



ADDITIONAL REQUIRED DOCUMENTS BY PROJECT TYPE

ZONING, PLANNED DEVELOPMENT, OR SPECIAL USE PERMIT APPLICATION

INITIAL SUBMITTAL

- All supporting zoning exhibits – *8 copies of each & PDF*
 - Concept Plan
 - Conceptual Landscape Plan
 - Façade Plan & Building Elevations
 - Building Floor Plan(s)
 - Preliminary Utility and Drainage Plans
- Traffic Impact Analysis, if required – *2 copies & PDF*

FINAL SUBMITTAL

- All staff comments incorporated
- Redline check set
- All supporting zoning exhibits – *16 copies of each & PDF*
 - Conceptual Site Plan
 - Conceptual Landscape Plan
 - Façade Plan & Building Elevations
 - Building Floor Plan(s)
 - Preliminary Utility and Drainage Plans

ZONING VARIANCE APPLICATION

INITIAL SUBMITTAL

- Variance Criteria Checklist – *1 copy*
- Drawings that depict the nature and extent of the proposed variance – *8 copies & PDF*

FINAL SUBMITTAL

- All staff comments incorporated
- Drawings that depict the nature and extent of the proposed variance – *8 copies & PDF*

PLATTING APPLICATIONS

INITIAL SUBMITTAL

- Applicable Plat Submittal Checklist – *2 copies*
- Proposed plat – *6 copies & PDF*
- Separate instruments for offsite easements; no signatures required – *2 copies*
- Plat closure calculations, signed and sealed by a surveyor registered in the State of Texas – *1 copy*
- Private covenants, conditions, and restrictions if there is a mandatory property owner's association to maintain certain improvements or common areas; no signatures required – *2 copies*
- Certificate confirming that taxes from each taxing entity (County, Town, School District) are paid – *1 copy*

FINAL SUBMITTAL

- All staff comments incorporated
- Redline check set
- Proposed plat with original signatures – *16 copies & PDF*
- Separate instruments for offsite easements; fully executed – *2 copies*

- Private covenants, conditions, and restrictions if there is a mandatory property owner's association to maintain certain improvements or common areas; fully executed – *2 copies*
- Additional fees (pro rata, escrow, or other), if required

PRELIMINARY SITE PLAN APPLICATION

INITIAL SUBMITTAL

- Preliminary Site Plan Submittal Checklist – *2 copies*
- Preliminary Site Plan – *8 copies & PDF*
- List of proposed street names for approval, if applicable (required for public ways)
- Traffic Impact Study, if applicable – *2 copies*
- Supporting Documents – *8 copies of each & PDF*
 - Color aerial of the site with proposed development
 - Preliminary Landscape Plan
 - Preliminary Facade Plan

FINAL SUBMITTAL

- All staff comments incorporated
- Redline check set
- Supporting Documents – *16 copies of each & PDF*
 - Color aerial of the site with proposed development
 - Preliminary Landscape Plan
 - Preliminary Facade Plan

SITE PLAN APPLICATION

INITIAL SUBMITTAL

- Site Plan Submittal Checklist – *2 copies*
- Site Plan – *8 copies & PDF*
- Construction Set with Checklist(s) – *see checklist*
- Landscape Plan with Irrigation Plans and Checklist(s)
- Facade Plan with Checklist – *see checklist*
- Traffic Impact Study, if applicable – *2 copies & PDF*
- Flood Study, if applicable – *2 copies & PDF*

FINAL SUBMITTAL

- All staff comments incorporated
- Redline check set(s)
- Site Plan – *8 copies & PDF*
- Construction Set – *see checklist*
- Landscape Plan with Irrigation Plans and Checklist(s)
- Facade Plan with Checklist – *see checklist*

Tax Certificates: State law requires that all taxes on a property being platted be paid prior to recording of the plat, including current year taxes though they are not yet past due. Certificates for all entities can be obtained by contacting the Dallas County Tax Office, 500 Elm Street, Dallas, TX 75202, except certificates for Carrollton-Farmers Branch ISD are available at 1445 N. Perry Road, Carrollton, TX 75006.