



Community Development Department

ZONING & DEVELOPMENT HANDBOOK

January 24, 2024

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GENERAL INFORMATION

WELCOME

Welcome to the *City of Allen Zoning & Development Handbook*. The goal of this Handbook is to provide a “One-Stop Shop” of sorts for development applications and processes. We are always striving to increase clarity and communication within our processes; however, we cannot fully achieve this goal without input from the development community. To this end, we welcome your feedback so that we may continue to improve upon our current processes.

Regards,



Marc Kurbansade, AICP
Director of Community Development

MEETING DATES

Meetings

While meeting dates and times are subject to change, the date, time, and place of regularly scheduled meetings are as follows:

City Council Meetings

- 2nd and 4th Tuesdays of every month
- Work Session: 6:00pm
- Regular Session: 7:00pm
- City Hall Municipal Building
305 Century Parkway – Council Chambers
- Information about our City Council:
<https://cityofallen.org/917/City-Council>
- Livestream or watch archived meetings:
<https://cityofallen.org/982/ACTV>

Planning & Zoning Commission Meetings

- 1st and 3rd Tuesdays of every month
- Regular Session: 7:00pm
- City Hall Municipal Building
305 Century Parkway – Council Chambers
- Information about our Planning & Zoning Commission:
<https://cityofallen.org/1090/Planning-Zoning-Commission>
- Livestream or watch archived meetings:
<https://cityofallen.org/982/ACTV>

TECHNICAL REVIEW COMMITTEE

Purpose

The Technical Review Committee (TRC) is comprised of members of various City departments that work to ensure each submission is compliant with the *Allen Land Development Code*. The TRC meets weekly to review applications and will work to meet with applicants to discuss a submission.

Technical Review Committee Members

Planning

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Planner
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Engineering

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Assistant Director of Engineering
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Email address:
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Fire Rescue

David Cannaday
Assistant Fire Chief/Fire Marshal
Telephone: (214) 509-4403
Email address:
dcannaday@cityofallen.org

Parks & Recreation

Laura Cuellar
Landscape Architect
Telephone: (214) 509-4720
Email address:
lcuellar@cityofallen.org

Community Services

Donna Giles
Waste Services Manager
Telephone: (214) 509-4554
Email address:
dgiles@cityofallen.org

Building and Code

Mike Sizemore
Chief Building Official
Telephone: (214) 509-4131
Email address:
msizemore@cityofallen.org

Environmental Health

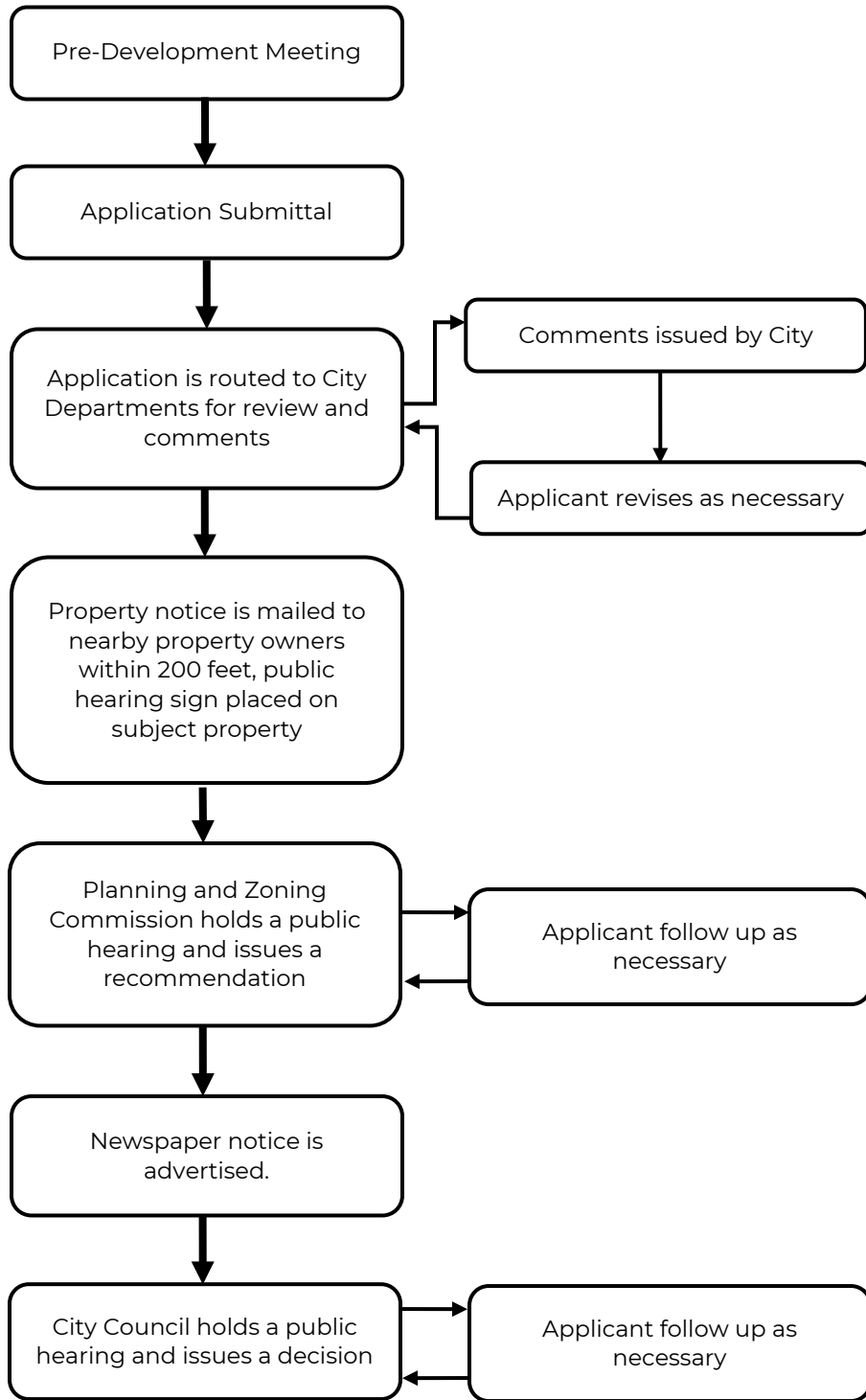
Geoff Heinicke
Environmental Health Supervisor
Telephone: (214) 509-4147
Email address:
gheinicke@cityofallen.org

PROCESS SUMMARIES

ZONING PROCESS SUMMARY

- ❑ The applicant contacts staff to discuss their proposed plan. A pre-development meeting is scheduled with staff to review a preliminary plan.
- ❑ Zoning Application and associated materials (see Planned Development / Planned Development Amendment Checklist or the Zoning Checklist) are submitted to the Community Development Department by the applicant. All submittals received during the week are considered received at 12pm on Friday.
- ❑ The zoning request is reviewed by City staff, comments regarding the zoning request are made available to the applicant, and the applicant addresses the comments and returns the associated materials through the Technical Review Committee process. This process is repeated until all comments provided by the Committee have been resolved.
- ❑ Written Notice of the Public Hearing before the Planning & Zoning Commission is mailed by the City to each property owner within two hundred feet of the property on which the zoning is being requested, as indicated by the most recently approved municipal tax roll. Notices are to be postmarked a minimum of ten days before the hearing.
- ❑ City staff will place Public Hearing Signs on the subject site in accordance with the requirements in the *Allen Land Development Code*.
- ❑ The Planning & Zoning Commission holds a Public Hearing to consider and act upon the zoning request. The Planning & Zoning Commission may recommend approval, recommend denial, or table the request.
- ❑ City staff causes Publication of Notice of the Public Hearing to be advertised in a newspaper of general circulation at least fifteen days prior to the scheduled meeting of the City Council.
- ❑ City Council holds a Public Hearing to consider and act upon the zoning request. The City Council may approve, deny, or table the request. If the zoning request is approved, an ordinance to enact the zoning will generally be executed.

ZONING PROCESS FLOWCHART



DEVELOPMENT PROCESS SUMMARY

❑ **General Development Plan**

A Development Application and required materials (See General Development Plan checklist) are submitted to the Community Development Department. The General Development Plan and required materials will be distributed to City staff and reviewed for compliance. Comments relating to the application will be sent to the applicant, and the applicant will address comments and return corrected plans to the City. Should any comments not be addressed by the applicant, the applicant will be notified of these outstanding comments.

Pursuant to Section 8.03.2 of the *Allen Land Development Code*, “A general development plan shall be required as a condition precedent to approval of any application for a plat, except where...the subdivision will result in no more than one new street and sufficient information exists to begin preparation of the preliminary plat; or a concept plan, preliminary site plan or final site plan for the property provides sufficient information for the preparation of a preliminary plat.”

❑ **Site Plan**

A Development Application and required materials (See Site Plan, Landscape Plan, and Tree Mitigation Plan checklists) are submitted to the Community Development Department. The Site Plan and required materials will be distributed to City staff and reviewed for compliance. Comments relating to the application will be sent to the applicant, and the applicant will address comments and return corrected plans to the City. Should any comments not be addressed by the applicant, the applicant will be notified of these outstanding comments.

A Site Plan is approved administratively provided it meets the minimum requirements outlined in the *Allen Land Development Code*. *(Note: All zoning approvals must be obtained prior to the submittal of a Site Plan, if applicable.)*

DEVELOPMENT PROCESS SUMMARY (CONTINUED)

❑ **Application and Review of a Preliminary Plat**

A Development Application and required materials (see Preliminary Plat checklist) are submitted to the Community Development Department. Please note that a Preliminary Plat may not be required if: 1) The land has been previously platted; or 2) The subdivision qualifies as a Combination Plat. The Preliminary Plat and required materials will be distributed to City staff and reviewed for compliance. Comments relating to the application will be sent to the applicant, and the applicant will address comments and return corrected plans to the City. Should any comments not be addressed by the applicant, the applicant will be notified of these outstanding comments.

❑ **Action on Plans by the Planning & Zoning Commission**

After the review process is complete, the Preliminary Plat will be scheduled for consideration by the Planning & Zoning Commission.

❑ **Civil Plans**

The review of civil plans continues after approval of the Preliminary Plat. These plans should be submitted to the Department of Engineering. A Final Plat can only be submitted upon the release by Engineering and Parks during the civil plan review process.

❑ **Application and Review of a Final Plat, Replat, or Combination Plat**

A Development Application and required materials (see Final Plat and/or other appropriate checklists) are submitted to the Department of Community Development by the applicant. The Final Plat and required materials will be distributed to City staff and reviewed for compliance. Comments relating to the application will be sent to the applicant, and the applicant will address comments and return corrected plans to the City. Should any comments not addressed by the applicant, the applicant will be notified of these outstanding comments.

❑ **Action on Plans by the Planning & Zoning Commission**

Once all review comments on the Final Plat are satisfied, the Final Plat will be scheduled for consideration by the Planning & Zoning Commission (or administratively approved if permitted by the *Allen Land Development Code*).

DEVELOPMENT PROCESS SUMMARY (CONTINUED)

❑ **Payment of Park Fees**

Park fees are assessed in accordance with the City's schedule of fees and must be paid prior the recordation of the Final Plat.

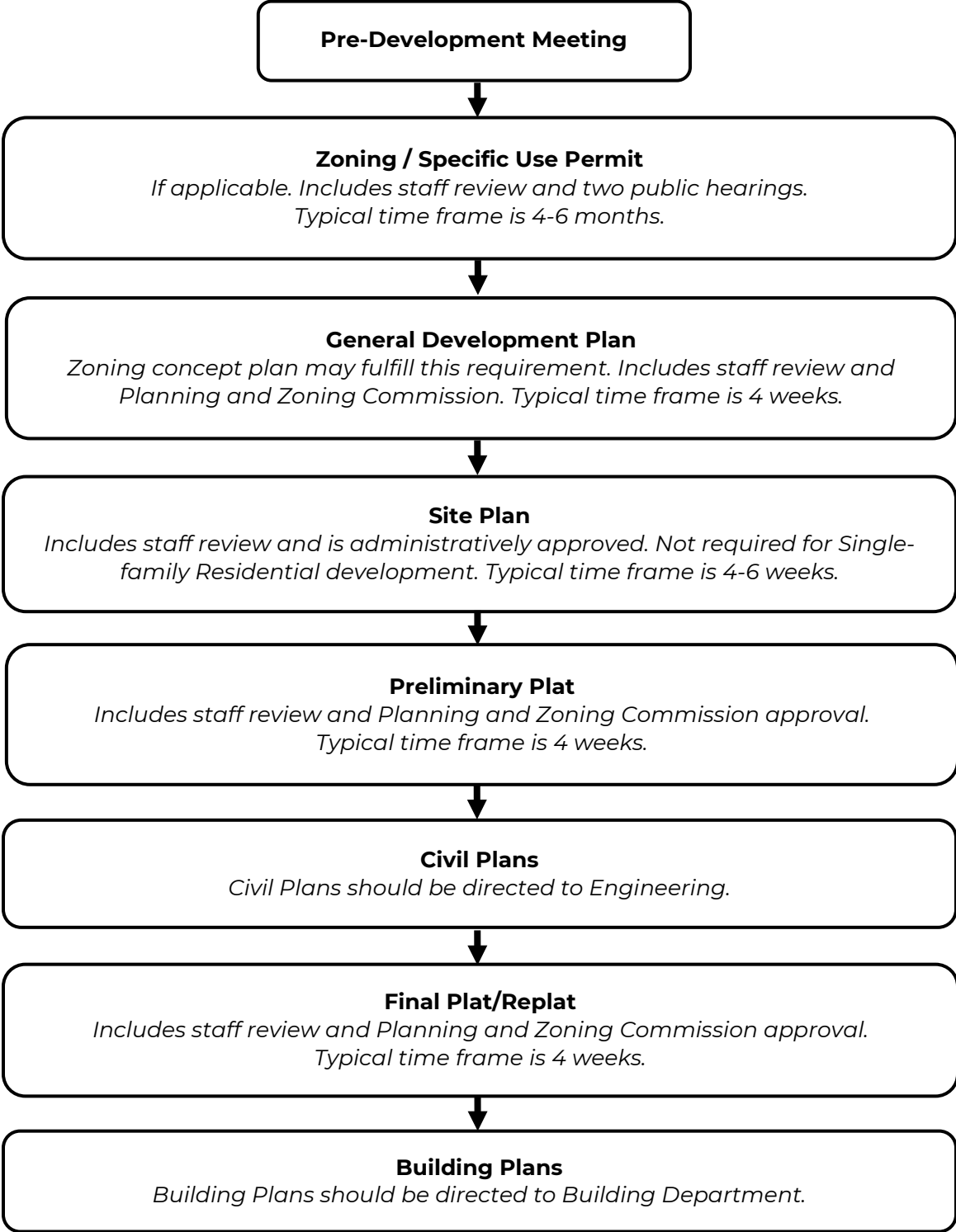
❑ **Filing of the Final Plat**

Upon approval of the Planning and Zoning Commission, the City will sign the Final Plat. The City will file the plat at the County and provide a 24" x 36" mylar copy of the recorded plat for the applicant.

❑ **Building Plans**

The review of building plans begins after filing of the Final Plat. These plans should be submitted to the Community Development Department, Building Inspections Division.

DEVELOPMENT PROCESS FLOWCHART



APPLICATION SUBMISSION SUMMARY

❑ **Schedule a pre-development meeting**

Prior to submitting an application, email planningsubmittals@cityofallen.org the proposed plans for Staff to review. Provided the plans meet Staff's completeness check, a pre-development meeting will be scheduled to discuss high-level items with the applicant. These meetings are held virtually and must be held prior to an application being submitted. **Note, no applications will be accepted after 12:00 p.m. (Noon) on Friday (or in cases of a holiday, the date listed in the Submittal Calendar).**

❑ **Email application documents**

Prior to the scheduled pre-development meeting, email all application documents to planningsubmittals@cityofallen.org.

