



Community Development Department

ZONING & DEVELOPMENT HANDBOOK

November 2, 2020

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GENERAL INFORMATION

WELCOME

Welcome to the *City of Allen Zoning & Development Handbook*. The goal of this Handbook is to provide a “One-Stop Shop” of sorts for development applications and processes. We are always striving to increase clarity and communication within our processes; however, we cannot fully achieve this goal without input from the development community. To this end, we welcome your feedback so that we may continue to improve upon our current processes.

Regards,



Marc Kurbansade, AICP
Director of Community Development

MEETING DATES

Meetings

While meeting dates and times are subject to change, the date, time, and place of regularly scheduled meetings are as follows:

City Council Meetings

- 2nd and 4th Tuesdays of every month
- Work Session: 6:00pm
- Regular Session: 7:00pm
- City Hall Municipal Building
305 Century Parkway – Council Chambers
- Information about our City Council:
<https://cityofallen.org/917/City-Council>
- Livestream or watch archived meetings:
<https://cityofallen.org/982/ACTV>

Planning & Zoning Commission Meetings

- 1st and 3rd Tuesdays of every month
- Regular Session: 7:00pm
- City Hall Municipal Building
305 Century Parkway – Council Chambers
- Information about our Planning & Zoning Commission:
<https://cityofallen.org/1090/Planning-Zoning-Commission>
- Livestream or watch archived meetings:
<https://cityofallen.org/982/ACTV>

TECHNICAL REVIEW COMMITTEE

Purpose

The Technical Review Committee (TRC) is comprised of members of various City departments that work to ensure each submission is compliant with the *Allen Land Development Code*. The TRC meets weekly to review applications and will work to meet with applicants to discuss a submission.

Technical Review Committee Members

Planning

Hayley Angel
Senior Planner
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Email address:
hangel@cityofallen.org

Rolandrea Russell
Planner
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Email address:
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Engineering

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Assistant Director of Engineering
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Email address:
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Fire Rescue

David Cannaday
Assistant Fire Chief/Fire Marshal
Telephone: (214) 509-4403
Email address:
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Parks & Recreation

Laura Cuellar
Landscape Architect
Telephone: (214) 509-4720
Email address:
lcuellar@cityofallen.org

Jesse Simmons
City Forester
Telephone: (214) 509-3330
Email address:
jsimmons@cityofallen.org

Community Services

Donna Kliewer
Waste Services Manager
Telephone: (214) 509-4554
Email address:
dkliewer@cityofallen.org

Building and Code

Mike Sizemore
Chief Building Official
Telephone: (214) 509-4131
Email address:
msizemore@cityofallen.org

Geographic Information Systems

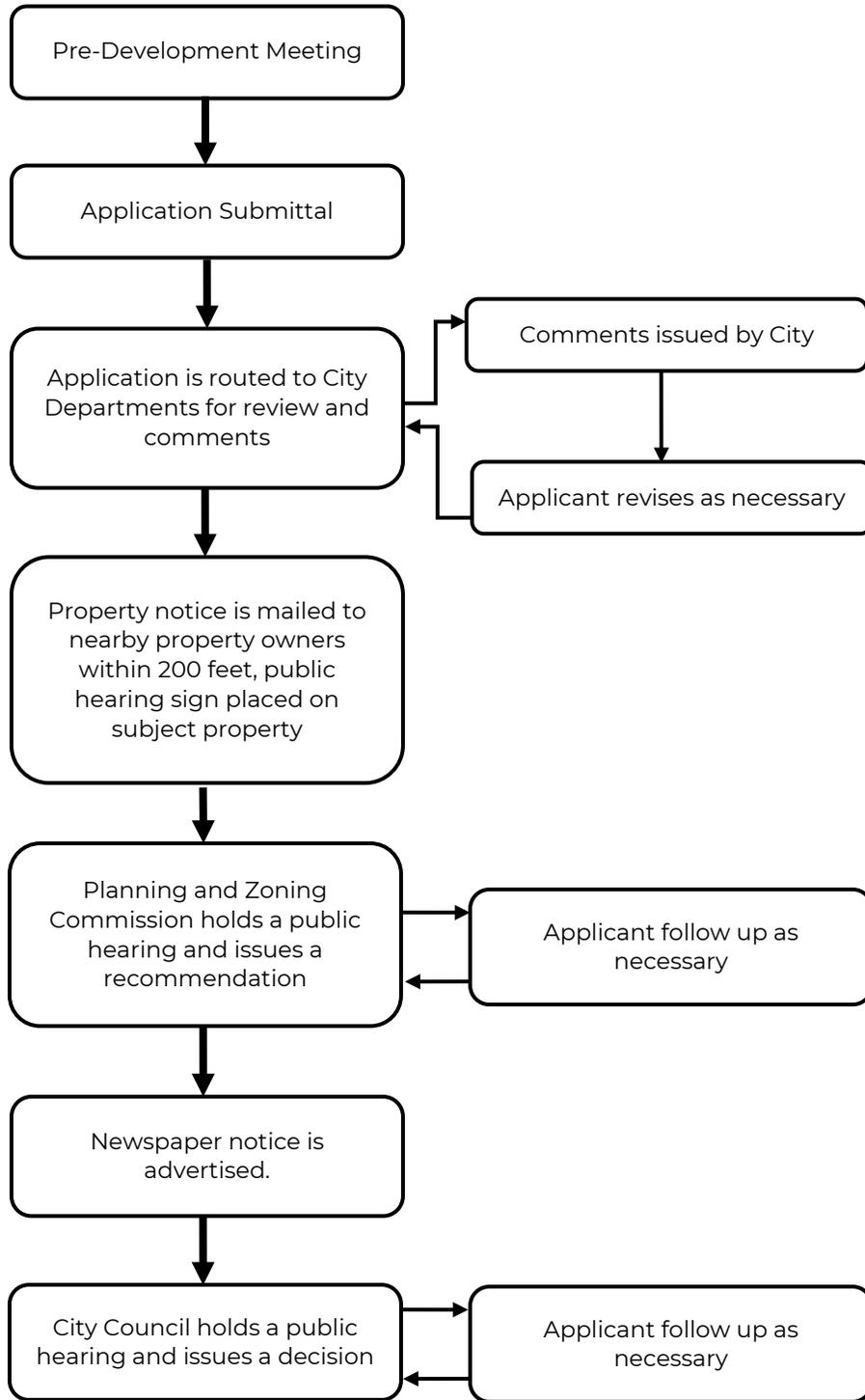
Jordan Caudle
Planning Technician
Telephone: (214) 509-4177
Email address:
jcaudle@cityofallen.org

PROCESS SUMMARIES

ZONING PROCESS SUMMARY

- ❑ The applicant contacts staff to discuss their proposed plan. A pre-development meeting is scheduled with staff to review a preliminary plan.
- ❑ Zoning Application and associated materials (see Planned Development / Planned Development Amendment Checklist or the Zoning Checklist) are submitted to the Community Development Department by the applicant. All submittals received during the week are considered received at 5pm on Friday.
- ❑ The zoning request is reviewed by City staff, comments regarding the zoning request are made available to the applicant, and the applicant addresses the comments and returns the associated materials through the Technical Review Committee process. This process is repeated until all comments provided by the Committee have been resolved.
- ❑ Written Notice of the Public Hearing before the Planning & Zoning Commission is mailed by the City to each property owner within two hundred feet of the property on which the zoning is being requested, as indicated by the most recently approved municipal tax roll. Notices are to be postmarked a minimum of ten days before the hearing.
- ❑ City staff will place Public Hearing Signs on the subject site in accordance with the requirements in the *Allen Land Development Code*.
- ❑ The Planning & Zoning Commission holds a Public Hearing to consider and act upon the zoning request. The Planning & Zoning Commission may recommend approval, recommend denial, or table the request.
- ❑ City staff causes Publication of Notice of the Public Hearing to be advertised in a newspaper of general circulation at least fifteen days prior to the scheduled meeting of the City Council.
- ❑ City Council holds a Public Hearing to consider and act upon the zoning request. The City Council may approve, deny, or table the request. If the zoning request is approved, an ordinance to enact the zoning will generally be executed.

ZONING PROCESS FLOWCHART



DEVELOPMENT PROCESS SUMMARY

❑ **General Development Plan**

A Development Application and required materials (See General Development Plan checklist) are submitted to the Community Development Department. The General Development Plan and required materials will be distributed to City staff and reviewed for compliance. Comments relating to the application will be sent to the applicant, and the applicant will address comments and return corrected plans to the City. Should any comments not be addressed by the applicant, the applicant will be notified of these outstanding comments.

Pursuant to Section 8.03.2 of the Allen Land Development Code, “A general development plan shall be required as a condition precedent to approval of any application for a plat, except where...the subdivision will result in no more than one new street and sufficient information exists to begin preparation of the preliminary plat; or a concept plan, preliminary site plan or final site plan for the property provides sufficient information for the preparation of a preliminary plat.”

❑ **Site Plan**

A Development Application and required materials (See Site Plan, Landscape Plan, and Tree Mitigation Plan checklists) are submitted to the Community Development Department. The Site Plan and required materials will be distributed to City staff and reviewed for compliance. Comments relating to the application will be sent to the applicant, and the applicant will address comments and return corrected plans to the City. Should any comments not be addressed by the applicant, the applicant will be notified of these outstanding comments.

A Site Plan is approved administratively provided it meets the minimum requirements outlined in the Allen Land Development Code. *(Note: All zoning approvals must be obtained prior to the submittal of a Site Plan, if applicable.)*

❑ **Application and Review of a Preliminary Plat**

A Development Application and required materials (see Preliminary Plat checklist) are submitted to the Community Development Department. Please note that a Preliminary Plat may not be required if: 1) The land has been previously platted; or 2) The subdivision qualifies as a Combination Plat. The Preliminary Plat and required materials will be distributed to City staff and reviewed for compliance. Comments relating to the application will be sent to the applicant, and the applicant will address comments and return corrected plans to the City. Should any comments not be addressed by the applicant, the applicant will be notified of these outstanding comments.

❑ **Action on Plans by the Planning & Zoning Commission**

After the review process is complete, the Preliminary Plat will be scheduled for consideration by the Planning & Zoning Commission.

DEVELOPMENT PROCESS SUMMARY (CONTINUED)

Civil Plans

The review of civil plans continues after approval of the Preliminary Plat. These plans should be submitted to the Department of Engineering. A Final Plat can only be submitted upon the release by Engineering and Parks during the civil plan review process.

