

# ZONING/PLANNED DEVELOPMENT APPLICATION COVER SHEETS

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In combination with the Required Copies Checklist, these cover sheets are intended to help you collate the packets required for submission. Please add the applicable cover sheet at the top of each packet.

Submissions should include a Development Application, a Complete Application Checklist – Zoning Requests, the appropriate fee as outlined in the Required Fees, and packets collated with the following coversheets. All submissions should be delivered to the Department of Community Development by 5pm on Friday.

Deliver to:

**Department of Community Development, 2<sup>nd</sup> Floor  
305 Century Parkway  
Allen, TX 75013**

# ZONING

## ZONING APPLICATION COVER SHEET

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| <b># OF COPIES</b> | <b>DOCUMENTS</b>                            |
|--------------------|---|
| 1                  | APPLICATION                                 |
| 1                  | PLAN CHECKLISTS                             |
| 1                  | CONSENT FORM                                |
| 1                  | FEE   |
| 1                  | METES & BOUNDS LEGAL DESCRIPTION (8-½ X 11) |
| 1                  | COGO / CLOSURE REPORT (8-½ X 11)            |
| 1                  | ZONING BOUNDARY (24 X 36)                   |

## ZONING APPLICATION COVER SHEET

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|--------------------|---|
| 3                  | PLAN CHECKLISTS                             |
| 3                  | METES & BOUNDS LEGAL DESCRIPTION (8-½ X 11) |
| 3                  | ZONING BOUNDARY (24 X 36)                   |

## ZONING APPLICATION COVER SHEET

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| 1                  | METES & BOUNDS LEGAL DESCRIPTION (8-½ X 11) |
| 1                  | COGO / CLOSURE REPORT (8-½ X 11)            |
| 1                  | ZONING BOUNDARY (24 X 36)                   |

PLANNED DEVELOPMENT  
&  
PLANNED DEVELOPMENT AMENDMENT

# PLANNED DEVELOPMENT & PLANNED DEVELOPMENT AMENDMENT APPLICATION COVER SHEET

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| <b># OF<br/>COPIES</b> | <b>DOCUMENTS</b>                                      |
|------------------------|---|
| 1                      | APPLICATION   |
| 1                      | PLAN CHECKLISTS                                       |
| 1                      | TRAFFIC IMPACT ANALYSIS (IF APPLICABLE)               |
| 1                      | CONCEPT PLAN (24 x 36)                                |
| 1                      | CONCEPT PLAN (11 x 17)                                |
| 1                      | ELEVATIONS - B&W (24 x 36)                            |
| 1                      | ELEVATIONS - COLOR (11 x 17)                          |
| 1                      | LANDSCAPE & OPEN SPACE PLAN (24 x 36) (IF APPLICABLE) |
| 1                      | TREE MITIGATION PLAN (24 x 36)                        |
| 1                      | DEVELOPMENT REGULATIONS (8-½ x 11)                    |
| 1                      | METES & BOUNDS LEGAL DESCRIPTION (8-½ x 11)           |
| 1                      | COGO / CLOSURE REPORT (8-½ x 11)                      |
| 1                      | ZONING BOUNDARY (24 x 36)                             |

# PLANNED DEVELOPMENT & PLANNED DEVELOPMENT AMENDMENT APPLICATION COVER SHEET

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| 3                      | CONCEPT PLAN (24 x 36)                                |
| 3                      | ELEVATIONS - B&W (24 x 36)                            |
| 3                      | ELEVATIONS - COLOR (11 x 17)                          |
| 3                      | LANDSCAPE & OPEN SPACE PLAN (24 x 36) (IF APPLICABLE) |
| 3                      | TREE MITIGATION PLAN (24 x 36)                        |
| 3                      | DEVELOPMENT REGULATIONS (8-½ x 11)                    |
| 3                      | METES & BOUNDS LEGAL DESCRIPTION (8-½ x 11)           |
| 3                      | ZONING BOUNDARY (24 x 36)                             |



**PLANNED DEVELOPMENT &  
PLANNED DEVELOPMENT AMENDMENT  
APPLICATION COVER SHEET**

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| 2                      | CONCEPT PLAN (24 x 36)             |
| 2                      | ELEVATIONS - B&W (24 x 36)         |
| 2                      | ELEVATIONS - COLOR (11 x 17)       |
| 2                      | DEVELOPMENT REGULATIONS (8-½ x 11) |

