

Old Town Crandall Site Plan Requirements

APPLICATION: Original Completed Application signed and notarized by the owner of the property.

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.

PLAT: A Copy of the plat will be required before the Application is considered complete.

LEGAL DESCRIPTION OF PROPERTY: Documentation stating the legal metes and bounds of the property will be required.

CURRENT TAX CERTIFICATE: A current original tax certificate obtained from Kaufman County will be required as proof that all taxes are current on the property.

APPLICATION FEE: Application fees shall be paid before the Application is considered complete. The application for a site plan review is \$200.00 plus \$2.00 per lot that must receive the notice of publications. The City Secretary shall calculate and receive total amount due before processing the application.

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 of the Public Hearing to residents in the 200-foot buffer zone.

BUILDING FAÇADE/ELEVATION PLANS: The city requires 10 sets of elevation plans to be submitted for review. Plans shall clearly show how the building will look when viewed from the road.

*A copy of the Old Town Crandall (OTC) guidelines are attached in this packet along with an application for the site plan review and the schedule of fees. All new homes in the OTC District shall be considered Craftsman Style, Minimal Traditional, Prairie Style, or Tudor Style. A copy of the requirements for these types of homes is included with this packet as well as site plan samples.

If you have questions please call 972-427-3771 and speak to the Planning and 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 | ☐ Amending Plat |
| ☐ Comprehensive Plan Amendment | ☐ Final Plat |
| ☐ Land Study | ☐ Preliminary Plat |
| ☐ Specific Use Permit (SUP) | ☐ Planned Development Detailed Plan |
| ☐ Variance, Subdivision | ☐ Planned Development Concept Plan |
| ☐ Variance, Zoning | ☐ Site Plan |
| ☐ Zoning Change | ☐ 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 _____ 2018.

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: 1/2011



PLANNING AND ZONING FEE SCHEDULE

The following fees are for the processing of development/subdivision applications, as governed by the Development Standards, as amended, of the City of Crandall, Texas.

Land Study:

Single-Family Residential	\$150 plus \$2 per lot
Multi-Family Residential	\$150
Non-Residential	\$150

Preliminary Plat

(Requires engineering/construction plans, including, but not limited to, those for paving, drainage, water, sanitary sewer, screening/retaining walls, landscaping, etc.):

Single-Family Residential	\$350 plus \$5 per lot
Multi-Family Residential	\$300 plus \$10 per acre
Non-Residential	\$300 plus \$10 per acre

Final Plat:

Single-Family Residential	\$150 plus \$2 per lot
Multi-Family Residential	\$150
Non-Residential	\$150

Development Plat:

Single-Family Residential	\$150 plus \$2 per lot
Multi-Family Residential	\$150
Non-Residential.	\$150

Replat:

Single-Family Residential	\$200 plus \$2 per affected lot
Multi-Family Residential	\$200
Non-Residential	\$200

Amended Plat:

\$150

Plat Vacation:

\$100 plus County fees

Minor Plat:

\$150

Plat Filing (i.e., at the County):

\$50 plus County fees

Infrastructure Inspection Fee:

3% of infrastructure cost

Change Street Name (after preliminary plat approval; each name):

\$100

Landscape/Irrigation Plan

(for required landscaping and living screens, subdivision entrance landscaping, landscaping in the right-of-way and on medians, etc.):

\$100

Rezoning/SUP Request

Base Fee	\$250
Property Owner Notification (all properties within 200 feet of request)	\$2.00 per property owner
Maximum Fee	\$1,500

Site Plans

Base Fee	\$200
Property Owner Notification (all properties within 200 feet of request)	\$2.00 per property owner
Maximum Fee	\$1,500

Variance Requests

Base Fee	\$200
Property Owner Notification (all properties within 200 feet of request)	\$2.00 per property owner

ZONING FILING FEES:

\$250.00 for three (3) net acres or less, plus \$10.00 per each additional acres or an/ part thereof. In addition, a \$2.00 fee for each property owner within 200 feet of the property requesting zoning change for notification by the City of Crandall. The maximum fee will be \$1,500.00.