❑ **Attend pre-development meeting and receive invoice**

During the pre-development meeting, any missing requirements will be identified. These will need to be provided or corrected prior to an application being considered complete. After it is determined that the application is complete, an invoice for the application fees will be sent to the applicant with instructions for payment. This must be paid by 5:00 p.m. on Friday.

APPLICATIONS

DEVELOPMENT APPLICATION

| APPLICATION INFORMATION | | | |
|--|---|--------------------------------|--------|
| Project Name: | | | |
| # of Lots: | # of Units: | # of Acres: | |
| Location of Property: | | Current Zoning Designation(s): | |
| Subdivision/Addition Name: | | Lot: | Block: |
| Type of Development: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use | | | |
| TYPE OF REQUEST | | | |
| <input type="checkbox"/> Zoning | <input type="checkbox"/> Planned Development/Amendment | | |
| <input type="checkbox"/> Specific Use Permit (SUP) Existing Structure | <input type="checkbox"/> Specific Use Permit (SUP) Private Club Renewal | | |
| <input type="checkbox"/> Specific Use Permit (SUP) New Structure | <input type="checkbox"/> Site Plan/Revised Site Plan | | |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Site Plan Amendment | | |
| <input type="checkbox"/> Replat | <input type="checkbox"/> Preliminary Plat | | |
| <input type="checkbox"/> Amending Plat | <input type="checkbox"/> Minor (Re)plat | | |
| <input type="checkbox"/> Conveyance Plat | <input type="checkbox"/> Temporary Event / Temporary Use Permit | | |
| <input type="checkbox"/> General Development Plan (GDP) | <input type="checkbox"/> Special Event | | |
| <input type="checkbox"/> Board of Adjustment - Variance/Special Exception | <input type="checkbox"/> Board of Adjustment - Appeal of Administrative Officer Decision | | |
| <input type="checkbox"/> Downtown District - Culturally Significant Structure Determination | <input type="checkbox"/> Cottonwood Creek Overlay District - Density Bonus - up to 38 dwelling units per acre | | |
| <input type="checkbox"/> Downtown District - Architectural Review in Cultural Core Overlay | <input type="checkbox"/> Cottonwood Creek Overlay District - Density Bonus - up to 45 dwelling units per acre | | |
| <input type="checkbox"/> Downtown District - Minor/Major Modification of Regulations | <input type="checkbox"/> Appeal to City Council of a Decision of the Downtown Design Review Board | | |
| APPLICANT/PROJECT MANAGER/PRIMARY POINT OF CONTACT | | | |
| Company: | | Name: | |
| Address: | | Relation to Project: | |
| | | Phone No: | |
| City: | State: | Fax No: | |
| Zip Code: | | E-Mail: | |
| CURRENT PROPERTY OWNER | | | |
| Company: | | Name: | |
| Address: | | Phone No: | |
| | | Fax No: | |
| City: | State: | E-mail: | |
| Zip Code: | | | |
| OTHER/SECONDARY POINT OF CONTACT | | | |
| Company: | | Name: | |
| Address: | | Relation to Project: | |
| | | Phone No: | |
| City: | State: | Fax No: | |
| Zip Code: | | E-mail: | |
| For Administrative Use Only | | | |
| Date: _____ | Case Number: _____ | Total Fees Paid: \$ _____ | |

CONSENT FORM

Project Name: _____ Submittal Date: _____

I hereby give CONSENT to _____(type, stamp or print clearly full name of agent/representative) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the City of Allen, Texas, and will not be returned. I understand that any false, inaccurate or incomplete information provided by me or my agent/representative will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I acknowledge that additional information may be required to process this application. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

Current Property Owner Information

Name: _____
Address: _____

Signature: _____
City, State, ZIP: _____

NOTARY PUBLIC INFORMATION

THE STATE OF TEXAS
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____ (name of person acknowledging). He/she is personally known to me or has produced (type of identification) _____ as identification.

(Name - type, stamp or print clearly)

(Signature)

NOTARY'S SEAL OR STAMP

Agent/Representative Information

Name: _____
Address: _____

City, State, ZIP: _____

**SUBMITTAL & REVIEW
CALENDARS**

***ALL SUBMITTALS ARE DUE BY FRIDAY AT 12:00 PM (NOON)**

ZONING SUBMITTAL & REVIEW CALENDAR

| Submittal | Comments Issued | TRC | Corrected Plans Complete | Zoning Sign Installed | Mailed Notices | Newspaper Legal Ad | Planning & Zoning Commission | City Council |
|--------------|-----------------|--------------|--------------------------|-----------------------|----------------|--------------------|------------------------------|--------------|
| Oct 6, 2023 | Oct 18, 2023 | Oct 24, 2023 | Nov 3, 2023 | Nov 10, 2023 | Nov 10, 2023 | Nov 22, 2023 | Nov 21, 2023 | Dec 12, 2023 |
| Oct 13, 2023 | Oct 25, 2023 | Oct 31, 2023 | | | | | | |
| Oct 20, 2023 | Nov 1, 2023 | Nov 7, 2023 | Nov 17, 2023 | Nov 24, 2023 | Nov 24, 2023 | Dec 20, 2023 | Dec 5, 2023 | Jan 9, 2024 |
| Oct 27, 2023 | Nov 8, 2023 | Nov 14, 2023 | | | | | | |
| Nov 3, 2023 | Nov 15, 2023 | Nov 21, 2023 | Dec 1, 2023 | Dec 8, 2023 | Dec 8, 2023 | Dec 20, 2023 | Dec 19, 2023 | |
| Nov 10, 2023 | Nov 22, 2023 | Nov 28, 2023 | | | | | | |
| Nov 17, 2023 | Nov 29, 2023 | Dec 5, 2023 | Dec 15, 2023 | Dec 22, 2023 | Dec 22, 2023 | Jan 3, 2024 | Jan 2, 2024 | Jan 23, 2024 |
| Nov 22, 2023 | Dec 4, 2023 | Dec 10, 2023 | | | | | | |
| Dec 1, 2023 | Dec 13, 2023 | Dec 19, 2023 | Dec 29, 2023 | Jan 5, 2024 | Jan 5, 2024 | Jan 24, 2024 | Jan 16, 2024 | Feb 13, 2024 |
| Dec 8, 2023 | Dec 20, 2023 | Dec 26, 2023 | | | | | | |
| Dec 15, 2023 | Dec 27, 2023 | Jan 2, 2024 | Jan 19, 2024 | Jan 26, 2024 | Jan 26, 2024 | Feb 7, 2024 | Feb 6, 2024 | Feb 27, 2024 |
| Dec 21, 2023 | Jan 2, 2024 | Jan 8, 2024 | | | | | | |
| Dec 29, 2023 | Jan 10, 2024 | Jan 16, 2024 | | | | | | |
| Jan 5, 2024 | Jan 17, 2024 | Jan 23, 2024 | Feb 2, 2024 | Feb 9, 2024 | Feb 9, 2024 | Feb 21, 2024 | Feb 20, 2024 | Mar 12, 2024 |
| Jan 12, 2024 | Jan 24, 2024 | Jan 30, 2024 | | | | | | |
| Jan 19, 2024 | Jan 31, 2024 | Feb 6, 2024 | Feb 16, 2024 | Feb 23, 2024 | Feb 23, 2024 | Mar 6, 2024 | Mar 5, 2024 | Mar 26, 2024 |
| Jan 26, 2024 | Feb 7, 2024 | Feb 13, 2024 | | | | | | |
| Feb 2, 2024 | Feb 14, 2024 | Feb 20, 2024 | Mar 1, 2024 | Mar 8, 2024 | Mar 8, 2024 | Mar 20, 2024 | Mar 19, 2024 | Apr 9, 2024 |
| Feb 9, 2024 | Feb 21, 2024 | Feb 27, 2024 | | | | | | |
| Feb 16, 2024 | Feb 28, 2024 | Mar 5, 2024 | Mar 15, 2024 | Mar 22, 2024 | Mar 22, 2024 | Apr 3, 2024 | Apr 2, 2024 | Apr 23, 2024 |
| Feb 23, 2024 | Mar 6, 2024 | Mar 12, 2024 | | | | | | |

Notes

*Dates near holidays and marked with an * may be cancelled at City Council's discretion*

Zoning Submittal & Review Calendar (Page 2)

| Submittal | Comments Issued | TRC | Corrected Plans Complete | Zoning Sign Installed | Mailed Notices | Newspaper Legal Ad | Planning & Zoning Commission | City Council |
|--------------|-----------------|--------------|--------------------------|-----------------------|----------------|--------------------|------------------------------|--------------|
| Mar 1, 2024 | Mar 13, 2024 | Mar 19, 2024 | Mar 29, 2024 | Apr 5, 2024 | Apr 5, 2024 | Apr 24, 2024 | Apr 16, 2024 | May 14, 2024 |
| Mar 8, 2024 | Mar 20, 2024 | Mar 26, 2024 | | | | | | |
| Mar 15, 2024 | Mar 27, 2024 | Apr 2, 2024 | Apr 19, 2024 | Apr 26, 2024 | Apr 26, 2024 | May 8, 2024 | May 7, 2024 | May 28, 2024 |
| Mar 22, 2024 | Apr 3, 2024 | Apr 9, 2024 | | | | | | |
| Mar 29, 2024 | Apr 10, 2024 | Apr 16, 2024 | May 3, 2024 | May 10, 2024 | May 10, 2024 | May 22, 2024 | May 21, 2024 | Jun 11, 2024 |
| Apr 5, 2024 | Apr 17, 2024 | Apr 23, 2024 | | | | | | |
| Apr 12, 2024 | Apr 24, 2024 | Apr 30, 2024 | May 17, 2024 | May 24, 2024 | May 24, 2024 | Jun 5, 2024 | Jun 4, 2024 | Jun 25, 2024 |
| Apr 19, 2024 | May 1, 2024 | May 7, 2024 | | | | | | |
| Apr 26, 2024 | May 8, 2024 | May 14, 2024 | | | | | | |
| May 3, 2024 | May 15, 2024 | May 21, 2024 | May 31, 2024 | Jun 7, 2024 | Jun 7, 2024 | Jun 19, 2024 | Jun 18, 2024 | Jul 9, 2024 |
| May 10, 2024 | May 22, 2024 | May 28, 2024 | | | | | | |
| May 17, 2024 | May 29, 2024 | Jun 4, 2024 | Jun 14, 2024 | Jun 21, 2024 | Jun 21, 2024 | Jul 3, 2024 | Jul 2, 2024 | Jul 23, 2024 |
| May 24, 2024 | Jun 5, 2024 | Jun 11, 2024 | | | | | | |
| May 31, 2024 | Jun 12, 2024 | Jun 18, 2024 | Jun 28, 2024 | Jul 5, 2024 | Jul 5, 2024 | Jul 24, 2024 | Jul 16, 2024 | Aug 13, 2024 |
| Jun 7, 2024 | Jun 19, 2024 | Jun 25, 2024 | | | | | | |
| Jun 14, 2024 | Jun 26, 2024 | Jul 2, 2024 | Jul 19, 2024 | Jul 26, 2024 | Jul 26, 2024 | Aug 7, 2024 | Aug 6, 2024 | Aug 27, 2024 |
| Jun 21, 2024 | Jul 3, 2024 | Jul 9, 2024 | | | | | | |
| Jun 28, 2024 | Jul 10, 2024 | Jul 16, 2024 | Aug 2, 2024 | Aug 9, 2024 | Aug 9, 2024 | Aug 21, 2024 | Aug 20, 2024 | Sep 10, 2024 |
| Jul 5, 2024 | Jul 17, 2024 | Jul 23, 2024 | | | | | | |

Notes

1. Dates near holidays and marked with an * may be cancelled at City Council's discretion.

Zoning Submittal & Review Calendar (Page 3)

| Submittal | Comments Issued | TRC | Corrected Plans Complete | Zoning Sign Installed | Mailed Notices | Newspaper Legal Ad | Planning & Zoning Commission | City Council |
|--------------|-----------------|--------------|--------------------------|-----------------------|----------------|--------------------|------------------------------|--------------|
| Jul 12, 2024 | Jul 24, 2024 | Jul 30, 2024 | Aug 16, 2024 | Aug 23, 2024 | Aug 23, 2024 | Sep 4, 2024 | Sep 3, 2024 | Sep 24, 2024 |
| Jul 19, 2024 | Jul 31, 2024 | Aug 6, 2024 | | | | | | |
| Jul 26, 2024 | Aug 7, 2024 | Aug 13, 2024 | | | | | | |
| Aug 2, 2024 | Aug 14, 2024 | Aug 20, 2024 | Aug 30, 2024 | Sep 6, 2024 | Sep 6, 2024 | Sep 18, 2024 | Sep 17, 2024 | Oct 8, 2024 |
| Aug 9, 2024 | Aug 21, 2024 | Aug 27, 2024 | | | | | | |
| Aug 16, 2024 | Aug 28, 2024 | Sep 3, 2024 | Sep 13, 2024 | Sep 20, 2024 | Sep 20, 2024 | Oct 2, 2024 | Oct 1, 2024 | Oct 22, 2024 |
| Aug 23, 2024 | Sep 4, 2024 | Sep 10, 2024 | | | | | | |
| Aug 30, 2024 | Sep 11, 2024 | Sep 17, 2024 | Sep 27, 2024 | Oct 4, 2024 | Oct 4, 2024 | Oct 23, 2024 | Oct 15, 2024 | Nov 12, 2024 |
| Sep 6, 2024 | Sep 18, 2024 | Sep 24, 2024 | | | | | | |
| Sep 13, 2024 | Sep 25, 2024 | Oct 1, 2024 | Oct 18, 2024 | Oct 25, 2024 | Oct 25, 2024 | Nov 6, 2024 | Nov 5, 2024 | Nov 26, 2024 |
| Sep 20, 2024 | Oct 2, 2024 | Oct 8, 2024 | | | | | | |
| Sep 27, 2024 | Oct 9, 2024 | Oct 15, 2024 | | | | | | |
| Oct 4, 2024 | Oct 16, 2024 | Oct 22, 2024 | Nov 1, 2024 | Nov 8, 2024 | Nov 8, 2024 | Nov 20, 2024 | Nov 19, 2024 | Dec 10, 2024 |
| Oct 11, 2024 | Oct 23, 2024 | Oct 29, 2024 | | | | | | |
| Oct 18, 2024 | Oct 30, 2024 | Nov 5, 2024 | Nov 15, 2024 | Nov 22, 2024 | Nov 22, 2024 | Dec 25, 2024 | Dec 3, 2024 | Jan 14, 2025 |
| Oct 25, 2024 | Nov 6, 2024 | Nov 12, 2024 | | | | | | |
| Nov 1, 2024 | Nov 13, 2024 | Nov 19, 2024 | Nov 29, 2024 | Dec 6, 2024 | Dec 6, 2024 | Dec 18, 2024 | Dec 17, 2024 | |
| Nov 8, 2024 | Nov 20, 2024 | Nov 26, 2024 | | | | | | |

