



# REQUIRED DOCUMENTS BY PROJECT TYPE

## **ZONING & PLANNED DEVELOPMENT APPLICATION**

- Completed, original Development/Zoning Change Application, signed by owner and project representative.
- Submit a disk with all plans – plans will be date stamped electronically.**
- City Tax statement from [www.co.collin.tx.us](http://www.co.collin.tx.us) indicating City taxes are current.
- List of all contacts affiliated with the project (owner, representative, surveyor, engineer, architect, landscape architect, etc).
- Zoning or Planned Development Checklist.
- Comprehensive Plan Checklist.
- A CD containing metes and bounds description in MS Word format and exhibits in PDF format
- Exhibit A with metes and bounds description as well as a graphic drawing of the property.
- Exhibit B Planned Development Standards (Planned Development Applications only).
- Exhibit C (Site Plan) (Planned Development Applications only).
- Detailed Tree Survey for Planned Development applications.
- Traffic Impact Analysis, if applicable.

## **SPECIFIC USE PERMIT APPLICATION**

- Completed, original Development/Zoning Change Application, signed by owner and project representative.
- City Tax statement from [www.co.collin.tx.us](http://www.co.collin.tx.us) indicating City taxes are current.
- List of all contacts affiliated with the project (owner, representative, surveyor, engineer, architect, landscape architect, etc).
- Specific Use Permit Checklist.
- Comprehensive Plan Checklist.
- A CD containing metes and bounds description in MS Word format and exhibits in PDF format
- Exhibit A with metes and bounds description as well as a graphic drawing of the property.
- Exhibit B with graphic display of the property as well as the proposed use and related details.
- Traffic Impact Analysis, if applicable.

## **PRELIMINARY SITE PLAN**

- Completed, original Development/Zoning Change Application, signed by owner and project representative.
- City Tax statement from [www.co.collin.tx.us](http://www.co.collin.tx.us) indicating City taxes are current.
- List of all contacts affiliated with the project (owner, representative, surveyor, engineer, architect, landscape architect, etc).
- List of proposed street names for approval, if applicable. (Required for public ways.) *See Street Name Approval Criteria.*
- Non-Residential Plans Development Review Checklist and/or Residential Plans Development Review Checklist.
- Preliminary Site Plan Checklist.
- Detailed Tree Survey, including proposed tree loss, with Checklist.
- Preliminary Façade Plan with Checklist and a Material Sample Board.
- Open Space Plan with Checklist.
- Preliminary Living Screen Plan (two 24"x36" copies), if applicable.
- Color Aerial of site with imposed development.

## **SITE PLAN**

- Completed, original Development/Zoning Change Application, signed by owner and project representative.
- City Tax statement from [www.co.collin.tx.us](http://www.co.collin.tx.us) indicating City taxes are current.
- List of all contacts affiliated with the project (owner, representative, surveyor, engineer, architect, landscape architect, etc).
- Non-Residential Plans Development Review Checklist and/or Residential Plans Development Review Checklist.
- Site Plan Checklist.
- Detailed Tree Survey and Tree Preservation Plan with Checklists.
- Façade Plan with Checklist and Material Sample Board.
- Open Space Plan with Checklist.
- Landscape Plans with Irrigation Plans and Checklists.
- Flood Study, if applicable.
- Traffic Impact Analysis, if applicable.
- Construction set with Checklist(s).
- Living Screen Plan (two 24"x36" copies), if applicable.



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### **SUBSTANTIALLY CONFORMING SITE PLAN**

- Completed, original Development/Zoning Change Application, signed by owner and project representative.
- City Tax statement from [www.co.collin.tx.us](http://www.co.collin.tx.us) indicating City taxes are current.
- List of all contacts affiliated with the project (owner, representative, surveyor, engineer, architect, landscape architect, etc).
- Substantially Conforming Site Plan Checklist and Site Plan Checklist.
- Substantially Conforming Site Plan Checklist for Telecommunication Antenna, if applicable.

### **CONVEYANCE PLAT**

- Completed, original Development/Zoning Change Application, signed by owner and project representative.
- City Tax statement from [www.co.collin.tx.us](http://www.co.collin.tx.us) indicating City taxes are current.
- List of all contacts affiliated with the project (owner, representative, surveyor, engineer, architect, landscape architect, etc).
- Conveyance Plat Checklist.
- Current title commitment issued by a title insurance company authorized to do business in Texas, a title opinion letter from an attorney licensed to practice in Texas, or other acceptable proof of ownership identifying all persons having an owner interest in the property.

### **PRELIMINARY PLAT**

- Completed, original Development/Zoning Change Application, signed by owner and project representative.
- City Tax statement from [www.co.collin.tx.us](http://www.co.collin.tx.us) indicating City taxes are current.
- List of all contacts affiliated with the project (owner, representative, surveyor, engineer, architect, landscape architect, etc).
- Current title commitment issued by a title insurance company authorized to do business in Texas, a title opinion letter from an attorney licensed to practice in Texas, or other acceptable proof of ownership identifying all persons having an owner interest in the property.
- List of proposed street names for approval. See *Street Name Approval Criteria*.
- Separate instruments for existing on-site and off-site easements, if applicable.
- Residential Plans Development Review Checklist.
- Preliminary Plat Checklist.
- Preliminary Drainage Plan with Checklist.
- Preliminary Utility Plan with Checklist.
- Detailed Tree Survey and Tree Preservation Plan with Checklist.
- Landscape Plan Cross Section for interior streets on an 11"x17" exhibit.
- Screening Option Proposal along thoroughfare(s) on an 11"x17" exhibit.
- Color Aerial of site with imposed development.

### **MINOR AMENDMENT TO A PRELIMINARY PLAT**

- Completed, original Development/Zoning Change Application, signed by owner and project representative.
- A letter from the representative describing the modifications being made to the approved preliminary plat.
- City Tax statement from [www.co.collin.tx.us](http://www.co.collin.tx.us) indicating City taxes are current.



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### **FINAL PLAT, REPLAT, MINOR PLAT, AMENDED PLAT, AND PLAT VACATION**

- Completed, original Development/Zoning Change Application, signed by owner and project representative.
- Completed Final Plat, Replat, Minor Plat, Amended Plat, and Plat Vacation Checklist.
- List of all contacts affiliated with the project (owner, representative, surveyor, engineer, architect, landscape architect, etc).
- City Tax statement from [www.co.collin.tx.us](http://www.co.collin.tx.us) indicating City taxes are current.
- Current title commitment issued by a title insurance company authorized to do business in Texas, a title opinion letter from an attorney licensed to practice in Texas, or other acceptable proof of ownership **identifying all persons having an owner interest in the property.**
- (Final Plat Only) Confirmation from the Engineering Services Department that the project construction is at a point where a Final Plat may be submitted. Contact the City Civil Engineer assigned to the project for confirmation.
- Written statement from the Applicant's engineer that all easements have been obtained for necessary public and franchise utilities. (see Subdivision Ordinance Sec 5.03(e) – page 5-4)
- (Final Plat Only) HOA document (see Subdivision Ordinance Sec. 8.11). Fee for legal review will be collected prior to Planning & Zoning Commission meeting.

\*\* For plats associated with construction, verify with the City's staff engineer whether the project is ready for a final plat submission.