VARIANCE REQUEST:

\$200.00 plus \$2.00 for each property owner notified within 200 feet of the request.

PLATTING FEES J

Preliminary Plats

\$200.00 plus \$2.00 per lot for all subdivisions or \$2.00 per acre for commercial, industrial not subdivided into lots.

Final Plats -

\$250.00 plus \$2.00 per lot for all subdivisions or \$2.00 per acre for commercial, industrial not subdivided into lots.

SITE PLANS - requiring Planning and Zoning and/or City Council approval other than those required to be part of a zoning application.

\$200.00 for first three (3) acres, plus \$10.00 for each additional acre or any part thereof. In addition, a \$2.00 fee for each property owner within 200 feet of the property requesting site plan approval for notification by the City of Crandall.

OTHERS;

\$250.00 for certificate of correction, plat adjustment in boundaries, building lines, or other minor features. (NOTE: Plats shall be submitted in its final format.)

FEES ABOVE COVER

one (1) initial review and one (1) revised review.

Subsequent reviews will be charged at the same rate as the first initial review allowing for one (1) revised review.

All subsequent charges must be paid prior to engineering review.

EXHIBIT A

FINAL

(1) OTC – Old Town Crandall District

(a) General Purpose and Description

The standards in the OTC, Old Town Crandall, district is designed to maintain and encourage redevelopment within the original business section (old downtown) of the City in a "pedestrian friendly" environment that is conducive to special events such as sidewalk sales, street dances, festivals, and other similar events. Standards for the district are generally intended to regulate development such that new structures look like image-setting existing ones (i.e., that promulgate the image of Crandall's heritage as a small, Texas farming town) within this section of the City, or such that they aesthetically improve the appearance of the area by strengthening the "small town" design theme (i.e., using "period" architecture, etc.).

(b) Maximum Height

- 1) Two (2) stories or thirty-five feet (35') for the main building(s).
- 2) One (1) story or fifteen feet (15') for accessory buildings.
- 3) Other (See SECTION 7 and SECTION 9 of this UDC).

(c) Area Regulations

1) Size of Lot – Nonresidential Uses

- a) Minimum Lot Area - none specified.
- b) Minimum Lot Width - twenty-five feet (25').
- c) Minimum Lot Depth - one hundred feet (100').

2) Size of Lot – Residential Uses

- a) Minimum Lot Area – Lot area must be within 10% of the average lot area for lots within the block.
- b) Minimum Lot Width – Lot width for residential uses must be within 10% of the average lot width within the block.
- c) Minimum Lot Depth - Lot width for residential uses must be within 10% of the average lot width within the block

3) Size of Yards – Nonresidential Uses

- a) Minimum Front Yard - to match existing sidewalk width, or a minimum of eight feet (8') from the back of the street curb where no sidewalk exists.
- b) Minimum Side Yard - zero feet (0') if next to another Town Square district building, or shall match the required front yard setback if on a street or alley corner.
- c) Minimum Rear Yard - twenty-five feet (25').

4) Size of Yards – Residential Uses

- a) Minimum Front Yard - to match existing average setback along block face.
 - b) Minimum Side Yard – Five (5) feet or shall match the required front yard setback if on a street or alley corner.
 - c) Minimum Rear Yard - Fifteen feet (15').
- 5) Maximum Lot Coverage – sixty-five percent (65%) including main and accessory buildings.
 - 6) Maximum Floor-Area Ratio (FAR) – Two to one (2:1).