Notes

1. Dates near holidays and marked with an * may be cancelled at City Council's discretion.

PLATTING SUBMITTAL & REVIEW CALENDAR

| Submittal | Comments Issued | TRC | Corrected Plans Complete | Planning & Zoning Commission |
|--------------|-----------------|--------------|--------------------------|------------------------------|
| Oct 13, 2023 | Oct 25, 2023 | Oct 24, 2023 | Nov 1, 2023 | Nov 7, 2023 |
| Oct 27, 2023 | Nov 8, 2023 | Nov 7, 2023 | Nov 15, 2023 | Nov 21, 2023 |
| Nov 10, 2023 | Nov 22, 2023 | Nov 21, 2023 | Nov 29, 2023 | Dec 5, 2023 |
| Nov 22, 2023 | Dec 4, 2023 | Dec 3, 2023 | Dec 21, 2023 | Dec 19, 2023 |
| Dec 8, 2023 | Dec 20, 2023 | Dec 19, 2023 | Dec 27, 2023 | Jan 2, 2024 |
| Dec 22, 2023 | Jan 4, 2024 | Jan 3, 2024 | Jan 11, 2024 | Jan 16, 2024 |
| Jan 5, 2024 | Jan 17, 2024 | Jan 16, 2024 | Jan 24, 2024 | Feb 6, 2024 |
| Jan 19, 2024 | Jan 31, 2024 | Jan 30, 2024 | Feb 7, 2024 | Feb 20, 2024 |
| Feb 9, 2024 | Feb 21, 2024 | Feb 20, 2024 | Feb 28, 2024 | Mar 5, 2024 |
| Feb 23, 2024 | Mar 6, 2024 | Mar 5, 2024 | Mar 13, 2024 | Mar 19, 2024 |
| Mar 8, 2024 | Mar 20, 2024 | Mar 19, 2024 | Mar 27, 2024 | Apr 2, 2024 |
| Mar 22, 2024 | Apr 3, 2024 | Apr 2, 2024 | Apr 10, 2024 | Apr 16, 2024 |
| Apr 5, 2024 | Apr 17, 2024 | Apr 16, 2024 | Apr 24, 2024 | May 7, 2024 |
| Apr 19, 2024 | May 1, 2024 | Apr 30, 2024 | May 8, 2024 | May 21, 2024 |
| May 10, 2024 | May 22, 2024 | May 21, 2024 | May 29, 2024 | Jun 4, 2024 |
| May 24, 2024 | Jun 5, 2024 | Jun 4, 2024 | Jun 12, 2024 | Jun 18, 2024 |
| Jun 7, 2024 | Jun 19, 2024 | Jun 18, 2024 | Jun 26, 2024 | Jul 2, 2024 |
| Jun 21, 2024 | Jul 3, 2024 | Jul 2, 2024 | Jul 10, 2024 | Jul 16, 2024 |
| Jul 5, 2024 | Jul 17, 2024 | Jul 16, 2024 | Jul 24, 2024 | Aug 6, 2024 |

Notes

1. This deadline also includes plats to be resubmitted subsequent to an approval with conditions or disapproval by Planning & Zoning Commission.

PLATTING SUBMITTAL & REVIEW CALENDAR (PAGE 2)

| Submittal | Comments Issued | TRC | Corrected Plans Complete | Planning & Zoning Commission |
|------------------|------------------------|--------------|---------------------------------|---|
| Jul 19, 2024 | Jul 31, 2024 | Jul 30, 2024 | Aug 7, 2024 | Aug 20, 2024 |
| Aug 9, 2024 | Aug 21, 2024 | Aug 20, 2024 | Aug 28, 2024 | Sep 3, 2024 |
| Aug 23, 2024 | Sep 4, 2024 | Sep 3, 2024 | Sep 11, 2024 | Sep 17, 2024 |
| Sep 6, 2024 | Sep 18, 2024 | Sep 17, 2024 | Sep 25, 2024 | Oct 1, 2024 |
| Sep 20, 2024 | Oct 2, 2024 | Oct 1, 2024 | Oct 9, 2024 | Oct 15, 2024 |
| Oct 11, 2024 | Oct 23, 2024 | Oct 22, 2024 | Oct 30, 2024 | Nov 5, 2024 |
| Oct 25, 2024 | Nov 6, 2024 | Nov 5, 2024 | Nov 13, 2024 | Nov 19, 2024 |
| Nov 8, 2024 | Nov 20, 2024 | Nov 19, 2024 | Nov 27, 2024 | Dec 3, 2024 |

Notes

1. *This deadline also includes plats to be resubmitted subsequent to an approval with conditions or disapproval by Planning & Zoning Commission.*

PLAN CHECKLISTS

STRAIGHT ZONING CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Zoning submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** Return this form at the time of application submittal.

All initial Zoning applications (Planned Development Zoning, Planned Development Amendment, or Zoning) shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed, and notarized Consent Form.
- A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- Payment of all applicable fees (see Schedule of Fees).
- A single copy of each exhibit submitted with the application and appropriate checklist
- An email with attachments, email with link not requiring a password, or electronic copies of the required exhibits in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org.

Resubmittals of Zoning applications shall be accompanied by the following materials:

- A written response to staffs' comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials will be required:

- One copy of the 24" x 36" exhibits previously submitted.
- An email with electronic copies of the required exhibits in "PDF" format. Emails should be submitted to: planningsubmittals@cityofallen.org.

STRAIGHT ZONING CHECKLIST (PAGE 2)

| ATTACHMENT A - LEGAL DESCRIPTION | |
|---|---|
| Included | Item Description |
| <input type="checkbox"/> | 8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating "Legal Description". |
| <input type="checkbox"/> | Closure report. |
| ATTACHMENT B - ZONING EXHIBIT | |
| Included | Item Description |
| <input type="checkbox"/> | A title block, in the bottom right hand corner of the sheet, with: <ul style="list-style-type: none"> • "Zoning Exhibit" • Project name • Acreage • Subdivision name, lot and block, or survey name, abstract number • City of Allen, Collin County • Submission date |
| <input type="checkbox"/> | The name or names, address, and phone number of the owner, developer, engineer, and/or surveyor. |
| <input type="checkbox"/> | North arrow, scale ratio, and scale bar. |
| <input type="checkbox"/> | Legend, if abbreviations or symbol are used. |
| <input type="checkbox"/> | Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow. |
| <input type="checkbox"/> | The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and signed and sealed by a surveyor. |
| <input type="checkbox"/> | Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83. |
| <input type="checkbox"/> | Abstract lines, survey lines, and corporate boundaries are correctly shown and clearly labeled. |

PLANNED DEVELOPMENT/AMENDMENT REQUEST CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Planned Development or Planned Development Amendment Request submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this form at the time of application submittal.

All initial Zoning applications (Planned Development Zoning, Planned Development Amendment, or Zoning) shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed, and notarized Consent Form.
- A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- Payment of all applicable fees (see Schedule of Fees).
- A single copy of each exhibit submitted with the application and appropriate checklist
- An email with attachments, email with link not requiring a password, or USB Jump drive with electronic copies of the required exhibits in “PDF” format. Emails should be sent to: planningsubmittals@cityofallen.org.

Resubmittals of Zoning applications shall be accompanied by the following materials:

- A written response to staffs’ comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials will be required:

- One copy of the 24” x 36” exhibits previously submitted.
- An email with electronic copies of the required exhibits in “PDF” format. Emails should be submitted to: planningsubmittals@cityofallen.org.

| ATTACHMENT A – LEGAL DESCRIPTION | |
|----------------------------------|---|
| Included | Item Description |
| <input type="checkbox"/> | 8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating “Legal Description”. |
| <input type="checkbox"/> | Closure report. |

PD/PD AMENDMENT CHECKLIST (PAGE 2)

| ATTACHMENT B – PD/PD AMENDMENT ZONING EXHIBIT | |
|--|---|
| Included | Item Description |
| <input type="checkbox"/> | A title block, in the bottom right hand corner of the sheet, with: <ul style="list-style-type: none"> • “PD/ PD Amendment Zoning Exhibit” • Project name • Acreage • Subdivision name, lot and block, or survey name, abstract number • City of Allen, Collin County • Submission date |
| <input type="checkbox"/> | The name or names, address, and phone number of the owner, developer, engineer, and/or surveyor. |
| <input type="checkbox"/> | North arrow, scale ratio, and scale bar. |
| <input type="checkbox"/> | Legend, if abbreviations or symbol are used. |
| <input type="checkbox"/> | Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow. |
| <input type="checkbox"/> | The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and signed and sealed by a surveyor. |
| <input type="checkbox"/> | Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83. |
| <input type="checkbox"/> | Abstract lines, survey lines, and corporate boundaries are correctly shown and clearly labeled. |
| <input type="checkbox"/> | All copyrights removed from the exhibit. |
| ATTACHMENT C – CONCEPT PLAN | |
| Included | Item Description |
| <input type="checkbox"/> | A title block, in the bottom right hand corner of the sheet, with: <ul style="list-style-type: none"> • “PD/PD Amendment Concept Plan”; • Project name; • Acreage; • Subdivision name, lot and block, or survey name, abstract number; • City of Allen, Collin County; • Submission date. |
| <input type="checkbox"/> | The name or names, address, and phone number of the owner, developer, engineer, and/or architect. |
| <input type="checkbox"/> | North arrow, scale ratio, and scale bar. |
| <input type="checkbox"/> | Legend, if abbreviations or symbol are used. |
| <input type="checkbox"/> | Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow. |
| <input type="checkbox"/> | Adjacent properties’ information, including subdivision, lot, block or abstract and tract, recordation information, zoning, and the name of record of owners (if non-residential). |
| <input type="checkbox"/> | Topography at two-foot contours. |
| <input type="checkbox"/> | Floodplain area, both the existing FEMA 100-year floodplain and the fully developed ultimate floodplain, with flood studies cited as necessary. |
| <input type="checkbox"/> | Land uses and acreage of each use. |

PD/PD AMENDMENT CHECKLIST (PAGE 3)

| ATTACHMENT C – CONCEPT PLAN (continued) | |
|--|---|
| Included | Item Description |
| <input type="checkbox"/> | Site Data Summary Table, including: <ul style="list-style-type: none"> • Proposed Use(s) • Existing Zoning District • Proposed Base Zoning District • Gross Site Area (ac. & sq. ft.) • Lot Coverage • FAR • Maximum Height (in ft. & stories) |
| <input type="checkbox"/> | For residential development, the Site Data Summary Table should also include the following: <ul style="list-style-type: none"> • Required Open Space (ac. & %) • Provided Open Space (ac. & %) • Total Gross Density (du/ac.) • Total Net Density (du/ac.) • Total Number of Dwelling Units by Type • Lot Count by Typical Lot Size |
| <input type="checkbox"/> | For commercial development, the Site Data Summary Table should also include the following: <ul style="list-style-type: none"> • Required Landscape Area (ac. & %) • Provided Landscape Area (ac. & %) • Parking Ratio by Use • Parking Required • Parking Provided |
| <input type="checkbox"/> | Building sites or lots. |
| <input type="checkbox"/> | Parking and circulation areas. |
| <input type="checkbox"/> | Identification of major access points and any proposed traffic improvements. |
| <input type="checkbox"/> | Right-of-way or other area to be dedicated to the City. |
| <input type="checkbox"/> | Existing right-of-way, dimensioned from property line to property line and property line to centerline. |
| <input type="checkbox"/> | Existing streets to be labeled and include an abbreviated suffix and no directional prefix. |
| <input type="checkbox"/> | Location of building setbacks along the site boundaries. |
| <input type="checkbox"/> | Off street parking and loading. |
| <input type="checkbox"/> | Indication of each phase of development if separate phases are proposed. |
| <input type="checkbox"/> | Hike and bike trails. |
| <input type="checkbox"/> | Location of existing/proposed easements, setbacks from easements, land conveyance, overhead utility lines, if applicable. |
| <input type="checkbox"/> | Screening (can provide on a separate exhibit if necessary). |
| <input type="checkbox"/> | Landscape Buffer |
| <input type="checkbox"/> | All copyrights removed from the exhibit. |

PD/PD AMENDMENT CHECKLIST (PAGE 4)

| ATTACHMENT D – TREE SURVEY (if applicable) | |
|---|--|
| Included | Item Description |
| <input type="checkbox"/> | Property Legal Description. |
| <input type="checkbox"/> | Date of Preparation. |
| <input type="checkbox"/> | North Arrow. |
| <input type="checkbox"/> | Name, address, and phone number of owner. |
| <input type="checkbox"/> | Name, address, and phone number of preparer. |
| <input type="checkbox"/> | Caliper of all trees 6” in caliper or larger: |
| <input type="checkbox"/> | Location and common name of tree species. |
| <input type="checkbox"/> | Is the species “Protected” or “Unprotected” |
| <input type="checkbox"/> | Identification of all trees. |
| <input type="checkbox"/> | Identification of caliper, common name of species, and location of trees that are to be used as replacement trees. |
| <input type="checkbox"/> | Identification of caliper, common name of species, and location of existing trees that are to be used for credits. |
| <input type="checkbox"/> | Zoning of Property. |
| <input type="checkbox"/> | Documentation of agricultural tax status if exemption is requested. |
| <input type="checkbox"/> | Tree loss mitigation plan which identifies species, location, and schedule for planting replacement trees. |
| <input type="checkbox"/> | Mitigation trees identified on landscape plans and guaranteed to survive three years. |
| <input type="checkbox"/> | All copyrights removed from the exhibit. |
| ATTACHMENT E – ELEVATIONS | |
| Included | Item Description |
| <input type="checkbox"/> | Elevations, from each direction, of the existing or proposed building(s). |
| <input type="checkbox"/> | Label the maximum building height per elevation. |
| <input type="checkbox"/> | Include the cardinal direction (north, south, east, or west) in the label for each elevation. |
| <input type="checkbox"/> | Label each building material. |
| <input type="checkbox"/> | A building material table, per elevation, that includes the area (sq-ft) and percent of each building material. Do not include glazing, doors, roofs, or awnings. Per the <i>Allen Land Development Code</i> , EIFS cannot exceed 10%, and can only be used as an accent material. |
| <input type="checkbox"/> | All copyrights removed from the exhibit. |
| ATTACHMENT F – DEVELOPMENT REGULATIONS | |
| Included | Item Description |
| <input type="checkbox"/> | <p>A chart detailing the proposed deviations from the <i>Allen Land Development Code</i> or existing Planned Development. It should include the existing regulations and the proposed regulations for comparison. An example is provided at the end of the Zoning and Development Handbook. Possible deviations from existing regulations include:</p> <ul style="list-style-type: none"> • Base Zoning • Permitted Uses • Minimum Setbacks (Front Yard, Side Yard, Side Yard (Corner Lots), Rear Yard) • Minimum Lot Width, Depth, and Area • Maximum Height • Building Materials |

SPECIFIC USE PERMIT (SUP) CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Specific Use Permit submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this form at the time of application submittal.

All initial Specific Use Permit applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed, and notarized Consent Form.
- A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- Payment of all applicable fees (see Schedule of Fees).
- A single copy of each exhibit submitted with the application and appropriate checklist
- An email with attachments or email with link not requiring a password, with electronic copies of the required exhibits in “PDF” format. Emails should be sent to: planningsubmittals@cityofallen.org.

