



SPECIFIC USE PERMIT (SUP) CHECKLIST

Acceptance of Specific Use Permit Application: Specific Use Permit applications shall be reviewed for completeness in accordance with this checklist before City Staff accepts them. Failure by the applicant to provide the required information or obtain a waiver from the Planning Director constitutes grounds for refusal of site plan submittal for processing.

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. The Planning Department 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.

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

SPECIFIC USE PERMIT 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 describing the proposed Specific Use Permit request and justification for the request.
- 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.
- Digital Attachments:** Site Plan, Landscape Plan, and Color Elevations in PDF format (11" X 17").
- Applicant Information:** 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 request. If the applicant and the property owner are the same, please note as such. All correspondence relating to the project review and 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.

SPECIFIC USE PERMIT NARRATIVE REQUIREMENTS:

- The narrative should to the greatest extent possible, reflect consideration of the following:
 - Provide the Land Use Description, Existing Zoning, and Justification for the request.
 - Conformance with the City of The Colony's Comprehensive Plan;
 - Conformance with applicable regulations and standards established by the zoning regulations;
 - Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, access and circulation features, architectural compatibility;
 - Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site for a permitted use;
 - Modifications (including variance from property development regulations) to the site plan which would result in increased compatibility, would mitigate potentially unfavorable impacts, would be necessary to

conform to applicable regulations and standards and would protect the public health, safety, morals and general welfare;

- Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed use and other uses reasonable and anticipated in the area, existing zoning and land uses in the area;
- Protection of persons and property from erosion, flood or water damage, fire, noise, glare, air quality, generation of dust and odors, and similar hazards and impacts;
- Location, lighting, and type of signs; the relation of signs to traffic control and adverse effect of signs on adjacent properties;
- Adequacy and convenience of off-street parking and loading facilities;
- Determination that the proposed use is in accordance with the objectives of these zoning regulations and the purpose of the zoning district in which the site is located;
- Determination that the proposed use will comply with each of the applicable provisions of these zoning regulations;
- Determination that the proposed use and site development, together with any modifications applicable thereto, will be compatible with existing or permitted uses in the vicinity;
- Determination that any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses in the same district and the surrounding area; and
- Determination that the proposed use, together with the conditions applicable thereto, will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity.

PLAN REQUIREMENTS: 10-903

An Application for a specific use permit may, but need not be, made concurrently with any required application for Site Plan Review.

- Boundaries:** Provide the boundaries of the area covered by the Site Plan.
- Buildings:** Provide the location of each existing and proposed building and structure in the area covered by the site plan, the number of stories, height, roofline, gross floor area, and location of building entrances and exits.
- Drainage:** Provide the location of existing drainage ways and significant natural features.
- Landscaping:** Provide proposed landscaping and screening buffers.
- Access and facilities:** Provide the location of all curb cuts, public and private streets, parking and loading areas, pedestrian walks, lighting facilities and outside trash storage facilities.
- Screening:** Provide the location, height and type of each wall, fence and all other type of screening.
- Signs:** Provide the location of all proposed signs.
- Project Number:** Following the submittal of the specific use permit, 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
Third Resubmittal
Fourth Resubmittal

Information Within Document

Project Name – Submittal
Project Number –File Name–Revision1
Project Number –File Name-Revision2
Project Number –File Name-Revision3
Project Number –File Name-Revision4

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

PLANNING AND ZONING DEPARTMENT

6800 Main Street | The Colony, Texas 75056 | Phone: 972-624-3122 | Email: planning@thecolonytx.gov