Application and Review of a Final Plat, Replat, or Combination Plat

A Development Application and required materials (see Final Plat and/or other appropriate checklists) are submitted to the Department of Community Development by the applicant. The Final Plat and required materials will be distributed to City staff and reviewed for compliance. Comments relating to the application will be sent to the applicant, and the applicant will address comments and return corrected plans to the City. Should any comments not addressed by the applicant, the applicant will be notified of these outstanding comments.

Action on Plans by the Planning & Zoning Commission

Once all review comments on the Final Plat are satisfied, the Final Plat will be scheduled for consideration by the Planning & Zoning Commission (or administratively approved if permitted by the *Allen Land Development Code*).

Assessment and Payment of Impact Fees

Roadway, water and sewer impact fees are assessed at time final plat is released for recordation and due and payable at time building permit is issued.

Fees can be found here: <https://cityofallen.org/931/Land-Development>.

Payment of Park Fees

Park fees are assessed in accordance with the City's schedule of fees and must be paid prior the recordation of the Final Plat.

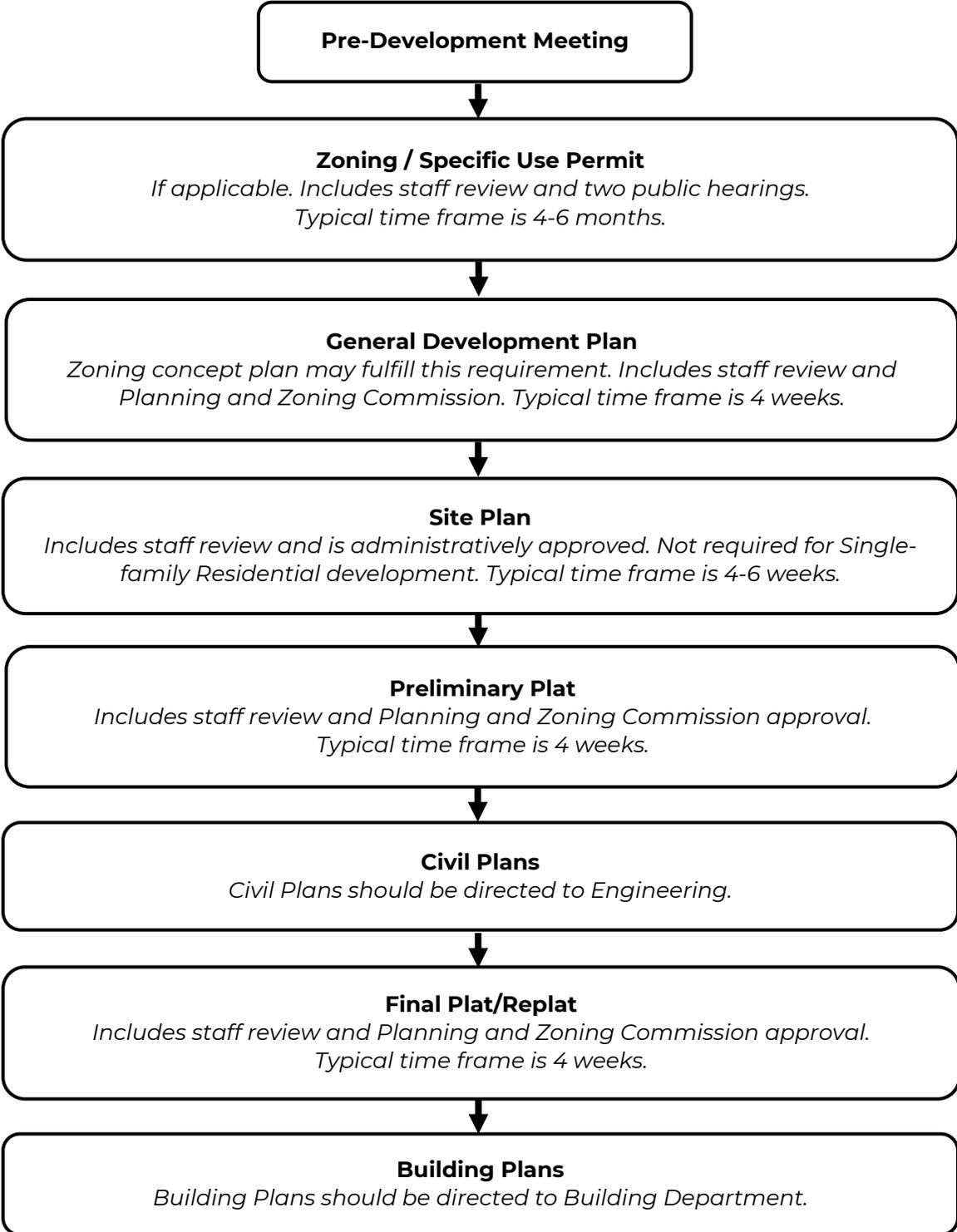
Filing of the Final Plat

Upon approval of the Planning and Zoning Commission, the City will sign the Final Plat. The City will file the plat at the County and provide a 24" x 36" mylar copy of the recorded plat for the applicant.

Building Plans

The review of building plans begins after filing of the Final Plat. These plans should be submitted to the Community Development Department, Building Inspections Division.

DEVELOPMENT PROCESS FLOWCHART



APPLICATIONS

DEVELOPMENT APPLICATION

APPLICATION INFORMATION		
Project Name:		
# of Lots:	# of Units:	# of Acres:
Location of Property:		Current Zoning Designation(s):
Subdivision/Addition Name:		Lot: Block:
Type of Development: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use		
TYPE OF REQUEST		
<input type="checkbox"/> Zoning	<input type="checkbox"/> Preliminary Plat	
<input type="checkbox"/> Planned Development/Amendment	<input type="checkbox"/> Final Plat	
<input type="checkbox"/> Specific Use Permit (SUP)	<input type="checkbox"/> Replat	
<input type="checkbox"/> Specific Use Permit (SUP) Existing Structure	<input type="checkbox"/> Amending Plat	
<input type="checkbox"/> Specific Use Permit (SUP) Renewal	<input type="checkbox"/> Minor (Re)plat	
<input type="checkbox"/> General Development Plan (GDP)	<input type="checkbox"/> Temporary Event / Temporary Use Permit	
<input type="checkbox"/> Site Plan/Revised Site Plan	<input type="checkbox"/> Special Event	
APPLICANT/PROJECT MANAGER/PRIMARY POINT OF CONTACT		
Company:		Name:
Address:		Relation to Project:
		Phone No:
City:	State:	Fax No:
Zip Code:		E-Mail:
CURRENT PROPERTY OWNER		
Company:		Name:
Address:		Phone No:
		Fax No:
City:	State:	E-mail:
Zip Code:		
OTHER/SECONDARY POINT OF CONTACT		
Company:		Name:
Address:		Relation to Project:
		Phone No:
City:	State:	Fax No:
Zip Code:		E-mail:
For Administrative Use Only		
Date: _____	Case Number: _____	Total Fees Paid: \$ _____

CONSENT FORM

Project Name: _____ Submittal Date: _____

I hereby give CONSENT to _____(type, stamp or print clearly full name of agent/representative) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the City of Allen, Texas, and will not be returned. I understand that any false, inaccurate or incomplete information provided by me or my agent/representative will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I acknowledge that additional information may be required to process this application. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

Current Property Owner Information

Name: _____

Signature: _____

Address: _____

City, State, ZIP: _____

NOTARY PUBLIC INFORMATION

THE STATE OF TEXAS

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____ (name of person acknowledging). He/she is personally known to me or has produced (type of identification) _____ as identification.

(Name - type, stamp or print clearly)

(Signature)

NOTARY'S SEAL OR STAMP

Agent/Representative Information

Name: _____

Address: _____ City, State, ZIP: _____

**SUBMITTAL & REVIEW
CALENDARS**

ZONING SUBMITTAL & REVIEW CALENDAR

Submittal	Comments Issued	TRC	Corrected Plans Complete	Zoning Sign Installed	Mailed Notices	Newspaper Legal Ad	Planning & Zoning Commission	City Council
Oct 16, 2020	Oct 28, 2020	Nov 3, 2020	Nov 13, 2020	Nov 20, 2020	Nov 20, 2020	Dec 24, 2020	Dec 1, 2020	Jan 12, 2021
Oct 23, 2020	Nov 4, 2020	Nov 10, 2020					Dec 15, 2020	
Oct 30, 2020	Nov 11, 2020	Nov 17, 2020	Nov 27, 2020	Dec 4, 2020	Dec 4, 2020			
Nov 6, 2020	Nov 18, 2020	Nov 24, 2020	Dec 18, 2020	Dec 23, 2020	Dec 23, 2020	Jan 6, 2021	Jan 5, 2021	Jan 26, 2021
Nov 13, 2020	Nov 25, 2020	Dec 1, 2020						
Nov 20, 2020	Dec 2, 2020	Dec 8, 2020						
Nov 27, 2020	Dec 9, 2020	Dec 15, 2020	Dec 31, 2020	Jan 8, 2021	Jan 8, 2021	Jan 20, 2021	Jan 19, 2021	Feb 9, 2021
Dec 4, 2020	Dec 16, 2020	Dec 22, 2020						
Dec 11, 2020	Dec 23, 2020	Dec 29, 2020	Jan 15, 2021	Jan 22, 2021	Jan 22, 2021	Feb 3, 2021	Feb 2, 2021	Feb 23, 2021
Dec 18, 2020	Dec 30, 2020	Jan 5, 2021						
Dec 23, 2020	Jan 6, 2021	Jan 12, 2021	Jan 29, 2021	Feb 5, 2021	Feb 5, 2021	Feb 17, 2021	Feb 16, 2021	Mar 9, 2021
Dec 31, 2020	Jan 13, 2021	Jan 19, 2021						
Jan 8, 2021	Jan 20, 2021	Jan 26, 2021	Feb 12, 2021	Feb 19, 2021	Feb 19, 2021	Mar 3, 2021	Mar 2, 2021	Mar 23, 2021
Jan 15, 2021	Jan 27, 2021	Feb 2, 2021						
Jan 22, 2021	Feb 3, 2021	Feb 9, 2021	Feb 26, 2021	Mar 5, 2021	Mar 5, 2021	Mar 24, 2021	Mar 16, 2021	Apr 13, 2021
Jan 29, 2021	Feb 10, 2021	Feb 16, 2021						
Feb 5, 2021	Feb 17, 2021	Feb 23, 2021	Mar 19, 2021	Mar 26, 2021	Mar 26, 2021	Apr 7, 2021	Apr 6, 2021	Apr 27, 2021
Feb 12, 2021	Feb 24, 2021	Mar 2, 2021						
Feb 19, 2021	Mar 3, 2021	Mar 9, 2021						
Feb 26, 2021	Mar 10, 2021	Mar 16, 2021	Apr 2, 2021	Apr 9, 2021	Apr 9, 2021	Apr 21, 2021	Apr 20, 2021	May 11, 2021
Mar 5, 2021	Mar 17, 2021	Mar 23, 2021						
Mar 12, 2021	Mar 24, 2021	Mar 30, 2021	Apr 16, 2021	Apr 23, 2021	Apr 23, 2021	May 5, 2021	May 4, 2021	May 25, 2021
Mar 19, 2021	Mar 31, 2021	Apr 6, 2021						
Mar 26, 2021	Apr 7, 2021	Apr 13, 2021	Apr 30, 2021	May 7, 2021	May 7, 2021	May 19, 2021	May 18, 2021	Jun 8, 2021
Apr 2, 2021	Apr 14, 2021	Apr 20, 2021						
Apr 9, 2021	Apr 21, 2021	Apr 27, 2021						