Resubmittals of Specific Use Permit applications shall be accompanied by the following materials:

- A written response to staffs’ comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials will be required:

- One copy of the 24” x 36” exhibits previously submitted.
- An email with electronic copies of the required exhibits in “PDF” format. Emails should be submitted to: planningsubmittals@cityofallen.org.

| ATTACHMENT A – LEGAL DESCRIPTION | |
|----------------------------------|---|
| Included | Item Description |
| <input type="checkbox"/> | 8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating “Legal Description”. |
| <input type="checkbox"/> | Closure report. |

SPECIFIC USE PERMIT (SUP) CHECKLIST (PAGE 2)

| ATTACHMENT B – SUP ZONING EXHIBIT | |
|--|--|
| Included | Item Description |
| <input type="checkbox"/> | A title block, in the bottom right hand corner of the sheet, with: <ul style="list-style-type: none"> • “SUP Zoning Exhibit” • Project name • Acreage • Subdivision name, lot and block, or survey name, abstract number • City of Allen, Collin County • Submission date |
| <input type="checkbox"/> | The name or names, address, and phone number of the owner, developer, engineer, and/or surveyor. |
| <input type="checkbox"/> | North arrow, scale ratio, and scale bar. |
| <input type="checkbox"/> | Legend, if abbreviations or symbol are used. |
| <input type="checkbox"/> | Location/vicinity map showing the location of the proposed SUP. Indicate scale or not to scale (NTS) and provide north arrow. |
| <input type="checkbox"/> | The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and signed and sealed by a surveyor. |
| <input type="checkbox"/> | Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83. |
| <input type="checkbox"/> | Abstract lines, survey lines, and corporate boundaries are correctly shown and clearly labeled. |
| <input type="checkbox"/> | Adjacent property within 200 feet - subdivision name or owner’s name and recording information, land use, and zoning. |
| ATTACHMENT C – SUP SITE PLAN | |
| Included | Item Description |
| <input type="checkbox"/> | A title block, in the bottom right hand corner of the sheet, with: <ul style="list-style-type: none"> • “SUP Site Plan” • Project name • Acreage • Subdivision name, lot, block or survey name and abstract; • City of Allen, Collin County • Submission date |
| <input type="checkbox"/> | North arrow, scale ratio, and scale bar. |
| <input type="checkbox"/> | Location/vicinity map showing the location of the subject property. Indicate scale or not to scale (NTS) and provide north arrow. |
| <input type="checkbox"/> | The name or names, address, and phone number of the owner, developer, engineer, and/or architect. |
| <input type="checkbox"/> | Legend, if abbreviations or symbol are used. |
| <input type="checkbox"/> | Concrete sidewalks; label as existing or proposed and dimension the width(s). |
| <input type="checkbox"/> | On-site and off-site circulation (including truck loading and pickup areas). Public streets, private drives and fire lanes with pavement widths, right-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii, surface type, and distances between driveways. |
| <input type="checkbox"/> | Existing streets to be labeled and include an abbreviated suffix and no directional prefix. |

SPECIFIC USE PERMIT (SUP) CHECKLIST (PAGE 3)

| ATTACHMENT C – SUP SITE PLAN (continued) | |
|---|---|
| Included | Item Description |
| <input type="checkbox"/> | Site Data Summary Table, including: <ul style="list-style-type: none"> • Proposed Use(s) • Existing Zoning District • Gross Site Area (ac. & sq. ft.) • Required Landscape Area (ac. & %) • Provided Landscape Area (ac. & %) • Lot Coverage • Parking Ratio per Use • Parking Required • Parking Provided • Maximum Height (in ft. and stories) • FAR • Setbacks (front, side interior, side street, and rear) |
| <input type="checkbox"/> | Location of off-site improvements including adjacent drives, existing and proposed median cuts, parking, buildings or other structures within 200 feet of subject property. |
| <input type="checkbox"/> | Parking areas and structures, including the number of parking spaces provided and required, and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type. |
| <input type="checkbox"/> | Dumpster and trash compactor locations and screening. |
| <input type="checkbox"/> | Location of existing/proposed easements, setbacks from easements, land conveyance, overhead utility lines, if applicable. |
| <input type="checkbox"/> | Landscape Buffers |
| ATTACHMENT D – BUILDING ELEVATIONS | |
| Included | Item Description |
| <input type="checkbox"/> | Elevations, from each direction, of the existing and/or proposed building(s). |
| <input type="checkbox"/> | Label the maximum building height per elevation. |
| <input type="checkbox"/> | Include the cardinal direction (north, south, east, or west) in the label for each elevation. |
| <input type="checkbox"/> | Label each building material. |
| <input type="checkbox"/> | A building material table, per elevation, that includes the square foot and percent of each building material. Please do not include glazing, doors, roofs, or awnings. Per the <i>Allen Land Development Code</i> , EIFS cannot exceed 10%, and can only be used as an accent material. |

GENERAL DEVELOPMENT PLAN CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for General Development Plan submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal.

Please note a Concept Plan submitted for the purpose of securing zoning approvals may be accepted as a General Development Plan if it meets the requirements of this section.

All initial General Development Plan applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed, and notarized Consent Form.
- A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- A single copy of each exhibit submitted with the application and appropriate checklist
- An email with attachments or email with link not requiring a password, with electronic copies of the required exhibits in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org.

Resubmittals of General Development Plan applications shall be accompanied by the following materials:

- A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials will be required:

- One copy of the 24" x 36" exhibits previously submitted.
- An email with electronic copies of the required exhibits in "PDF" format. Emails should be submitted to: planningsubmittals@cityofallen.org.

| ATTACHMENT A – BOUNDARY DESCRIPTION | |
|-------------------------------------|--|
| Included | Item Description |
| <input type="checkbox"/> | Letter size (8½ x 11) copy of the boundary description (metes and bounds) of the property to considered in the request signed and sealed by a surveyor with labeling at top of the document indicating "Boundary Description". |
| <input type="checkbox"/> | Digital copy of the boundary description in the Microsoft Word suitable for editing and copying the description digitally. |
| <input type="checkbox"/> | Closure report. |

GENERAL DEVELOPMENT PLAN (GDP) CHECKLIST (PAGE 2)

| ATTACHMENT B – GENERAL DEVELOPMENT PLAN | |
|--|--|
| Included | Item Description |
| <input type="checkbox"/> | A title block in the bottom right hand corner of the sheet, with: <ul style="list-style-type: none"> • “General Development Plan” • Project name • Acreage • Proposed Subdivision name, lot and block, or survey name, abstract number • City of Allen, Collin County • Submission date |
| <input type="checkbox"/> | A proposed layout drawn to a scale of 1” = 200’ or larger. |
| <input type="checkbox"/> | North arrow, scale bar, and scale ratio. |
| <input type="checkbox"/> | Site Data Summary Table, including: <ul style="list-style-type: none"> • Proposed Use(s) (with type, number, and acreage) • Existing Zoning District • Proposed Base Zoning District • Gross Site Area (ac. & sq. ft.) • Lot Coverage • FAR • Maximum Height (in ft. & stories) • Required Landscape Area (ac. & %) • Provided Landscape Area (ac. & %) • Parking Ratio by Use • Parking Required • Parking Provided |
| <input type="checkbox"/> | Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow. |
| <input type="checkbox"/> | The names of adjacent additions or subdivisions or the name of record of owners adjoining parcels of unplatted land. |
| <input type="checkbox"/> | For all recorded instruments referenced on the General Development Plan, the recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT). |
| <input type="checkbox"/> | General location and size of school sites, park and recreation areas, and other public areas. |
| <input type="checkbox"/> | Arrangement and connection of streets with adjacent properties. |
| <input type="checkbox"/> | All shown streets to be labeled and include an abbreviated suffix and no directional prefix. |

GENERAL DEVELOPMENT PLAN (GDP) CHECKLIST (PAGE 3)

| ATTACHMENT B – GENERAL DEVELOPMENT PLAN (CONTINUED) | |
|--|--|
| <input type="checkbox"/> | Existing driveways within 200 feet of the property. |
| <input type="checkbox"/> | Existing and proposed median openings within 500 feet of the property. |
| <input type="checkbox"/> | Location of proposed shopping centers, multifamily residential, and other land uses. |
| <input type="checkbox"/> | Proposals for water, sewer, and drainage systems in relation to master plans where they exist for these facilities. |
| <input type="checkbox"/> | Location of existing/proposed easements, setbacks from easements, land conveyance, overhead utility lines, if applicable. |
| <input type="checkbox"/> | Identification of any flood prone areas and general proposals for such areas. |
| <input type="checkbox"/> | Identification of any tree cover containing 6 or more trees with a caliper of 6 inches or more that is outside the floodplain that may be disturbed by proposed streets or alleys in order to reduce the destruction of trees. |
| <input type="checkbox"/> | Hike and bike trails with widths dimensioned and labeled as existing or proposed. |
| <input type="checkbox"/> | Landscape Buffers |
| ATTACHMENT C – TREE SURVEY | |
| Included | Item Description |
| <input type="checkbox"/> | Property Boundary Description. |
| <input type="checkbox"/> | Date of Preparation. |
| <input type="checkbox"/> | North Arrow. |
| <input type="checkbox"/> | Name, address, and phone number of owner. |
| <input type="checkbox"/> | Name, address, and phone number of preparer. |
| <input type="checkbox"/> | Caliper of all trees with a trunk diameter of six inches (6”) in caliper or larger, and any tree for which tree preservation credits will be requested. |
| <input type="checkbox"/> | Location and common name of tree species. |
| <input type="checkbox"/> | Identification of all trees to be removed. |
| <input type="checkbox"/> | Identification of caliper, common name of species, and location of trees that are to be used as replacement trees. |
| <input type="checkbox"/> | Identification of caliper, common name of species, and location of existing trees that are to be used for credits. |
| <input type="checkbox"/> | Zoning of Property. |
| <input type="checkbox"/> | Documentation of agricultural/open space tax status if exemption is requested. |
| <input type="checkbox"/> | Tree loss mitigation plan which identifies species, location, and schedule for planting replacement trees. |

SITE PLAN OR REVISED SITE PLAN CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Site Plan or Revised Site Plan submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this completed form at the time of application submittal.

All initial Site Plan or Revised Site Plan applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed, and notarized Consent Form.
- A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- Payment of all applicable fees (see Schedule of Fees).
- A single copy of each exhibit submitted with the application and appropriate checklist
- An email with attachments or email with link not requiring a password, with electronic copies of the required exhibits in “PDF” format. Emails should be sent to: planningsubmittals@cityofallen.org.

Resubmittals of Site Plan applications shall be accompanied by the following materials:

- A written response to staff’s comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and ready for final approval, the following materials will be required:

- One folded copy (11” x 17”) of the Site Plan (with a Texas Registered Architectural or Engineering signature, seal, and date).
- One folded copy (24” x 36”) of the Site Plan (with a Texas Registered Architectural or Engineering signature, seal, and date).
- One folded copy (24” x 36”) of the Landscape Plan (with a Registered Landscape Architect’s signature, seal, and date).
- One folded copy (24” x 36”) of the Photometric/Illumination Plan.
- One folded copy (24” x 36”) of the building elevations in black and white.
- One folded copy (11” x 17”) of the building elevations in color.
- One folded copies (11” x 17”) of the dumpster enclosure details.
- An email with electronic copies of the required plans in “PDF” format. Emails should be sent to: planningsubmittals@cityofallen.org.

SITE PLAN OR REVISED SITE PLAN CHECKLIST (PAGE 2)

| ATTACHMENT A – BOUNDARY DESCRIPTION | |
|--|---|
| Included | Item Description |
| <input type="checkbox"/> | 8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating "Boundary Description". |
| <input type="checkbox"/> | Closure report. |
| ATTACHMENT B – SITE PLAN | |
| Included | Item Description |
| <input type="checkbox"/> | A title block with: <ul style="list-style-type: none"> • "Site Plan or Revised Site Plan" • Project name • Acreage • Subdivision name, lot, block or survey name and abstract • City of Allen, Collin County • Submission date |
| <input type="checkbox"/> | North arrow, scale ratio, and scale bar. |
| <input type="checkbox"/> | Location/vicinity map showing the location of the subject property. Indicate scale or not to scale (NTS) and provide north arrow. |
| <input type="checkbox"/> | The name or names, address, and phone number of the owner, developer, engineer, and/or architect. |
| <input type="checkbox"/> | Site Data Summary Table, including: <ul style="list-style-type: none"> • Proposed Use(s) • Existing Zoning District • Gross Site Area (ac. & sq. ft.) • Required Landscape Area (ac. & %) • Provided Landscape Area (ac. & %) • Lot Coverage • Parking Ratio per Use • Parking Required • Parking Provided • Maximum Height (in ft. and stories) • FAR • Setbacks (front, side interior, side street, and rear) |
| <input type="checkbox"/> | Adjacent property subdivision name/owner, property lines, zoning, and ownership with recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT). |
| <input type="checkbox"/> | Setbacks as required by zoning. |
| <input type="checkbox"/> | All shown streets to be labeled and include an abbreviated suffix and no directional prefix. |
| <input type="checkbox"/> | Location of proposed building(s) and structures. |
| <input type="checkbox"/> | Concrete sidewalks; label as existing or proposed and dimension the width(s). |
| <input type="checkbox"/> | On-site and off-site circulation (including truck loading and pickup areas). Public streets, private drives and fire lanes with pavement widths, right-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii, surface type, and distances between driveways. |

SITE PLAN OR REVISED SITE PLAN CHECKLIST (PAGE 3)

| ATTACHMENT B – SITE PLAN (continued) | |
|---|---|
| Included | Item Description |
| <input type="checkbox"/> | Location of off-site improvements including adjacent drives, existing and proposed median cuts, parking, buildings or other structures within 200 feet of subject property. |
| <input type="checkbox"/> | Parking areas and structures, including the number of parking spaces provided and required, and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type. |
| <input type="checkbox"/> | Dumpster and trash compactor locations and screening. |
| <input type="checkbox"/> | Location of existing/proposed easements, setbacks from easements, land conveyance, overhead utility lines, if applicable. |
| <input type="checkbox"/> | Turning exhibit for all trucks (dumpster, fire truck-50' long., etc.). |
| <input type="checkbox"/> | Location and size of the grease trap(s). |
| <input type="checkbox"/> | Screening (including heights and materials). |
| <input type="checkbox"/> | Location of all fire hydrants, Fire Department Connections (FDC), and location of the fire riser room. |
| <input type="checkbox"/> | Landscape Buffers |
| <input type="checkbox"/> | Hike and Bike Trails |
| ATTACHMENT C – LANDSCAPE PLAN | |
| Included | Item Description |
| <input type="checkbox"/> | Final submission of a Landscape Plan should be sealed, signed, and dated by a Registered Landscape Architect |
| Site Landscape Area | |
| <input type="checkbox"/> | Clearly reflect the required percentage of area devoted to landscaping, based on the property zoning. |
| <input type="checkbox"/> | The proper landscape buffer provided adjacent to public street right-of-way. |
| <input type="checkbox"/> | All easements located on this site shown on the landscape plan. |
| <input type="checkbox"/> | Shade and ornamental trees provided in the landscape buffer (based on the length of the property's street frontage including drive aisles). |
| Parking Lot Landscaping | |
| <input type="checkbox"/> | Retail development: 1 shade tree plus 1 ornamental tree for every 40 parking spaces. |
| <input type="checkbox"/> | Non-retail development: 1 shade tree plus 1 ornamental tree for every 30 parking spaces. |
| <input type="checkbox"/> | If the parking lot has over 200 spaces, subdivided into areas of no more than 200 spaces by a 10' landscaped island. |
| <input type="checkbox"/> | All landscape areas are protected by a raised 6-inch concrete curb. |
| <input type="checkbox"/> | Root barriers required per Article 7.05.3.6.j of the <i>Allen Land Development Code</i> . |
| <input type="checkbox"/> | All parking spaces within 50 feet of the center of an approved parking lot tree. |
| <input type="checkbox"/> | All parking rows must end in a parking lot island |
| <input type="checkbox"/> | All islands must be a minimum of eight feet (8') by seventeen (17') from back-of curb to back-of-curb. |
| <input type="checkbox"/> | An island is required every ten spaces around the perimeter of the site. |

