forwarded to City Council. If recommended for denial, the proponent has the option to appeal the decision to the City Council. A written request to appeal the decision of the Planning & Zoning Commission must be submitted within 30 days of the date of denial.
5. Staff sets date for the public hearing before City Council subject to 15-day legal notification requirements in newspaper.



FOR OFFICE USE ONLY

Case No: _____
Fee Paid : _____
Date Submitted: _____

SPECIFIC USE PERMIT (SUP) APPLICATION

MINIMUM SUBMITTAL REQUIREMENTS

The application will not be accepted without all of the following:

- _____ Site plan application and attached checklist completed in full.
- _____ Application Fee.
- _____ Thirteen (13) folded copies of site plan
- _____ Three (3) folded copies of building elevation for all buildings.
- _____ Four (4) folded Landscape Plans
- _____ A copy of the attached checklist with all items checked off

Complete text of requirements in Allen Land Development Code can be found on web site at www.cityofallen.org

NAME OF PROJECT _____

ADDRESS OR LOCATION _____

ACRES _____

SUBDIVISION NAME _____ **ZONING** _____

APPLICANT/PROJECT MANAGER'S INFORMATION (Primary Contact for the Project):

Name _____

Street Address _____ City _____

State _____ Zip Code _____ E-Mail Address _____

Phone Number _____ Fax Number _____

PROPERTY OWNER'S INFORMATION:

Name _____

Street Address _____ City _____

State _____ Zip Code _____ E-Mail Address _____

Phone Number _____ Fax Number _____

ARCHITECT OR ENGINEER'S INFORMATION:

Name _____

Street Address _____ City _____

State _____ Zip Code _____ E-Mail Address _____

Phone Number _____ Fax Number _____

OTHER CONTACTS (Please specify type of contact, i.e. project manager, potential buyer, local contact, etc.)

Name _____

Street Address _____ City _____

State _____ Zip Code _____ E-Mail Address _____

Phone Number _____ Fax Number _____

PRESENT USE OF PROPERTY _____

PROPOSED USE OF PROPERTY _____

The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.

Signature of Owner, Agent or Applicant

Date



**SPECIFIC USE PERMIT
SITE PLAN MINIMUM REQUIREMENTS
(ALL CITY ORDINANCES MUST BE MET)
INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

- _____ Sheet size - 24" x 36" (minimum).
- _____ A vicinity map (not necessarily to scale).
- _____ Title block to include:
 - Name, address, location, and legal description
 - Name, address, and telephone number of applicant
 - Name, address, and telephone number of developer/owner (if differs from applicant)
 - Name, address, and telephone number of architect/engineer (if differs from applicant)
 - Date of submittal
 - Total site area
- _____ North arrow.
- _____ Scale should be largest standard engineering scale possible on sheet.
- _____ Ownership and current zoning of parcel and all abutting parcels.
- _____ Location of proposed building(s) and structures.
- _____ On- and off-site circulation (including truck loading and pickup areas). Public streets, private drives and fire lanes with pavement widths, right-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii, surface type, and distances between driveways.
- _____ Parking areas and structures, including the number of parking spaces provided and required, and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type.
_____ spaces required; _____ spaces provided
- _____ Screening (including heights and materials).
- _____ Lot area (acreage and square footage).
- _____ Building square footage (for each floor).
- _____ Setbacks as required by zoning.
- _____ Floor Area Ratio (FAR) (building square footage divided by land square footage).
- _____ Building Height (stories and feet).

- _____ Type and location of exterior lighting and photometric analysis for such lighting if required by the Director of Planning & Development.
- _____ Concrete sidewalks.
- _____ Dumpster and trash compactor locations and screening.
- _____ Location of off-site improvements including adjacent drives, existing and proposed median cuts, parking, buildings or other structures within 200 feet of subject property.
- _____ Adjacent property subdivision name/owner, property lines, zoning.
- _____ Building elevations drawn to scale for new construction or existing facility where façade is being altered identifying the exterior construction materials.
- _____ Tree survey prepared by a certified arborist or landscape architect, which includes the following:
 - Name, address and phone number of preparer.
 - Caliper of all trees six (6) inches or larger.
 - Location and common name of species of trees on the site.
 - Identification of all trees to be removed.
 - Identification of caliper, height, common name of species, and location of trees that are to be used as replacement trees.
 - Identification of caliper common name of species, and location of existing trees that are to be used for credits.

SIGN REQUIREMENTS

Signs are to be reviewed and permitted separately.

LANDSCAPING REQUIREMENTS

Revised 10-15 -04

This checklist is provided as a reference tool to assist in the preparation of landscape plans submitted for building permits for non-residential, multi-family and retirement housing development in the City of Allen. This list is intended to be used in conjunction with Article 7.05 of the Allen Land Development Code and not as a substitute for the code in matters of interpretation.

Building permit applicants must submit landscape and irrigation plans and post-construction as-built drawings for any area that includes public right-of-ways, parks, and greenbelts for review by the Parks and Recreation Department staff for appropriateness acceptability for maintenance.