Zoning Submittal & Review Calendar (Page 2)

Submittal	Comments Issued	TRC	Corrected Plans Complete	Zoning Sign Installed	Mailed Notices	Newspaper Legal Ad	Planning & Zoning Commission	City Council
Apr 16, 2021	Apr 28, 2021	May 4, 2021	May 14, 2021	May 21, 2021	May 21, 2021	Jun 2, 2021	Jun 1, 2021	Jun 22, 2021
Apr 23, 2021	May 5, 2021	May 11, 2021						
Apr 30, 2021	May 12, 2021	May 18, 2021	May 28, 2021	Jun 4, 2021	Jun 4, 2021	Jun 23, 2021	Jun 15, 2021	Jul 13, 2021
May 7, 2021	May 19, 2021	May 25, 2021						
May 14, 2021	May 26, 2021	Jun 1, 2021	Jun 18, 2021	Jun 25, 2021	Jun 25, 2021	Jul 7, 2021	Jul 6, 2021	Jul 27, 2021
May 21, 2021	Jun 2, 2021	Jun 8, 2021						
May 28, 2021	Jun 9, 2021	Jun 15, 2021						
Jun 4, 2021	Jun 16, 2021	Jun 22, 2021	Jul 2, 2021	Jul 9, 2021	Jul 9, 2021	Jul 21, 2021	Jul 20, 2021	Aug 10, 2021
Jun 11, 2021	Jun 23, 2021	Jun 29, 2021						
Jun 18, 2021	Jun 30, 2021	Jul 6, 2021	Jul 16, 2021	Jul 23, 2021	Jul 23, 2021	Aug 4, 2021	Aug 3, 2021	Aug 24, 2021
Jun 25, 2021	Jul 7, 2021	Jul 13, 2021						
Jul 2, 2021	Jul 14, 2021	Jul 20, 2021	Jul 30, 2021	Aug 6, 2021	Aug 6, 2021	Aug 25, 2021	Aug 17, 2021	Sep 14, 2021
Jul 9, 2021	Jul 21, 2021	Jul 27, 2021						
Jul 16, 2021	Jul 28, 2021	Aug 3, 2021	Aug 20, 2021	Aug 27, 2021	Aug 27, 2021	Sep 8, 2021	Sep 7, 2021	Sep 28, 2021
Jul 23, 2021	Aug 4, 2021	Aug 10, 2021						
Jul 30, 2021	Aug 11, 2021	Aug 17, 2021	Sep 3, 2021	Sep 10, 2021	Sep 10, 2021	Sep 22, 2021	Sep 21, 2021	Oct 12, 2021
Aug 6, 2021	Aug 18, 2021	Aug 24, 2021						
Aug 13, 2021	Aug 25, 2021	Aug 31, 2021	Sep 17, 2021	Sep 24, 2021	Sep 24, 2021	Oct 6, 2021	Oct 5, 2021	Oct 26, 2021
Aug 20, 2021	Sep 1, 2021	Sep 7, 2021						
Aug 27, 2021	Sep 8, 2021	Sep 14, 2021						
Sep 3, 2021	Sep 15, 2021	Sep 21, 2021	Oct 1, 2021	Oct 8, 2021	Oct 8, 2021	Oct 20, 2021	Oct 19, 2021	Nov 9, 2021
Sep 10, 2021	Sep 22, 2021	Sep 28, 2021						
Sep 17, 2021	Sep 29, 2021	Oct 5, 2021	Oct 15, 2021	Oct 22, 2021	Oct 22, 2021	Nov 3, 2021	Nov 2, 2021	Nov 23, 2021
Sep 24, 2021	Oct 6, 2021	Oct 12, 2021						
Oct 1, 2021	Oct 13, 2021	Oct 19, 2021	Oct 29, 2021	Nov 5, 2021	Nov 5, 2021	Nov 24, 2021	Nov 16, 2021	Dec 14, 2021
Oct 8, 2021	Oct 20, 2021	Oct 26, 2021						

PLATTING SUBMITTAL & REVIEW CALENDAR

Submittal	Comments Issued	TRC	Corrected Plans Complete	Planning & Zoning Commission
Jul 10, 2020	Jul 22, 2020	Jul 28, 2020	Jul 29, 2020	Aug 4, 2020
Jul 24, 2020	Aug 5, 2020	Aug 11, 2020	Aug 12, 2020	Aug 18, 2020
Aug 7, 2020	Aug 19, 2020	Aug 25, 2020	Aug 26, 2020	Sep 1, 2020
Aug 21, 2020	Sep 2, 2020	Sep 8, 2020	Sep 9, 2020	Sep 15, 2020
Sep 11, 2020	Sep 23, 2020	Sep 29, 2020	Sep 30, 2020	Oct 6, 2020
Sep 25, 2020	Oct 7, 2020	Oct 13, 2020	Oct 14, 2020	Oct 20, 2020
Oct 9, 2020	Oct 21, 2020	Oct 27, 2020	Oct 28, 2020	Nov 3, 2020
Oct 23, 2020	Nov 4, 2020	Nov 10, 2020	Nov 11, 2020	Nov 17, 2020
Nov 6, 2020	Nov 18, 2020	Nov 24, 2020	Nov 25, 2020	Dec 1, 2020
Nov 20, 2020	Dec 2, 2020	Dec 8, 2020	Dec 9, 2020	Dec 15, 2020
Dec 11, 2020	Dec 23, 2020	Dec 29, 2020	Dec 30, 2020	Jan 5, 2021
Dec 23, 2020	Jan 4, 2021	Jan 10, 2021	Jan 11, 2021	Jan 19, 2021
Jan 8, 2021	Jan 20, 2021	Jan 26, 2021	Jan 27, 2021	Feb 2, 2021
Jan 22, 2021	Feb 3, 2021	Feb 9, 2021	Feb 10, 2021	Feb 16, 2021
Feb 5, 2021	Feb 17, 2021	Feb 23, 2021	Feb 24, 2021	Mar 2, 2021
Feb 19, 2021	Mar 3, 2021	Mar 9, 2021	Mar 10, 2021	Mar 16, 2021
Mar 12, 2021	Mar 24, 2021	Mar 30, 2021	Mar 31, 2021	Apr 6, 2021
Mar 26, 2021	Apr 7, 2021	Apr 13, 2021	Apr 14, 2021	Apr 20, 2021
Apr 9, 2021	Apr 21, 2021	Apr 27, 2021	Apr 28, 2021	May 4, 2021
Apr 23, 2021	May 5, 2021	May 11, 2021	May 12, 2021	May 18, 2021
May 7, 2021	May 19, 2021	May 25, 2021	May 26, 2021	Jun 1, 2021
May 21, 2021	Jun 2, 2021	Jun 8, 2021	Jun 9, 2021	Jun 15, 2021
Jun 11, 2021	Jun 23, 2021	Jun 29, 2021	Jun 30, 2021	Jul 6, 2021
Jun 25, 2021	Jul 7, 2021	Jul 13, 2021	Jul 14, 2021	Jul 20, 2021
Jul 9, 2021	Jul 21, 2021	Jul 27, 2021	Jul 28, 2021	Aug 3, 2021

Notes

1. This deadline also includes plats to be resubmitted subsequent to an approval with conditions or disapproval by Planning & Zoning Commission.

PLATTING SUBMITTAL & REVIEW CALENDAR (PAGE 2)

Submittal	Comments Issued	TRC	Corrected Plans Complete ¹	Planning & Zoning Commission
Jul 23, 2021	Aug 4, 2021	Aug 10, 2021	Aug 11, 2021	Aug 17, 2021
Aug 13, 2021	Aug 25, 2021	Aug 31, 2021	Sep 1, 2021	Sep 7, 2021
Aug 27, 2021	Sep 8, 2021	Sep 14, 2021	Sep 15, 2021	Sep 21, 2021
Sep 10, 2021	Sep 22, 2021	Sep 28, 2021	Sep 29, 2021	Oct 5, 2021
Sep 24, 2021	Oct 6, 2021	Oct 12, 2021	Oct 13, 2021	Oct 19, 2021
Oct 8, 2021	Oct 20, 2021	Oct 26, 2021	Oct 27, 2021	Nov 2, 2021
Oct 22, 2021	Nov 3, 2021	Nov 9, 2021	Nov 10, 2021	Nov 16, 2021
Nov 12, 2021	Nov 24, 2021	Nov 30, 2021	Dec 1, 2021	Dec 7, 2021
Nov 24, 2021	Dec 6, 2021	Dec 12, 2021	Dec 13, 2021	Dec 21, 2021
Dec 10, 2021	Dec 22, 2021	Dec 28, 2021	Dec 29, 2021	Jan 4, 2022
Dec 23, 2021	Jan 4, 2022	Jan 10, 2022	Jan 11, 2022	Jan 18, 2022

Notes

1. This deadline also includes plats to be resubmitted subsequent to an approval with conditions or disapproval by Planning & Zoning Commission.

PLAN CHECKLISTS

STRAIGHT ZONING CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Zoning submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** Return this form at the time of application submittal.