SITE PLAN OR REVISED SITE PLAN CHECKLIST (PAGE 4)

| ATTACHMENT C – LANDSCAPE PLAN (continued) | |
|--|--|
| Included | Item Description |
| <input type="checkbox"/> | All parking must be screened from the ROW. |
| <input type="checkbox"/> | A two foot (2') strip of non-vegetative permeable material around all parking |
| <input type="checkbox"/> | All landscape areas to be irrigated with a fully automatic irrigation system and this requirement is noted on the landscape plan. |
| <input type="checkbox"/> | Trees listed in the approved plant lists follow in Appendix C of the <i>Allen Land Development Code</i> . |
| <input type="checkbox"/> | For multi-family, A minimum of eight (8) square feet of landscape area provided for each parking space and one shade tree within the parking lot for every 10 spaces. |
| Corner Lot Landscaping | |
| <input type="checkbox"/> | A 20-foot landscape buffer provided at the corner street frontage for 175 feet or to nearest driveway |
| <input type="checkbox"/> | A 900 square foot or larger landscape area provided at the intersection corner of the lot. |
| ATTACHMENT D – TREE SURVEY/TREE MITIGATION PLAN | |
| Included | Item Description |
| <input type="checkbox"/> | Property Boundary Description. |
| <input type="checkbox"/> | Date of Preparation. |
| <input type="checkbox"/> | North Arrow. |
| <input type="checkbox"/> | Name, address, and phone number of owner. |
| <input type="checkbox"/> | Name, address, and phone number of preparer. |
| <input type="checkbox"/> | Zoning of Property. |
| <input type="checkbox"/> | Documentation of agricultural/open space tax status if exemption is requested. |
| <input type="checkbox"/> | Caliper of all trees with a trunk diameter of six-inches (6") in caliper or larger. |
| <input type="checkbox"/> | Location and common name of tree species. |
| <input type="checkbox"/> | Identification of all trees. |
| <input type="checkbox"/> | Identification of caliper, common name of species, and location of trees that are to be used as replacement trees. |
| <input type="checkbox"/> | The Tree Survey should be set up in a tabular format with the following as column headers: (1) Tree # (2) Common Name (3) Caliper (DBH) (4) Protected (Y/N) (5) Positive Credits (6) Negative Credits |
| <input type="checkbox"/> | Identification of caliper, common name of species, and location of existing trees that are to be used for credits. |
| <input type="checkbox"/> | A tree mitigation plan, if applicable shall include the following: (1) Species of replacement trees. (2) The proposed location of replacement trees. (3) The proposed schedule for replacement of trees. (4) Proposals for payment in lieu of planting replacement trees |

SITE PLAN OR REVISED SITE PLAN CHECKLIST (PAGE 5)

| ATTACHMENT E – BUILDING ELEVATIONS | |
|--|---|
| Included | Item Description |
| <input type="checkbox"/> | Elevations, from each direction, of the existing and/or proposed building(s). |
| <input type="checkbox"/> | Label the maximum building height per elevation. |
| <input type="checkbox"/> | Include the cardinal direction (north, south, east, or west) in the label for each elevation. |
| <input type="checkbox"/> | Label each building material. |
| <input type="checkbox"/> | A building material table, per elevation, that includes the square foot and percent of each building material. Please do not include glazing, doors, roofs, or awnings. |
| ATTACHMENT F – PHOTOMETRIC PLAN | |
| Included | Item Description |
| <input type="checkbox"/> | Foot-candles as generated by lighting across the property. |
| <input type="checkbox"/> | Bolded property line. |
| <input type="checkbox"/> | North arrow. |
| <input type="checkbox"/> | Location/vicinity map showing the location of the subject property. |
| ATTACHMENT G – PRELIMINARY GRADING AND UTILITY PLAN | |
| Included | Item Description |
| <input type="checkbox"/> | Preliminary Grading and Utility Plan. |
| ATTACHMENT H – DUMPSTER ENCLOSURE DETAIL | |
| Included | Item Description |
| <input type="checkbox"/> | Dumpster enclosure detail and service detail in conformance with Section 6.05.3.8.a and 6.05.3.8.b of the <i>Allen Land Development Code</i> . |

SITE PLAN AMENDMENT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Site Plan Amendment submission. A Site Plan Amendment differs from a Revised Site Plan in scale – only the exhibits impacted by a change are required to be submitted. Consult Planning staff on the exhibits needed and refer to the Site Plan or Revised Site Plan checklist for all required components of an exhibit.

An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this completed form at the time of application submittal.

All initial Site Plan or Revised Site Plan applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed, and notarized Consent Form.
- A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- Payment of all applicable fees (see Schedule of Fees).
- A single copy of each exhibit submitted with the application and appropriate checklist.
- An email with attachments or email with link not requiring a password, with electronic copies of the required exhibits in “PDF” format. Emails should be sent to: planningsubmittals@cityofallen.org.

Resubmittals of Site Plan applications shall be accompanied by the following materials:

- A written response to staff’s comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and ready for final approval, the following materials will be required:

- An email with electronic copies of the required plans in “PDF” format. Emails should be sent to: planningsubmittals@cityofallen.org.

PRELIMINARY PLAT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Preliminary Plat submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal.

All initial Preliminary Plat applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed, and notarized Consent Form.
- A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- Payment of all applicable fees (see Schedule of Fees).
- A single copy of each exhibit submitted with the application
- An email with attachments or email with link not requiring a password, with electronic copies of the required exhibits in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org.
- A copy of the appropriate checklist for the request being submitted, completed and signed by the applicant. Emails should be sent to: planningsubmittals@cityofallen.org.

Resubmittals of Plat applications shall be accompanied by the following materials:

- A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials will be required:

- One copy of the 24" x 36" exhibits previously submitted.
- An email with electronic copies of the required exhibits in "PDF" format. Emails should be submitted to: planningsubmittals@cityofallen.org.

PRELIMINARY PLAT CHECKLIST (PAGE 2)

| ATTACHMENT A – PRELIMINARY PLAT | |
|---------------------------------|--|
| Included | Item Description |
| <input type="checkbox"/> | A title block with <ul style="list-style-type: none"> • “Preliminary Plat” • Proposed subdivision name, lot, block • Acreage • Number of lots (if residential project, residential and HOA lots) • Survey name and abstract • City of Allen, Collin County • Submission date |
| <input type="checkbox"/> | North arrow, scale ratio, and scale bar, drawn to a scale of one-inch equals one hundred feet or larger. |
| <input type="checkbox"/> | Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83. |
| <input type="checkbox"/> | Location/vicinity map indicating scale or not to scale (NTS) and provide north arrow. |
| <input type="checkbox"/> | The name or names, address, and phone number of the owner, developer, and surveyor. |
| <input type="checkbox"/> | The outline of the tract that is proposed to be subdivided, with boundary dimensions. |
| <input type="checkbox"/> | Land contours at not more than two-foot (2’0”) intervals. |
| <input type="checkbox"/> | The names of subdivisions; lot patterns; location, widths, and names of existing or planned streets and intersections, driveways, median openings (within five hundred feet), and any blocks, lots, alleys, easements, building lines, water courses, floodplain, or other natural features, with principal dimensions; and any other significant information on all sides for a distance of not less than two hundred feet. |
| <input type="checkbox"/> | The proposed plan of subdivision, showing streets, blocks, lots, alleys, easements (including landscape buffers), building lines, parks, existing and proposed sewers, water mains, culverts, or other underground structures with pipe sizes, grades, and locations indicated |
| <input type="checkbox"/> | For all recorded instruments referenced on the General Development Plan, the recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT). |
| <input type="checkbox"/> | All shown streets to be labeled and include an abbreviated suffix and no directional prefix. |
| <input type="checkbox"/> | Trails and trail crossings of creeks, tributaries and ravines. |
| <input type="checkbox"/> | The location of the nearest existing sewers, water and gas mains, and other public utilities, if any. |
| <input type="checkbox"/> | Location of existing/proposed easements, setbacks from easements, land conveyance, overhead utility lines, if applicable. |
| <input type="checkbox"/> | The location of any existing or proposed school site or other public facility. |

PRELIMINARY PLAT CHECKLIST (PAGE 3)

| ATTACHMENT A – PRELIMINARY PLAT (CONTINUED) | |
|---|--|
| <input type="checkbox"/> | <p>The names of proposed streets. The use of the words North, South, East, and West shall be consistent with the city’s block numbering system.</p> <p>a) All through streets shall have a suffix such as “Street”, “Drive”, “Lane”, or “Way.” All suffixes shall have abbreviations limited to not more than four (4) letters.</p> <p>b) New streets shall be named so as to provide continuity of name with existing or stubbed out streets and to prevent conflict with identical or similar names in other parts of the city or within the same zip code.</p> <p>c) Street names are subject to the approval of the City. The City may require the name of a street to change in some locations to avoid confusion in addressing.</p> <p>Street names, not including directional information or suffix, shall not be longer than thirteen (13) characters, including spaces.</p> |
| <input type="checkbox"/> | A table of lot sizes for all single-family residential plats (on the plat or on a separate document). |
| ATTACHMENT B – PRELIMINARY ENGINEERING/UTILITIES | |
| Included | Item Description |
| <input type="checkbox"/> | The proposed plan of subdivision, showing streets, blocks, lots, alleys, easements (including landscape easements), building lines, parks, existing and proposed sewers, water mains, culverts, or other underground structures with pipe sizes, grades, and locations indicated |
| <input type="checkbox"/> | The proposed plan of improvements and utilities to be constructed in the subdivision, prepared by a registered professional engineer, shall be shown with indication of street widths and utility line sizes. The accurate location of any existing utilities within the subdivision will be shown on the Preliminary Plat. |
| <input type="checkbox"/> | A proposed plan for drainage, to include approximate delineation of the ultimate 100-year storm event. The proposed drainage plan shall include a topographical map in sufficient detail showing all abutting drainage areas either contributing to the storm water flows within the proposed subdivisions or receiving storm water flows from the proposed subdivision. |
| ATTACHMENT C – DEED RESTRICTIONS/HOA DOCUMENTS | |
| <input type="checkbox"/> | Copies of all deed restrictions, restrictive covenants, homeowner’s association requirements, or any other limitation or requirement governing the use of the property. |

FINAL PLAT/REPLAT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for Final Plat/Replat submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal.

Both the Departments of Engineering and Parks and Recreation must approve the submission of a Final Plat/Replat before it will be accepted by the Community Development Department. Final Plats and Replats are reviewed and approved according to the standards set forth in the *Allen Land Development Code* Section 8.03.4.3.

All initial Final Plat/Replat applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed, and notarized Consent Form.
- A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- Payment of all applicable fees (see Schedule of Fees).
- A single copy of each exhibit submitted with the application and appropriate checklist
- An email with attachments or email with link not requiring a password, with electronic copies of the required exhibits in "PDF" format. Emails should be sent to: planningsubmittals@cityoffallen.org.

Resubmittals of Plat applications shall be accompanied by the following materials:

- A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials will be required:

Important: If an approved plat is not filed with the County within 90 days of approval, an extension must be filed with Planning and Zoning Commission or the approval expires.

- To file at the County, staff will need the following:
 - 2 – 24" x 36" blacklines with original seals and signatures.
 - 2 – 24" x 36" mylars with original seals and signatures.
 - 1 – 11"x17" reductions *without* original seals and signatures.
 - Original tax certificates.
 - Any applicable fees (see Schedule of Fees).

FINAL PLAT/REPLAT CHECKLIST (PAGE 2)

| ATTACHMENT A – FINAL PLAT | |
|---------------------------|---|
| Included | Item Description |
| <input type="checkbox"/> | A title block with: <ul style="list-style-type: none"> • “Final Plat/Replat” • Subdivision name, lot, block • Acreage • Number of lots (if residential project, residential and HOA lots) • Right-of-Way Dedication (square feet and acreage) • Survey name and abstract • City of Allen, Collin County • Submission Date |
| <input type="checkbox"/> | North arrow, written and bar graph scale, less than or equal to 1" = 100' are shown. |
| <input type="checkbox"/> | North arrow shall be oriented to the top or right side of the sheet. |
| <input type="checkbox"/> | Submittal Log including dates of submittals/revisions. |
| <input type="checkbox"/> | Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83. |
| <input type="checkbox"/> | The name or names, address, and phone number of the owner, developer, and surveyor. |
| <input type="checkbox"/> | Location/vicinity map indicating scale or not to scale (NTS) and provide north arrow. |
| <input type="checkbox"/> | Property boundary is indicated by a heavy solid line, intermittent with two dashed lines; dimensioned with bearing and distance. |
| <input type="checkbox"/> | The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information: <ul style="list-style-type: none"> • Curve number • Delta • Radius • Tangent length • Tangent offset • Arc length • Chord • Chord direction |
| <input type="checkbox"/> | An accurate outline description, and area to the nearest hundredth of an acre, of all parcels of land which is offered for dedication or reserved for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, or reservations for other uses, together with the purpose and conditions or limitations of such reservations and/or dedications, if any. |
| <input type="checkbox"/> | All survey monuments. |
| <input type="checkbox"/> | Standard Plat Language, including Owner's Certificate, Surveyor's Certificate and signature blocks for appropriate approval authority. |
| <input type="checkbox"/> | Location of property lines, owner or subdivision name(s) and recording information of abutting properties within 200-feet. |
| <input type="checkbox"/> | Location of existing/proposed easements, setbacks from easements, land conveyance, overhead utility lines, if applicable. |

FINAL PLAT/REPLAT CHECKLIST (PAGE 3)

| ATTACHMENT A – FINAL PLAT (continued) | |
|---|---|
| Included | Item Description |
| <input type="checkbox"/> | For all recorded instruments referenced on the General Development Plan, the recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT). |
| <input type="checkbox"/> | All shown streets to be labeled and include an abbreviated suffix and no directional prefix. |
| <input type="checkbox"/> | Existing right-of-way, dimensioned from property line to property line and property line to centerline of adjacent right-of-way. |
| <input type="checkbox"/> | A table of lot sizes for all single-family residential plats on a separate document. |
| <input type="checkbox"/> | The systematic assignment of numbers to lots and letters to blocks. All open space and common area lots should be identified as Block "X". |
| <input type="checkbox"/> | The location of floodplain boundaries and state or federally protected areas, such as wetlands are indicated. |
| <input type="checkbox"/> | Any reservation for future public school sites or rights-of-way dedication shall be platted in accordance with the approved preliminary plat. |
| <input type="checkbox"/> | Original tax certificates from each taxing entity, signed by the City tax assessor, stating that all taxes and assessments then due and payable on the land described in the final plat application have been paid. |
| <input type="checkbox"/> | Final engineering drawings for all public improvements and all utility and access easements and all fire lanes have been approved by the City Engineer. |
| ATTACHMENT A – REPLAT | |
| Included | Item Description |
| <input type="checkbox"/> | All requirements for the Final Plat, above. |
| <input type="checkbox"/> | A statement of the proposed revisions in numerical format on 8 ½" x 11" sheet of letterhead. Statement shall include verification that proposed revisions are limited to those identified and that no other modifications to the plat are taking place. |
| <input type="checkbox"/> | A separate redline drawing of the proposed changes on an 11" x 17" page(s). |
| <input type="checkbox"/> | A purpose statement, on the plat, that summarizes the proposed revisions. |
| <input type="checkbox"/> | Proposed revisions shall be shown on the replat with the final plat configuration ghosted in. |
| ATTACHMENT B – DEED RESTRICTIONS/HOA DOCUMENTS | |
| <input type="checkbox"/> | Copy of documents approved by the City Attorney that establish the Mandatory Homeowner's Association, and any proposed deed restrictions, declarations, covenants, conditions or restrictions. |

MINOR PLAT/MINOR REPLAT/ AMENDING PLAT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for Minor Replat, Minor Plat, or Amending Plat submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal. Both the Departments of Engineering and Parks and Recreation must approve the submission of a Minor Replat/Minor Plat/Amending Plat before it will be accepted by the Community Development Department.

