



# PLANNED DEVELOPMENT PLAN CHECKLIST

**Acceptance of Planned Development:** Planned Development applications shall be reviewed for completeness in accordance with this checklist before City Staff accept them. Failure by the applicant to provide required information or obtain a waiver from the Planning Director constitutes grounds for refusal of planned development submittal for processing.

**Determination:** The purpose of this district is to encourage better development in the city by allowing more flexibility in the planning and development of projects. Variable combinations of land use units such as industrial parks, office or commercial districts, mixed or uniform residential development, or other appropriate combination of uses will be allowed if developed and operated as integral land use units by a single owner or combination of owners. It is the policy of the city that the developer consider site conditions and environs, both natural and man-made, and appropriate protection of these elements prior to approval of the Planned Development district.

**Planned Development Review Process.** An application for a Planned Development district may be made to the Planning and Zoning Commission in the same manner that an application for any amendment to the zoning ordinance is made. Applications for a Planned Development district shall be processed and a site plan and related data shall be submitted for approval in accordance with the requirements of, Development Plan and if selected, Concept Plan and if required development schedule.

**Concept Plan Tract:** The City's approval of a Concept Plan will allow the applicant to determine whether the City is generally in agreement with the development proposed, and will provide the City with an overall impression of the development proposed. A Concept Plan should be construed to be an illustration of the development concepts only and not an exact representation of the specific development proposed.

The application for a Planned Development District, Concept Plan Tract, shall be accompanied by site analysis information and a conceptual plan in addition to a briefly written program statement. This statement will provide development guidelines forming the basis of the conceptual plan and how this plan meets the objectives outlined in 10-601. Variations from standard zoning regulations will also be specified.

**Development Plan Tract:** If the applicant has filed a conceptual plan with his application, then he must submit a development plan no later than six (6) months from council approval of the conceptual plan, either for the total Planned Development district or approved first phase.

If an applicant does not file a conceptual plan a Planned Development district, then he must submit a development plan, which shall become part of the amending ordinance and shall be referenced on the zoning district map. Changes in the development plan shall be considered the same as changes in the zoning district map and shall be processed as required in; except that, changes of detail which do not alter the basic relationship of the proposed development to adjacent property and which do not alter the uses permitted or increase the density, floor-area ratio, or reduce the yards provided at the boundary of the site as indicated on the approved development plan.

Development Plans shall be coordinated with Preliminary Plat application.

**Development Schedule:** An application for a Planned Development district shall, if the applicant desires or the planning and zoning commission of [or] city council requires, be accompanied by a development schedule indicating the appropriate date on which construction is expected to begin and the rate of anticipated development to completion. The development schedule, if adopted and approved by the city council, shall become part of the development plan and shall be adhered to by the owner, developer and his successor in interest. The City Council, in the ordinance approving the development schedule, may authorize the planning and zoning commission to extend the development schedule or adopt a new development schedule without additional public hearings.

This checklist is provided to assist developers and design professionals in the preparation of submittals for development review and is a guideline for what is needed to facilitate the review. Additional information may be required, as indicated in your Pre-Development meeting or upon review of the plans.

**CHECK ALL BOXES TO SIGNIFY COMPLIANCE WITH SUBMITTAL REQUIREMENTS. UPLOAD THE CHECKLIST AS AN ATTACHMENT TO THE ONLINE PROJECT APPLICATION.**

## PLANNED DEVELOPMENT (CONCEPT PLAN TRACK) SUBMITTAL REQUIREMENTS:

- Certificate of Acknowledgment:** The completed online application shall include the notarized signatures of the owner(s) through the execution of the Certificate of Acknowledgment. The Certificate of Acknowledgment shall be uploaded and submitted with the online application.
- Project Narrative:** A narrative indicating the purpose of the development and what is being proposed, and how the site plan meets the Zoning Ordinances and adopted plans such as The Colony Comprehensive Plan and the Master Thoroughfare Plan, etc.
- Fee:** Fee paid as described in the current Development Services Fee Schedule. The fee can be paid by phone, in person, or by mail. Applications will not be routed for review until the payment has been received.
- Planned Development Ordinance:** The ordinance outlining development standards that apply to the development in Word format (8.5" X 11").
- Digital Attachments:** Concept Plan in PDF format (11" X 17").
- Applicant Information:** The applicant is generally the principal design professional (e.g. a surveyor or engineer) preparing the plat document. The applicant shall include his/her name, name of company, company address, phone number, and personal email contact information on the application and on the plat. If the applicant and the property owner are the same, please note as such. All correspondence relating to the plat review and filing will be directed to the applicant designated on the application.
- Owner Information:** The application is required to be signed by the current property Owner(s). If the property owner is not available to sign the application, then a notarized letter of authorization from the property owner is required to be submitted which empowers a designee to sign for the property owner.