All initial Zoning applications (Planned Development Zoning, Planned Development Amendment, or Zoning) shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed Consent Form.
- Payment of all applicable fees (see Schedule of Fees).
- The appropriate number of copies for each exhibit (see Required Copies Checklists) *with all copyrights removed* and collated according to each cover sheet (see Cover Sheet Guide).
- An email with attachments, email with link not requiring a password, or compact disc (CD) with electronic copies of the required exhibits in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org.
- A copy of the appropriate checklist(s) for the request being submitted.

Resubmittals of Zoning applications shall be accompanied by the following materials:

- The appropriate number of copies for each exhibit (see Required Copies Checklists) and collated according to each cover sheet (see Cover Sheet Guide).
- A written response to staffs' comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials will be required:

- Fifteen copies of the 24" x 36" exhibits previously submitted.
- An email or compact disc (CD) with electronic copies of the required exhibits in "PDF" format. Emails should be submitted to: planningsubmittals@cityofallen.org.

STRAIGHT ZONING CHECKLIST (PAGE 2)

ATTACHMENT A - LEGAL DESCRIPTION	
Included	Item Description
<input type="checkbox"/>	8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating "Legal Description".
ATTACHMENT B - ZONING EXHIBIT	
Included	Item Description
<input type="checkbox"/>	A title block, in the bottom right hand corner of the sheet, with: <ul style="list-style-type: none"> • "Zoning Exhibit" • Project name • Acreage • Subdivision name, lot and block, or survey name, abstract number • City of Allen, Collin County • Submission date
<input type="checkbox"/>	The name or names, address, and phone number of the owner, developer, engineer, and/or surveyor.
<input type="checkbox"/>	North arrow, scale ratio, and scale bar.
<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and signed and sealed by a surveyor.
<input type="checkbox"/>	Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83.
<input type="checkbox"/>	Abstract lines, survey lines, and corporate boundaries are correctly shown and clearly labeled.

PLANNED DEVELOPMENT/AMENDMENT REQUEST CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Planned Development or Planned Development Amendment Request submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this form at the time of application submittal.

All initial Zoning applications (Planned Development Zoning, Planned Development Amendment, or Zoning) shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed Consent Form.
- Payment of all applicable fees (see Schedule of Fees).
- The appropriate number of copies for each exhibit (see Required Copies Checklists) *with all copyrights removed* and collated according to each cover sheet (see Cover Sheet Guide).
- An email with attachments, email with link not requiring a password, USB Jump drive or compact disc (CD) with electronic copies of the required exhibits in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org.
- Four copies of the appropriate checklist(s) for the request being submitted.

Resubmittals of Zoning applications shall be accompanied by the following materials:

- The appropriate number of copies for each exhibit (see Required Copies Checklists) and collated according to each cover sheet (see Cover Sheet Guide).
- A written response to staffs' comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials will be required:

- Fifteen copies of the 24" x 36" exhibits previously submitted.
- Electronic copies of the required exhibits in "PDF" format. Emails should be sent to planningsubmittals@cityofallen.org.

ATTACHMENT A – LEGAL DESCRIPTION	
Included	Item Description
<input type="checkbox"/>	8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating "Legal Description".

PD/PD AMENDMENT CHECKLIST (PAGE 2)

ATTACHMENT B – PD/PD AMENDMENT ZONING EXHIBIT	
Included	Item Description
<input type="checkbox"/>	A title block, in the bottom right hand corner of the sheet, with: <ul style="list-style-type: none"> • “PD/ PD Amendment Zoning Exhibit” • Project name • Acreage • Subdivision name, lot and block, or survey name, abstract number • City of Allen, Collin County • Submission date
<input type="checkbox"/>	The name or names, address, and phone number of the owner, developer, engineer, and/or surveyor.
<input type="checkbox"/>	North arrow, scale ratio, and scale bar.
<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and signed and sealed by a surveyor.
<input type="checkbox"/>	Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83.
<input type="checkbox"/>	Abstract lines, survey lines, and corporate boundaries are correctly shown and clearly labeled.
<input type="checkbox"/>	All copyrights removed from the exhibit.
ATTACHMENT C – CONCEPT PLAN	
Included	Item Description
<input type="checkbox"/>	A title block, in the bottom right hand corner of the sheet, with: <ul style="list-style-type: none"> • “PD/PD Amendment Concept Plan”; • Project name; • Acreage; • Subdivision name, lot and block, or survey name, abstract number; • City of Allen, Collin County; • Submission date.
<input type="checkbox"/>	The name or names, address, and phone number of the owner, developer, engineer, and/or architect.
<input type="checkbox"/>	North arrow, scale ratio, and scale bar.
<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	Adjacent properties’ information, including subdivision, lot, block or abstract and tract, recordation information, zoning, and the name of record of owners (if non-residential).
<input type="checkbox"/>	Topography at two-foot contours.
<input type="checkbox"/>	Floodplain area, both the existing FEMA 100-year floodplain and the fully developed ultimate floodplain, with flood studies cited as necessary.
<input type="checkbox"/>	Land uses and acreage of each use.

PD/PD AMENDMENT CHECKLIST (PAGE 3)

ATTACHMENT C – CONCEPT PLAN (continued)	
Included	Item Description
<input type="checkbox"/>	Site Data Summary Table, including: <ul style="list-style-type: none"> • Proposed Use(s) • Existing Zoning District • Proposed Base Zoning District • Gross Site Area (ac. & sq. ft.) • Lot Coverage • FAR • Maximum Height (in ft. & stories)
<input type="checkbox"/>	For residential development, the Site Data Summary Table should also include the following: <ul style="list-style-type: none"> • Required Open Space (ac. & %) • Provided Open Space (ac. & %) • Total Gross Density (du/ac.) • Total Net Density (du/ac.) • Total Number of Dwelling Units by Type • Lot Count by Typical Lot Size
<input type="checkbox"/>	For commercial development, the Site Data Summary Table should also include the following: <ul style="list-style-type: none"> • Required Landscape Area (ac. & %) • Provided Landscape Area (ac. & %) • Parking Ratio by Use • Parking Required • Parking Provided
<input type="checkbox"/>	Building sites or lots.
<input type="checkbox"/>	Parking and circulation areas.
<input type="checkbox"/>	Identification of major access points and any proposed traffic improvements.
<input type="checkbox"/>	Right-of-way or other area to be dedicated to the City.
<input type="checkbox"/>	Existing right-of-way, dimensioned from property line to property line and property line to centerline.
<input type="checkbox"/>	Existing streets to be labeled and include an abbreviated suffix and no directional prefix.
<input type="checkbox"/>	Location of building setbacks along the site boundaries.
<input type="checkbox"/>	Off street parking and loading.
<input type="checkbox"/>	Indication of each phase of development if separate phases are proposed.
<input type="checkbox"/>	Hike and bike trails.
<input type="checkbox"/>	Existing overhead utility lines.
<input type="checkbox"/>	Screening (can provide on a separate exhibit if necessary).
<input type="checkbox"/>	Landscape Buffer
<input type="checkbox"/>	All copyrights removed from the exhibit.

PD/PD AMENDMENT CHECKLIST (PAGE 4)

ATTACHMENT D – TREE SURVEY (if applicable)	
Included	Item Description
<input type="checkbox"/>	Property Legal Description.
<input type="checkbox"/>	Date of Preparation.
<input type="checkbox"/>	North Arrow.
<input type="checkbox"/>	Name, address, and phone number of owner.
<input type="checkbox"/>	Name, address, and phone number of preparer.
<input type="checkbox"/>	Caliper of all trees 6” in caliper or larger:
<input type="checkbox"/>	Location and common name of tree species.
	Is the species “Protected” or “Unprotected”
<input type="checkbox"/>	Identification of all trees.
<input type="checkbox"/>	Identification of caliper, common name of species, and location of trees that are to be used as replacement trees.
<input type="checkbox"/>	Identification of caliper, common name of species, and location of existing trees that are to be used for credits.
<input type="checkbox"/>	Zoning of Property.
<input type="checkbox"/>	Documentation of agricultural tax status if exemption is requested.
<input type="checkbox"/>	Tree loss mitigation plan which identifies species, location, and schedule for planting replacement trees.
<input type="checkbox"/>	Mitigation trees identified on landscape plans and guaranteed to survive three years.
<input type="checkbox"/>	All copyrights removed from the exhibit.
ATTACHMENT E – ELEVATIONS	
Included	Item Description
<input type="checkbox"/>	Elevations, from each direction, of the existing or proposed building(s).
<input type="checkbox"/>	Label the maximum building height per elevation.
<input type="checkbox"/>	Include the cardinal direction (north, south, east, or west) in the label for each elevation.
<input type="checkbox"/>	Label each building material.
<input type="checkbox"/>	A building material table, per elevation, that includes the area (sq-ft) and percent of each building material. Do not include glazing, doors, roofs, or awnings. Per the <i>Allen Land Development Code</i> , EIFS cannot exceed 10%, and can only be used as an accent material.
<input type="checkbox"/>	All copyrights removed from the exhibit.
ATTACHMENT F – DEVELOPMENT REGULATIONS	
Included	Item Description
<input type="checkbox"/>	<p>A chart detailing the proposed deviations from the <i>Allen Land Development Code</i> or existing Planned Development. It should include the existing regulations and the proposed regulations for comparison. An example is provided at the end of the Zoning and Development Handbook. Possible deviations from existing regulations include:</p> <ul style="list-style-type: none"> • Base Zoning • Permitted Uses • Minimum Setbacks (Front Yard, Side Yard, Side Yard (Corner Lots), Rear Yard) • Minimum Lot Width, Depth, and Area • Maximum Height • Building Materials

SPECIFIC USE PERMIT (SUP) CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Specific Use Permit submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this form at the time of application submittal.

All initial Specific Use Permit applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed Consent Form.
- Payment of all applicable fees (see Schedule of Fees).
- The appropriate number of copies for each exhibit (see Required Copies Checklists) *with all copyrights removed* and collated according to each cover sheet (see Cover Sheet Guide).
- An email with attachments, email with link not requiring a password, or compact disc (CD) with electronic copies of the required exhibits in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org.
- Four copies of the appropriate checklist(s) for the request being submitted.