Please check the box that is applicable to the plat being filed:

- Amending plat described by V.T.C.A., Local Government Code § 212.016.
- Minor Plats involving four or fewer lots fronting an existing street and not requiring the creation of any new street or extension of municipal facilities.
- A replat under V.T.C.A., Local Government Code § 212.014, that does not require the creation of any new street or the extension of municipal facilities.

All initial Amending Plat, Minor Replat, or Minor Plat applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed, and notarized Consent Form.
- A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- Payment of all applicable fees (see Schedule of Fees).
- A single copy of each exhibit submitted with the application and appropriate checklist
- An email with attachments or email with link not requiring a password, with electronic copies of the required exhibits in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org.

Resubmittals of Plat applications shall be accompanied by the following materials:

- A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

To file at the County, staff will need the following:

- 2 – 24" x 36" blacklines with original seals and signatures.
- 2 – 24" x 36" mylars with original seals and signatures.
- 1 – 11"x17" reductions *without* original seals and signatures.
- Original tax certificates.
- Any Applicable fees (see Schedule of Fees).

MINOR REPLAT/MINOR PLAT/AMENDING PLAT CHECKLIST (PAGE 2)

| ATTACHMENT A - MINOR REPLAT/MINOR PLAT/AMENDING PLAT | |
|--|---|
| Included | Item Description |
| <input type="checkbox"/> | A title block with: <ul style="list-style-type: none"> • "Final Plat/Replat" • Subdivision name, lot, block • Acreage • Number of lots (if residential project, residential and HOA lots) • Right-of-Way Dedication (square feet and acreage) • Survey name and abstract • City of Allen, Collin County • Submission Date |
| <input type="checkbox"/> | North arrow, written and bar graph scale, less than or equal to 1" = 100' are shown. |
| <input type="checkbox"/> | North arrow shall be oriented to the top or right side of the sheet. |
| <input type="checkbox"/> | Submittal Log including dates of submittals/revisions. |
| <input type="checkbox"/> | Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83. |
| <input type="checkbox"/> | The name or names, address, and phone number of the owner, developer, and surveyor. |
| <input type="checkbox"/> | Location/vicinity map indicating scale or not to scale (NTS) and provide north arrow. |
| <input type="checkbox"/> | Property boundary is indicated by a heavy solid line, intermittent with two dashed lines; dimensioned with bearing and distance. |
| <input type="checkbox"/> | The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information: <ul style="list-style-type: none"> • Curve number • Delta • Radius • Tangent length • Tangent offset • Arc length • Chord • Chord direction |
| <input type="checkbox"/> | An accurate outline description, and area to the nearest hundredth of an acre, of all parcels of land which is offered for dedication or reserved for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, or reservations for other uses, together with the purpose and conditions or limitations of such reservations and/or dedications, if any. |
| <input type="checkbox"/> | All survey monuments. |
| <input type="checkbox"/> | Standard Plat Language, including Owner's Certificate, Surveyor's Certificate and signature blocks for appropriate approval authority. |
| <input type="checkbox"/> | Location of property lines, owner or subdivision name(s) and recording information of abutting properties within 200-feet. |
| <input type="checkbox"/> | Location of existing/proposed easements, setbacks from easements, land conveyance, overhead utility lines, if applicable. |

MINOR REPLAT/MINOR PLAT/AMENDING PLAT CHECKLIST (PAGE 3)

| ATTACHMENT A - MINOR REPLAT/MINOR PLAT/AMENDING PLAT (continued) | |
|---|---|
| Included | Item Description |
| <input type="checkbox"/> | For all recorded instruments referenced on the General Development Plan, the recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT). |
| <input type="checkbox"/> | All shown streets to be labeled and include an abbreviated suffix and no directional prefix. |
| <input type="checkbox"/> | Existing right-of-way, dimensioned from property line to property line and property line to centerline of adjacent right-of-way. |
| <input type="checkbox"/> | A table of lot sizes for all single-family residential plats on a separate document. |
| <input type="checkbox"/> | The systematic assignment of numbers to lots and letters to blocks. All open space and common area lots should be identified as Block "X". |
| <input type="checkbox"/> | The location of floodplain boundaries and state or federally protected areas, such as wetlands are indicated. |
| <input type="checkbox"/> | Any reservation for future public school sites or rights-of-way dedication shall be platted in accordance with the approved preliminary plat. |
| <input type="checkbox"/> | Copy of documents approved by the City Attorney that establish the Mandatory Homeowner's Association, and any proposed declarations, covenants, conditions or restrictions. |
| <input type="checkbox"/> | Original tax certificates from each taxing entity, signed by the City tax assessor, stating that all taxes and assessments then due and payable on the land described in the final plat application have been paid. |
| <input type="checkbox"/> | Final engineering drawings for all public improvements and all utility and access easements and all fire lanes have been approved by the City Engineer. |
| ATTACHMENT B - REDLINE VERSION | |
| <input type="checkbox"/> | A separate redline drawing of the proposed changes. |

CONVEYANCE PLAT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Conveyance Plat submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal.

Both the Departments of Engineering and Parks and Recreation must approve the submission of a Conveyance Plat before it will be accepted by the Community Development Department. Conveyance Plats are reviewed and approved according to the standards set forth in the [Allen Land Development Code](#) Section 8.03.9.

All initial Conveyance Plat applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed, and notarized Consent Form.
- A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- Payment of all applicable fees (see Schedule of Fees).
- A single copy of each exhibit submitted with the application and appropriate checklist
- An email with attachments or email with link not requiring a password, with electronic copies of the required exhibits in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org.

Resubmittals of Plat applications shall be accompanied by the following materials:

- A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and is ready to be submitted to the Planning and Zoning Commission or staff for approval (as applicable), the following materials will be required:

Important: Pursuant to Section 8.03.9.7.b, these items must be submitted prior to approval and within the 30 day review time frame.

- To file at the County, staff will need the following:
 - 2 – 24" x 36" blacklines with original seals and signatures.
 - 2 – 24" x 36" mylars with original seals and signatures.
 - 1 – 11"x17" reductions *without* original seals and signatures.
 - Original tax certificates.
 - Any applicable fees (see Schedule of Fees).

CONVEYANCE PLAT CHECKLIST (PAGE 2)

| ATTACHMENT A – CONVEYANCE PLAT | |
|--------------------------------|---|
| Included | Item Description |
| <input type="checkbox"/> | A title block with: <ul style="list-style-type: none"> • “Conveyance Plat” • Subdivision name, lot, block • Acreage • Number of lots • Right-of-Way Dedication (square feet and acreage) • Survey name and abstract • City of Allen, Collin County • Submission Date |
| <input type="checkbox"/> | North arrow, written and bar graph scale, less than or equal to 1" = 100' are shown. |
| <input type="checkbox"/> | North arrow shall be oriented to the top or right side of the sheet. |
| <input type="checkbox"/> | Submittal Log including dates of submittals/revisions. |
| <input type="checkbox"/> | Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83. |
| <input type="checkbox"/> | The name or names, address, and phone number of the owner, developer, and surveyor. |
| <input type="checkbox"/> | Location/vicinity map indicating scale or not to scale (NTS) and provide north arrow. |
| <input type="checkbox"/> | Property boundary is indicated by a heavy solid line, intermittent with two dashed lines; dimensioned with bearing and distance. |
| <input type="checkbox"/> | The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information: <ul style="list-style-type: none"> • Curve number • Delta • Radius • Tangent length • Tangent offset • Arc length • Chord • Chord direction |
| <input type="checkbox"/> | An accurate outline description, and area to the nearest hundredth of an acre, of all parcels of land which is offered for dedication or reserved for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, or reservations for other uses, together with the purpose and conditions or limitations of such reservations and/or dedications, if any. |
| <input type="checkbox"/> | All survey monuments. |
| <input type="checkbox"/> | Standard Plat Language, including Owner’s Certificate, Surveyor’s Certificate and signature blocks for appropriate approval authority. |
| <input type="checkbox"/> | The conveyance plat certification required by Section 8.03.9.4. |
| <input type="checkbox"/> | Location of property lines, owner or subdivision name(s) and recording information of abutting properties within 200-feet. |

CONVEYANCE PLAT CHECKLIST (PAGE 3)

| ATTACHMENT A – CONVEYANCE PLAT (continued) | |
|--|---|
| Included | Item Description |
| <input type="checkbox"/> | For all recorded instruments referenced on the General Development Plan, the recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT). |
| <input type="checkbox"/> | All shown streets to be labeled and include an abbreviated suffix and no directional prefix. |
| <input type="checkbox"/> | Existing right-of-way, dimensioned from property line to property line and property line to centerline of adjacent right-of-way. |
| <input type="checkbox"/> | The systematic assignment of numbers to lots and letters to blocks. |
| <input type="checkbox"/> | Original tax certificates from each taxing entity, signed by the City tax assessor, stating that all taxes and assessments then due and payable on the land described in the conveyance plat application have been paid. |

SPECIAL EVENT PERMIT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for Special Event Permit submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this completed form at the time of application submittal.

All initial Special Event Permit applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed, and notarized Consent Form.
- A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- Payment of all applicable fees (see Schedule of Fees).
- Two copies of the appropriate checklist for the request being submitted.

In addition to the required application fee, the following fees may be required depending upon the scope of the proposed Special Event:

- All fees for permits and licenses required by other city ordinances to conduct specific activities in conjunction with or as part of the special event.
- A rental fee for city equipment and property, including but not limited to barricades and street fixtures, used by the applicant for the special event (*Note: to be determined during permit review and due prior to permit issuance*).
- A fee for the number of Allen police officers required to provide security, crowd control, and traffic control at the special event (*Note: to be determined during permit review and due prior to permit issuance*).
- A fee to reimburse the city for direct costs incurred by the city in providing services at the special event; direct costs include, but are not limited to, the reasonable costs of setup, cleanup, electrical services, construction, placement of signs and other traffic control devices, and other related services beyond what the city would provide to the general public in the ordinary course of its daily operations (*Note: to be determined during permit review and due prior to permit issuance*).
- A fee for the number of Allen emergency medical personnel and emergency medical vehicles required to provide first aid and emergency medical services at the special event (*Note: to be determined during permit review and due prior to permit issuance*).

SPECIAL EVENT PERMIT CHECKLIST (PAGE 2)

| Included | Item Description |
|--------------------------|--|
| <input type="checkbox"/> | Name, address and telephone number of the applicant and of any other person responsible for the conduct of the special event included on application. |
| <input type="checkbox"/> | Description of the special event, including any historical and promotional information, and requested dates and hours of operation for the event. |
| <input type="checkbox"/> | Estimated number of participants and spectators at the special event. |
| <input type="checkbox"/> | Drawing showing the area or route to be used during the special event, along with proposed structures, tents, fences, barricades, signs, banners, and restroom facilities. |
| <input type="checkbox"/> | Provisions for parking with a designation of where "No Parking" signs or other signs will be used. |
| <input type="checkbox"/> | Details of how applicant proposes to provide for security, crowd control, and traffic control and for any medical or other emergency, including an emergency evacuation plan. |
| <input type="checkbox"/> | The time and location of street closings, if any are requested. |
| <input type="checkbox"/> | Details of the sale of merchandise or the sale or serving of food or alcoholic or nonalcoholic beverages at the special event, designating any street vendors or peddlers involved. |
| <input type="checkbox"/> | Description of animals to be used in the special event, if any. |
| <input type="checkbox"/> | Description of each motor vehicle to be used in the special event and proof that each vehicle is covered by insurance meeting the minimum requirements of state law. |
| <input type="checkbox"/> | Name of each person who will operate a motor vehicle as part of the special event and proof that each person holds a valid driver's license. |
| <input type="checkbox"/> | Details of how the applicant will clean up the area used after the special event, if on public property. |
| <input type="checkbox"/> | Proof that the applicant possesses or can obtain all licenses and permits required by this Article or other City ordinance or by state law for the conduct of the special event. |
| <input type="checkbox"/> | If the applicant is a corporation, copies of a current certificate of account status issued by the Texas Comptroller's Office and a current certificate of existence issued by the Texas Secretary of State's Office, or, if the corporation is not incorporated in or holding a certificate of authorization in the State of Texas, copies of similar current certificates from the state in which the corporation is incorporated. |
| <input type="checkbox"/> | Description (including but not limited to the name, date, location, and size) of each special event that the applicant conducted or sponsored, or participated in conducting or sponsoring, within the preceding two years. |

TEMPORARY EVENT / TEMPORARY USE PERMIT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for Temporary Event / Temporary Use Permit submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal.

All initial Temporary Event / Temporary Use Permit applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed, and notarized Consent Form.
- A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- Payment of all applicable fees (see Schedule of Fees).
- Two copies of the appropriate checklist for the request being submitted.

Please refer to Section 6.04 of the Allen Land Development Code for additional requirements pertaining to Temporary Use Permits.

TEMPORARY EVENT / TEMPORARY USE PERMIT CHECKLIST (PAGE 2)

| Included | Item Description |
|--|--|
| <input type="checkbox"/> | Name, address and telephone number of the applicant and of any other person responsible for the conduct of the special event to be included on application |
| <input type="checkbox"/> | Property address and location included on application |
| <input type="checkbox"/> | Written letter of approval from the property owner, including authorization/signature from property owner on application |
| <input type="checkbox"/> | Site Plan showing the existing property, location of event, proposed activities, signage, and location of tent(s) |
| <input type="checkbox"/> | Health Permit for food sales (if applicable) |
| <input type="checkbox"/> | Sales Tax Permit (if applicable) |
| <input type="checkbox"/> | Application Type: <input type="checkbox"/> Temporary Event <input type="checkbox"/> Temporary Use/Building <i>(*Note: Only complete applicable section below based on Application Type)</i> |
| FOR TEMPORARY EVENTS ONLY | |
| <input type="checkbox"/> | Identification of the type of event: <input type="checkbox"/> Temporary Event (e.g., parking lot sales, sporting events, religious events, community garage sales) <input type="checkbox"/> Seasonal Sales (e.g., firewood, plants) <i>*Note: Farmer's Markets/Flea Markets Not Permitted</i> <input type="checkbox"/> Christmas Tree Sales (Valid November 15 - January 1) <input type="checkbox"/> Carnival / Circus / Fairgrounds (Maximum of five days) <input type="checkbox"/> Food Truck Site |
| <input type="checkbox"/> | Description of the proposed event, including all activities: Begin Date: _____ End Date: _____ |
| <input type="checkbox"/> | List of all food vendors (if applicable) |
| <input type="checkbox"/> | Tent _____ sq-ft (if over 200 sq-ft, fire retardant certificate required) |
| <input type="checkbox"/> | Canopy _____ sq-ft (if over 400 sq-ft, fire retardant certificate required) |
| <input type="checkbox"/> | List of all food vendors (if applicable) |
| FOR TEMPORARY USES/BUILDINGS ONLY | |
| <input type="checkbox"/> | Identification of the type of use/building: <input type="checkbox"/> Construction Office <input type="checkbox"/> Real Estate Sales Office <input type="checkbox"/> Church / School Accessory Building <input type="checkbox"/> Concrete Batch Plant <input type="checkbox"/> Helistop <input type="checkbox"/> Other _____ |

DOWNTOWN DISTRICT-CULTURALLY SIGNIFICANT STRUCTURE DETERMINATION CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Downtown District Culturally Significant Structure Determination submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal.

All initial Downtown District Culturally Significant Structure Determination applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed, and notarized Consent Form.
- A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- Payment of all applicable fees (see Schedule of Fees).
- A single copy of each exhibit submitted with the application and appropriate checklist
- An email with attachments or email with link not requiring a password, with electronic copies of the required exhibits in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org.

Resubmittals of Culturally Significant Structure Determination applications shall be accompanied by the following materials:

- A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and ready for final approval, the following materials will be required:

- One folded copy (24" x 36") of the building elevations in black and white.
- One folded copy (11" x 17") of the building elevations in color.
- An email with electronic copies of the required plans in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org.