## CONCEPT PLAN TRACK SPECIFICATIONS:

- Legibility:** Each plan shall be drawn at a scale at which all details of the drawing are legible after the drawing has been reduced to an 11" X 17" format.
- Drawn to Scale:** The scale of the drawing shall be in a scale that shows all the elements in sufficient detail so that staff and decision-making bodies may conduct a thorough review.
- Notation of the Scale:** Engineering scale required.
- Legend:** The legend shall include an explanation for all graphic symbols on the plans.
- Bar or Graphic Scale and Directional, North Arrow:** The north arrow shall be oriented either to the top or the right of the pages. Include Bar or graphic scale and directional with north arrow.
- Date:** The plans shall include the date of the initial preparation and the date of any subsequent revisions.
- Project Number:** Following the submittal of the concept plan, a unique project number will be generated by City Staff. All subsequent revisions shall have this number clearly visible on all plan sheets in all subsequent title blocks along with the revision number and date.

### Development Review Submittal

Initial Application  
Resubmittal after DRC  
Second Resubmittal

### Information Within Document

Project Name – Submittal  
Project Number –File Name–Revision1  
Project Number –File Name–Revision2

**All revisions submitted to the City must be accompanied by a technical response letter outlining responses to City Staff comments.**

**Title Block:** A title block including the following information shall be included on each page:

- Name and project number of the proposed project.
- Type of Plan: “Site Plan,” “Landscape Plan,” or “Building Elevations”
- Legal description (whether County Abstract or platted lot) of the subject property. Name, address, telephone number and email of the property owner.
- Name, company, company address, telephone number and email of the engineer and/or architect who prepared the applicable plan.

**Signature Block:** The Site Plan shall include the following signature block. This block shall be placed only on the final copy after City Council has approved the Planned Development.

Approved by the City Council on the _____ day of _____ 20____
_____ Planning Director

**Site Analysis:** Provide the following information on five (5) foot contour Topography based maps.

- Describe existing natural features and physical improvements within the site by including: flood plains, water bodies, creeks, marshes, and drainage area. Major tree groupings, rock outcroppings, view corridors of scenic vistas, skylines or other features.
- Location, identification and dimension 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.
- 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.

**Location Map:** Provide a site location map on a smaller scale showing major circulation routes and other landmarks shall be provide with the analysis information.

**Development Standards:** Provide conceptual standards for floor area ratio, signs, density, loading standards, yards, building spacing, site coverage, access, screening walls or landscaping, building area, open space, maximum height, lot with, lot depth, lot area, streets, minimum off-street parking and pedestrian-ways.

**Conceptual Plan:** Prepared on a topography base map with no less than five (5) foot contour intervals.

- 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 useable 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.

## CONCEPT PLAN SUBMITTAL REQUIREMENTS:

- Engineering Design Manual**
- Gateway Overlay District**
- Comprehensive Plan**
- Master Thoroughfare Plan**
- Subdivision Ordinance**

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- Project Number:** Following the submittal of the site plan, a unique project number will be generated by City Staff. All subsequent revisions shall have this number clearly visible on all plan sheets in all subsequent title blocks along with the revision number and date.

<b>Development Review Submittal</b>	<b>Information Within Document</b>
Initial Application	Project Name – Submittal
Resubmittal after DRC	Project Number –File Name–Revision1
Second Resubmittal	Project Number –File Name-Revision2
Third Resubmittal	Project Number –File Name-Revision3
Fourth Resubmittal	Project Number –File Name-Revision4
<i>All revisions submitted to the City must be accompanied by a technical response letter outlining responses to City Staff comments.</i>	

- Title Block:** A title block including the following information shall be included on each page:
  - Name and project number of the proposed project.
  - Type of Plan: “Site Plan,” “Landscape Plan,” or “Building Elevations”
  - Legal description (whether County Abstract or platted lot) of the subject property. Name, address, telephone number and email of the property owner.
  - Name, company, company address, telephone number and email of the engineer and/or architect who prepared the applicable plan.

- Signature Block:** The Site Plan shall include the following signature block. This block shall be placed only on the final copy after City Council has approved the Planned Development.

Approved by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_

Planning Director

- Development Plan Shall include:**
  - 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. This subparagraph (c) does not apply to platted single-family, duplex, and townhouse lots.
  - 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 the 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 the 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.

**Preliminary Plat:** Coordinated Preliminary Plat Application

## CONCEPT PLAN SUBMITTAL REQUIREMENTS:

**Engineering Design Manual**

**Gateway Overlay District**

**Comprehensive Plan**

**Master Thoroughfare Plan**

**Subdivision Ordinance**

### PLANNING AND ZONING DEPARTMENT

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