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| 2           | CONCEPT PLAN (24 X 36)                                |
| 2           | LANDSCAPE & OPEN SPACE PLAN (24 X 36) (IF APPLICABLE) |
| 2           | DEVELOPMENT REGULATIONS (8-½ X 11)                    |

**PLANNED DEVELOPMENT &  
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APPLICATION COVER SHEET**

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| 3                      | TREE MITIGATION PLAN (24 x 36)                        |
| 3                      | DEVELOPMENT REGULATIONS (8-½ x 11)                    |

**PLANNED DEVELOPMENT &  
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| 1                      | DEVELOPMENT REGULATIONS (8-½ X 11) |

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# PLANNED DEVELOPMENT & PLANNED DEVELOPMENT AMENDMENT APPLICATION COVER SHEET

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|-------------|---|
| 1           | CONCEPT PLAN (24 x 36)                      |
| 1           | DEVELOPMENT REGULATIONS (8-½ x 11)          |
| 1           | METES & BOUNDS LEGAL DESCRIPTION (8-½ x 11) |
| 1           | COGO / CLOSURE REPORT (8-½ x 11)            |
| 1           | ZONING BOUNDARY (24 x 36)                   |

**PLANNED DEVELOPMENT &  
PLANNED DEVELOPMENT AMENDMENT  
APPLICATION COVER SHEET**

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| 1                      | CONCEPT PLAN (11 x 17)                      |
| 1                      | DEVELOPMENT REGULATIONS (8-½ x 11)          |
| 1                      | METES & BOUNDS LEGAL DESCRIPTION (8-½ x 11) |

# SITE PLAN



# SITE PLAN APPLICATION COVER SHEET

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|------------------------|--|
| 1                      | APPLICATION                                  |
| 1                      | PLAN CHECKLISTS                              |
| 1                      | CONSENT FORM                                 |
| 1                      | CONCEPT PLAN (24 x 36)                       |
| 1                      | FEE  |
| 1                      | TRAFFIC IMPACT ANALYSIS (IF APPLICABLE)      |
| 1                      | SITE PLAN (24 x 36)                          |
| 1                      | SITE PLAN (11 x 17)                          |
| 1                      | LANDSCAPE PLAN (24 x 36)                     |
| 1                      | TREE MITIGATION PLAN (24 x 36)               |
| 1                      | ELEVATIONS - B&W (24 x 36)                   |
| 1                      | ELEVATIONS - COLOR (11 x 17)                 |
| 1                      | PHOTOMETRIC PLAN (24 x 36)                   |
| 1                      | PRELIMINARY GRADING & UTILITY PLAN (24 x 36) |
| 1                      | DUMPSTER ENCLOSURE DETAIL (11 x 17)          |
| 1                      | COGO / CLOSURE REPORT (8-½ x 11)             |
| 1                      | METES & BOUNDS LEGAL DESCRIPTION (8-½ x 11)  |

FILE COPY

# SITE PLAN APPLICATION COVER SHEET

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| 3                      | PLAN CHECKLISTS                              |
| 3                      | SITE PLAN (24 X 36)                          |
| 3                      | LANDSCAPE PLAN (24 X 36)                     |
| 3                      | TREE MITIGATION PLAN (24 X 36)               |
| 3                      | ELEVATIONS – B&W (24 X 36)                   |
| 3                      | ELEVATIONS – COLOR (11 X 17)                 |
| 3                      | PHOTOMETRIC PLAN (24 X 36)                   |
| 3                      | PRELIMINARY GRADING & UTILITY PLAN (24 X 36) |
| 1                      | METES & BOUNDS LEGAL DESCRIPTION (8-½ X 11)  |

# SITE PLAN APPLICATION COVER SHEET

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| 2                      | SITE PLAN (24 x 36)          |
| 2                      | ELEVATIONS – B&W (24 X 36)   |
| 2                      | ELEVATIONS – COLOR (11 x 17) |
| 2                      | PHOTOMETRIC PLAN (24 x 36)   |

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| 2                      | SITE PLAN (24 x 36)                          |
| 2                      | LANDSCAPE PLAN (24 x 36)                     |
| 2                      | PRELIMINARY GRADING & UTILITY PLAN (24 x 36) |

# SITE PLAN APPLICATION COVER SHEET

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| 1                      | PRELIMINARY GRADING & UTILITY PLAN (24 x 36) |

