



**Planned Development Amendment 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 **Planned Development Amendment**. 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 of the Planned Development Amendment. **Refer to the attached Project Narrative Guidelines.**
- Site Layout Exhibit:** Site Layout Exhibit 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. Site Layouts will be drawn to a scale no smaller than 1" = 60' unless otherwise approved by the DRC Chair. **Refer to the attached Site Layout Exhibit checklist.**
- 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.**
- All documents are required to be PDF files, each sheet will be a single item and will be uploaded into ProjectDox.**

### Project Narrative Guidelines:

The purpose of this narrative statement is to provide information on the effects that the proposed development or land use action will have on the existing area related to transportation facilities, environmental resources, water, wastewater, solid waste collection, parks and recreation and other utilities. The project narrative assists staff with the analysis necessary to address concerns regarding compatibility with adjacent land uses and adequate public facilities. The following is to be used as a guide in drafting the project's narrative statement:

1. Project Description/Summary.
2. Site History (past land development applications, platting, etc).
3. Surrounding property uses.
4. Existing Site Conditions:
  - a. Topography
  - b. Hydrology
  - c. Existing Land Uses
  - d. Existing Circulation (vehicle and pedestrian)
  - e. Existing Open Space, Recreation and Preservation Area
  - f. Existing Infrastructure and Utilities
    - Potable Water
    - Wastewater
    - Storm water
    - Solid Waste
    - Electric
5. Proposed Site Conditions
  - a. Proposed Land Uses
    - Proposed Topography



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- Proposed Hydrology
- Proposed Land Uses
- Proposed Circulation (vehicle and pedestrian)
- b. Proposed Infrastructure and Utilities
  - Potable Water
  - Wastewater
  - Storm water
  - Solid Waste
  - Electric
- c. Proposed Open Space, Recreation and Preservation Area
- 6. Proposed mitigation measures for nuisance abatement
  - a. Address compatibility concerns regarding noise, odor, fumes, dust, lighting, sufficient landscaping and screening created by the development.
  - b. Address consistency with requirements of the Denton Development Code (DDC) and goals, policies and objectives of the Denton Plan.

### Site Layout Exhibit Checklist:

- 24" x 36" sheet(s) at a minimum scale equal to 1"=60'
  1. If there are multiple sheets, clearly depict match lines where sheets join.
  2. Number all sheets.
- Provide a date, north arrow, scale (minimum 1"=60') and legend.
- Provide a vicinity map which clearly shows the site in relationship to its surrounding area (scale no less than 1"= 1 mile)
- Provide the following information on the site layout exhibits clearly and legibly:
  1. Depict phase lines of the project if proposed to be constructed in phases.
  2. In a data table provide the estimated calculations:
    - a. Estimated time of completion of the project by phase.
    - b. Total project acreage.
    - c. Proposed densities for each dwelling units by type and approximate total number of dwelling units by type.
    - d. Proposed floor area ratio (FAR) for all non-residential land uses and gross floor area (GFA) for all non-residential buildings by type.
    - e. Lot coverage (percentage of imperious surface).
    - f. Landscaped (percentage of pervious surface).
    - g. ESA acreage calculation.
    - h. Proposed number of stories and the height of all structures.
    - i. Parking calculation per the requirements of Subchapter 14 of the DDC.
  3. Depict a typical detail of a parking space.
  4. Depict the zoning and future land use designation on site and on the properties immediately adjacent within 150 feet of the property boundaries.
  5. Delineate flood zones, floodways and ESAs on site and within 150 feet of the property boundaries.
  6. Indicate and dimension proposed lot lines, land uses, structures, facilities, easements, open space areas (including buffer yards), parking, loading areas and vehicular circulation.
  7. Depict a typical lot layout for all housing types including footprints, setbacks and driveways.
  8. Depict the location of proposed signs and solid waste revetment.

*Note: Additional Information may be required by City staff during the project review.*