(d) Parking Requirements

- 1) For existing structures/uses (in existence prior to the effective date of this UDC) - Any existing parking, or lack of same, for any existing structure or use within the OTC district shall be considered a conforming parking arrangement (including head-in and off-site parking arrangements in existence prior to the effective date of this UDC). Additional parking shall only be required for significant additions to an existing building, for significant expansion of an existing use (as determined by the City Manager), and for a newly constructed building within the district. In the event of destruction of an existing structure within the Old Town Crandall district, said structure may be rebuilt to its pre-destruction size with no requirements for additional parking if reconstruction commences (i.e., a building permit is applied for and issued) within one (1) year of the date of destruction. If reconstruction does not commence within the one-year time frame, or if the structure is rebuilt to exceed its pre-destruction size, then the structure's nonconforming parking status is deemed to expire and any reconstruction of the structure must provide additional parking spaces in accordance with this UDC (this can be additional head-in or off-site parking spaces, provided that this was the parking arrangement that existed for such structure prior to the effective date of this UDC, and provided that such space is available without compromising other properties' rights, access, or public safety).
- 2) For new structures and uses –
 - a) Nonresidential Uses – One (1) space per two hundred and fifty (250) square feet of gross floor area, and each use shall provide a minimum of two (2) spaces. For any use which cannot provide off-street parking due to the size or location of the lot, such parking may be provided on other property not more than two hundred feet (200') from the site. In cases where the parking requirement cannot be achieved, up to seventy-five percent (75%) of the parking requirement may be waived by the City Council on the site plan, or may be provided as head-in parking spaces and/or off-site with City Council approval on the site plan for such an alternative arrangement.

b) Single-Family Uses – Two (2) spaces per dwelling unit.

(e) Special Requirements

- 1) Site Plan Review – Public hearing, review and approval of a site plan by the City Council shall be required for site redevelopment or the construction of any new structure within the Old Town Crandall district. No certificate of occupancy shall be issued unless all construction and development conforms to the site plan as approved by the City Council.
- 2) For site redevelopment or new construction, building facade (i.e., elevation) plans shall be submitted for review and approval along with the site plan. Facade plans shall clearly show how the building(s) will look, especially as viewed from the road(s) upon which the property faces and/or sides, and will portray a reasonably accurate depiction of the materials and colors to be used. Architectural style and scale of new/renovated buildings within the Old Town Crandall district shall be compatible with the styles and scale of other adjacent buildings, and shall be historically accurate to the greatest extent possible to preserve the unique character of the downtown area.
- 3) The City Manager may require submission of additional information and materials (possibly actual samples of materials to be used) during the site plan review process.
- 4) A public hearing is required by the City Council for all site plans within the Old Town Crandall district. Development standards for all uses in the Old Town Crandall district shall be established on the site plan and all supporting information will be required at the time of approval.

(f) Design Standards for Single-Family Buildings in the Old Town Crandall District.

- 1) Intent - The purpose of these design criteria is to provide guidelines for new construction and substantial renovation to provide an aesthetically pleasing appearance as well as to ensure sound construction quality.
- 2) Applicability - The provisions of this section are deemed to be minimum standards and shall be applicable to all new single-family homes and to buildings undergoing substantial renovation where the cost of the renovation exceeds fifty percent (50%) of the appraised value of the structure, as shown on the latest tax roll, within the corporate limits of the City.
- 3) Architectural Styles – All new residential construction must conform to Craftsman, Tudor, Prairie or Minimal Traditional Architectural Standards as set forth in this ordinance.

(g) Design Standards for Nonresidential Buildings the Old Town Crandall District

- 1) Façades of new, reconstructed and renovated buildings shall be compatible with, and shall promulgate and enhance, the period design

of the original Main Street buildings. False fronts or parapets may be added to existing buildings to add character and detail to simple facades if they enhance the overall design aesthetic and period character of the downtown area.