Resubmittals of Specific Use Permit applications shall be accompanied by the following materials:

- The appropriate number of copies for each exhibit (see Required Copies Checklists) and collated according to each cover sheet (see Cover Sheet Guide).
- A written response to staffs' comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials will be required:

- Fifteen copies of the 24" x 36" exhibits previously submitted.
- Electronic copies of the required exhibits in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org

ATTACHMENT A – LEGAL DESCRIPTION	
Included	Item Description
<input type="checkbox"/>	8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating "Legal Description".

SPECIFIC USE PERMIT (SUP) CHECKLIST (PAGE 2)

ATTACHMENT B – SUP ZONING EXHIBIT	
Included	Item Description
<input type="checkbox"/>	A title block, in the bottom right hand corner of the sheet, with: <ul style="list-style-type: none"> • “SUP Zoning Exhibit” • Project name • Acreage • Subdivision name, lot and block, or survey name, abstract number • City of Allen, Collin County • Submission date
<input type="checkbox"/>	The name or names, address, and phone number of the owner, developer, engineer, and/or surveyor.
<input type="checkbox"/>	North arrow, scale ratio, and scale bar.
<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed SUP. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and signed and sealed by a surveyor.
<input type="checkbox"/>	Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83.
<input type="checkbox"/>	Abstract lines, survey lines, and corporate boundaries are correctly shown and clearly labeled.
<input type="checkbox"/>	Adjacent property within 200 feet - subdivision name or owner’s name and recording information, land use, and zoning.
ATTACHMENT C – SUP SITE PLAN	
Included	Item Description
<input type="checkbox"/>	A title block, in the bottom right hand corner of the sheet, with: <ul style="list-style-type: none"> • “SUP Site Plan” • Project name • Acreage • Subdivision name, lot, block or survey name and abstract; • City of Allen, Collin County • Submission date
<input type="checkbox"/>	North arrow, scale ratio, and scale bar.
<input type="checkbox"/>	Location/vicinity map showing the location of the subject property. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	The name or names, address, and phone number of the owner, developer, engineer, and/or architect.
<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
<input type="checkbox"/>	Concrete sidewalks; label as existing or proposed and dimension the width(s).
<input type="checkbox"/>	On-site and off-site circulation (including truck loading and pickup areas). Public streets, private drives and fire lanes with pavement widths, right-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii, surface type, and distances between driveways.
<input type="checkbox"/>	Existing streets to be labeled and include an abbreviated suffix and no directional prefix.

SPECIFIC USE PERMIT (SUP) CHECKLIST (PAGE 3)

ATTACHMENT C – SUP SITE PLAN (continued)	
Included	Item Description
<input type="checkbox"/>	Site Data Summary Table, including: <ul style="list-style-type: none"> • Proposed Use(s) • Existing Zoning District • Gross Site Area (ac. & sq. ft.) • Required Landscape Area (ac. & %) • Provided Landscape Area (ac. & %) • Lot Coverage • Parking Ratio per Use • Parking Required • Parking Provided • Maximum Height (in ft. and stories) • FAR • Setbacks (front, side interior, side street, and rear)
<input type="checkbox"/>	Location of off-site improvements including adjacent drives, existing and proposed median cuts, parking, buildings or other structures within 200 feet of subject property.
<input type="checkbox"/>	Parking areas and structures, including the number of parking spaces provided and required, and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type.
<input type="checkbox"/>	Dumpster and trash compactor locations and screening.
<input type="checkbox"/>	Existing overhead utility lines.
<input type="checkbox"/>	Landscape Buffers
ATTACHMENT D – BUILDING ELEVATIONS	
Included	Item Description
<input type="checkbox"/>	Elevations, from each direction, of the existing and/or proposed building(s).
<input type="checkbox"/>	Label the maximum building height per elevation.
<input type="checkbox"/>	Include the cardinal direction (north, south, east, or west) in the label for each elevation.
<input type="checkbox"/>	Label each building material.
<input type="checkbox"/>	A building material table, per elevation, that includes the square foot and percent of each building material. Please do not include glazing, doors, roofs, or awnings. Per the <i>Allen Land Development Code</i> , EIFS cannot exceed 10%, and can only be used as an accent material.

GENERAL DEVELOPMENT PLAN CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for General Development Plan submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this completed form at the time of application submittal.

Please note a Concept Plan submitted for the purpose of securing zoning approvals may be accepted as a General Development Plan if it meets the requirements of this section.

All initial General Development Plan applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed Consent Form.
- The appropriate number of copies for each exhibit (see Required Copies Checklist) *with all copyrights removed* and collated according to each cover sheet (see Cover Sheet Guide).
- An email with attachments, email with link not requiring a password, or compact disc (CD) with electronic copies of the required exhibits in “PDF” format. Emails should be sent to: planningsubmittals@cityofallen.org.
- Four copies of the appropriate checklist for the request being submitted.

Resubmittals of General Development Plan applications shall be accompanied by the following materials:

- The appropriate number of copies for each exhibit (see Required Copies Checklist) and collated according to each cover sheet (see Cover Sheet Guide).
- A written response to staff’s comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials will be required:

- Fifteen copies of the 24” x 36” exhibits previously submitted.
- Electronic copies of the required exhibits in “PDF” format.

ATTACHMENT A – BOUNDARY DESCRIPTION	
Included	Item Description
<input type="checkbox"/>	Letter size (8½ x 11) copy of the boundary description (metes and bounds) of the property to considered in the request signed and sealed by a surveyor with labeling at top of the document indicating “Boundary Description”.
<input type="checkbox"/>	Digital copy of the boundary description in the Microsoft Word suitable for editing and copying the description digitally.

GENERAL DEVELOPMENT PLAN (GDP) CHECKLIST (PAGE 2)

ATTACHMENT B – GENERAL DEVELOPMENT PLAN	
Included	Item Description
<input type="checkbox"/>	A title block in the bottom right hand corner of the sheet, with: <ul style="list-style-type: none"> • “General Development Plan” • Project name • Acreage • Proposed Subdivision name, lot and block, or survey name, abstract number • City of Allen, Collin County • Submission date
<input type="checkbox"/>	A proposed layout drawn to a scale of 1" = 200' or larger.
<input type="checkbox"/>	North arrow, scale bar, and scale ratio.
<input type="checkbox"/>	Site Data Summary Table, including: <ul style="list-style-type: none"> • Proposed Use(s) (with type, number, and acreage) • Existing Zoning District • Proposed Base Zoning District • Gross Site Area (ac. & sq. ft.) • Lot Coverage • FAR • Maximum Height (in ft. & stories) • Required Landscape Area (ac. & %) • Provided Landscape Area (ac. & %) • Parking Ratio by Use • Parking Required • Parking Provided
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	The names of adjacent additions or subdivisions or the name of record of owners adjoining parcels of unplatted land.
<input type="checkbox"/>	For all recorded instruments referenced on the General Development Plan, the recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT).
<input type="checkbox"/>	General location and size of school sites, park and recreation areas, and other public areas.
<input type="checkbox"/>	Arrangement and connection of streets with adjacent properties.
<input type="checkbox"/>	All shown streets to be labeled and include an abbreviated suffix and no directional prefix.
<input type="checkbox"/>	Existing driveways within 200 feet of the property.
<input type="checkbox"/>	Existing and proposed median openings within 500 feet of the property.
<input type="checkbox"/>	Location of proposed shopping centers, multifamily residential, and other land uses.
<input type="checkbox"/>	Proposals for water, sewer, and drainage systems in relation to master plans where they exist for these facilities.
<input type="checkbox"/>	Identification of any flood prone areas and general proposals for such areas.
<input type="checkbox"/>	Identification of any tree cover containing 6 or more trees with a caliper of 6 inches or more that is outside the floodplain that may be disturbed by proposed streets or alleys in order to reduce the destruction of trees.
<input type="checkbox"/>	Hike and bike trails with widths dimensioned and labeled as existing or proposed.
<input type="checkbox"/>	Landscape Buffers

GENERAL DEVELOPMENT PLAN (GDP) CHECKLIST (PAGE 3)

ATTACHMENT C – TREE SURVEY	
Included	Item Description
<input type="checkbox"/>	Property Boundary Description.
<input type="checkbox"/>	Date of Preparation.
<input type="checkbox"/>	North Arrow.
<input type="checkbox"/>	Name, address, and phone number of owner.
<input type="checkbox"/>	Name, address, and phone number of preparer.
<input type="checkbox"/>	Caliper of all trees with a trunk diameter of six inches (6") in caliper or larger, and any tree for which tree preservation credits will be requested.
<input type="checkbox"/>	Location and common name of tree species.
<input type="checkbox"/>	Identification of all trees to be removed.
<input type="checkbox"/>	Identification of caliper, common name of species, and location of trees that are to be used as replacement trees.
<input type="checkbox"/>	Identification of caliper, common name of species, and location of existing trees that are to be used for credits.
<input type="checkbox"/>	Zoning of Property.
<input type="checkbox"/>	Documentation of agricultural/open space tax status if exemption is requested.
<input type="checkbox"/>	Tree loss mitigation plan which identifies species, location, and schedule for planting replacement trees.

SITE PLAN OR REVISED SITE PLAN CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Site Plan or Revised Site Plan submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal.

All initial Site Plan or Revised Site Plan applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed Consent Form.
- Payment of all applicable fees (see Schedule of Fees).
- The appropriate number of copies for each exhibit (see Required Copies Checklist) *with all copyrights removed* and collated according to each cover sheet (see Cover Sheet Guide).
- An email or compact disc (CD) with electronic copies of the required exhibits in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org.
- Four copies of the appropriate checklist for the request being submitted.

Resubmittals of Site Plan applications shall be accompanied by the following materials:

- The appropriate number of copies for each exhibit (see Required Copies Checklist) and collated according to each cover sheet (see Cover Sheet Guide).
- A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and ready for final approval, the following materials will be required:

- One folded copy (11" x 17") of the Site Plan (with a Texas Registered Architectural or Engineering signature, seal, and date).
- Six folded copies (24" x 36") of the Site Plan (with a Texas Registered Architectural or Engineering signature, seal, and date).
- Six folded copies (24" x 36") of the Landscape Plan (with a Registered Landscape Architect's signature, seal, and date).
- Six folded copies (24" x 36") of the Photometric/Illumination Plan.
- Six folded copies (24" x 36") of the building elevations in black and white.
- Six folded copies (11" x 17") of the building elevations in color.
- Six folded copies (11" x 17") of the dumpster enclosure details.
- An email or compact disc (CD) with electronic copies of the required plans in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org.

