



ZONING REQUEST CHECKLIST

Note: This checklist is not all-inclusive of all City ordinances and standards.

ZONING REQUEST

- Zoning Request Checklist** (this document) completed, signed, and included in submittal packet.
- Completed [Landowner Authorization](#), signed by LANDOWNER AND PROJECT REPRESENTATIVE/APPLICANT. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership.
- Current Deed** showing proof of ownership. Ownership reflected on the deed shall match the application.
- [City Tax statement\(s\)](#) from Collin County and/or Denton County indicating City taxes are current. **Applications with past due taxes will be rejected.**
- [Comprehensive Plan Checklist](#)
- Submit a statement that shows compliance with the City's Comprehensive Plan, Future Land Use Plan, Thoroughfare Plan, Hike & Bike Master Plan and a justification for alternate standards from zoning ordinance.
- [Zoning Sign Criteria](#) read, signed, and included in the submittal packet.
- Exhibit A:** metes and bounds description. See Exhibit A criteria below.
- Exhibit A-2:** graphic drawing of the property. See Exhibit A-2 criteria below.
- Traffic Impact Analysis may be required (see TIA criteria in the Engineering Standards).
- Water and Wastewater Demand Analysis: provide table and/or plan with a comparison of the estimated pre-development versus post-development water and wastewater demands
- The Applicant is encouraged to schedule a meeting with surrounding homeowners and HOAs within 1,500 feet of the subject property prior to submitting the Zoning application. Please coordinate the scheduling of this meeting with the Planning Division so that the planner can attend.
- Additional information as requested by Planning & Zoning Commission, City Council, or staff to clarify the proposed development and compliance with minimum development requirements (i.e. TIA)

EXHIBIT A

- Legal description (metes and bounds) of the area within the Zoning request. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
 - Submit a copy of the legal description,
 - titled as "**Exhibit A: Z_____**",
 - signed & sealed by a surveyor.
 - City Project number provided by staff at time of submittal.

EXHIBIT A-2

- Title block located in lower right corner (titled as "**Exhibit A-2: Z_____**") with subdivision name, block and lot numbers, survey name and abstract number, and preparation date.
- Names, addresses, and phone numbers of owner, applicant, and surveyor
- North arrow, scale, location/vicinity map, and legend, if abbreviations or symbols are used.
- A site data summary table may be necessary (review with planning dept. prior to submitting)
- Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street
- Adjacent Property within 200 feet – subdivision name, owner's name and recording information, land use, and zoning
- Natural features including tree masses, drainage ways, and creeks
- Existing topography at **five (5)** foot contours or less
- Assignment of use to specific areas within the plan
- Existing and requested zoning boundary lines
- Potential residential density if proposed zoning is for residential districts (exclude major thoroughfares from density calculations)
- Proposed dedications and reservations of land for public use including but not limited to rights-of-way, easements, park land, open space, drainage ways, floodplains, and facility sites
- Phases of development, including delineation of areas, building sites, land use and other improvements to be constructed in independent phases



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ENGINEERING

- Existing and proposed limits of City and/or FEMA Effective floodplains and shade FEMA Effective Floodway within development. Indicate all areas of proposed floodplain reclamation area.
- Provide Floodplain Note:
 "According to Flood Insurance Rate Map (FIRM) Map No. _____ dated _____ prepared by Federal Emergency Management Agency (FEMA) for <Denton/Collin> County, Texas, this property is within Zone(s) <A, AE, X>."
- Existing or proposed easements (utility, drainage, visibility and maintenance, etc...)

TRAFFIC

- Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions.
- If the zoning exhibit contains proposed thoroughfares add note:
 "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and do not set the alignment. The alignment is determined at time of final plat."
- Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets.

By signing this document, I attest that this plan complies with the Zoning and Subdivision Ordinance, Engineering Standards and all other applicable codes and ordinance of the City of Frisco.

Preparer's Name (printed)

Preparer's Signature