DOWNTOWN DISTRICT CULTURALLY SIGNIFICANT STRUCTURE CHECKLIST (PAGE 2)

| ATTACHMENT A—BUILDING ELEVATIONS | |
|---|---|
| Included | Item Description |
| <input type="checkbox"/> | Elevations, from each direction, of the existing and/or proposed building(s). |
| <input type="checkbox"/> | Label the maximum building height per elevation. |
| <input type="checkbox"/> | Include the cardinal direction (north, south, east, or west) in the label for each elevation. |
| <input type="checkbox"/> | Label each building material. |
| <input type="checkbox"/> | A building material table, per elevation, that includes the square foot and percent of each building material. Please do not include glazing, doors, roofs, or awnings. |
| ATTACHMENT B—CULTURALLY SIGNIFICANT STRUCTURE REQUEST LETTER | |
| Included | Item Description |
| <input type="checkbox"/> | Property location |
| <input type="checkbox"/> | History of cultural significance |

COTTONWOOD CREEK OVERLAY DISTRICT DENSITY BONUS UP TO 38 DU/ACRE CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Cottonwood Creek Overlay District Density Bonus (up to 38 dwelling units per acre) submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal.

All initial Cottonwood Creek Overlay District Density Bonus (up to 38 dwelling units) applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed, and notarized Consent Form.
- A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- Payment of all applicable fees (see Schedule of Fees).
- A single copy of each exhibit submitted with the application and appropriate checklist identifying which Density Bonus eligibility and criteria were met.
- An email with attachments or email with link not requiring a password, with electronic copies of the required exhibits in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org.

Resubmittals of Density Bonus applications shall be accompanied by the following materials:

- A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and ready for final approval, the following materials will be required:

- One folded copy (11" x 17") of the Site Plan (with a Texas Registered Architectural or Engineering signature, seal, and date).
- One folded copy (24" x 36") of the Site Plan (with a Texas Registered Architectural or Engineering signature, seal, and date).
- One folded copy (24" x 36") of the Landscape Plan (with a Registered Landscape Architect's signature, seal, and date).
- One folded copy (24" x 36") of the building elevations in black and white.
- One folded copy (11" x 17") of the building elevations in color.
- An email with electronic copies of the required plans in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org.

COTTONWOOD CREEK DENSITY BONUS (38 DWELLINGS) CHECKLIST (PAGE 2)

| DENSITY BONUS—ELIGIBILITY & CRITERIA FOR UP TO 38-Units per Acre | |
|---|--|
| Included | Item Description |
| | Eligibility for Density Bonus must be in compliance with Section 4.08.19.6.C.i.1) or Section 4.08.19.6.i.2). Indicate which is applicable below. |
| <input type="checkbox"/> | Compliance with Structured Parking pursuant to Section 4.08.19.6.C.i.1) |
| <input type="checkbox"/> | Compliance with Public Open Space pursuant to Section 4.08.19.6.C.2) |
| | After eligibility, development must be compliant with at least one of the following criteria. Indicate only met criteria below. |
| <input type="checkbox"/> | Land Donation pursuant with Section 4.08.19.6.C.ii.1) |
| <input type="checkbox"/> | Trail Connection pursuant with Section 4.08.19.6.C.ii.2) |
| <input type="checkbox"/> | Ground Level pursuant with Section 4.08.19.6.C.ii.3) |
| <input type="checkbox"/> | Senior Independent Living pursuant with Section 4.08.19.C.ii.4) |
| ATTACHMENT A—SITE PLAN | |
| Included | Item Description |
| <input type="checkbox"/> | A title block with: <ul style="list-style-type: none"> • “Site Plan or Revised Site Plan” • Project name • Acreage • Subdivision name, lot, block or survey name and abstract • City of Allen, Collin County • Submission date |
| <input type="checkbox"/> | North arrow, scale ratio, and scale bar. |
| <input type="checkbox"/> | Location/vicinity map showing the location of the subject property. Indicate scale or not to scale (NTS) and provide north arrow. |
| <input type="checkbox"/> | The name or names, address, and phone number of the owner, developer, engineer, and/or architect. |
| <input type="checkbox"/> | Site Data Summary Table, including: <ul style="list-style-type: none"> • Proposed Use(s) • Existing Zoning District • Gross Site Area (ac. & sq. ft.) • Lot Coverage • Density (du/ac.) • Required Building Frontage (%) • Provided Building Frontage (%) • Parking Ratio per Use • Required Parking • Provided Parking • Maximum Height (in ft. and stories) • FAR • Build-to zones (Arterial, Primary, and Secondary streets) |
| <input type="checkbox"/> | In case of compliance with Structured Parking eligibility requirement, include percentage of publicly accessible parking provided in Site Data Summary Table, and ensure overall compliance with Section 4.08.19.6.C.i.1) of Downtown Zoning District Ordinance |
| <input type="checkbox"/> | In case of compliance with Public Open Space eligibility requirement, include publicly accessible open space area provided, or indicate payment to Downtown Improvement Fund by including “Downtown Improvement Fund payment provided” on plan notes |
| <input type="checkbox"/> | In case of publicly accessible open space donation, ensure compliance with Section 4.08.19.6.C.i.2) of Downtown Zoning District Ordinance |

COTTONWOOD CREEK DENSITY BONUS (38 DWELLINGS)

CHECKLIST (PAGE 3)

| ATTACHMENT A—SITE PLAN (continued) | |
|---|--|
| Included | Item Description |
| <input type="checkbox"/> | Adjacent property subdivision name/owner, property lines, zoning, and ownership with recording information (e.g., Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT). |
| <input type="checkbox"/> | Build-to zones pursuant with Section 4.08.16.9.B.ii |
| <input type="checkbox"/> | All shown streets to be labeled and include an abbreviated suffix and no directional prefix. |
| <input type="checkbox"/> | Location of proposed building(s) and structures. |
| <input type="checkbox"/> | Concrete sidewalks: label as existing or proposed and dimension the width(s). |
| <input type="checkbox"/> | On-site and off-site circulation (including truck loading and pickup areas). Public streets, private drives and fire lanes with pavement widths, right-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii, surface type, and distances between driveways. |
| <input type="checkbox"/> | Location of off-site improvements including adjacent drives, existing and proposed median cuts, parking, buildings or other structures within 200 feet of subject property. |
| <input type="checkbox"/> | Parking areas and structures, including the number of parking spaces provided and required, and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type. |
| <input type="checkbox"/> | Dumpster and trash compactor locations and screening. |
| <input type="checkbox"/> | Location of existing/proposed easements, setbacks from easements, land conveyance, overhead utility lines, if applicable. |
| <input type="checkbox"/> | Turning exhibits for all trucks (dumpster, fire truck-50' long., etc.). |
| <input type="checkbox"/> | Location and size of the grease trap(s). |
| <input type="checkbox"/> | Screening (including heights and materials). |
| <input type="checkbox"/> | Location of all fire hydrants, Fire Department Connections (FDC), and location of the fire riser room. |
| <input type="checkbox"/> | Landscape Buffers |
| <input type="checkbox"/> | Hike and Bike Trails |
| ATTACHMENT B—LANDSCAPE PLAN | |
| Included | Item Description |
| <input type="checkbox"/> | Final submission of a Landscape Plan should be sealed, signed, and dated by a Registered Landscape Architect |
| <input type="checkbox"/> | Indicate which items from the Density Bonus are being met. Include notes, percentages, or required/provided numbers as necessary. |
| <input type="checkbox"/> | All easements located on this site shown on the landscape plan. |
| <input type="checkbox"/> | Compliance with minimum trees required based on classification of right-of-way (based on the length of the property's street frontage including drive aisles). |
| <input type="checkbox"/> | All landscape areas are protected by a raised 6-inch concrete curb. |
| <input type="checkbox"/> | Article 7.05.3.6.j on Allen Land Development Code - Root barriers. |
| <input type="checkbox"/> | A two-foot (2') strip of non-vegetative permeable material around all parking |
| <input type="checkbox"/> | An island is required every ten spaces around the perimeter of the site. |
| <input type="checkbox"/> | All landscape areas to be irrigated with a fully automatic irrigation system and this requirement is noted on the landscape plan. |

COTTONWOOD CREEK DENSITY BONUS (38 DWELLINGS) CHECKLIST (PAGE 4)

| ATTACHMENT B—LANDSCAPE PLAN (continued) | |
|--|--|
| Included | Item Description |
| <input type="checkbox"/> | Downtown District Code: Section 4.08.19.11.c through 4.08.19.11.e – Ensure correct landscaping per street type. Indicate which street type followed on plan. |
| <input type="checkbox"/> | Downtown District Code: Section 4.08.19.11.f – Ensure compliance with parking lots landscape requirements. |
| <input type="checkbox"/> | Downtown District Code: Section 4.08.19.11.g – Downtown Districts shall be subject to the following landscape standards. |
| <input type="checkbox"/> | Downtown District Code: Section 4.08.19.12 – Ensure compliance with screening requirements |
| <input type="checkbox"/> | Trees listed in the approved plant lists follow in Appendix C of the <i>Allen Land Development Code</i> . |
| ATTACHMENT C—BUILDING ELEVATIONS | |
| Included | Item Description |
| <input type="checkbox"/> | Elevations, from each direction, of the existing and/or proposed building(s). |
| <input type="checkbox"/> | Label the maximum building height per elevation. |
| <input type="checkbox"/> | Include the cardinal direction (north, south, east, or west) in the label for each elevation. |
| <input type="checkbox"/> | Label each building material. |
| <input type="checkbox"/> | A building material table, per elevation, that includes the square foot and percent of each building material, including floor transparency, . Please do not include doors, roofs, or awnings. Additionally, follow Section 4.08.19.9.d. |

COTTONWOOD CREEK OVERLAY DISTRICT DENSITY BONUS UP TO 45 DU/ACRE CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Cottonwood Creek Overlay District Density Bonus (up to 45 dwelling units per acre) submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal.

All initial Cottonwood Creek Overlay District Density Bonus (up to 45 dwelling units) applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed, and notarized Consent Form.
- A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- Payment of all applicable fees (see Schedule of Fees).
- A single copy of each exhibit submitted with the application and appropriate checklist
- An email with attachments or email with link not requiring a password, with electronic copies of the required exhibits in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org.

Resubmittals of Density Bonus applications shall be accompanied by the following materials:

- A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and ready for final approval, the following materials will be required:

- One folded copy (11" x 17") of the Site Plan (with a Texas Registered Architectural or Engineering signature, seal, and date).
- One folded copy (24" x 36") of the Site Plan (with a Texas Registered Architectural or Engineering signature, seal, and date).
- One folded copy (24" x 36") of the Landscape Plan (with a Registered Landscape Architect's signature, seal, and date).
- One folded copy (24" x 36") of the building elevations in black and white.
- One folded copy (11" x 17") of the building elevations in color.
- An email with electronic copies of the required plans in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org.

COTTONWOOD CREEK DENSITY BONUS (45 DWELLINGS)

CHECKLIST (PAGE 2)

| DENSITY BONUS—ELIGIBILITY & CRITERIA FOR UP TO 45-Units per Acre | |
|---|---|
| Included | Item Description |
| | Eligibility for Density Bonus must be in compliance with Section 4.08.19.6.C.i.1) or Section 4.08.19.6.i.2). Indicate which is applicable below. |
| <input type="checkbox"/> | Compliance with Structured Parking pursuant to Section 4.08.19.6.C.i.1) |
| <input type="checkbox"/> | Compliance with Public Open Space pursuant to Section 4.08.19.6.C.2) |
| | After eligibility, development must be compliant with at least two of the following criteria. Indicate only met criteria below. |
| <input type="checkbox"/> | Land Donation pursuant with Section 4.08.19.6.C.ii.1) |
| <input type="checkbox"/> | Trail Connection pursuant with Section 4.08.19.6.C.ii.2) |
| <input type="checkbox"/> | Ground Level pursuant with Section 4.08.19.6.C.ii.3) |
| <input type="checkbox"/> | Senior Independent Living pursuant with Section 4.08.19.C.ii.4) |
| ATTACHMENT A—SITE PLAN | |
| Included | Item Description |
| <input type="checkbox"/> | A title block with: <ul style="list-style-type: none"> • “Site Plan or Revised Site Plan” • Project name • Acreage • Subdivision name, lot, block or survey name and abstract • City of Allen, Collin County • Submission date |
| <input type="checkbox"/> | North arrow, scale ratio, and scale bar. |
| <input type="checkbox"/> | Location/vicinity map showing the location of the subject property. Indicate scale or not to scale (NTS) and provide north arrow. |
| <input type="checkbox"/> | The name or names, address, and phone number of the owner, developer, engineer, and/or architect. |
| <input type="checkbox"/> | Site Data Summary Table, including: <ul style="list-style-type: none"> • Proposed Use(s) • Existing Zoning District • Gross Site Area (ac. & sq. ft.) • Lot Coverage • Density (du/ac) • Required Building Frontage (%) • Provided Building Frontage (%) • Parking Ratio per Use • Parking Required • Parking Provided • Maximum Height (in ft. and stories) • FAR • Build-to zones (Arterial, Primary, and Secondary streets) |
| <input type="checkbox"/> | In case of compliance with Structured Parking eligibility requirement, include percentage of publicly accessible parking provided in Site Data Summary Table, and ensure overall compliance with Section 4.08.19.6.C.i.1) of Downtown Zoning District Ordinance |
| <input type="checkbox"/> | In case of compliance with Public Open Space eligibility requirement, include publicly accessible open space area provided, or indicate payment to Downtown Improvement Fund by including “Downtown Improvement Fund payment provided” on plan notes |
| <input type="checkbox"/> | In case of publicly accessible open space donation, ensure compliance with Section 4.08.19.6.C.i.2) of Downtown Zoning District Ordinance |

COTTONWOOD CREEK DENSITY BONUS (45 DWELLINGS)

CHECKLIST (PAGE 3)

| ATTACHMENT A—SITE PLAN (continued) | |
|---|---|
| Included | Item Description |
| <input type="checkbox"/> | Adjacent property subdivision name/owner, property lines, zoning, and ownership with recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT). |
| <input type="checkbox"/> | Build-to zones pursuant with Section 4.08.16.9.B.ii |
| <input type="checkbox"/> | All shown streets to be labeled and include an abbreviated suffix and no directional prefix. |
| <input type="checkbox"/> | Location of proposed building(s) and structures. |
| <input type="checkbox"/> | Concrete sidewalks: label as existing or proposed and dimension the width(s). |
| <input type="checkbox"/> | On-site and off-site circulation (including truck loading and pickup areas). Public streets, private drives and fire lanes with pavement widths, right-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii, surface type, and distances between driveways. |
| <input type="checkbox"/> | Location of off-site improvements including adjacent drives, existing and proposed median cuts, parking, buildings, or other structures within 200 feet of subject property. |
| <input type="checkbox"/> | Parking areas and structures, including the number of parking spaces provided and required, and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type. |
| <input type="checkbox"/> | Dumpster and trash compactor locations and screening. |
| <input type="checkbox"/> | Location of existing/proposed easements, setbacks from easements, land conveyance, overhead utility lines, if applicable. |
| <input type="checkbox"/> | Turning exhibit for all trucks (dumpster, fire truck-50' long., etc.). |
| <input type="checkbox"/> | Location and size of the grease trap(s). |
| <input type="checkbox"/> | Screening (including heights and materials). |
| <input type="checkbox"/> | Location of all fire hydrants, Fire Department Connections (FDC), and location of the fire riser room. |
| <input type="checkbox"/> | Landscape Buffers |
| <input type="checkbox"/> | Hike and Bike Trails |
| ATTACHMENT B—LANDSCAPE PLAN | |
| Included | Item Description |
| <input type="checkbox"/> | Final submission of a Landscape Plan should be sealed, signed, and dated by a Registered Landscape Architect |
| <input type="checkbox"/> | Indicate which items from the Density Bonus are being met. Include notes, percentages, or required/provided numbers as necessary. |
| <input type="checkbox"/> | The proper landscape buffer provided adjacent to public street right-of-way. |
| <input type="checkbox"/> | All easements located on this site shown on the landscape plan. |
| <input type="checkbox"/> | Compliance with minimum trees required based on classification of right-of-way (based on the length of the property's street frontage including drive aisles). |
| <input type="checkbox"/> | All landscape areas are protected by a raised 6-inch concrete curb. |
| <input type="checkbox"/> | Article 7.05.3.6.j on Allen Land Development Code - Root barriers. |
| <input type="checkbox"/> | A two-foot (2') strip of non-vegetative permeable material around all parking |
| <input type="checkbox"/> | An island is required every ten spaces around the perimeter of the site. |
| <input type="checkbox"/> | All landscape areas to be irrigated with a fully automatic irrigation system and this requirement is noted on the landscape plan. |

