



Master Planned Community 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, including the email address, 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 **Master Planned Community**. 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. Describe the purpose, nature and characteristics of the proposed MPC district including, but not limited to, the proposed development unit use or uses to be conducted in the district in a manner sufficient to enable preparation and consideration of regulations governing permitted and specific uses, site use and other development regulations which may be appropriate to govern development, use and maintenance of the sites included within the MPC district. Include the anticipated date of construction, objectives of the development, vision statement for the development, and how the proposal meets one or more of the goals set forth at Section 35.7.13.1.
- Conceptual/Schematic Phase.**
- MPC Zoning Document.**
- MPC Development Standards Document.**
- All documents shall bear appropriate seals, stamps or other validations/certifications of work as applicable in accordance with State law and local requirements.
- Legal Description:** 1) a subdivision reference or 2) a metes and bounds description of the property prepared and sealed by a registered land surveyor.
- Copies of Deed or Owner Authorization Letter.**
- Master Planned Community 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.**

As described in Section 35.7.12.3.A of the **Denton Development Code:**

Conceptual/Schematic Phase: A conceptual/schematic plan submittal to be reviewed by the Development Review Committee prior to the submittal of MPC Zoning Document and MPC Development Standards Document. The MPC Concept Schematic is designed to aid the Developer and the City in preparing a complete MPC Zoning Document and MPC Development Standards Document application. The MPC Concept Schematic may be referred by the Chair of the DRC to the Planning and Zoning Commission and/or the City Council for review and comment but typically, these are reviewed and approved by the DRC.

MPC Zoning Document: An application and development plan to be reviewed by the Development Review Committee and Planning and Zoning Commission, whose recommendations are forwarded to the City Council for review and approval. The MPC Zoning Document establishes zoning - standards for a Master Planned Community and typically addresses land uses, densities, setbacks, building heights, lot coverage and specifically identifies where there are deviations from the adopted Denton Development Code. The MPC Zoning Document shall include a Development Plan Map.

Development Plan Map: A map at an appropriate scale included in an MPC zoning document that sets forth on the property all the proposed land uses in a zoning category format (e.g., NR-3, RCC, etc., or equivalent), identifies site access, connectivity, and general public improvements (such as parks, open space, trails, but not limited to these), a table



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showing all the land uses; including the total acreage of each proposed land use, the land use and acreage by parcel, and the total acreage of the project. The map shall also show boundaries reflecting the phasing plan.

MPC Development Standards Document: A detailed set of development standards that are reviewed by the Development Review Committee and recommended for approval by the Development Review Committee Chair, the Planning and Zoning Commission and approved by the Denton City Council. The MPC Development Standards Document sets forth the developers proposal for and confirms compliance with the Denton Development Code Chapters 13, through 22 and/or identifies the alternative development standards associated with the content of each of those Chapters of the Development Code. An application for an MPC Development Standards Document may be submitted for approval concurrently with the MPC Zoning Document and shall be required to be submitted with the MPC Zoning Document when meeting the conditions set forth in 35.7.12.2.D.

Conceptual/Schematic Phase Requirements:

- Existing property lines with dimensions.
- Land use and zoning district designation of adjacent properties.
- Proposed land uses, residential density calculations, commercial/industrial floor area ratios.
- Existing and proposed highways, arterials, and collector street systems.
- Existing and proposed vehicle access points.
- Existing rivers, creeks, streams, lakes, wetlands, flood plains, parks, trails, open space, upland habitat and other significant environmental features.
- Topographical lines at a minimum of 10-foot intervals.

In addition to the general information that must be shown on the plan, detailed information, as it pertains to the request may be required. Staff will discuss any additional information deemed appropriate and necessary to process the application with the application based on the specifics of the application submitted.

MPC Zoning Document Requirements:

- A contract to purchase, or other documentation to be approved by the Planning and Development Department which demonstrates that the applicant has a real property interest if applicant does not own the property.
- Development Plan Map:
 - 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.
 - Vicinity map at an appropriate scale showing all roadways (by name) within one (1) mile from the peripheral boundaries of the property
 - Signature block.
 - North arrow and scale (written and graphic) on all sheets. Must be of a suitable scale to be determined by the Department of Planning and Development. If it is not possible to contain the entire development on the first sheet at this scale, then the first sheet must contain a smaller scale composite drawing that shows the entire development with match lines and designated sheet numbers.
- Locations of all existing and platted streets (within or in the vicinity of the proposed development).



