



DEPARTMENT OF DEVELOPMENT SERVICES

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

www.cityofdenton.com

Specific Use Permit 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)



DEPARTMENT OF DEVELOPMENT SERVICES

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

Specific Use Permit Application and Checklist

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 **Specific Use Permit**. 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 how the proposed Specific Use Permit request meets the approval criteria in Subchapter 6 of Denton Development Code and is consistent with the purpose and intent of the Denton Plan. **Refer to the attached Project Narrative Guidelines.**
- Site Layout Exhibit:** Layout Exhibits 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 Plans 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.**
- Landscape Plan:** Landscape 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. Landscape Plans will be drawn to a scale no smaller than 1" = 60' unless otherwise approved by the DRC Chair. **Refer to the attached Landscape Plan Checklist.**
- All documents shall bear appropriate seals, stamps or other validations/certifications of work as applicable in accordance with State law and local requirements.
- Location Map**
- 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.**
- Specific Use Permit 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.**

PROJECT NARRATIVE GUIDELINE:

The purpose of this narrative statement is to provide information on how the proposed use conforms to or can be made to conform to the requirements of Subchapter 35.6.4. A Specific Use Permit may be granted if the City Council finds that the proposed use conforms, or can be made to conform through the imposition of conditions, with the following approval criteria.

1. That the use would be in conformance with all standards within the zoning district in which the use is proposed to be located, and in conformance with The Denton Plan and federal, state, or local law.
2. A specific use permit shall be issued only if all of the following conditions have been met:
 - a. That the specific use will be compatible with and not injurious to the use and enjoyment of other property nor significantly diminish or impair property values within the immediate vicinity;
 - b. That the establishment of the specific use will not impede the normal and orderly development and improvement of surrounding vacant property;
 - c. That adequate utilities, access roads, drainage and other necessary supporting facilities have been or will be provided;
 - d. The design, location and arrangement of all driveways and parking spaces provides for the safe and convenient movement of vehicular and pedestrian traffic without adversely affecting the general public or adjacent developments;



DEPARTMENT OF DEVELOPMENT SERVICES

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

www.cityofdenton.com

Specific Use Permit Application and Checklist

- e. That adequate nuisance prevention measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration;
 - f. That directional lighting will be provided so as not to disturb or adversely affect neighboring properties; and
 - g. That there is sufficient landscaping and screening to ensure harmony and compatibility with adjacent property.
3. That adequate capacity of infrastructure can and will be provided to and through the subject property.
 4. That the Special Use is compatible with and will not have an adverse impact on the surrounding area. When evaluating the effect of the proposed use on the surrounding area, the following factors shall be considered in relation to the target use of the zone:
 - a. Similarity in scale, bulk, and coverage.
 - b. Generation of traffic and effects on surrounding streets. Increases in pedestrian, bicycle, and mass transit use are considered beneficial regardless of capacity of facilities.
 - c. Architectural compatibility with the impact area.
 - d. Air quality, including the generation of dust, odors, or other environmental pollutants.
 - e. Generation of noise, light, and glare.
 - f. The development of adjacent properties as envisioned in The Denton Plan.
 - g. Other factors found to be relevant to satisfy the requirements of this Chapter.

In addition, the 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
 - i. Potable Water
 - ii. Wastewater
 - iii. Storm water
 - iv. Solid Waste
 - v. Electric
5. Proposed Site Conditions
 - a. Proposed Land Uses
 1. Proposed Topography
 2. Proposed Hydrology
 3. Proposed Land Uses
 4. Proposed Circulation (vehicle and pedestrian)
6. Proposed Infrastructure and Utilities
 - Potable Water
 - Wastewater
 - Storm water
 - Solid Waste
 - Electric



DEPARTMENT OF DEVELOPMENT SERVICES

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

www.cityofdenton.com

Specific Use Permit Application and Checklist

7. Proposed Open Space, Recreation and Preservation Area
8. 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:

- 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 plan 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.

LANDSCAPE PLAN CHECKLIST:

- Provide project name, date, north arrow, scale vicinity map, and legend.
- Provide Street names for existing and proposed public and private streets.
- Provide lot layout with dimensions for lot lines.



DEPARTMENT OF DEVELOPMENT SERVICES

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

Specific Use Permit Application and Checklist

- Provide zoning designations of the proposed development and adjacent zoning designations.
- Provide location and use of proposed and existing buildings.
- Indicate buildings to remain and buildings to be removed.
- Indicate phase lines of project if proposed to be constructed in phases.
- Label public and private easements, right-of-ways, and sidewalks.
- Label underground and overhead utility lines.
- Identify parking areas and parking spaces.
- Provide landscape summary table to show species, quantity, and size:
 - a. Identify individual tree symbols on plan by species initials.
 - b. Identify mitigation trees by an M beside each tree symbol.
- Provide a landscape data table that includes:
 - a. The square footage of the lot excluding easements and right-of-ways, and the square footage of the lot including easements and right-of way.
 - b. The square footage of lot covered by new tree canopy. Calculate percentage of approximate mature canopy based on lot area excluding easements and right-of-ways.
 - c. The square footage and percentage of the lot in pervious landscaped areas.
Calculate percentage of landscape area based on lot area including easements and right-of-ways.
 - d. The total square footage of impervious parking areas.
 - e. The total square footage of pervious parking areas.
 - f. The total square footage and percentage of landscaped parking areas.
 - g. The total square footage and percentage of parking lot tree canopy. Calculate parking lot tree canopy based on square footage of impervious parking areas used for vehicle maneuvering, parking, and loading.

The landscape requirements are in Subchapter 13 of the Denton Development Code available online on the Development Services webpage under <http://www.cityofdenton.com/index.aspx?page=981>.

Refer to Mature Tree Canopy by Species Tree List in Appendix A of Site Design Criteria Manual.

For landscape information, contact Nona Elaine Muncie, Landscape Administrator at 940-349-8233 or nona.muncie@cityofdenton.com. For irrigation information, contact Building Inspections at 940-349-8360. Refer to Irrigation Permit and Inspection Checklist and Irrigation Plan Review and Inspection Information Sheet. For existing tree preservation and mitigation information, contact Haywood Morgan, Urban Forester, at 940-349-8337 or haywood.morgan@cityofdenton.com. Refer to Tree Survey and Tree Preservation Plan Checklist.

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