FIRE MARSHAL

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| 1                      | DUMPSTER ENCLOSURE DETAIL (11 x 17) |

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| 1                      | SITE PLAN (11 x 17)                         |
| 1                      | COGO / CLOSURE REPORT (8-½ x 11)            |
| 1                      | METES & BOUNDS LEGAL DESCRIPTION (8-½ x 11) |



# SITE PLAN APPLICATION COVER SHEET

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# SPECIFIC USE PERMIT

## SPECIFIC USE PERMIT (SUP) APPLICATION COVER SHEET

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| 1                      | TRAFFIC IMPACT ANALYSIS (IF APPLICABLE)               |
| 1                      | SUP SITE PLAN (24 x 36)                               |
| 1                      | SUP SITE PLAN (11 x 17)                               |
| 1                      | ELEVATIONS - B&W (24 x 36)                            |
| 1                      | ELEVATIONS - COLOR (11 x 17)                          |
| 1                      | LANDSCAPE & OPEN SPACE PLAN (24 x 36) (IF APPLICABLE) |
| 1                      | PRELIMINARY GRADING & UTILITY PLAN (24 x 36)          |
| 1                      | METES & BOUNDS LEGAL DESCRIPTION (8-½ x 11)           |
| 1                      | COGO / CLOSURE REPORT (8-½ x 11)                      |
| 1                      | ZONING BOUNDARY (24 x 36)                             |

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| 3                      | ELEVATIONS – COLOR (11 x 17)                             |
| 3                      | LANDSCAPE & OPEN SPACE PLAN (24 x 36)<br>(IF APPLICABLE) |
| 3                      | METES & BOUNDS LEGAL DESCRIPTION (8-½ x 11)              |
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FIRE MARSHAL



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| 1                      | METES & BOUNDS LEGAL DESCRIPTION (8-½ X 11) |
| 1                      | COGO / CLOSURE REPORT (8-½ X 11)            |
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# PRELIMINARY PLAT

## PRELIMINARY PLAT APPLICATION COVER SHEET

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| 1                      | CONSENT FORM   |
| 1                      | FEE  |
| 1                      | COGO / CLOSURE REPORT (8-½ x 11)                       |
| 1                      | PRELIMINARY PLAT (24 x 36)                             |
| 1                      | PRELIMINARY PLAT (11 x 17)                             |
| 1                      | PRELIMINARY ENGINEERING/UTILITIES (24 x 36)            |
| 1                      | DEED RESTRICTIONS AND/OR HOA DOCUMENTS (IF APPLICABLE) |

# PRELIMINARY PLAT APPLICATION COVER SHEET

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| 3                      | PRELIMINARY PLAT (24 x 36)                  |
| 3                      | PRELIMINARY ENGINEERING/UTILITIES (24 x 36) |

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| 2                      | PRELIMINARY ENGINEERING/UTILITIES (24 x 36) |



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| 1                      | PRELIMINARY PLAT (24 x 36) |

FIRE MARSHAL

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| 1                      | COGO / CLOSURE REPORT (8-½ x 11) |
| 1                      | PRELIMINARY PLAT (24 x 36)       |

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| 1                      | PRELIMINARY PLAT (11 x 17) |

FINAL PLAT

FILE COPY

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| 1                      | PLAN CHECKLISTS  |
| 1                      | CONSENT FORM   |
| 1                      | FEE  |
| 1                      | COGO / CLOSURE REPORT (8-½ x 11)                       |
| 1                      | PLAT (24 x 36)   |
| 1                      | PLAT (11 x 17)   |
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| 3              | PLAN CHECKLISTS |
| 3              | PLAT (24 x 36)  |



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| 3                      | PLAT (24 x 36)   |

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| 1                      | PLAT (24 x 36)   |

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| 1                      | COGO / CLOSURE REPORT (8-½ x 11) |
| 1                      | PLAT (24 x 36)                   |

FINAL PLAT  
APPLICATION COVER SHEET

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| 1                      | PLAT (11 x 17)   |

