



DEPARTMENT OF DEVELOPMENT SERVICES

Development Services Center – 215 W. Hickory Street – Denton, Texas 76201 voice: (940) 349-8541

www.cityofdenton.com

General Development Plan Application and Checklist

Property Information:

Project Name: _____ Parcel(s) Tax ID# (Required): _____

Project Address (Location): _____ Total Acres: _____

Previous Project Number (If Applicable): _____

Existing Zoning: _____ # of Existing Lots: _____ # of Existing Units: _____

Proposed Zoning: _____ # of Proposed Lots: _____ # of Proposed Units: _____

Owner Information and Authorization:

Name: _____

Company Name: _____

Address: _____

Telephone: _____ Email: _____

CHECK ONE OF THE FOLLOWING:

- I will represent the application myself; or
I hereby designate _____ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this development application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application.

I hereby certify that I am the owner of the property and further certify that the information provided on this development application is true and correct. By signing below, I agree that the City of Denton (the "City") is authorized and permitted to provide information contained within this application to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Owner's Signature: _____ Date: _____

STATE OF TEXAS COUNTY OF _____ BEFORE ME, a Notary Public, on this _____ day personally appeared _____ (printed owner's name) the above signed, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20_____.

Notary Signature

(seal)



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Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals for DRC review and are generally what is needed to facilitate the review of the proposed **General Development Plan**. A submittal of a complete application will facilitate a timely review. Failure of the applicant to provide required information or obtain a waiver from the DRC Chair will result in application not being processed. Under special circumstances, additional items may be required through the Development Review Committee process prior to approval.

Items to be submitted:

- Application and Checklist.**
- Associated Fee(s):** as listed on the **Development Review Fee Schedule**.
- Project Narrative:** Written proposal for the project.
- General Development Plan:** Plans will be drawn on a sheet size of 24" x 36", smaller or larger sheet size may be accepted only if approved by Development Review Committee (DRC) Chair. Plans will be drawn to a scale no smaller than 1" = 100' unless otherwise approved by the DRC Chair.
- 22" x 34" or 24" x 36" Engineering/Support Documents** if required (required for all public improvements, including sidewalks). Engineering/support documents will be drawn to a plan view scale not smaller than 1" = 100' with exception to the drainage area map which may be a scale not smaller than 1" = 400' unless otherwise approved by the DRC Chair.
- Tree Inventory:** Refer to Tree Inventory Checklist and sample format.
- All documents shall bear appropriate seals, stamps or other validations/certifications of work as applicable in accordance with State law and local requirements.
- General Development Plan Checklist:** I have reviewed the checklist and all submittals for completeness and accuracy.
- All documents are required to be PDF files, each sheet will be a single item and will be uploaded into ProjectDox.**

Development Plans Shall Contain:

General Information

- The date, written and graphic scale, north arrow, proposed name of the development, key map showing the location of the development in relation to existing streets and highways and dates of preparation and revisions.
- The name and address of the property owner or owners, and the design professional preparing the plan.
- Any city or extraterritorial lines traversing or on the boundary of the development.
- The names of the record owners of adjacent undeveloped and developed land.
- Title Block containing: Proposed name of the subdivision or lot of record, acres in platted and unplatted land and total of those acres, survey and jurisdiction (City of Denton, County of Denton, Texas, for example).

Boundaries, Acreage, Zoning and Uses

- Boundary:** Show and label the development boundary lines, shown by a **contiguous dark line** of sufficient width to be easily identified.
- Land Uses:** Identify the proposed land use(s) and boundaries of each use if more than one use is proposed.
- General Layout:** The acreage and layout of the entire tract or tracts under one ownership, identifying adjacent development or subdivisions and the existing zoning for each; and the location of the property by reference to existing streets.
- Phasing:** Show and label any proposed phasing limits.



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- Streets:** The location, width and names of all existing streets within or adjacent to the property; and the right-of-way of any existing or proposed arterial and collector streets (including those proposed and/or as shown on the Mobility Plan), and the alignment of such streets to connect with streets on adjacent properties.
- Trip Generation:** Provide trip generation table indicating ADT, AM peak of adjacent street, PM peak of adjacent street, and highest non-adjacent street rates based on the proposed land use and the Institute of Transportation Engineers (ITE) trip rates for the purposes of determining if a TIA is required. Trips are to be calculated using the ITE Trip Generation Manual's regression equation for each rate (or if a regression equation is not provided, then the average – indicate for each rate, which was used to calculate it) for the proposed use and the proposed square footage of buildings (if square footage is provided – if square footage of building is not provided, contact the City for correct use).
- Existing features:** All significant existing manmade features on the property, such as railroads, buildings and structures.
- Utilities:** The existing and proposed utilities, which will serve the property, and the distance to the nearest water and wastewater lines. The identification, location and size of all existing gas, petroleum, or similar common carrier easements located within or on the boundary of the development. If no easements or pipelines are located on the property, add a note to that effect.
- Topography:** Show and label the topography of the existing land included within the development as shown by contour lines of two (2) foot vertical intervals (available at the Engineering Department). Topography shall be based on N.G.S. 1988 or City of Denton vertical datums. Five (5) foot intervals may be utilized upon prior approval from the City Engineer.
- Drainage:** Identify proposed drainage improvements and compliance with master drainage plans.
- Environmentally Sensitive Areas (ESA):** Locate and label all ESA's and type within the proposed development.
- The identification, location, and approximate dimensions of all existing water courses, ponds, detention ponds, ditches, channels, floodway and floodplain boundaries, storm water improvements, or similar natural or man-made drainage facilities or features located on the property or within 200 feet of the boundaries of the development that do or will affect or impact stormwater drainage on or across the site.
- Add note on the plan that states:** Acceptance of the drainage features identified on the General Development Plan are subject to change during the plat process and do not constitute subsequent approval of same. The City reserves the right to require additional data or studies to ensure compliance with City of Denton Subdivision and Land Regulations, Drainage Design Criteria and Comprehensive Master Drainage Plan.
- Add note on the plan that states:** Developments that will generate over 1000 vehicle trips per day or more than 100 vehicle trips during the peak hour as determined during the general development plan, preliminary or final plat review, must submit a Traffic Impact Analysis (TIA), for the entire development, **prior** to a Final Plat submission.
- Add note on the plan that states:** All future preliminary and final plats, within the limits of the General Development Plan, must conform to the General Development Plan.