COTTONWOOD CREEK DENSITY BONUS (45 DWELLINGS)

CHECKLIST (PAGE 4)

| ATTACHMENT B—LANDSCAPE PLAN (continued) | |
|--|---|
| Included | Item Description |
| <input type="checkbox"/> | Downtown District Code: Section 4.08.19.11.c through 4.08.19.11.e – Ensure correct landscaping per street type. Indicate which street type followed on plan. |
| <input type="checkbox"/> | Downtown District Code: Section 4.08.19.11.f – Ensure compliance with parking lots landscape requirements. |
| <input type="checkbox"/> | Downtown District Code: Section 4.08.19.11.g – Downtown Districts shall be subject to the following landscape standards. |
| <input type="checkbox"/> | Downtown District Code: Section 4.08.19.12 – Ensure compliance with screening requirements |
| <input type="checkbox"/> | Trees listed in the approved plant lists follow in Appendix C of the Allen Land Development Code. |
| ATTACHMENT C—BUILDING ELEVATIONS | |
| Included | Item Description |
| <input type="checkbox"/> | Elevations, from each direction, of the existing and/or proposed building(s). |
| <input type="checkbox"/> | Label the maximum building height per elevation. |
| <input type="checkbox"/> | Include the cardinal direction (north, south, east, or west) in the label for each elevation. |
| <input type="checkbox"/> | Label each building material. |
| <input type="checkbox"/> | A building material table, per elevation, that includes the square foot and percent of each building material, including glazing Please do not include , doors, roofs, or awnings. Additionally, please follow Section 4.08.19.9.d. |

APPEAL TO CITY COUNCIL OF A DECISION OF THE DOWNTOWN DESIGN REVIEW BOARD CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for an Appeal to City Council of a Decision of the Downtown Design Review Board submission.

An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this completed form at the time of application submittal.

All initial Appeal to City Council applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed, and notarized Consent Form.
- A letter requesting the Appeal to City Council.
- A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- Payment of all applicable fees (see Schedule of Fees).
- A single copy of each exhibit submitted with the application and appropriate checklist.
- An email with attachments or email with link not requiring a password, with electronic copies of the required exhibits in “PDF” format. Emails should be sent to: planningsubmittals@cityofallen.org.

Resubmittals of Appeal to City Council applications shall be accompanied by the following materials:

- A written response to staff’s comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and ready for final approval, the following materials will be required:

An email with electronic copies of the required plans in “PDF” format. Emails should be sent to: planningsubmittals@cityofallen.org

| ATTACHMENT A—LETTER OF APPEAL TO CITY COUNCIL | |
|---|--------------------------|
| Included | Item Description |
| <input type="checkbox"/> | Case number |
| <input type="checkbox"/> | Previous Board decisions |
| <input type="checkbox"/> | Reason for appeal |

OTHER FORMS AND MATERIALS

SCHEDULE OF FEES

See Fee Schedule [here](#)

See Allen Land Development Code – Chapter 11 for Impact Fees

See the latest Land Development Fees on Engineering's Land Development Website, or found [here](#)

STANDARD PLAT LANGUAGE

**THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL
PLATS REQUIRING PLANNING & ZONING COMMISSION**

Approved

Chair
Planning and Zoning Commission

Date

Attest

Secretary
Planning and Zoning Commission

Date

Executed Pro Forma

Mayor

Date

The undersigned, the City Secretary of the City of Allen, Texas, hereby certifies that the foregoing ____ Plat of the _____ Subdivision or Addition to the City of Allen was submitted to the Planning and Zoning Commission and approved by it on the _____ day of _____, 20 _____.

City Secretary, City of Allen

***Provide a 2" X 2" space for the City Secretary seal. ***
***Provide a 2" X 2" space for the Collin County stamp. ***

STANDARD PLAT LANGUAGE (CONTINUED)

**THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL
MINOR PLATS AND MINOR REPLATS APPROVED BY THE
DIRECTOR OF COMMUNITY DEVELOPMENT.**

The Minor Plat/Minor Replat (*please choose only the applicable plat*) for _____ Subdivision or Addition is hereby approved pursuant to section 212.0065(2) of the Texas Local Government Code and section 8.03.6 of the Allen Land Development Code. The owner(s) have joined in the application for amendment to the plat, the plat does not attempt to remove any covenants or restrictions, results in four or fewer lots, and does not create or require the creation of a new street or make necessary the extension of any municipal facilities.

Approved

Attest

Director of Community Development

Planner

Date

Date

***Provide a 2" X 2" space for the City Secretary seal. ***

***Provide a 2" X 2" space for the Collin County stamp. ***

STANDARD PLAT LANGUAGE (CONTINUED)

**THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL
AMENDING PLATS APPROVED BY THE DIRECTOR OF
COMMUNITY DEVELOPMENT.**

The Amending Plat for _____ Subdivision or Addition is hereby approved pursuant to section 212.0065(1) of the Texas Local Government Code and section 8.03.8 of the Allen Land Development Code. The owner(s) have joined in the application for amendment to the plat, the plat does not attempt to remove any covenants or restrictions, does not increase the number of lots, and does not create or require the creation of a new street or make necessary the extension of municipal facilities.

Approved

Attest

Director of Community Development

Planner

Date

Date

***Provide a 2" X 2" space for the City Secretary seal. ***
***Provide a 2" X 2" space for the Collin County stamp. ***

STANDARD PLAT LANGUAGE (CONTINUED)

**THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL
PLATS.**

KNOW ALL MEN BY THESE PRESENTS:

That _____, through the undersigned authority, does hereby adopt this plat designating the described property as " _____ ", an addition to the City of Allen, Texas, and does hereby dedicate to the public use forever the streets and alleys thereon; and does hereby dedicate the easement strips shown on the plat for mutual use and accommodation of all public utilities desiring to use, or using same. No buildings, fences, trees, shrubs or other improvements shall be constructed or placed upon, over or across the easement strips on said plat. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements, or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective system on any of these easement strips, and any public utility shall at all times have the right of ingress and egress to and from and upon any of said easement strips for the purpose of construction, reconstruction, inspecting, patrolling, maintaining and adding to or removing all or part of its respective system without the necessity at any time of procuring the permission of anyone.

This plat is approved subject to all platting ordinances, rules, regulations, and resolutions of the City of Allen, Texas.

Witness my hand this _____ day of _____, 20 _____

Owner, Printed Name

Notary

EXAMPLE OF DEVELOPMENT REGULATIONS

Each Planned Development or Planned Development Amendment application will include Development Regulations. The Development Regulations should include any deviation from the *Allen Land Development Code* and the base zoning district (existing or proposed) for the property. The chart below is provided as the basis for an application, and it is encouraged to add any unlisted deviations from the *Allen Land Development Code*.

| Proposed Development Regulations | | |
|----------------------------------|----------|----------|
| | Existing | Proposed |
| Base Zoning | | |
| Uses | | |
| Setbacks (Minimum) | | |
| Front Yard | | |
| Side Yard | | |
| Side Yard (Corner Lots) | | |
| Rear Yard | | |
| Lot Width (Minimum) | | |
| Lot Depth (Minimum) | | |
| Lot Area (Minimum) | | |
| Height (Maximum) | | |
| Building Materials | | |
| Screening | | |
| Open Space | | |
| Other Deviations | | |

REQUIRED COPIES CHECKLIST

*** All submitted exhibits should have copyrights removed. ***

| STRAIGHT ZONING APPLICATION | | |
|---|-------------|-------------------------|
| | <u>Size</u> | <u>Number of Copies</u> |
| Development Application | | 1 |
| Plan Checklist | | 1 |
| Consent Form | | 1 |
| Application Fee | | 1 |
| Metes & Bounds Legal Description | 8½ x 11 | 1 |
| COGO (Closure Report) | 8½ x 11 | 1 |
| Zoning Exhibit | 24 x 36 | 1 |
| PLANNED DEVELOPMENT/PLANNED DEVELOPMENT AMENDMENT APPLICATION | | |
| | <u>Size</u> | <u>Number of Copies</u> |
| Development Application | | 1 |
| Plan Checklist | | 1 |
| Consent Form | | 1 |
| Application Fee | | 1 |
| TIA (if applicable) | | 1 |
| Concept Plan | 24 x 36 | 1 |
| Concept Plan | 11 x 17 | 1 |
| Elevations – Black and White | 24 x 36 | 1 |
| Elevations – Color | 11 x 17 | 1 |
| Landscape & Open Space Plan (if applicable) | 24 x 36 | 1 |
| Tree Survey (if applicable) | 24 x 36 | 1 |
| Development Regulations | 8½ x 11 | 1 |
| Metes & Bounds Legal Description | 8½ x 11 | 1 |
| COGO (Closure Report) | 8½ x 11 | 1 |
| Zoning Exhibit | 24 x 36 | 1 |
| SPECIFIC USE PERMIT APPLICATION | | |
| | <u>Size</u> | <u>Number of Copies</u> |
| Development Application | | 1 |
| Plan Checklist | | 1 |
| Consent Form | | 1 |
| Application Fee | | 1 |
| TIA (if applicable) | | 1 |
| SUP Site Plan | 24 x 36 | 1 |
| SUP Site Plan | 11 x 17 | 1 |
| Elevations – Black and White | 24 x 36 | 1 |
| Elevations – Color | 11 x 17 | 1 |
| Landscape & Open Space Plan (if applicable) | 24 x 36 | 1 |
| Metes & Bounds Legal Description | 8½ x 11 | 1 |
| COGO (Closure Report) | 8½ x 11 | 1 |
| SUP Zoning Exhibit | 24 x 36 | 1 |

REQUIRED COPIES CHECKLIST (CONTINUED)

| GENERAL DEVELOPMENT PLAN APPLICATION | | |
|--|-------------|-------------------------|
| | <u>Size</u> | <u>Number of Copies</u> |
| Development Application | | 1 |
| Plan Checklist | | 1 |
| Consent Form | | 1 |
| TIA (if applicable) | | 1 |
| General Development Plan | 24 x 36 | 1 |
| General Development Plan | 11 x 17 | 1 |
| Tree Survey | 24 x 36 | 1 |
| Metes & Bounds Legal Description | 8½ x 11 | 1 |
| COGO (Closure Report) | 8½ x 11 | 1 |
| SITE PLAN APPLICATION | | |
| | <u>Size</u> | <u>Number of Copies</u> |
| Development Application | | 1 |
| Plan Checklist | | 1 |
| Consent Form | | 1 |
| Application Fee | | 1 |
| TIA (if applicable) | | 1 |
| Site Plan | 24 x 36 | 1 |
| Site Plan | 11 x 17 | 1 |
| Landscape Plan | 24 x 36 | 1 |
| Tree Survey/Mitigation Plan | 24 x 36 | 1 |
| Elevations – Black and White | 24 x 36 | 1 |
| Elevations – Color | 11 x 17 | 1 |
| Photometric Plan | 24 x 36 | 1 |
| Preliminary Grading & Utility Plan | 24 x 36 | 1 |
| Metes & Bounds Legal Description | 8½ x 11 | 1 |
| COGO (Closure Report) | 8½ x 11 | 1 |
| Dumpster Enclosure Detail | 11 x 17 | 1 |
| PRELIMINARY PLAT APPLICATION | | |
| | <u>Size</u> | <u>Number of Copies</u> |
| Development Application | | 1 |
| Plan Checklist | | 1 |
| Consent Form | | 1 |
| Application Fee | | 1 |
| Preliminary Plat | 24 x 36 | 1 |
| Preliminary Plat | 11 x 17 | 1 |
| Preliminary Engineering/Utilities | 24 x 36 | 1 |
| COGO (Closure Report) | 8½ x 11 | 1 |
| Deed Restrictions and/or HOA Documents (if applicable) | 8½ x 11 | 1 |

REQUIRED COPIES CHECKLIST (CONTINUED)

| FINAL PLAT/REPLAT APPLICATION | | |
|--|-------------|-------------------------|
| | <u>Size</u> | <u>Number of Copies</u> |
| Development Application | | 1 |
| Plan Checklist | | 1 |
| Consent Form | | 1 |
| Application Fee | | 1 |
| Plat | 24 x 36 | 1 |
| Plat | 11 x 17 | 1 |
| COGO (Closure Report) | 8½ x 11 | 1 |
| Deed Restrictions and/or HOA Documents (if applicable) | 8½ x 11 | 1 |
| MINOR (RE)PLAT/AMENDING PLAT APPLICATION | | |
| | <u>Size</u> | <u>Number of Copies</u> |
| Development Application | | 1 |
| Plan Checklist | | 1 |
| Consent Form | | 1 |
| Application Fee | | 1 |
| Plat | 24 x 36 | 1 |
| Plat | 11 x 17 | 1 |
| Redline Version | 11 x 17 | 1 |
| COGO (Closure Report) | 8½ x 11 | 1 |

VOLUNTARY EXTENSION REQUEST FOR PLAT (SAMPLE)

[Date]

City of Allen
Community Development Department
305 Century Parkway
Allen, TX 75013

RE: Project Name (Case Number)

Please allow this letter to serve as a voluntary 30-day extension request for the above referenced plat application. This request is being made in conformance with Sec. 212.009(b-2) of the Texas Local Government Code.

Please feel free to contact me if you have any questions.

Sincerely,

Insert Printed Name and Signature of Applicant and/or Representative

REQUEST TO TABLE ITEM (SAMPLE)

This request will still be at the discretion of the appropriate body (e.g., Planning and Zoning Commission or City Council).

[Date]

City of Allen
Community Development Department
305 Century Parkway
Allen, TX 75013

RE: Request to Table Zoning or Specific Use Permit Request

{Case Manager}:

As the applicant and/or representative of **(insert case name)**, I hereby request that this case be tabled by the Planning and Zoning Commission/City Council **(include appropriate body)** to their **(insert date)** meeting. I request that the item be tabled until the [date] Planning and Zoning Commission Regular Meeting/City Council Regular Meeting **(include appropriate body)**.

Sincerely,

Insert Printed Name and Signature of Applicant and/or Representative

REQUEST TO WITHDRAW A ZONING APPLICATION (SAMPLE)

[Date]

City of Allen
Community Development Department
305 Century Parkway
Allen, TX 75013

RE: Project name; Withdrawal of Zoning Application

{Case Manager}:

Through working with your staff and based on internal discussions with our team, we have decided to withdraw the above-referenced zoning application.

Please feel free to contact me if you have any questions.

Sincerely,

Insert Printed Name and Signature of Applicant and/or Representative

FOLDING GUIDELINES

Folding Your Plans (24 x 36)

City of Allen will NOT ACCEPT ROLLED PLANS