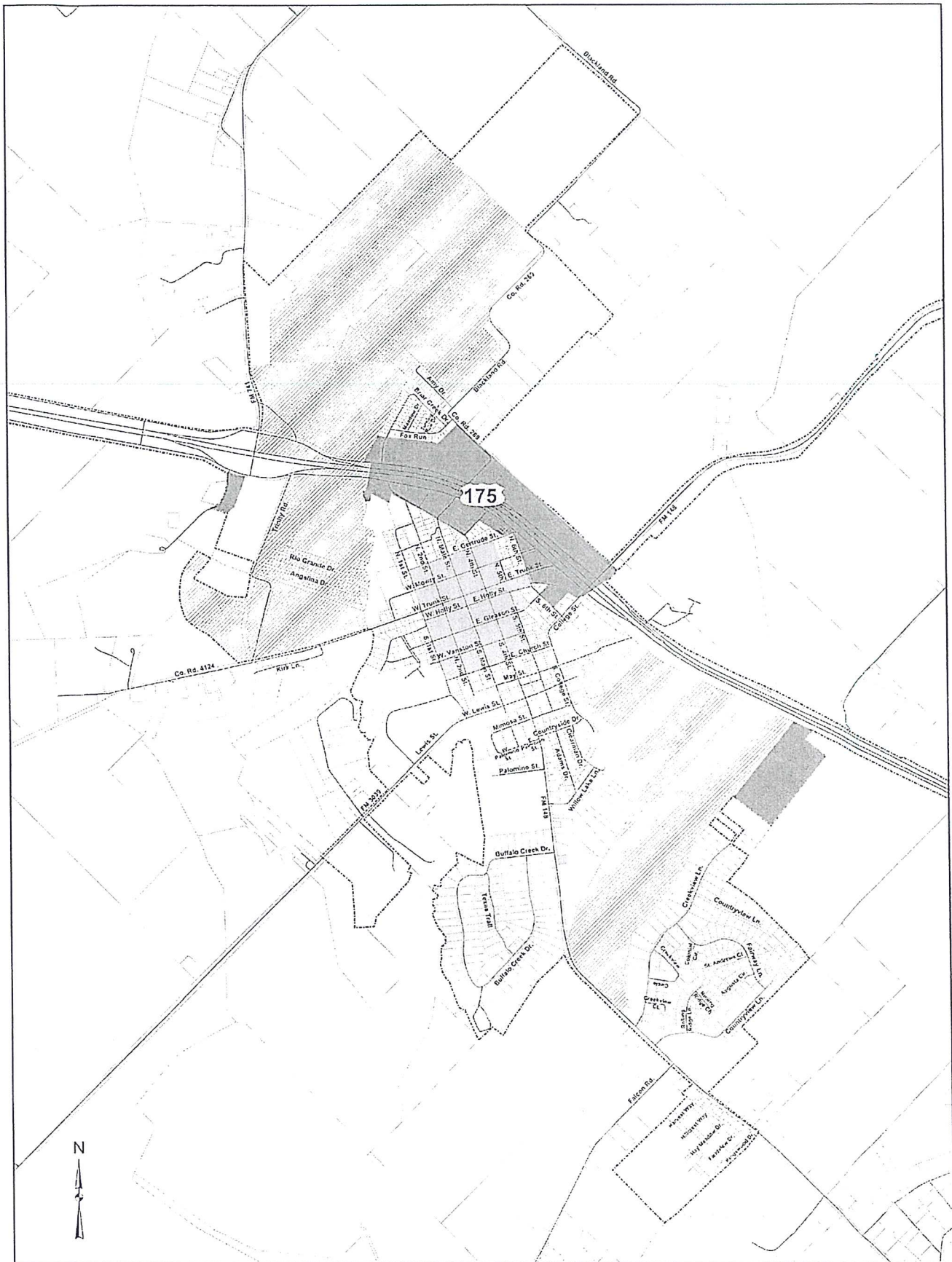
- 2) Predominant exterior finish colors shall be of fired brick, like that which is present on adjacent existing buildings (other masonry materials may also be considered during site plan review). Trim (i.e., lintels, sills, door jambs, cornices and other similar items) shall be brick, cast stone, stone, cast or wrought iron, concrete, or cementitious fiber board trim, and colors shall be tones that are complementary to the predominant facade colors. Wood trim may also be used for refurbishing existing buildings to their original construction condition (i.e., wood shall not be used for trim on newly constructed buildings). Accent colors for friezes, doors and door frames, window frames and mullions, signage, awnings, moldings and other similar features shall be colors that are complementary to, and compatible with, the spirit and intent of the downtown streetscape (bright or fluorescent colors which were not typically used in early Texas downtowns shall not be used).
- 3) Reflective glass shall not be used for windows; detailing for windows, doors and other openings shall be of wood, glass or a metal material that is complementary to the period or building style. The use of paned windows (rather than large single-pane modern storefront style windows) shall be required on all new buildings in the Old Town Crandall district.
- 4) Façade openings shall comprise at least forty percent (40%) of the building's façade area.
- 5) Awnings/Canopies
 - a) Ratios -- Awnings shall be at an appropriate scale to the building size and configuration. They shall not extend above the roof line of any single-story structure, or above the top of the second floor of any multi-story structure at the awnings' highest points. Awnings shall not completely obstruct any windows on the building.
 - b) Projection -- Since awnings must extend beyond the building face, a reasonable amount of projection shall be allowed. No awning shall extend more than eight feet (8') outward from the building face/surface.
 - c) Colors and Materials -- A mixture of colors is recommended, but no more than three different colors shall be used for awnings on a single building facade (excluding business logo, which may have more colors). Materials shall be of cloth or canvas, or another material that is complementary to the period or building style (metal shall be allowed only if comparable and complimentary to the gazebo, but plastic shall be prohibited).

