



Site Plan Checklist Requirements

Application: Original completed application signed and notarized by the owner of the property. All documents on this checklist must be submitted electronically.

Proof of Ownership: Proof of ownership of the property will need to be provided. This could be closing documentation from purchasing the property or a copy of the deed to the property.

Survey: A copy of the property survey will be required.

Current Tax Certificate: A current original tax certificate obtained from the Kaufman County Clerk's office will be required as proof that all taxes are current on the property.

Application Fee: The application fee for a site plan review is \$300 plus \$3 per lot that must receive the notice of publication. **The maximum fee is \$2,000.**

Please refer to the attached Development Fee Schedule.

Public Hearing: A public hearing will be scheduled prior to review by the City Council. The city will require 30 days from the date the application is considered complete to publish notices of the public hearing and mailing notices to landowners in the 200-foot buffer zone.

If you have any questions, please call 972-427-3771 and speak to the Planning & Zoning Department.

City of Crandall Development Application

Please check the appropriate box below to indicate the type of application you are requesting and provide all information required to process your request.

- | | |
|---|--|
| ☐ Annexation Petition
☐ Comprehensive Plan Amendment
☐ Land Study
☐ Specific Use Permit (SUP)
☐ Variance, Subdivision
☐ Variance, Zoning
☐ Zoning Change | ☐ Amending Plat
☐ Final Plat
☐ Preliminary Plat
☐ Planned Development Detailed Plan
☐ Planned Development Concept Plan
☐ Site Plan
☐ Other: _____ |
|---|--|

PROJECT INFORMATION

Project Name: _____

Project Address (Location): _____

Existing Zoning: _____ Proposed Zoning: _____

Existing Use: _____ Proposed Use: _____

Existing Comprehensive Plan Designation: _____ Gross Acres: _____

Application Requirements: The applicant is required to submit sufficient information that describes and justifies the proposal. **See appropriate checklist and fee schedule for minimum requirements. Incomplete applications will not be processed.**

APPLICANT INFORMATION

Applicant: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ ZIP: _____ Email: _____

Property Owner: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ ZIP: _____ Email: _____

Key Contact: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ ZIP: _____ Email: _____

SIGNATURE OF PROPERTY OWNER OR APPLICANT (SIGN AND PRINT OR TYPE NAME)

SIGNATURE: _____

(Letter of authorization required if signature is other than property owner)

Print or Type Name: _____

Known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office
on this _____ day of _____ 2025.

Notary Public

For Departmental Use Only

Case No. _____

Date Submitted _____

Total Fee(s): _____

Check No.: _____

Date Sent to City Planner / City Engineer: _____

Accepted By: _____

Form Updated: 1/2024

Commission present at the meeting. For a legal protest, written instruments signed by the owners of at least twenty percent (20%) of the area of the lots or land immediately adjoining the area covered by the replat application and extending two hundred feet (200') from that area, but within the original subdivision, must be filed with the Commission prior to the close of the public hearing. In computing the percentage of land area under this section, the area of streets and alleys shall be included.

(7) Expiration and Extension

(a) Expiration

The approval of a replat shall remain in effect for a period of two (2) years from the date the application was approved or conditionally recommended by the Commission and approved by the Council, during which period the applicant shall submit any required revisions for approval and recordation of the plat. If the replat has not been recorded within the two (2)-year period, the plat approval shall expire and the plat shall be deemed null and void.

(b) Extension

At the request of the property owners or their representative, the expiration date for approval of a replat may be extended by the Commission for a period not to exceed six (6) months. A replat is not subject to reinstatement following expiration.

(8) Plat Recordation

The property owner shall submit the approved replat, following any required revisions, to the City Manager, who shall cause the plat to be recorded in the property records of the county in which the land is located.