# MINOR (RE)PLAT OR AMENDING PLAT

## MINOR (RE)PLAT/AMENDING PLAT APPLICATION COVER SHEET

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| 1                      | PLAN CHECKLISTS  |
| 1                      | CONSENT FORM   |
| 1                      | FEE  |
| 1                      | COGO / CLOSURE REPORT (8-½ x 11)                       |
| 1                      | PLAT (24 x 36)   |
| 1                      | PLAT (11 x 17)   |
| 1                      | REDLINE VERSION OF PLAT (11 x 17)                      |
| 1                      | DEED RESTRICTIONS AND/OR HOA DOCUMENTS (IF APPLICABLE) |



## MINOR (RE)PLAT/AMENDING PLAT APPLICATION COVER SHEET

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| 1           | PLAT (24 x 36)                    |
| 1           | PLAT (11 x 17)                    |
| 1           | REDLINE VERSION OF PLAT (11 x 17) |

## MINOR (RE)PLAT/AMENDING PLAT APPLICATION COVER SHEET

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| 1                      | PLAT (11 x 17)                    |
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## MINOR (RE)PLAT/AMENDING PLAT APPLICATION COVER SHEET

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| 1                      | PLAT (24 x 36)                    |
| 1                      | PLAT (11 x 17)                    |
| 1                      | REDLINE VERSION OF PLAT (11 x 17) |

# GENERAL DEVELOPMENT PLAN

# GENERAL DEVELOPMENT PLAN APPLICATION COVER SHEET

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| 1                  | APPLICATION                                 |
| 1                  | PLAN CHECKLISTS                             |
| 1                  | CONSENT FORM                                |
| 1                  | TRAFFIC IMPACT ANALYSIS (IF APPLICABLE)     |
| 1                  | METES & BOUNDS LEGAL DESCRIPTION (8-½ x 11) |
| 1                  | COGO / CLOSURE REPORT (8-½ x 11)            |
| 1                  | GENERAL DEVELOPMENT PLAN (24 x 36)          |
| 1                  | GENERAL DEVELOPMENT PLAN (11 x 17)          |
| 1                  | TREE MITIGATION PLAN (24 x 36)              |

# GENERAL DEVELOPMENT PLAN APPLICATION COVER SHEET

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| 3           | METES & BOUNDS LEGAL DESCRIPTION (8-½ X 11) |
| 3           | GENERAL DEVELOPMENT PLAN (24 X 36)          |
| 3           | TREE MITIGATION PLAN (24 X 36)              |

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| 2                      | TRAFFIC IMPACT ANALYSIS (IF APPLICABLE) |
| 2                      | GENERAL DEVELOPMENT PLAN (24 x 36)      |



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| 3                      | GENERAL DEVELOPMENT PLAN (24 x 36) |
| 3                      | TREE MITIGATION PLAN (24 x 36)     |

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| 1                      | GENERAL DEVELOPMENT PLAN (24 x 36) |

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| 1                      | METES & BOUNDS LEGAL DESCRIPTION (8-½ X 11) |
| 1                      | COGO (CLOSURE REPORT) (8-½ X 11)            |
| 1                      | GENERAL DEVELOPMENT PLAN (24 X 36)          |

# GENERAL DEVELOPMENT PLAN APPLICATION COVER SHEET

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|------------------------|------------------------------------|
| 1                      | GENERAL DEVELOPMENT PLAN (11 x 17) |

CENTRAL BUSINESS DISTRICT (CBD)  
DESIGN PLAN

# CENTRAL BUSINESS DISTRICT DESIGN PLAN APPLICATION COVER SHEET

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| 1                  | APPLICATION   |
| 1                  | PLAN CHECKLISTS   |
| 1                  | CONSENT FORM  |
| 1                  | CBD SITE PLAN (24 x 36)                                       |
| 1                  | ARCHITECTURAL RENDERING OF CONSTRUCTION - COLOR (11 x 17)     |
| 1                  | ARCHITECTURAL RENDERING DEPICTING ADJACENCY - COLOR (11 x 17) |
| 1                  | ELEVATIONS - B&W (24 x 36)                                    |

# CENTRAL BUSINESS DISTRICT DESIGN PLAN APPLICATION COVER SHEET

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|-------------|---|
| 9           | PLAN CHECKLISTS   |
| 9           | CBD SITE PLAN (24 x 36)                                       |
| 9           | ARCHITECTURAL RENDERING OF CONSTRUCTION - COLOR (11 x 17)     |
| 9           | ARCHITECTURAL RENDERING DEPICTING ADJACENCY - COLOR (11 x 17) |
| 9           | ELEVATIONS - B&W (24 x 36)                                    |