- d) Movement -- Except for slight movements that are normal for fabric canopies (i.e., along fringe, etc.), no movement shall be allowed for awnings and canopy structures.
- 6) Pedestrian Streetscape - Pedestrian spaces shall be treated with amenities that are selected based upon their ability to unify the streetscape with the area's historic past. It is important that elements such as construction materials, colors, textures and fixture design complement the area's historic qualities. These features shall be repeated throughout the streetscape to unify the district.
- 7) Planters, window boxes, planter boxes and containers, street furniture, street and building lighting, benches, trash receptacles, bollards, street signs, building signage, and other streetscape furnishings shall be complementary to the historical time frame of the OTC area, and shall be located not more than five feet (5') from the building front/facade or shall be located within the pedestrian zone directly in front of the applicable building or business. The City shall be authorized to create and maintain a "pattern book" to guide, and regulate, the selection of all streetscape amenities and fixtures for ensuring compatibility among such amenities and fixtures within the Old Town Crandall district. Conformance and compatibility with such designs shall be required, and installations that are not in keeping with these designs and with the Old Town Crandall district's overall historic image shall be removed if so directed by the City.
- 8) Long-term and permanent open storage is prohibited in the Old Town Crandall district.
- 9) Temporary (i.e., not long-term or permanent) outside display of seasonal items (e.g., Christmas trees, pumpkins, etc.) shall be allowed but limited to the following:
 - a) Shall not be placed/located more than twelve feet (12') from the main building or within any required front, side or rear yard.
 - b) Shall not occupy any on-street or off-street parking spaces.
 - c) Shall not pose a safety or visibility hazard, nor impede public vehicular or pedestrian circulation, either on-site or off-site, in any way (i.e., sidewalk sales cannot block the sidewalk or extend out into the street).
 - d) Shall only be in front of the property/business that is selling the item(s).
 - e) All outside display items shall be removed at the end of business each day (except for large seasonal items such as Christmas trees).
 - f) All merchandise shall be displayed in a neat, orderly manner, and the display area shall be maintained in a clean, litter-free manner.

10) Architectural Design – The architectural design of buildings and sites shall strive to achieve the following objectives:

- a) Architectural compatibility;
- b) Human scale design;
- c) Integration of uses;
- d) Encouragement of pedestrian activity;
- e) Buildings that relate to, and are oriented toward, the pedestrian areas and surrounding buildings;
- f) Buildings that contain special architectural features to signify entrances; and
- g) All building materials shall be established on architectural elevations and supporting information.

11) Other Regulations – As established in this UDC.