Sites developed prior to May 5, 1996 may be exempt from Article 7 of the Land Development Code (refer to Article 7.05.5).

Tree Sizes

- _____ Are all required trees 3 inches caliper in size? Note: The size of multi-trunk/cane trees is measured with 100% of the caliper of the largest stem, plus 50% of the caliper of the remaining stems. The trunk diameter of existing trees is measured at 4 feet above the surrounding grade and on the high side of a slope if applicable.
- _____ Are all required shade trees specified with a 7'-0" minimum height?
- _____ Are all required ornamental trees specified with a minimum 8'-0" height?

Site Landscape Area

_____ Does the landscape plan clearly reflect the required percentage of area devoted to landscaping, based on property zoning?

_____ Is the proper landscape buffer strip provided adjacent to public street rights-of-way?

Landscape Buffer Plantings

_____ Are shade and ornamental trees provided in the landscape buffer, based on the length of the property's street frontage?

Parking Lot Landscaping

NOTE: The outside edge of the parking lot is defined as the curb line that runs along the "front-of-car" end of parking stalls, plus internal landscape islands and islands at the ends of rows of stalls.

_____ Retail development: 1 shade tree + 1 ornamental tree for every 40 parking spaces

_____ Non-retail development: 1 shade tree + 1 ornamental tree for every 30 parking spaces;

NOTE: No less than 1 tree per 20 spaces must be internal to the parking lot: the remainder can be planted outside the parking lot

_____ If the parking lot has over 200 spaces, is it subdivided into areas of no more than 200 spaces by a 10' landscaped area/island?

_____ Does a raised curb or wheel stops prevent damage to the landscape buffer plantings?

_____ Are all landscape areas protected by a raised 6-inch concrete curb? Are root barriers required per Article 7.05.2.5.xi of the Code?

_____ Are all parking spaces within 50' of any tree?

_____ Are all landscaped "end islands" a minimum of 8'-0" from back-of curb to back-of-curb?

_____ Are all parking lot landscape areas at 16 square feet in area and no less than 4 feet in width in any direction?

_____ Is the parking lot less than 50 feet from the street right-of-way, and if so are screening provisions made?

_____ Are all parking lot landscape areas to be irrigated with a fully automatic irrigation system and if so is such noted on the landscape plan?

_____ Is the project adding more than 20 spaces to an existing parking lot, and if so are provisions made per Article 7.05.2.5.xii of the Code?

_____ Are trees listed in the approved plant lists in Appendix C of the Allen Land Development Code?

Corner Lot Landscaping

_____ Is a 20-foot landscape buffer provided at the corner street frontage?

_____ Is a 900 square foot or larger landscape area provided at the intersection corner of the lot?

Parking Lots Adjacent to Residential Areas

_____ Is screening provided where parking is within 50 feet of property zoned for residential use?

Multi-Family District Landscape Requirements

_____ Parking Areas/Lots: Is a minimum of 8 square feet of landscape area provided for each parking space?

_____ Parking Areas/Lots: Is one shade tree provided within the parking lot or area for every 10 parking spaces?

_____ Is the required open space area provided? Is 1 shade tree for every 1,000 square feet of open space provided?

Single-Family Residential Development (New; Attached and Detached)

_____ Are two shade trees planted for every dwelling unit?

Landscaping in Public Right-of-Way

_____ Does the development propose any landscaping within City Right-of-Way? If so, a Right-of-Way Landscape and Irrigation Agreement must be executed with the City of Allen prior to any landscape installation.

Call Brian Bristow, City Landscape Architect at 214-509-4711 or e-mail inquiries to bbristow@cityofallen.org with questions regarding the landscaping requirements.

**SUBMITTAL FEES, REQUIREMENTS AND PROCESS
SPECIFIC USE PERMIT**

REQUEST FOR REVIEW

Prior to submission of a site plan for a Specific Use Permit (SUP), a meeting with staff is recommended. Incomplete applications *will not* be accepted.

SITE PLANS MUST BE SUBMITTED FOR:

Specific Use or Temporary Use Permit.

Submission to Technical Review Committee (TRC)

Application and Zoning Fee required

Plan - 13 copies 24x36, 1 copy 11x17 (**Please submit all 24x36 copies in blackline, and FOLDED**)

Electronic Copy PDF and JPEG of Site

Word Document

- Legal Description and
- Development Regulations (with Final Version)

SPECIFIC USE PERMIT (SUP) FEES:

\$350 plus \$10 per acre (rounded up to nearest acre)

\$200 for Public Hearing sign.

PROCESS:

1. Once a completed application is accepted by staff, the request will be reviewed at the next available Technical Review Committee (TRC) meeting.
2. Public hearing date is set and the City sends required notices 10 days prior to hearing subject to legal notification requirements.
3. Staff places a sign on the property 10 days prior to the public hearing date.
4. Public hearing is held by Planning & Zoning Commission, and, if a favorable recommendation is made, it is forwarded to City Council. If recommended for denial, the proponent has the option to appeal the decision to the City Council. A written request to appeal the decision of the Planning & Zoning Commission must be submitted within 30 days of the date of denial.
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