



**FOR OFFICE USE ONLY**

Case No: \_\_\_\_\_  
Fee Paid \$: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

## ZONING APPLICATION

**TYPE OF REQUEST:** Straight Zoning ( ) Planned Development ( ) PD Amendment ( )

### MINIMUM SUBMITTAL REQUIREMENTS

**The application will not be accepted without all of the following:**

- \_\_\_\_\_ Application completed and attached checklist completed in full
- \_\_\_\_\_ Application fee – including the public hearing sign fee
- \_\_\_\_\_ Traffic Impact Analysis (if applicable)
- \_\_\_\_\_ An electronic version (.pdf) of the plan – must be emailed to [mmohan@cityofallen.org](mailto:mmohan@cityofallen.org) on the day of submittal

**Planned Developments:**

- \_\_\_\_\_ Fourteen (14) **folded** copies of concept plan in 24 x 36 – for TRC
- \_\_\_\_\_ Fourteen (14) **folded** copies of elevations in 24 x 36, color elevations on 11 x 17
- \_\_\_\_\_ Fourteen (14) copies of proposed development regulations
- \_\_\_\_\_ Two (2) copies of metes and bounds
- \_\_\_\_\_ An electronic version (.pdf) of the plan and elevations – must be emailed to [mmohan@cityofallen.org](mailto:mmohan@cityofallen.org) on the day of submittal

**Complete text of requirements in Allen Land Development Code can be found on website at [www.cityofallen.org](http://www.cityofallen.org)**

**NAME OF PROJECT** \_\_\_\_\_

**ADDRESS OR LOCATION** \_\_\_\_\_ **ACRES** \_\_\_\_\_

**LEGAL DESCRIPTION** \_\_\_\_\_ **ZONING** \_\_\_\_\_

**REQUEST CHANGE FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**PROPOSED USE OF PROPERTY:** \_\_\_\_\_

**APPLICANT/PROJECT MANAGER'S INFORMATION (Primary Contact for the Project):**

Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**PROPERTY OWNER'S INFORMATION:**

Name \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**ARCHITECT OR ENGINEER'S INFORMATION:**

Name \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**OTHER CONTACTS** (Please specify type of contact, i.e. project manager, potential buyer, local contact, etc.)

Name \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

*The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.*

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_ Date

**IF SIGNED ABOVE BY OTHER THAN THE OWNER, THEN THE STATEMENT BELOW MUST BE COMPLETED:**

I, \_\_\_\_\_, owner of this property, do hereby authorize \_\_\_\_\_ to act on my behalf regarding the zoning of this property.

\_\_\_\_\_  
Owner

STATE OF TEXAS §  
COUNTY OF COLLIN §

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed. GIVEN UNDER MY HAND and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A.D.

\_\_\_\_\_  
Notary Public

## CHECKLIST TO BE SUBMITTED WITH ZONING APPLICATION

### Non-Residential Concept Plan shall include:

- \_\_\_\_\_ Date of preparation
- \_\_\_\_\_ North arrow and scale
- \_\_\_\_\_ Applicable Concept Plan label:
  - “Zoning Concept Plan”
  - “PD Concept Plan”
  - “PD Amendment Concept Plan”
- \_\_\_\_\_ Name, address and phone number of owner
- \_\_\_\_\_ Name, address and phone number of preparer
- \_\_\_\_\_ Proposed layout drawn to scale
- \_\_\_\_\_ Site topography with contour intervals
- \_\_\_\_\_ Boundary of the Planned Development District (if applicable)
- \_\_\_\_\_ Floodplain area and generalized location of treed areas
- \_\_\_\_\_ Land uses and acreage of each use
- \_\_\_\_\_ Building Sites or Lots.
- \_\_\_\_\_ Lot coverage and floor area ratio for each use
- \_\_\_\_\_ Building height and location
- \_\_\_\_\_ Parking and circulation areas
- \_\_\_\_\_ Identification of major access points
- \_\_\_\_\_ Right of way or other areas to be dedicated to the City
- \_\_\_\_\_ Recordation information identified as either Deed Records (DRCCT) or Plat Records (PRCCT)
- \_\_\_\_\_ Location of building setbacks along the site boundaries on dedicated streets between residential and non-residential uses
- \_\_\_\_\_ Parking ratio
- \_\_\_\_\_ Off street parking and loading
- \_\_\_\_\_ Indication of each phase of development if separate phases are proposed
- \_\_\_\_\_ Hike and bike trails
- \_\_\_\_\_ Existing overhead utility lines