N. SITE PLAN PROCESS

(1) Purpose and Applicability

(a) Purpose

This section establishes a site plan review process for certain proposed residential, nonresidential, and mixed-use developments. The purpose of site plan approval is:

- 1) To ensure compliance with the requirements of this UDC;
- 2) To promote better site design;
- 3) To integrate projects more effectively into their surrounding environment;
- 4) To prevent the impairment or depreciation of property values;
- 5) To improve internal vehicular and pedestrian circulation;
- 6) To encourage quality and innovative site-planning techniques;
- 7) To project and enhance the overall general public health, safety and welfare;

- 8) To ensure efficient and safe land development;
- 9) To ensure harmonious use of land;
- 10) To ensure compliance with the Comprehensive Plan and other appropriate design standards; and
- 11) To ensure adequate parking and loading, water supply, drainage and storm water management, sanitary sewer facilities, and other utilities and services.

(b) Applicability

Site plan review and approval shall be required as follows:

- 1) For any development that contains two (2) or more residential dwelling units on a single tract, lot, or parcel of land;
- 2) For any development that contains single-family attached dwelling units;
- 3) For any nonresidential development;
- 4) Any increase in an existing nonresidential structure or a residential structure that contains two (2) or more residential dwelling units that is greater than twenty-five percent (25%) of the existing building square footage;
- 5) For any PD or SUP;
- 6) For any single-family residential development that includes a private amenity or facility or a golf course; and
- 7) No building permit shall be issued for any of the above developments until a site plan and all other required engineering/construction plans are first approved by the City. No certificate of occupancy shall be issued until all construction and development conforms to the approved site plan and associated engineering/construction plans. The site plan review process shall include, but not be limited to, the following steps:
 - a) Pre-application conference;
 - b) Site plan review and approval; and
 - c) Construction of project (after City approval of required site plan and other associated plans, including platting and engineering plans).

(c) Exempted Uses

The following land use activities are exempted from the requirements of this SECTION 8N:

- 1) Construction of one- or two-family dwellings, ordinary accessory structures and related land use activities;
- 2) Ordinary repair and maintenance of existing structures or uses;

- 3) Agricultural land use;
- 4) Incidental landscaping or grading;
- 5) Individual manufactured homes; and
- 6) Interior alterations that do not substantially change the nature or use of the structure.

(2) Application Requirements

Any request for site plan approval shall be accompanied by an application prepared in accordance with the Development Standards.

(3) Processing of Application and Decision

(a) Submittal

An application for a site plan shall be submitted to the City Manager. The City Manager shall review the application for completeness in accordance with SECTION 4B(2) of this UDC. The City Manager may, at his/her option, request a recommendation from any other City Department or consultant. The City Manager shall notify the applicant of items requiring correction or attention before providing a recommendation on the application. After appropriate review, the City Manager shall forward a recommendation to the Commission for consideration.

(b) Decision by the Planning and Zoning Commission

The Commission shall receive the recommendation of the City Manager and shall consider the proposed site plan. The Commission may vote to recommend approval, recommend approval with conditions or recommend to deny the proposed site plan. The City Council shall act on an appeal within thirty (30) days after the date of the Commission's action.

(4) Contents of a Site Plan

An application for a site plan shall include the following information and documents:

(a) Completeness Requirements

- 1) Appropriate fees;
- 2) Application signed and notarized by owner;
- 3) Agent authorization letter, as required;
- 4) Legal metes-and-bounds description;
- 5) Site plan checklist;
- 6) Traffic Impact Analysis Determination form;
- 7) Tree survey;
- 8) 15 folded black-line or blue-line copies at 18"X24" or 24"X36" as required in the development application;