SITE PLAN OR REVISED SITE PLAN CHECKLIST (PAGE 2)

ATTACHMENT A – BOUNDARY DESCRIPTION	
Included	Item Description
<input type="checkbox"/>	8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating “Boundary Description”.
ATTACHMENT B – SITE PLAN	
Included	Item Description
<input type="checkbox"/>	A title block with: <ul style="list-style-type: none"> • “Site Plan or Revised Site Plan” • Project name • Acreage • Subdivision name, lot, block or survey name and abstract • City of Allen, Collin County • Submission date
<input type="checkbox"/>	North arrow, scale ratio, and scale bar.
<input type="checkbox"/>	Location/vicinity map showing the location of the subject property. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	The name or names, address, and phone number of the owner, developer, engineer, and/or architect.
<input type="checkbox"/>	Site Data Summary Table, including: <ul style="list-style-type: none"> • Proposed Use(s) • Existing Zoning District • Gross Site Area (ac. & sq. ft.) • Required Landscape Area (ac. & %) • Provided Landscape Area (ac. & %) • Lot Coverage • Parking Ratio per Use • Parking Required • Parking Provided • Maximum Height (in ft. and stories) • FAR • Setbacks (front, side interior, side street, and rear)
<input type="checkbox"/>	Adjacent property subdivision name/owner, property lines, zoning, and ownership with recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT).
<input type="checkbox"/>	Setbacks as required by zoning.
<input type="checkbox"/>	All shown streets to be labeled and include an abbreviated suffix and no directional prefix.
<input type="checkbox"/>	Location of proposed building(s) and structures.
<input type="checkbox"/>	Concrete sidewalks; label as existing or proposed and dimension the width(s).
<input type="checkbox"/>	On-site and off-site circulation (including truck loading and pickup areas). Public streets, private drives and fire lanes with pavement widths, right-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii, surface type, and distances between driveways.

SITE PLAN OR REVISED SITE PLAN CHECKLIST (PAGE 3)

ATTACHMENT B – SITE PLAN (continued)	
Included	Item Description
<input type="checkbox"/>	Location of off-site improvements including adjacent drives, existing and proposed median cuts, parking, buildings or other structures within 200 feet of subject property.
<input type="checkbox"/>	Parking areas and structures, including the number of parking spaces provided and required, and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type.
<input type="checkbox"/>	Dumpster and trash compactor locations and screening.
<input type="checkbox"/>	Existing overhead utility lines.
<input type="checkbox"/>	Turning exhibit for all trucks (dumpster, fire truck-50' long., etc.).
<input type="checkbox"/>	Location and size of the grease trap(s).
<input type="checkbox"/>	Screening (including heights and materials).
<input type="checkbox"/>	Location of all fire hydrants, Fire Department Connections (FDC), and location of the fire riser room.
<input type="checkbox"/>	Landscape Buffers
<input type="checkbox"/>	Hike and Bike Trails
ATTACHMENT C – LANDSCAPE PLAN	
Included	Item Description
<input type="checkbox"/>	Final submission of a Landscape Plan should be sealed, signed, and dated by a Registered Landscape Architect
Site Landscape Area	
<input type="checkbox"/>	Clearly reflect the required percentage of area devoted to landscaping, based on the property zoning.
<input type="checkbox"/>	The proper landscape buffer provided adjacent to public street right-of-way.
<input type="checkbox"/>	All easements located on this site shown on the landscape plan.
<input type="checkbox"/>	Shade and ornamental trees provided in the landscape buffer (based on the length of the property's street frontage including drive aisles).
Parking Lot Landscaping	
<input type="checkbox"/>	Retail development: 1 shade tree plus 1 ornamental tree for every 40 parking spaces.
<input type="checkbox"/>	Non-retail development: 1 shade tree plus 1 ornamental tree for every 30 parking spaces.
<input type="checkbox"/>	If the parking lot has over 200 spaces, subdivided into areas of no more than 200 spaces by a 10' landscaped island.
<input type="checkbox"/>	All landscape areas are protected by a raised 6-inch concrete curb.
<input type="checkbox"/>	Root barriers required per Article 7.05.3.6.j of the <i>Allen Land Development Code</i> .
<input type="checkbox"/>	All parking spaces within 50 feet of the center of an approved parking lot tree.
<input type="checkbox"/>	All parking rows must end in a parking lot island
<input type="checkbox"/>	All islands must be a minimum of eight feet (8') by seventeen (17') from back-of curb to back-of-curb.
<input type="checkbox"/>	An island is required every ten spaces around the perimeter of the site.

SITE PLAN OR REVISED SITE PLAN CHECKLIST (PAGE 4)

ATTACHMENT C – LANDSCAPE PLAN (continued)	
Included	Item Description
<input type="checkbox"/>	All parking must be screened from the ROW.
<input type="checkbox"/>	A two foot (2') strip of non-vegetative permeable material around all parking
<input type="checkbox"/>	All landscape areas to be irrigated with a fully automatic irrigation system and this requirement is noted on the landscape plan.
<input type="checkbox"/>	Trees listed in the approved plant lists follow in Appendix C of the <i>Allen Land Development Code</i> .
<input type="checkbox"/>	For multi-family, A minimum of eight (8) square feet of landscape area provided for each parking space and one shade tree within the parking lot for every 10 spaces.
Corner Lot Landscaping	
<input type="checkbox"/>	A 20-foot landscape buffer provided at the corner street frontage for 175 feet or to nearest driveway
<input type="checkbox"/>	A 900 square foot or larger landscape area provided at the intersection corner of the lot.
ATTACHMENT D – TREE SURVEY/TREE MITIGATION PLAN	
Included	Item Description
<input type="checkbox"/>	Property Boundary Description.
<input type="checkbox"/>	Date of Preparation.
<input type="checkbox"/>	North Arrow.
<input type="checkbox"/>	Name, address, and phone number of owner.
<input type="checkbox"/>	Name, address, and phone number of preparer.
<input type="checkbox"/>	Zoning of Property.
<input type="checkbox"/>	Documentation of agricultural/open space tax status if exemption is requested.
<input type="checkbox"/>	Caliper of all trees with a trunk diameter of six-inches (6") in caliper or larger.
<input type="checkbox"/>	Location and common name of tree species.
<input type="checkbox"/>	Identification of all trees.
<input type="checkbox"/>	Identification of caliper, common name of species, and location of trees that are to be used as replacement trees.
<input type="checkbox"/>	The Tree Survey should be set up in a tabular format with the following as column headers: (1) Tree # (2) Common Name (3) Caliper (DBH) (4) Protected (Y/N) (5) Positive Credits (6) Negative Credits
<input type="checkbox"/>	Identification of caliper, common name of species, and location of existing trees that are to be used for credits.
<input type="checkbox"/>	A tree mitigation plan, if applicable shall include the following: (1) Species of replacement trees. (2) The proposed location of replacement trees. (3) The proposed schedule for replacement of trees. (4) Proposals for payment in lieu of planting replacement trees

SITE PLAN OR REVISED SITE PLAN CHECKLIST (PAGE 5)

ATTACHMENT E – BUILDING ELEVATIONS	
Included	Item Description
<input type="checkbox"/>	Elevations, from each direction, of the existing and/or proposed building(s).
<input type="checkbox"/>	Label the maximum building height per elevation.
<input type="checkbox"/>	Include the cardinal direction (north, south, east, or west) in the label for each elevation.
<input type="checkbox"/>	Label each building material.
<input type="checkbox"/>	A building material table, per elevation, that includes the square foot and percent of each building material. Please do not include glazing, doors, roofs, or awnings.
ATTACHMENT F – PHOTOMETRIC PLAN	
Included	Item Description
<input type="checkbox"/>	Foot-candles as generated by lighting across the property.
<input type="checkbox"/>	Bolded property line.
<input type="checkbox"/>	North arrow.
<input type="checkbox"/>	Location/vicinity map showing the location of the subject property.
ATTACHMENT G – PRELIMINARY GRADING AND UTILITY PLAN	
Included	Item Description
<input type="checkbox"/>	Preliminary Grading and Utility Plan.
ATTACHMENT H – DUMPSTER ENCLOSURE DETAIL	
Included	Item Description
<input type="checkbox"/>	Dumpster enclosure detail and service detail in conformance with Section 6.05.3.8.a and 6.05.3.8.b of the <i>Allen Land Development Code</i> .

PRELIMINARY PLAT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Preliminary Plat submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this completed form at the time of application submittal.

All initial Preliminary Plat applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed Consent Form.
- Payment of all applicable fees (see Schedule of Fees).
- The appropriate number of copies for each exhibit (see Required Copies Checklist) and collated according to each cover sheet (see Cover Sheet Guide).
- An email or compact disc (CD) with electronic copies of the required exhibits in “PDF” format.
- A copy of the appropriate checklist for the request being submitted, completed and signed by the applicant. Emails should be sent to: planningsubmittals@cityofallen.org.

Resubmittals of Plat applications shall be accompanied by the following materials:

- The appropriate number of copies for each exhibit (see Required Copies Checklist) and collated according to each cover sheet (see Cover Sheet Guide).
- A written response to staff’s comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials will be required:

- Fifteen copies of the plat (24” x 36”).
- Electronic copies of the plat in both “PDF” and “SHP” formats.

