



**City of Colleyville
Community Development Department**

Zoning and Special Use Permit Checklist

- Straight Zoning Change
- Planned Unit Development (PUD)
- PUD Amendment
- Special Use Permit
- Special Use Permit Carport
- Special Use Permit Accessory Building
- Special Use Permit Fence
- Special Use Permit Alcohol
- Other
- Interpretation Appeal

ZONING AND SUP CHECKLIST

City of Colleyville
100 Main Street
Colleyville TX 76034
817.503.1050

The Community Development Department reviews each zoning application based on the items on the following checklist. Some applications may require less substantial drawings depending on the type of request. Therefore, the applicant is encouraged to contact the Community Development staff members to determine the extent of plans needed for review.

INSTRUCTIONS: Apply here: <https://www.colleyville.com/government/departments-a-l/community-development/community-development-applications-and-checklists>

SUBMITTAL REQUIREMENTS

Please submit the following items (see Sections A-D for more details):

- Site Exhibit, see Sections A-C for more details
 - Zoning Exhibit
 - Site Plan
 - Plot Plan
- Metes and bounds description on separate sheet, if property is not platted
- Supporting Documents
 - Statement of Planning Objectives
 - Development Schedule
 - Economic Development Information
 - Traffic Impact Analysis
- Outstanding Liens and Charges Certificate
- Exhibits attached as pdfs.

A. Zoning exhibit (plat or survey) for zoning change request

- _____ 1. The scale of the exhibit shall be no smaller than 1" = 100'. The sheet size may be 11"x17", 18"x24", or 24"x36"
- _____ 2. Show the use of the land and the zoning designation of all adjacent properties.
- _____ 3. Show names and addresses of applicant, owner of record, and land planner or surveyor.
- _____ 4. Vicinity map - show nearby major roads and site location within the community.
- _____ 5. Physical features - show the location of existing streets, buildings, railroads, watercourses, ponds, etc. on and adjacent to the subject property.
- _____ 6. Show the existing 100-year flood plain limits within the subject property.
- _____ 7. If the property will be subdivided, include a conceptual layout of the property into blocks and lots showing the dimension, area or square footage of the proposed parcels.
- _____ 8. A legal description (metes and bounds) of the total site area proposed for the zoning change on the Exhibit and submitted separately on 8½" x 11" paper. Provide deed restrictions, if any.
- _____ 9. Provide a caption on the bottom right corner of the exhibit that states ZONING EXHIBIT FOR ZONING CHANGE REQUEST FROM _____ TO _____.

B. Additional information required for PUD and Commercial zoning district applications

- _____ 1. Show general landscaping areas and extensive areas of existing tree cover.
- _____ 2. Show proposed screening fences and walls around the perimeter of the land, including any screening of internal separations of land use.
- _____ 3. Show the building layout and the layout of proposed parking areas.
- _____ 4. Show the proposed pedestrian walkways and sidewalks
- _____ 5. Provide a Site Plan (may be conceptual and general in nature) showing the following information, where applicable:
 - a. Proposed layout, indicating the approximate size and dimensions of all residential and non-residential lots
 - b. Proposed land uses and building locations
 - c. General elevation drawings of all non-residential structures indicating building height
 - d. Landscaping, lighting, fencing and screening of common areas
 - e. General locations of existing tree clusters
 - f. Location and construction type of perimeter fencing
 - h. Design of ingress and egress with description of any special pavement treatments
 - i. Calculations and location of off-street parking and loading facilities
 - j. Location and type of all commercial signage and lighting, including pole heights, for parking lots and common areas
 - k. Location and description of subdivision signs and landscaping at entrance areas
 - l. Street names on all proposed streets

Exception: A Planned Unit Development application may be submitted and approved without a Site Plan, if the approving ordinance contains sufficient written detail to establish all site criteria. Refer to Section 3.23 PUD- Planned Unit Developments of the Land Development Code for detailed PUD-R and PUD-C development standards.

- _____ 6. Provide the following information on a schedule or table on the exhibit:
 - a. gross area (acreage or square feet) of the property proposed for zoning change
 - b. gross area and floor area of each separate building and its percentage of the total property area
 - c. gross area of streets, sidewalks and other paved surfaces and its percentage of the total property area
 - d. gross area of open space and its percentage of the total property area
 - e. For residential uses (PUD, RD and R-MF), indicate the number of dwelling units per acre.
 - f. For residential uses (PUD, RD and R-MF), indicate the number of each type of dwelling unit (i.e. Single Family, Duplex).

C. Supporting documents for PUDs, and Commercial zoning district applications

- STATEMENT OF PLANNING OBJECTIVES** - Written statement of what is to be achieved in the development proposal for this property. The statement should be prepared as a narrative description of the character of the proposed development and rationale behind the assumptions and choices made by the applicant, including the use and ownership of open spaces. This is the applicant's opportunity to describe what they want to do with the property and why. The applicant may also submit drawings, photographs, company information, etc. with the application.
- DEVELOPMENT SCHEDULE** - Indicate the approximate date(s) of construction of the development. If new development, provide the stages or phases of expected date to begin and to be completed, to the best of applicant's knowledge and belief.
- ECONOMIC DEVELOPMENT INFORMATION** - Provide the following data in table or spreadsheet format: ① total square feet of building area, ② estimated sales per square foot, ③ estimated sales per year, and ④ estimated ad valorem taxes per year.
- TRAFFIC IMPACT ANALYSIS** – Only required when the proposed development is projected to generate **more than 1,000 vehicle trips per day**, as determined by the Director of Public Services. The purpose of the analysis is to determine the need for traffic mitigation measures such as additional right-of-way width, turning lanes, or traffic control devices.

- DRAINAGE ANALYSIS** – The applicant shall submit a Preliminary Drainage Analysis to determine the need for drainage facilities. The Preliminary Drainage Analysis shall be prepared in accordance with drainage analysis requirements contained in *Chapter 14 – Engineering Design Standards* of the Land Development Code.
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D. Exhibits required for SUP applications (this includes Accessory Buildings and Carports)

The following information is required for all SUP applications.

- STATEMENT OF PLANNING OBJECTIVES** - Written statement of what is to be achieved in the development proposal for this property. The statement should be prepared as a narrative description of the character of the proposed development and rationale behind the assumptions and choices made by the applicant, including the use and ownership of open spaces. This is the applicant's opportunity to describe what they want to do with the property and why. The applicant may also submit drawings, photographs, company information, etc. with the application (**if the request is for new proposed commercial/institutional use which requires an SUP, please include items in Section C, if applicable**).
 - PLOT PLAN** - A dimensioned drawing showing the location of all structures on the property. Include the location of any proposed new structures. A copy of a title survey may be used for this purpose.
 - DRAWINGS** - Complete drawings of the proposed structure, showing enough detail to determine compliance with the applicable ordinances, such as height, area and design.
 - MATERIALS** - Description of the construction materials of the proposed structure.
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