- 9) One (1) folded 11"X17" reduction of each exhibit;
 - 10) One (1) CD containing a digital copy of the plan in PDF format; and
 - 11) Completed application for street name approval.
- (b) Technical Requirements
- 1) Location/Vicinity map with north arrow;
 - 2) North arrow;
 - 3) Graphic and written scale (minimum 1"=20');
 - 4) Approximate distance to the nearest cross street;
 - 5) Site boundaries, bearings and dimensions, lot lines, site acreage and square footage;
 - 6) Title block located in lower right corner including subdivision name with lot and block number, acreage, complete legal description including survey name and abstract number, City, county and preparation date;
 - 7) Legend, if abbreviations or symbols are used;
 - 8) Name, address and phone number of owner, developer, applicant, and surveyor;
 - 9) Parking areas and structures with typical parking detail;
 - 10) Site data summary table providing the following information:
 - a) Zoning;
 - b) Proposed use;
 - c) Building area (gross square footage);
 - d) Building height (feet and number of stories);
 - e) Square footage of impervious surface;
 - f) Total parking: required/provided (e.g., 44 required/45 provided);
 - g) Number of handicap spaces: required/provided (per ADA standards); and
 - h) Number of dwelling units and number of bedrooms for multi-family development (if applicable);
- (c) Existing improvements within seventy-five feet (75') of the subject property;
- (d) Land use, zoning, subdivision name, recording information and owner of adjacent unplatted property;
- (e) Building locations, size and dimensions, dimensions between buildings on the same lot, building lines and setbacks and use;
- (f) Dimensions of all drive lanes;
- (g) FEMA 100-year floodplain with elevation including finished floor elevation. Include floodplain note provided as part of plat;

- (h) Public streets, private drives and fire lanes with pavement widths, rights-of-way, median openings, turn lanes, existing driveways of adjacent property and driveways shown on approved plans for adjacent property with dimensions, radii and surface type;
 - (i) Distances between existing and proposed driveways;
 - (j) Loading and unloading areas, the location of ramps, crosswalks, sidewalks and barrier free ramps with typical dimensions;
 - (k) Location of off-street loading areas, dumpsters and trash compactors with height and material of screening;
 - (l) Size, location, dimensions and details of all signs and exterior lighting of signs, including type of standards, locations and radius of light and intensity of foot-candles, subject to approval by the Building Official;
 - (m) Location of existing and proposed water and sanitary sewer mains and service lines with sizes, valves, fire hydrants, manholes and other structures on site and adjacent to the site;
 - (n) Show traffic flow arrows and dimensions of drive isles;
 - (o) Inlets, culverts and other drainage structures on-site and adjacent to the site;
 - (p) Existing and proposed easements (utility, floodway and drainage, access, visibility and maintenance, fire lane, etc.);
 - (q) Provide an elevation of all four (4) sides of the building including building materials, colors and dimensions at an architectural scale of $\frac{1}{4}" = 1' 0"$; and
 - (r) Landscape plan provided on separate sheet and including the following:
 - 1) Natural features including tree masses and anticipated tree loss, floodplains, drainage ways and creeks;
 - 2) Screening walls, fences, living screens, retaining walls, headlight screens and service area screens, including height and type of construction and/or planting specification;
 - 3) Existing/preserved trees including location, size and species;
 - 4) Landscaping materials including location, size, etc.;
 - 5) Proposed plant materials including locations, species, spacing (if applicable) and size (at time of planting and at maturity); and
 - 6) Note irrigation, sprinkler or water systems, including placement of water sources, including the following note: "All green space and landscaping will be maintained by (type) watering system"; and
 - (s) Any additional information as requested to clarify the proposed development.
- (5) Criteria for Approval

The Commission, in considering action on a site plan, should consider the following criteria:

- (a) The site plan is consistent with the general purpose and intent of the applicable zoning district regulations;
 - (b) The site plan is compatible with adjacent developments and neighborhoods and includes improvements to mitigate development-related adverse impacts;
 - (c) The site plan does not generate pedestrian or vehicular traffic, which will be hazardous or conflict with the existing traffic patterns in the area;
 - (d) The site plan incorporates features to minimize adverse effects on adjacent properties;
 - (e) Adequate capacity of public or private facilities for water, sewer, electricity and transportation to and through the development are provided to the site;
 - (f) The proposed use and associated site plan promote the health, safety and general welfare of the City and the safe, orderly, efficient and healthful development of the City.
- (6) Revisions to Approved Site Plan
- Changes to an approved site plan shall be processed in the same manner as the original approved site plan; however, changes of details within a site plan which do not alter the basic physical relationship of the property to adjacent property, alter the use permitted, increase the density, floor area or height, or reduce the yards provided at the boundary of the site as indicated on the approved site plan, may be authorized by the City Manager. An aggrieved party may appeal the decision of the City Manager to the BOA in accordance with the provisions of this UDC.
- (7) Expiration of Site Plan
- A site plan shall expire if any of the following occurs:
- (a) A building permit, if any, for the use has not been approved within two (2) years of the approval of a SUP;
 - (b) A building permit has not been approved within two (2) years of the approval of a site plan as part of a PD;
 - (c) A building permit has not been approved within two (2) years of the approval for the construction of any building on the property for which the site plan was approved; or
 - (d) A building permit that was approved as a result of an approved site plan expires within two (2) years of approval of the site plan.

O. WAIVERS

(1) General

The Commission may recommend and the City Council may authorize waivers from the provisions of this section when, in its opinion, undue hardship will result from requiring strict compliance. In granting a waiver, the City Council shall prescribe only conditions that it deems necessary or desirable to the public interest. In making its findings, the City Council shall



Building Permit & Development Fee Schedule

(a) The following fees for development of real property are hereby adopted:

DEVELOPMENT FEES	
	FEES
Land Study:	
Single-Family Residential	\$200 plus \$3.00 per lot
Multi-Family Residential	\$200.00
Non-Residential	\$200.00
Preliminary Plat:	
Single-Family Residential	\$400 plus \$ 5.00 per lot
Multi-Family Residential	\$350 plus \$ 10.00 per acre
Non-Residential	\$350 plus \$ 10.00 per acre
Final Plat:	
Single-Family Residential	\$200 plus \$ 3.00 per lot
Multi-Family Residential	\$200.00
Non-Residential	\$200.00
Development Plat:	
Single-Family Residential	\$200.00
Multi-Family Residential	\$200.00
Non-Residential	\$200.00
Replat:	
Single-Family Residential	\$200 plus \$ 3.00 per affected lot
Multi-Family Residential	\$200.00
Non-Residential	\$200.00
Amended Plat:	\$200.00
Vacating Plat:	\$150 plus County fees
Minor Plat:	\$200.00
Plat Filing:	\$100 plus County fees
*Infrastructure Inspection Fees:	Third party costs plus applicable City review time
Change Street Name	\$150.00
(after preliminary plat approval:	
Landscape/Irrigation PLAN:	\$150.00
Rezoning/SUP request:	
Base Fee	\$300.00



Building Permit & Development Fee Schedule

Property owner notification	\$3.00 per property owner
Maximum Fee	\$2,000.00
Site Plans	
Base Fee	\$300.00
Property owner notification	\$3.00 per property owner
Maximum Fee	\$2,000.00
Variance Request:	
Base Fee	\$300.00
Property owner notification	\$3.00 per property owner
Maximum Fee	\$2,000.00

- (b) The following Infrastructure Inspection Fees are hereby adopted, with City review time charged at \$75.00 per hour, except overtime requested by the applicant, and agreed to by the City, which shall be charged at \$112.50 per hour:

INFRASTRUCTURE INSPECTIONS	
Engineering Inspection	Third-party actual costs + City review time
APPLICABLE CITY INSPECTIONS	
Grading Improvements	Hourly Rate or \$0.40 per 250 square foot
Paving Improvements	Hourly Rate or \$0.40 per 250 square foot
Sidewalk Improvements	Hourly Rate or \$0.40 per 250 square foot
Drainage Improvements	Hourly Rate or \$0.50 per linear foot
Water and/or wastewater improvements	Hourly Rate or \$0.50 per linear foot
*Per square footage or linear foot charges are billed in advance at time of civil plan review	
*Hourly rates are billed as incurred if not billed in advance	