ATTACHMENT A – PRELIMINARY PLAT	
Included	Item Description
<input type="checkbox"/>	A title block with <ul style="list-style-type: none"> • “Preliminary Plat” • Proposed subdivision name, lot, block • Acreage • Number of lots (if residential project, residential and HOA lots) • Survey name and abstract • City of Allen, Collin County • Submission date

PRELIMINARY PLAT CHECKLIST (PAGE 2)

ATTACHMENT A – PRELIMINARY PLAT (continued)	
<input type="checkbox"/>	North arrow, scale ratio, and scale bar, drawn to a scale of one-inch equals one hundred feet or larger.
<input type="checkbox"/>	Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83.
<input type="checkbox"/>	Location/vicinity map indicating scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	The name or names, address, and phone number of the owner, developer, and surveyor.
<input type="checkbox"/>	The outline of the tract that is proposed to be subdivided, with boundary dimensions.
<input type="checkbox"/>	Land contours at not more than two-foot (2'0") intervals.
<input type="checkbox"/>	The names of subdivisions; lot patterns; location, widths, and names of existing or planned streets and intersections, driveways, median openings (within five hundred feet), and any blocks, lots, alleys, easements, building lines, water courses, floodplain, or other natural features, with principal dimensions; and any other significant information on all sides for a distance of not less than two hundred feet.
<input type="checkbox"/>	The proposed plan of subdivision, showing streets, blocks, lots, alleys, easements (including landscape buffers), building lines, parks, existing and proposed sewers, water mains, culverts, or other underground structures with pipe sizes, grades, and locations indicated
<input type="checkbox"/>	For all recorded instruments referenced on the General Development Plan, the recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT).
<input type="checkbox"/>	All shown streets to be labeled and include an abbreviated suffix and no directional prefix.
<input type="checkbox"/>	Trails and trail crossings of creeks, tributaries and ravines.
<input type="checkbox"/>	The location of the nearest existing sewers, water and gas mains, and other public utilities, if any.
<input type="checkbox"/>	The location of any existing or proposed school site or other public facility.
<input type="checkbox"/>	The names of proposed streets. The use of the words North, South, East, and West shall be consistent with the city's block numbering system. <ul style="list-style-type: none"> a) All through streets shall have a suffix such as "Street", "Drive", "Lane", or "Way." All suffixes shall have abbreviations limited to not more than four (4) letters. b) New streets shall be named so as to provide continuity of name with existing or stubbed out streets and to prevent conflict with identical or similar names in other parts of the city or within the same zip code. c) Street names are subject to the approval of the City. The City may require the name of a street to change in some locations to avoid confusion in addressing. d) Street names, not including directional information or suffix, shall not be longer than thirteen (13) characters, including spaces.
<input type="checkbox"/>	A table of lot sizes for all single-family residential plats (on the plat or on a separate document).

PRELIMINARY PLAT CHECKLIST (PAGE 3)

ATTACHMENT C – PRELIMINARY ENGINEERING/UTILITIES	
Included	Item Description
<input type="checkbox"/>	The proposed plan of subdivision, showing streets, blocks, lots, alleys, easements (including landscape easements), building lines, parks, existing and proposed sewers, water mains, culverts, or other underground structures with pipe sizes, grades, and locations indicated
<input type="checkbox"/>	The proposed plan of improvements and utilities to be constructed in the subdivision, prepared by a registered professional engineer, shall be shown with indication of street widths and utility line sizes. The accurate location of any existing utilities within the subdivision will be shown on the Preliminary Plat.
<input type="checkbox"/>	A proposed plan for drainage, to include approximate delineation of the ultimate 100-year storm event. The proposed drainage plan shall include a topographical map in sufficient detail showing all abutting drainage areas either contributing to the storm water flows within the proposed subdivisions or receiving storm water flows from the proposed subdivision.
ATTACHMENT D – DEED RESTRICTIONS/HOA DOCUMENTS	
<input type="checkbox"/>	Copies of all deed restrictions, restrictive covenants, homeowner’s association requirements, or any other limitation or requirement governing the use of the property.

FINAL PLAT/REPLAT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for Final Plat/Replat submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal.

Both the Departments of Engineering and Parks and Recreation must approve the submission of a Final Plat/Replat before it will be accepted by the Community Development Department. Final Plats and Replats are reviewed and approved according to the standards set forth in the *Allen Land Development Code* Section 8.03.4.3.

All initial Final Plat/Replat applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed Consent Form.
- Payment of all applicable fees (see Schedule of Fees).
- The appropriate number of copies for each exhibit (see Required Copies Checklist) and collated according to each cover sheet (see Cover Sheet Guide).
- An email or compact disc (CD) with electronic copies of the required exhibits in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org.
- Four copies of the appropriate checklist for the request being submitted.

Resubmittals of Plat applications shall be accompanied by the following materials:

- The appropriate number of copies for each exhibit (see Required Copies Checklist) and collated according to each cover sheet (see Cover Sheet Guide).
- A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials will be required:

Important: If an approved plat is not filed with the County within 90 days of approval, an extension must be filed with Planning and Zoning Commission or the approval expires.

- Fifteen copies of the plat (24" x 36").
- A compact disc (CD) with electronic copies of the plat in both "PDF" and "SHP" formats.
- To file at the County, staff will need the following:
 - 2 – 24" x 36" blacklines with original seals and signatures.
 - 2 – 24" x 36" mylars with original seals and signatures.
 - 1 – 11"x17" reductions *without* original seals and signatures.
 - Original tax certificates.
 - Any applicable fees (see Schedule of Fees).

FINAL PLAT/REPLAT CHECKLIST (PAGE 2)

ATTACHMENT A – FINAL PLAT	
Included	Item Description
<input type="checkbox"/>	A title block with: <ul style="list-style-type: none"> • “Final Plat/Replat” • Subdivision name, lot, block • Acreage • Number of lots (if residential project, residential and HOA lots) • Right-of-Way Dedication (square feet and acreage) • Survey name and abstract • City of Allen, Collin County • Submission Date
<input type="checkbox"/>	North arrow, written and bar graph scale, less than or equal to 1" = 100' are shown.
<input type="checkbox"/>	North arrow shall be oriented to the top or right side of the sheet.
<input type="checkbox"/>	Submittal Log including dates of submittals/revisions.
<input type="checkbox"/>	Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83.
<input type="checkbox"/>	The name or names, address, and phone number of the owner, developer, and surveyor.
<input type="checkbox"/>	Location/vicinity map indicating scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	Property boundary is indicated by a heavy solid line, intermittent with two dashed lines; dimensioned with bearing and distance.
<input type="checkbox"/>	The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information: <ul style="list-style-type: none"> • Curve number • Delta • Radius • Tangent length • Tangent offset • Arc length • Chord • Chord direction
<input type="checkbox"/>	An accurate outline description, and area to the nearest hundredth of an acre, of all parcels of land which is offered for dedication or reserved for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, or reservations for other uses, together with the purpose and conditions or limitations of such reservations and/or dedications, if any.
<input type="checkbox"/>	All survey monuments.
<input type="checkbox"/>	Standard Plat Language, including Owner’s Certificate, Surveyor’s Certificate and signature blocks for appropriate approval authority..
<input type="checkbox"/>	Location of property lines, owner or subdivision name(s) and recording information of abutting properties within 200-feet.
<input type="checkbox"/>	For all recorded instruments referenced on the General Development Plan, the recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT).
<input type="checkbox"/>	All shown streets to be labeled and include an abbreviated suffix and no directional prefix.
<input type="checkbox"/>	Existing right-of-way, dimensioned from property line to property line and property line to centerline of adjacent right-of-way.

FINAL PLAT/REPLAT CHECKLIST (PAGE 2)

ATTACHMENT A – FINAL PLAT (cont')	
Included	Item Description
<input type="checkbox"/>	A table of lot sizes for all single-family residential plats on a separate document.
<input type="checkbox"/>	The systematic assignment of numbers to lots and letters to blocks. All open space and common area lots should be identified as Block "X".
<input type="checkbox"/>	The location of floodplain boundaries and state or federally protected areas, such as wetlands are indicated.
<input type="checkbox"/>	Any reservation for future public school sites or rights-of-way dedication shall be platted in accordance with the approved preliminary plat.
<input type="checkbox"/>	Original tax certificates from each taxing entity, signed by the City tax assessor, stating that all taxes and assessments then due and payable on the land described in the final plat application have been paid.
<input type="checkbox"/>	Final engineering drawings for all public improvements and all utility and access easements and all fire lanes have been approved by the City Engineer.
ATTACHMENT A – REPLAT	
Included	Item Description
<input type="checkbox"/>	All requirements for the Final Plat, above.
<input type="checkbox"/>	A statement of the proposed revisions in numerical format on 8 ½" x 11" sheet of letterhead. Statement shall include verification that proposed revisions are limited to those identified and that no other modifications to the plat are taking place.
<input type="checkbox"/>	A separate redline drawing of the proposed changes on an 11" x 17" page(s).
<input type="checkbox"/>	A purpose statement, on the plat, that summarizes the proposed revisions.
<input type="checkbox"/>	Proposed revisions shall be shown on the replat with the final plat configuration ghosted in.
ATTACHMENT B – DEED RESTRICTIONS/HOA DOCUMENTS	
<input type="checkbox"/>	Copy of documents approved by the City Attorney that establish the Mandatory Homeowner's Association, and any proposed deed restrictions, declarations, covenants, conditions or restrictions.

MINOR PLAT/MINOR REPLAT/ AMENDING PLAT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for Minor Replat, Minor Plat, or Amending Plat submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal. Both the Departments of Engineering and Parks and Recreation must approve the submission of a Minor Replat/Minor Plat/Amending Plat before it will be accepted by the Community Development Department.

Please check the box that is applicable to the plat being filed:

- Amending plat described by V.T.C.A., Local Government Code § 212.016.
- Minor Plats involving four or fewer lots fronting an existing street and not requiring the creation of any new street or extension of municipal facilities.
- A replat under V.T.C.A., Local Government Code § 212.014, that does not require the creation of any new street or the extension of municipal facilities.

All initial Amending Plat, Minor Replat, or Minor Plat applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed Consent Form.
- Payment of all applicable fees (see Schedule of Fees).
- The appropriate number of copies for each exhibit (see Required Copies Checklist) and collated according to each cover sheet (see Cover Sheet Guide).
- An email or compact disc (CD) with electronic copies of the required exhibits in "PDF" format. Emails should be sent to: planningsubmittals@cityofallen.org.
- Two copies of the appropriate checklist for the request being submitted.

Resubmittals of Plat applications shall be accompanied by the following materials:

- The appropriate number of copies for each exhibit (see Required Copies Checklist) and collated according to each cover sheet (see Cover Sheet Guide).
- A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

To file at the County, staff will need the following:

- 2 – 24" x 36" blacklines with original seals and signatures.
- 2 – 24" x 36" mylars with original seals and signatures.
- 1 – 11"x17" reductions *without* original seals and signatures.
- Original tax certificates.
- Any applicable fees (see Schedule of Fees).

