



## 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.

**SURVEY:** A copy of the property survey will be required.

**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 within 200 feet. 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 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.

If you have any questions, please call 972-427-3771 and speak with 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.

- |   |  |
|---|--|
| <input type="checkbox"/> Annexation Petition          | <input type="checkbox"/> Amending Plat                     |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Final Plat                        |
| <input type="checkbox"/> Land Study                   | <input type="checkbox"/> Preliminary Plat                  |
| <input type="checkbox"/> Specific Use Permit (SUP)    | <input type="checkbox"/> Planned Development Detailed Plan |
| <input type="checkbox"/> Variance, Subdivision        | <input type="checkbox"/> Planned Development Concept Plan  |
| <input type="checkbox"/> Variance, Zoning             | <input type="checkbox"/> Site Plan                         |
| <input type="checkbox"/> Zoning Change                | <input type="checkbox"/> 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 \_\_\_\_\_ 2023.

\_\_\_\_\_  
Notary Public

### For Departmental Use Only

Case No. \_\_\_\_\_

Date Submitted \_\_\_\_\_

Total Fee(s): \_\_\_\_\_

Check No.: \_\_\_\_\_

Date Sent to City Planner / City Engineer: \_\_\_\_\_

Accepted By: \_\_\_\_\_

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