Planned Development Checklist

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Planned Development or Planned Development Amendment Request submittal. An application is incomplete unless all applicable information noted below is submitted to the Department of Planning & Development Services. 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 Authorization for Application Representation.
- ❑ Payment of all applicable fees (see Schedule of Fees).
- ❑ An email with attachments, email with link not requiring a password, or USB thumb drive with electronic copies of the required documents in "PDF" format. Emails should be sent to: planning@fatetx.gov
- ❑ The appropriate checklist(s) for the request being submitted.

Resubmittals 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.
- ❑ The administrator may request additional documentation upon resubmittal.

EXHIBIT A – LEGAL DESCRIPTION	
Included	**Item Description**
❑	Digital copy of the legal description (metes and bounds) and map of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating "Legal Description".
EXHIBIT B – PD/PD AMENDMENT ZONING EXHIBIT	
Included	**Item Description**
❑	Map showing existing and proposed zoning for the subject property.

Included	Item Description
❑	A title block, in the bottom right-hand corner of the sheet, with: • "PD/ PD Amendment exhibit" • Project name • Acreage • Subdivision name, lot and block, or survey name, abstract number • City of Fate, Rockwall County, Texas • Submittal date
❑	The name or names, address, and phone number of the owner, developer, engineer, and/or surveyor.
❑	North arrow, scale ratio, and scale bar.
❑	Legend, if abbreviations or symbol are used.
❑	Location/vicinity map showing the location of the proposed Planned Development or Amendment. Indicate scale or not to scale (NTS) and provide north arrow.
❑	Abstract lines, survey lines, and corporate boundaries are correctly shown and clearly labeled.
❑	Adjacent property within 200 feet - subdivision name or owner's name and recording information, land use, and zoning.

EXHIBIT C – CONCEPT PLAN	
Included	**Item Description**
❑	A title block, in the bottom right-hand corner of the sheet, with: • "PD/PD Amendment Concept Plan" • Project name • Acreage • Subdivision name, lot and block, or survey name, abstract number • City of Fate, Rockwall County, Texas • Submittal date
❑	The name or names, address, and phone number of the owner, developer, engineer, and/or architect.
❑	North arrow, scale ratio, and scale bar.
❑	Legend, if abbreviations or symbol are used.
❑	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
❑	Adjacent properties' information, including subdivision, lot, block or abstract and tract, recordation information, zoning, and the name of record of owners (if non-residential).
❑	Topography at two-foot contours.
❑	Floodplain area, both the existing FEMA 100-year floodplain and the fully developed ultimate floodplain, with flood studies cited as necessary.
❑	Land uses and acreage of each use.
❑	Site Data Summary Table, including: • Proposed Use(s) • Existing Zoning District • Proposed Base Zoning District • Gross Site Area (ac. & sq. ft.) • Lot Coverage • Maximum Height (in ft. & stories)
❑	For residential development, the Site Data Summary Table should also include the following: • 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

❑	For commercial development, the Site Data Summary Table should also include the following: • Required Landscape Area (ac. & %) • Provided Landscape Area (ac. & %) • Parking Ratio by Use • Parking Required • Parking Provided
❑	Building sites or lots.
❑	Parking and circulation areas.
❑	Identification of major access points and any proposed traffic improvements.
❑	Right-of-way or other area to be dedicated to the City.
❑	Existing right-of-way, dimensioned from property line to property line and property line to centerline.
❑	Existing streets to be labeled.
❑	Location of building setbacks along the site boundaries.
❑	Off street parking and loading.
❑	Indication of each phase of development if separate phases are proposed.
❑	Hike and bike trails.
❑	Existing overhead utility lines.
❑	Proposals for water, sewer, and drainage systems in relation to master plans where they exist for these facilities.
❑	Screening (can provide on a separate EXHIBIT if necessary).
❑	Landscape Buffer

EXHIBIT D – TREE SURVEY

Included	Item Description
❑	Property Legal Description.
❑	Date of Preparation.
❑	North Arrow.
❑	Name, address, and phone number of owner.
❑	Name, address, and phone number of preparer.
❑	Caliper of all trees 6" in caliper or larger.
❑	Location and common name of tree species.
❑	Is the species "Protected" or "Unprotected"
❑	Identification of all trees.
❑	Identification of caliper, common name of species, and location of trees that are to be used as replacement trees.
❑	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)
❑	Identification of caliper, common name of species, and location of existing trees that are to be used for credits.
❑	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

EXHIBIT E – ELEVATIONS

Included	Item Description
❑	Conceptual elevations showing intended architectural and urban character of different uses and building types

❑	Label the maximum building height per elevation.
❑	Include the cardinal direction (north, south, east, or west) in the label for each elevation.
❑	Label each building material.

EXHIBIT F – DEVELOPMENT REGULATIONS	
Included	**Item Description**
❑	A chart or list detailing the proposed deviations from the *City of Fate UDO* 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: • Base Zoning • Permitted Uses • Unit Density • Minimum Setbacks (Front Yard, Side Yard, Side Yard (Corner Lots), Rear Yard) • Minimum Lot Width, Depth, and Area • Maximum Height