



PLANNED DEVELOPMENT SUBMITTAL CHECKLIST

Note: This is not all-inclusive list and other reviews, processes and/or fees may apply.

Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals for development review and are generally what is needed to facilitate the review.

The City of The Colony will require a concept plan for the initial establishment of planned development zoning. Within six months of the approval of the concept plan a development plan must be approved to formalize the planned development zoning. The City maintains the right to revoke planned development zoning should a development plan not be approved within six months of approval of a concept plan.

The Development Services Department is authorized to specify the form and manner in which all required information and plans are to be submitted. Planned development standards not shown on the general concept plan, development plan, or detailed plan must be submitted on separate sheets (8½" x 11") for each parcel and attached to the appropriate plan.

In addition to the information specifically required herein for general concept plan, the Development Review Committee, Planning and Zoning Commission or City Council may require the applicant to submit additional plans, maps, sketches, drawings, and/or written statements. Additional information may be required to determine the impact on major infrastructure.

Phase I- Concept Plan Application Requirements:

Any written documents submitted with the plans should be spiral bound into fourteen (14) individual sets. The following items or information must be submitted along with this application:

- Written Document:** Fourteen (14) copies of a written document containing the following:
 - Metes and bounds legal description with closure run
 - Purpose of the proposed zoning
 - Site location map
 - Proposed land uses in the format of the current "Table of Permitted Uses" in the City's zoning ordinance. *This will be incorporated into the concept plan during the final submittal.*
 - Other documents as requested during the development review process

- Concept Plan:** Fourteen (14) copies of the concept plan containing the following:
 - Site analysis- generally describe existing natural features and physical improvements
 - Prepared on a topographic base map with no less than five (5) foot contour intervals
 - Delineation of flood plains, water bodies, creeks, marshes and drainage area. In addition to major tree groupings, locate other significant natural features such as rock outcroppings and important view corridors of scenic vistas, skylines or other features.
 - Location, identification and dimensions of all existing public and private easements. Indicate major utility trunk lines and future tie-ins. Identify all designated landmarks, locate existing main structures and delineate improvements to be retained

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6800 Main Street, The Colony, Texas 75056 * Phone: 972-624-3158 or 972-624-3160 * Fax: 972-624-2273



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- Identification of land use groupings adjacent to the proposed development and contiguous land uses beyond adjacent public thoroughfares, creeks, utility easements or other rights-of-way
- A site location map on a smaller scale showing major circulation routes and other landmarks
- Other documents as requested during the development review process
- Concept Plan- diagrammatically show the nature and extent of the proposed planned development district
 - A drawing locating all land use areas, showing the gross acreage of each use, maximum lot coverage, net residential densities, floor area ratio for each use and approximate gross floor area for all commercial, industrial and office uses.
 - Delineation of all major usable open space other than parking areas, service areas and circulation zones.
 - Identification of all areas to be dedicated to the City and designation of communally-owned areas and facilities.
 - Indication of areas to be used for active recreational purposes.
 - Indication of maximum heights of all structures in feet and stories.
 - Location of all proposed screening barriers between the proposed development and adjacent property in addition to proposed barriers between internal land uses.
 - Location of minimum building setbacks along the site boundaries.
 - Identification of all major access points and thoroughfares to be dedicated to the City.
 - Indication of each phase of development if the proposed planned development is to be in separate phases.
- Fee:** Fee paid as described in the Development Services Fee Schedule

Plan Specifications:

- Fourteen (14) copies. These copies should be 18" X 24" and individually folded with drawing side out.
- Drawn to scale: 1" = 50' or 1" = 100'
- Vicinity map or location map and north arrow
- Total acreage of the project.
- Survey boundaries of the project.
- Proposed general land uses and the acreage of each use including open space.
- Proposed street layout (arterial level required, collector and local optional.)

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Development standards:

- Minimum lot area
- Minimum lot width
- Minimum front, side and rear yard areas
- Maximum height of buildings (in feet)
- Maximum building coverage
- Maximum floor to area ratio
- Minimum parking standards for each general land use

Existing Conditions

- Topography 10 feet or less
- Streets
- 100 year floodplain, floodway and major drainage ways
- City limits and Extra Territorial Jurisdiction (ETJ) boundaries
- Zoning districts and land uses on project and adjacent lands
- Utilities: water, wastewater and electric

Phase II- Development Plan Application Requirements:

Any written documents submitted with the plans should be spiral bound into fourteen (14) individual sets. The following items or information must be submitted along with this application:

- Development Plan:** Fourteen (14) copies the development plan containing the following:
 - Metes and bounds legal description with closure run
 - A scale drawing showing any proposed public or private streets and alleys; building sites or building lots; any areas proposed for dedication or reserved as parks, parkways, playgrounds, utility and garbage easements, school sites, street widening, street changes; the points of ingress and egress from existing public streets on an accurate survey of the boundary of tract and topography with a contour interval of not less than five (5) feet, or spot grades where the relief is limited
 - Location of multiple types of proposed land use, delineating the specific areas to be devoted to various use.
 - A site plan for proposed building complexes, showing the location of separate building masses and the minimum distance between buildings, and between buildings and property lines, street lines and alley lines. The Planning and Zoning Commission may require elevations and perspective drawings, including height, number of floors, and exposure of access, light, and air showing the relationship of the building to adjacent property, open spaces, and other features of the development plan for buildings more than twelve (12) feet in height.

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- A plan indicating the arrangement and provision of off-street parking and off-street loading where required. Such a plan may be presented as a ratio of off-street parking and off-street loading area to building area when accompanied by a typical example indicating the feasibility of the arrangement proposed if the areas where the example apply are dimensioned on the drawing of the entire site. Any special traffic regulation facilities proposed or required to assure the safe function of the circulation plan must be indicated.
 - A plan indicating screening and landscaping if such treatment is essential to the proper arrangement of the development in relation to adjacent property. Such plan shall, when required, include screening walls, ornamental planting, playgrounds, wooded areas to be retained, lawns and gardens if such are determined to be necessary by City Council.
 - Any or all of the required information may be incorporated on a single drawing if one drawing is clear and can be evaluated by city staff.
 - A legal instrument establishing a plan for permanent care and maintenance of any common area or communally-owned facility must be submitted before the development plan will be approved. All such instruments shall be approved by the city attorney as to legal form, and by the Planning and Zoning Commission as to suitability for the proposed use of the common area.
- Fee:** Fee paid as described in the Development Services Fee Schedule

One (1) CD-ROM with all information included in the submittal of the Concept Plan and Development must be provided in the following format:

- Please provide data in either shapefiles or Personal Geodatabase (ESRI) format.
- All data should be in NAD 1983 StatePlane Texas North Central FIPS 4202 US Survey Feet.
- Please include fields indicating descriptive information (e.g. reducer, curb inlet, etc...) and/or relevant attribute data (such as line diameter) associated with each data layer.
- Indicate a project name associated with each layer.
- Please tie data to monumentation. Reference the Official City Benchmarks indicated at: <http://www.thecolonytx.gov/Depts/Engineering/OfficialCityBenchmarks.htm>

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