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- Locations of all existing facilities within or in the vicinity of the proposed development (easements; irrigation ditches; flood plains and natural drainage courses, with high-water lines indicated; parks; storm and sanitary sewers; water mains; culverts, or other underground facilities; existing buildings to remain; wooded areas; and other significant natural features. If the adjacent lands surrounding the property are undeveloped and no plans have been approved or are in progress for those lands, then the existing conditions map on adjacent property (with the exception of mapping needed to analyze infrastructure and open space) is not required.
- Locations proposed for collector or arterial streets within or in the vicinity of the proposed development.
- Locations of proposed storm detention and/or retention facilities, and major water and wastewater facilities.
- Land use, total acres, and development density indicated within each area.
- Topographic features at two-foot contours.
- Existing or proposed rivers, creeks, streams, lakes, wetlands, flood plains, parks, open space upland habitat, trail corridors, and other significant environmental features.
- A preliminary drainage report and preliminary drainage plan.
- A traffic study including sufficient information to identify proposed mobility plan amendments, deviations from street sections or other requirements (i.e., number of trips generated by use, and overall affect on the local, regional, and proposed transportation system).
- Preliminary water and wastewater study:

Residential Development

1. Location of all Environmentally Sensitive Areas (ESA) in and adjacent to the proposed development and indication of any planned mitigation.
2. Assessment of public facilities to demonstrate adequacy to support the intended use.
3. Locations and sizes of all proposed utilities and easements in and adjacent to the proposed development.
4. Locations and sizes of all existing utilities and easements in and adjacent to the proposed development.
5. Water and wastewater demand/loading calculations.

Nonresidential Development

1. Location of all Environmentally Sensitive Areas (ESA) in and adjacent to the proposed development and indication of any planned mitigation.
 2. Assessment of public facilities to demonstrate adequacy to support the intended use.
 3. Locations and sizes of all proposed utilities and easements in and adjacent to the proposed development.
 4. Locations and sizes of all existing utilities and easements in and adjacent to the proposed development.
 5. Water and wastewater demand/loading calculations.
- A Cost Impact Analysis of the proposed public facilities and infrastructure, prepared by a competent person or firm with experience in the preparation of such studies. The study shall provide the specific detailed accounting of the financing structure for the development of required facilities for parks, law enforcement, fire protection, public services, municipal government, and other necessary governmental services. The purpose of such a study is to provide the base line development data and costs that will assist the city and the developer in discussions concerning the provision and timing of utilities.



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- ❑ Design standards that will govern the orientation and design of buildings and other improvements, which include but are not limited to the following:
 1. Architecture, including design standards and building materials for buildings, fences, walls, and other structures, buffering, fencing, etc. The regulations of subchapter 13 shall be specified, referencing both the existing regulations and the wording of each corresponding substitution, as proposed.
 2. Signs
 3. Narrative description and/or graphic plan that details landscape standards for parks, open space systems, and public-right-of-way. Include general information as to how buffering will be achieved (i.e. fence, vegetation, berm, wall, etc.).
 4. Street cross-section design, by classification, for all streets.
 5. All existing and proposed provisions for pedestrian circulation including sidewalks, walkways, crosswalks, trails, pedestrian plazas, and other amenities.
 6. Identification of any alternative pavement treatments, streetscape furniture, art or other amenities associated with plazas, trails, sidewalks, roadways, etc. if applicable.
 7. Bicycle parking facilities, including specifications.

The following information is required for all proposed deviations from the provisions of subchapters 16-22 of the Denton Development Code or other applicable regulations. The regulations shall be specified, referencing both the existing regulations and the wording of each corresponding substitution, as proposed. The proposed MPC district should represent a quality development when weighed overall against the standards in the Denton Development Code or the alternative regulations proposed by the applicant.