



# SPECIFIC USE PERMIT (SUP) REQUEST CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH FILING

\*NOTE: This checklist is not all-inclusive of all City ordinances and standards.

## GENERAL

- File all documents specified on the Required Documents checklist.
- Submit a disk with all plans – plans will be date stamped electronically.**
- Legal description (metes and bounds) of the area within the SUP request, whether it is the entire property, located in a multi-tenant building or will occupy a portion of the property. Submit one (1) hard copy (8 ½ x 11) of the legal description, titled as “Exhibit A: SUP \_\_\_\_\_”, signed & sealed by a surveyor. (City Project number provided by staff at time of submittal)
- Traffic Impact Analysis may be required (see TIA criteria in the Engineering Standards).
- The metes and bounds description and all exhibits shall be provided on a CD. (Metes and bounds in Word and exhibits in PDF format.)
- The Applicant is encouraged to schedule a meeting with surrounding homeowners and HOAs prior to submitting the zoning application. Please coordinate the scheduling of this meeting with the Planning Division so that the planner can attend.

## EXHIBIT A

- Title block located in lower right corner (titled as “Exhibit A-2: SUP\_\_\_\_\_”) 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.
- Property boundary and dimensions.
- Adjacent Property within 200 feet - subdivision name, owner’s name and recording information, land use, and zoning.
- Existing and requested zoning boundary lines
- Total gross and net acreage of existing and requested zoning
- Location of existing rights-of-way and easements (utility, floodway and drainage, access, etc...)
- Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
- Distances to nearest cross streets
- Topography at two (2) foot contours or less
- 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>.”

## EXHIBIT B

- Title block located in lower right-hand corner (title as “Exhibit B: SUP\_\_\_\_\_”) with subdivision name, block and lot numbers, survey name and abstract number, and preparation date.
- See the SUP Exhibit B Checklist for Exhibit B requirements.
- Add the following note, if applicable: “The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat.”

## ZONING SIGNS

- Sign Criteria has been read, signed and attached to submittal packet.
- Photocopy of the Driver’s License of the project representative.

Preparer’s Name: \_\_\_\_\_

Preparer’s Signature: \_\_\_\_\_