**CHECKLIST TO BE SUBMITTED WITH ZONING APPLICATION**

**Residential Concept Plan shall include:**

- \_\_\_\_\_ Date of preparation
- \_\_\_\_\_ North arrow and scale
- \_\_\_\_\_ Name, address and phone number of owner
- \_\_\_\_\_ Name, address and phone number of preparer
- \_\_\_\_\_ Proposed layout drawn to scale
- \_\_\_\_\_ Site topography with contour intervals
- \_\_\_\_\_ Boundary of the zoning district
- \_\_\_\_\_ Floodplain area and generalized location of treed areas
- \_\_\_\_\_ Land uses and acreage of each use
- \_\_\_\_\_ Density (gross and net)
- \_\_\_\_\_ Identification of major access points
- \_\_\_\_\_ Right of way or other areas to be dedicated to the City
- \_\_\_\_\_ Recordation information identified as either Deed Records (DRCCT) or Plat Records (PRCCT)
- \_\_\_\_\_ Location of building setbacks along the site boundaries and on perimeter dedicated streets
- \_\_\_\_\_ Open space w/ calculations, common areas and parkland
- \_\_\_\_\_ Fence row trees and/or proposed mitigation of same
- \_\_\_\_\_ Preliminary lot arrangements and street patterns
- \_\_\_\_\_ Indication of each phase of development (if separate phases are proposed)
- \_\_\_\_\_ Hike and bike trails
- \_\_\_\_\_ Existing overhead utility lines

For residential development that does not propose individual platted lots, the concept plan shall also show the size, type and location of buildings, building sites, lot coverage, access, screening, parking and circulation areas and landscaped areas.

## SUBMITTAL FEES, COPY REQUIREMENTS AND PROCESS ZONING

The Department of Community Development accepts applications until 5:00 p.m. on Friday. Submittals will be reviewed by departments and on the 11th day after a submission (Tuesdays at 9:00 a.m.) the Technical Review Committee (TRC) will review the submission with the applicants/consultants. Applicants/consultants are encouraged to attend.

Prior to submission of a zoning request, a meeting with staff is recommended. At the time of actual submission, the attached checklist should be attached. Incomplete applications will not be accepted.

### ***Submission to Technical Review Committee (TRC)***

#### ***Concept Plan***

Application and Zoning Fee required

Plan - 14 copies 24x36, 1 copy 11x17 (**Please submit all 24x36 copies in blackline, and FOLDED**)

Electronic Copy PDF and JPEG of Site

Word Document

- Legal Description and
- Development Regulations per pg. 6 of application

### **ZONING FEES:**

**\$500 plus \$10 per acre (rounded up to nearest acre)**

**\$200 for Public Hearing sign**

### **ZONING PROCESS:**

1. Once a completed application is accepted by staff, the request will be reviewed at the Technical Review Committee (TRC) meeting.
2. Public hearing date is set and the City sends required notices 10 days prior to hearing subject to legal notification requirements.
3. Staff places a sign on the property 10 days prior to the public hearing date.
4. Public hearing is held by Planning & Zoning Commission and, if a favorable recommendation is made, it is forwarded to City Council. If recommended for denial, the proponent has the option to appeal the decision to the City Council. A written request to appeal the decision of the Planning & Zoning Commission must be submitted within 30 days of the date of denial.
5. Staff sets date for the public hearing before City Council subject to 15-day legal notification requirements in newspaper.

Project: \_\_\_\_\_

Proposed PD-Development Regulations		
	Existing Zoning:	Proposed Zoning:
<i>Base Zoning:</i>		
<i>Uses:</i>		
<i>Lot Area:</i>		
<i>Setbacks (Minimum):</i>		
<i>Front Yard:</i>		
<i>Side Yard:</i>		
<i>Side Yard (Corner Lots):</i>		
<i>Lot Width:</i>		
<i>Lot Depth:</i>		
<i>Height (Maximum):</i>		
<i>Building Materials</i>		
<i>Screening:</i>		
<i>Open Space/Park Dedication:</i>		
<i>Other:</i>		

Note: “Existing Zoning” should list the existing PD Regulations or the development regulations listed in the Allen Land Development Code (ALDC) for the proposed base zoning.