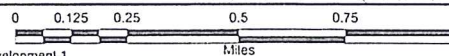
Legend

Agriculture ("A")
 Single-Family - Estate ("SF-E")
 Single-Family - 20 ("SF-20")
 Single-Family - 12.5 ("SF-12.5")
 Single-Family - 9 ("SF-9")
 Single-Family - 6.5 ("SF-6.5")
 Single-Family - Patio Home ("SF-PH")

Single-Family - Town Home ("SF-TH")
 Multi-Family - 15 ("MF-15")
 Single-Family - Manufactured Homes ("SF-MH")
 Manufactured Home Park ("MHP")
 Light Industrial ("LI")
 Heavy Industrial ("M-2")

Office ("O")
 Business Park ("BP")
 Neighborhood Service ("NS")
 Retail ("R")
 Highway Business ("HB")
 Old Town Crandall ("OTC")
 SUP

Planned Development 1 ("PDD-1")
 Planned Development 2 ("PDD-2")
 Planned Development 3 ("PDD-3")
 Planned Development 4 ("PDD-4")
 Planned Development 5 ("PDD-5")



ZONING MAP
CITY OF CRANDALL
 February 2012

Craftsman Style

Description:

Generated from the Arts and Crafts style. Typically has front porch with brick or wood railing and balustrade. Other common features are overlapping gables and clustered windows.

Requirements for Craftsman Houses:

Materials:

- Brick, wood or siding that looks like wood, or a combination of brick and wood. Stone accents are allowed and stucco is allowed in gables only.

Roofing:

- Must be cross, front, or side-gabled roof.
- The roof slope must be between 20 and 45 degrees.
- Minimum roof overhang of at least 18-inches.
- Dormers may be gabled or shed.

Windows:

- Must be double-hung or multi-pane light or mission-styled.
- Windows must be grouped in clusters of two or three, and typical of the Craftsman style.

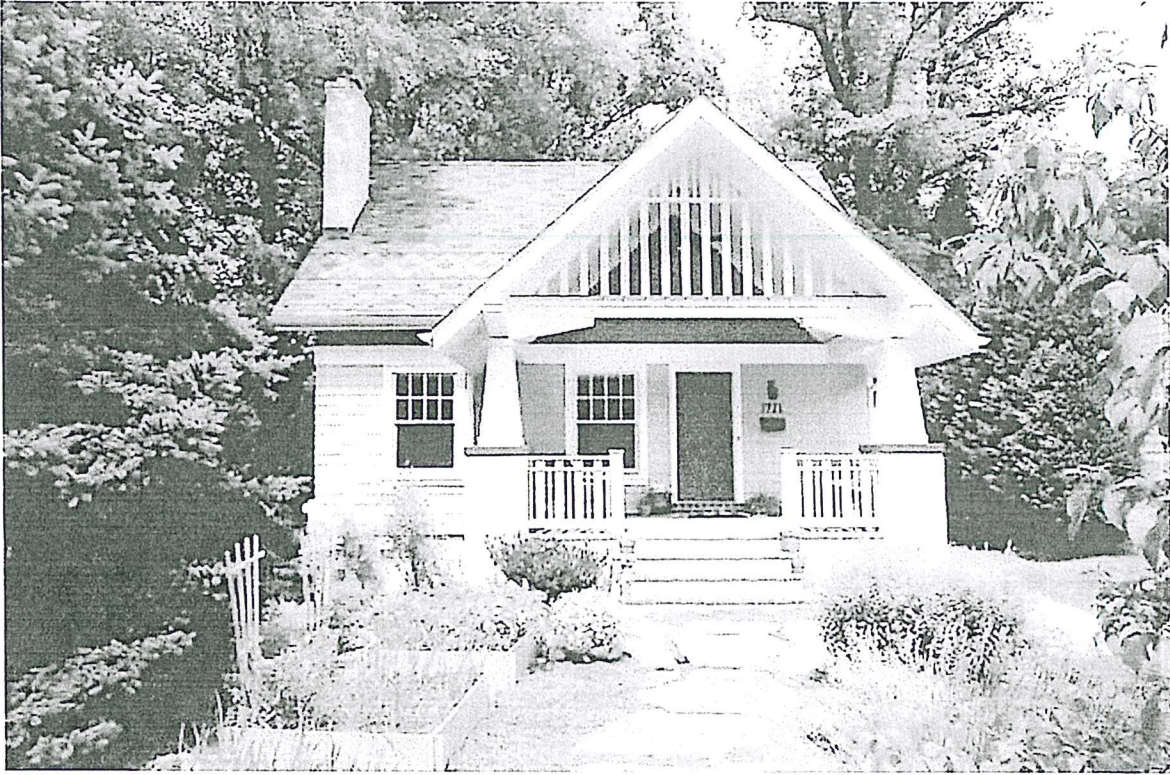
Front Porches:

- A front porch is required along a minimum of 50 percent of the front façade.
- The porch must be supported by square or tapered columns with a base of brick or stone.
- The front porch may be surrounded by a balustrade or railing of wood or materials matching the front façade.
- It must be an open-air porch.
- The front door must have a Craftsman style wood door.

