APPLICATION FOR ZONING AND LAND DEVELOPMENT

To be completed by Town staff:

Application date: _____ Application/Fee Received:_____ Fee Paid:_____

TYPE OF APPLICATION (CHECK ALL THAT APPLY)

ZONING	DEVELOPMENT PLANS		
__ **Zoning Change**	__ **Preliminary Plat**	__ **Site Plan**	__ **Concept Plan**
__ **Special Use Permit**	__ **Final Plat**	__ **Landscape Plan**	__ **Building Elevations**
__ **Planned Development**	__ **Replat**	__ **Civil Engineering Plans**	
__ **Zoning Variance**	__ **Subdivision Variance**	__ **Other:** _____	

APPLICANT/PROJECT CONTACT

I hereby certify that the information is this application is true and correct to the best of my knowledge.

Name: (printed) _____

Company name:_____

Address:_____

Phone: _____ Email:_____

Applicant's Signature: _____

PROPERTY OWNER

I hereby certify that the information is this application is true and correct to the best of my knowledge.

Name: (printed) _____

Company name:_____

Address:_____

Phone: _____ Email:_____

Owner's Signature: _____

PROPERTY DESCRIPTION

Project name: _____

Address or location: _____ Acreage: _____

Legal description: _____

Proposed subdivision name (if applicable): _____

Existing zoning: _____ Existing use(s): _____

Proposed zoning (if applicable): _____

REVIEW FEES

REQUESTED APPROVAL	REVIEW FEE
Zoning Change	Less than one acre - $250.00 One to less than five acres - $450.00 Five acres or more - $750.00
Special Use Permit	$650.00
Variance	$50.00
Plat	$300.00
Site Plan	No fee at this time
Landscape Plan	No fee at this time
Civil Engineering Plans	No fee at this time
Traffic Impact Analysis	No fee at this time

APPLICATION DEADLINE 5:00 P.M.	PLANNING AND ZONING COMMISSION MEETING* 6:00 P.M.	CITY COUNCIL MEETING* 7:30 P.M.
December 19, 2014	January 20, 2015	January 27, 2015
January 16, 2015	February 17, 2015	February 24, 2015
February 13, 2015	March 17, 2015	April 14, 2015
March 20, 2015	April 21, 2015	May 12, 2015
April 17, 2015	May 19, 2015	June 9, 2015
May 15, 2015	June 16, 2015	July 14, 2015
June 19, 2015	July 21, 2015	August 11, 2015
July 17, 2015	August 18, 2015	September 8, 2015
August 14, 2015	September 15, 2015	October 13, 2015
September 18, 2015	October 20, 2015	November 10, 2015
October 16, 2015	November 17, 2015	December 8, 2015
November 13, 2015	December 15, 2015	January 12, 2015
December 18, 2015	January 19, 2016	February 9, 2016

*All dates subject to change. Applicants or their representatives should plan to attend both meetings

DESCRIPTION OF REQUEST (ATTACH ADDITIONAL PAGES, IF NECESSARY)

SUBMITTAL REQUIREMENTS

ALL APPLICATIONS must include the following:

- A completed application form with original signatures from the owner and applicant (if multiple approvals are requested in a single submittal, one application indicating all plans is sufficient)
- A legal description of the property (metes and bounds if unplatted; lot, block, subdivision name if platted)
- Application review fee, payable by check to the Town of Addison

SUBMITTAL DRAWINGS should be prepared as follows:

- 22" x 34" sheet size folded to 8 1/2" x 11" unless otherwise specified
- Blackline or blueline prints
- Final submittals of zoning exhibits, plats/replats, site plans, and landscape plans should include
  - Electronic copy of each drawing in a common format (JPEG, TIFF, EMF, WMF, EPS), landscape orientation, at 8" high x 10" wide, with minimum 150 d.p.i. resolution

ZONING CHANGE OR SPECIAL USE PERMIT

- Initial submittal
  All supporting zoning exhibits – 8 copies each of the following:
  - Conceptual site plan
  - Conceptual landscape plan
  - Building elevation drawings
  - Building floor plan(s)
  - Preliminary utility and drainage plans
  - Traffic Impact Analysis (TIA), if required (2 copies)
- Final submittal, incorporating staff comments
  Redline check set
  All supporting zoning exhibit – 16 copies

VARIANCE

- Initial submittal
  Drawings that depict the nature and extent of the proposed variance – 8 copies
  Variance Criteria Checklist – 1 copy
- Final submittal, incorporating staff comments
  Drawings that depict the nature and extent of the proposed variance – 8 copies

PLAT/REPLAT

- Initial submittal
  Proposed plat/replat – 6 copies
  Separate instruments for off-site easements; no signatures required – 2 copies
  Plat closure calculations, signed and sealed by a surveyor registered in the State of Texas – 1 copy
  Private covenants, conditions, and restrictions if there is a mandatory property owner's association to maintain certain improvements or common areas; no signatures required – 2 copies
  Certificate confirming that taxes from each taxing entity (County, Town, School District) are paid (see below) – 1 copy

- Final submittal, incorporating staff comments
  Redline check set
  Proposed plat/replat – 16 copies
  Separate instruments for off-site easements, fully executed – 2 copies
  Private covenants, conditions and restrictions if there is a mandatory property owner's association to maintain certain improvements or common areas, fully executed – 2 copies
  Mylar copy of plat/replat with original signatures – 1 copy
  Additional fees (pro rata, escrow, or other), if required

CIVIL ENGINEERING PLANS

- Initial submittal—Bound set consisting of one copy each of the following – 5 sets
  Cover sheet with index
  Composite drawing overlaying the plat, site plan, and landscape plan on a single sheet
  Water and sewer plans and profiles
  Storm sewer plans and profiles
  Drainage area maps (pre-and post-development), with drainage calculations
  Grading plans
  Paving plans
  Erosion/stormwater protection plan and details
  Standard construction detail sheets
- Final submittal, incorporating staff comments
  Redline check set
  Response to Town engineer's review comments (response/explanation to each item on the list provided)
  Bound set of above plans – 2 sets
  Traffic control plan, if required – 2 copies

SITE PLAN

- Initial submittal
  Proposed site plan – 8 copies
  TIA, if required – 2 copies
- Final submittal, incorporating staff comments
  Redline check set
  Proposed site plan – 8 copies

LANDSCAPE PLAN

- Initial submittal
  Proposed site plan—2 copies
- Final submittal, incorporating staff comments
  Redline check set
  Proposed site plan—16 copies

Tax Certificates: State law requires that all taxes on a property being platted be paid prior to recording of the plat, including current year taxes though they are not yet past due. Certificates for all entities can be obtained by contacting the Dallas County Tax Office, 500 Elm Street, Dallas, TX 75202, 214-653-7811, except certificates for Carrollton-Farmers Branch ISD are available at 1445 N. Perry Road, Carrollton, TX 75006, 972-968-6106.

BOARD OF ZONING ADJUSTMENT VARIANCE CRITERIA CHECKLIST

Texas law allows the Board of Adjustment to grant a variance to the requirements of the zoning ordinance if the variance would not be contrary to the public interest, and where literal enforcement of the ordinance would result in undue hardship due to special conditions (related to the property).

Will literal enforcement of the ordinance result in an unnecessary hardship? Explain below.

Is the hardship only financial or are their other non-financial hardships? Explain below.

Is the need for the variance created by the applicant (self-imposed)? Explain below.

Is there a unique condition related to the subject property that is not common to other properties in the area? If so, explain below.

If the variance is granted, will it result in conditions that are contrary to the public interest or negatively affect the public health, safety, and welfare? Explain below.