Optional Features for Craftsman Houses:

- Chimney
- Decorative roof beams or braces
- Exposed roof rafter tails
- Gabled dormer with exposed rafter tails
- Solid balustrade of brick or wood on front porch
- Straight walkway leading to the front main entrance

Sample Craftsman Elevation



Minimal Traditional

Description:

Small scaled home with Tudor elements but not as elaborate. Typically built after Word War II as affordable housing for returning soldiers. Common features are a low-pitched roof, chimney and front porch.

Requirements for Minimal Traditional Houses:

Materials:

- Brick, stone, wood or siding that looks like wood, or a combination of brick and wood.

Roofing:

- Must be cross, or side-gabled roof.
- The roof slope must be between 20 and 40 degrees.
- Maximum roof overhang is 12-inches.

Windows:

- Must have multi-pane sashes and typical of Minimal Traditional style.
- Glass in windows and doors must be clear, leaded or stained.

Front Porches:

- A front porch is required and may be open-air or enclosed.
- If the porch is enclosed, it must be enclosed with at least 75% glass (transparent, stained or leaded) to maintain a porch characteristic to the front façade of the house.

Optional Features for Minimal Traditional Houses:

- Chimney
- Front-facing gable
- Projecting front walkway
- Straight walkway leading to the front main entrance

Sample Minimal Traditional Elevations



Prairie Style

Description:

A “four-square” home, typically with large front porches and clustered windows. Built in the early 1900’s.

Requirements for Prairie Houses:

Materials:

- Brick, stone, wood or siding that looks like wood, or a combination of brick and wood.

Roofing:

- Hipped or side-gabled roof.
- The roof slope must be between 20 and 40 degrees.
- Minimum roof overhang of at least 12-inches.

Windows:

- Must be casement or double-hung with multi-pane sashes.
- Glass in windows must be clear, leaded or stained.

Front Porches:

- A front porch is required along the full-width and be open-air.

Optional Features for Prairie Houses:

- Broad, flat chimney
- Centered dormer on front façade
- Decorative casement windows
- Massive square porch supports
- Straight walkway leading to the front main entrance
- Window boxes

Sample Prairie Elevation



Tudor Style

Description:

The Tudor Style is easily recognizable with its steeply pitched roofs, use of arches or porches and doorways, massive chimneys and large front-facing gables. The use of stone as accent features is very common.

Requirements for Tudor Houses:

Materials:

- Brick, stucco with half-timbering, or a combination of these.

Roofing:

- Side-gabled roof.
- The roof slope must be between 45 and 70 degrees.
- Maximum roof overhang of 12-inches.
- Hipped roofs are not allowed.
- There must be at least one front-facing gable on the house.

Windows:

- Must be casement or double-hung with multi-pane sashes.
- Glass in windows must be clear, leaded or stained.

Chimney:

All new Tudor style homes must have a massive chimney on the front façade or wrap-around.

Front Porches:

- A front porch is allowed and may be open-air or enclosed.
- If it is enclosed, at least 75% of the material used to enclose the porch must be glass that is transparent, stained or leaded.
- The front porches must be at least 25% of the width of the front façade, but not more than 50% of the width.

Optional Features for Tudor Houses:

- Arched front doorway
- Decorative chimney on the front facade
- Dormers with stained or leaded glass
- Front-facing gable
- Multiple arch open-air front porch
- Pair of stained glass windows in the front façade
- Straight walkway leading to the front main entrance

Sample Tudor Elevation