MINOR REPLAT/MINOR PLAT/AMENDING PLAT CHECKLIST (PAGE 2)

ATTACHMENT A - MINOR REPLAT/MINOR PLAT/AMENDING PLAT	
Included	Item Description
<input type="checkbox"/>	A title block with: <ul style="list-style-type: none"> • "Final Plat/Replat" • Subdivision name, lot, block • Acreage • Number of lots (if residential project, residential and HOA lots) • Right-of-Way Dedication (square feet and acreage) • Survey name and abstract • City of Allen, Collin County • Submission Date
<input type="checkbox"/>	North arrow, written and bar graph scale, less than or equal to 1" = 100' are shown.
<input type="checkbox"/>	North arrow shall be oriented to the top or right side of the sheet.
<input type="checkbox"/>	Submittal Log including dates of submittals/revisions.
<input type="checkbox"/>	Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83.
<input type="checkbox"/>	The name or names, address, and phone number of the owner, developer, and surveyor.
<input type="checkbox"/>	Location/vicinity map indicating scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	Property boundary is indicated by a heavy solid line, intermittent with two dashed lines; dimensioned with bearing and distance.
<input type="checkbox"/>	The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information: <ul style="list-style-type: none"> • Curve number • Delta • Radius • Tangent length • Tangent offset • Arc length • Chord Chord direction
<input type="checkbox"/>	An accurate outline description, and area to the nearest hundredth of an acre, of all parcels of land which is offered for dedication or reserved for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, or reservations for other uses, together with the purpose and conditions or limitations of such reservations and/or dedications, if any.
<input type="checkbox"/>	All survey monuments.
<input type="checkbox"/>	Standard Plat Language, including Owner's Certificate, Surveyor's Certificate and signature blocks for appropriate approval authority..
<input type="checkbox"/>	Location of property lines, owner or subdivision name(s) and recording information of abutting properties within 200-feet.
<input type="checkbox"/>	For all recorded instruments referenced on the General Development Plan, the recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT).
<input type="checkbox"/>	All shown streets to be labeled and include an abbreviated suffix and no directional prefix.

MINOR REPLAT/MINOR PLAT/AMENDING PLAT CHECKLIST (PAGE 3)

ATTACHMENT A - MINOR REPLAT/MINOR PLAT/AMENDING PLAT (cont')	
Included	Item Description
<input type="checkbox"/>	Existing right-of-way, dimensioned from property line to property line and property line to centerline of adjacent right-of-way.
<input type="checkbox"/>	A table of lot sizes for all single-family residential plats on a separate document.
	The systematic assignment of numbers to lots and letters to blocks. All open space and common area lots should be identified as Block "X".
	The location of floodplain boundaries and state or federally protected areas, such as wetlands are indicated.
	Any reservation for future public school sites or rights-of-way dedication shall be platted in accordance with the approved preliminary plat.
	Copy of documents approved by the City Attorney that establish the Mandatory Homeowner's Association, and any proposed declarations, covenants, conditions or restrictions.
	Original tax certificates from each taxing entity, signed by the City tax assessor, stating that all taxes and assessments then due and payable on the land described in the final plat application have been paid.
<input type="checkbox"/>	Final engineering drawings for all public improvements and all utility and access easements and all fire lanes have been approved by the City Engineer.
ATTACHMENT B – REDLINE VERSION	
<input type="checkbox"/>	A separate redline drawing of the proposed changes.

SPECIAL EVENT PERMIT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for Special Event Permit submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information.

Checking the box certifies to the City that you have completely and accurately addressed the issue. If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal.

All initial Special Event Permit applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed Consent Form.
- Payment of all applicable fees (see Schedule of Fees).
- Two copies of the appropriate checklist for the request being submitted.

In addition to the required application fee, the following fees may be required depending upon the scope of the proposed Special Event:

- All fees for permits and licenses required by other city ordinances to conduct specific activities in conjunction with or as part of the special event.
- A rental fee for city equipment and property, including but not limited to barricades and street fixtures, used by the applicant for the special event (*Note: to be determined during permit review and due prior to permit issuance*).
- A fee for the number of Allen police officers required to provide security, crowd control, and traffic control at the special event (*Note: to be determined during permit review and due prior to permit issuance*).
- A fee to reimburse the city for direct costs incurred by the city in providing services at the special event; direct costs include, but are not limited to, the reasonable costs of setup, cleanup, electrical services, construction, placement of signs and other traffic control devices, and other related services beyond what the city would provide to the general public in the ordinary course of its daily operations (*Note: to be determined during permit review and due prior to permit issuance*).
- A fee for the number of Allen emergency medical personnel and emergency medical vehicles required to provide first aid and emergency medical services at the special event (*Note: to be determined during permit review and due prior to permit issuance*).

SPECIAL EVENT PERMIT CHECKLIST (PAGE 2)

Included	Item Description
<input type="checkbox"/>	Name, address and telephone number of the applicant and of any other person responsible for the conduct of the special event included on application.
<input type="checkbox"/>	Description of the special event, including any historical and promotional information, and requested dates and hours of operation for the event.
<input type="checkbox"/>	Estimated number of participants and spectators at the special event.
<input type="checkbox"/>	Drawing showing the area or route to be used during the special event, along with proposed structures, tents, fences, barricades, signs, banners, and restroom facilities.
<input type="checkbox"/>	Provisions for parking with a designation of where "No Parking" signs or other signs will be used.
<input type="checkbox"/>	Details of how applicant proposes to provide for security, crowd control, and traffic control and for any medical or other emergency, including an emergency evacuation plan.
<input type="checkbox"/>	The time and location of street closings, if any are requested.
<input type="checkbox"/>	Details of the sale of merchandise or the sale or serving of food or alcoholic or nonalcoholic beverages at the special event, designating any street vendors or peddlers involved.
<input type="checkbox"/>	Description of animals to be used in the special event, if any.
<input type="checkbox"/>	Description of each motor vehicle to be used in the special event and proof that each vehicle is covered by insurance meeting the minimum requirements of state law.
<input type="checkbox"/>	Name of each person who will operate a motor vehicle as part of the special event and proof that each person holds a valid driver's license.
<input type="checkbox"/>	Details of how the applicant will clean up the area used after the special event, if on public property.
<input type="checkbox"/>	Proof that the applicant possesses or can obtain all licenses and permits required by this Article or other City ordinance or by state law for the conduct of the special event.
<input type="checkbox"/>	If the applicant is a corporation, copies of a current certificate of account status issued by the Texas Comptroller's Office and a current certificate of existence issued by the Texas Secretary of State's Office, or, if the corporation is not incorporated in or holding a certificate of authorization in the State of Texas, copies of similar current certificates from the state in which the corporation is incorporated.
<input type="checkbox"/>	Description (including but not limited to the name, date, location, and size) of each special event that the applicant conducted or sponsored, or participated in conducting or sponsoring, within the preceding two years.

TEMPORARY EVENT / TEMPORARY USE PERMIT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for Temporary Event / Temporary Use Permit submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal.

All initial Temporary Event / Temporary Use Permit applications shall be accompanied by the following materials:

- A fully completed Development Application.
- A completed, signed Consent Form.
- Payment of all applicable fees (see Schedule of Fees).
- Two copies of the appropriate checklist for the request being submitted.

Please refer to Section 6.04 of the Allen Land Development Code for additional requirements pertaining to Temporary Use Permits.

TEMPORARY EVENT / TEMPORARY USE PERMIT CHECKLIST (PAGE 2)

Included	Item Description
<input type="checkbox"/>	Name, address and telephone number of the applicant and of any other person responsible for the conduct of the special event to be included on application
<input type="checkbox"/>	Property address and location included on application
<input type="checkbox"/>	Written letter of approval from the property owner, including authorization/signature from property owner on application
<input type="checkbox"/>	Site Plan showing the existing property, location of event, proposed activities, signage, and location of tent(s)
<input type="checkbox"/>	Health Permit for food sales (if applicable)
<input type="checkbox"/>	Sales Tax Permit (if applicable)
<input type="checkbox"/>	Application Type: <input type="checkbox"/> Temporary Event <input type="checkbox"/> Temporary Use/Building <i>(*Note: Only complete applicable section below based on Application Type)</i>
FOR TEMPORARY EVENTS ONLY	
<input type="checkbox"/>	Identification of the type of event: <input type="checkbox"/> Temporary Event (e.g., parking lot sales, sporting events, religious events, community garage sales) <input type="checkbox"/> Seasonal Sales (e.g., firewood, plants) <i>*Note: Farmer's Markets/Flea Markets Not Permitted</i> <input type="checkbox"/> Christmas Tree Sales (Valid November 15 - January 1) <input type="checkbox"/> Carnival / Circus / Fairgrounds (Maximum of five days) <input type="checkbox"/> Food Truck Site
<input type="checkbox"/>	Description of the proposed event, including all activities: Begin Date: _____ End Date: _____
<input type="checkbox"/>	List of all food vendors (if applicable)
<input type="checkbox"/>	Tent _____ sq-ft (if over 200 sq-ft, fire retardant certificate required)
<input type="checkbox"/>	Canopy _____ sq-ft (if over 400 sq-ft, fire retardant certificate required)
<input type="checkbox"/>	List of all food vendors (if applicable)
FOR TEMPORARY USES/BUILDINGS ONLY	
<input type="checkbox"/>	Identification of the type of use/building: <input type="checkbox"/> Construction Office <input type="checkbox"/> Real Estate Sales Office <input type="checkbox"/> Church / School Accessory Building <input type="checkbox"/> Concrete Batch Plant <input type="checkbox"/> Helistop <input type="checkbox"/> Other _____

OTHER FORMS AND MATERIALS

SCHEDULE OF FEES

APPLICATION FEES (all calculations round up to the nearest acre)	
	Fees Required
Zoning	
Planned Development/Amendment	\$700 + \$10/acre
Special Use Permit (SUP)	
<i>Existing Structure</i>	\$450
<i>New Construction</i>	\$550 + \$10/acre
General Development Plan (GDP)	No fee required
Site Plan/Revised Site Plan	\$250
Preliminary Plat	
<i>Residential, Single-Family</i>	\$250 + \$15/lot
<i>Residential, Multi-Family</i>	\$250 + \$7.50/unit
<i>Commercial and other</i>	\$150 + \$15/acre
Combination Plat	
<i>Residential, Multi-Family</i>	\$350 + \$17.50/unit
<i>Commercial and other</i>	\$300 + \$40/acre
Final Plat	
<i>Residential, Single-Family</i>	\$350 + \$25/lot
<i>Residential, Multi-Family</i>	\$350 + \$10/unit
<i>Commercial and other</i>	\$200 + \$25/acre
Replat	
<i>Residential, Single-Family</i>	\$350 + \$25/lot
<i>Residential, Multi-Family</i>	\$350 + \$10/unit
<i>Commercial and other</i>	\$200 + \$25/acre
Amending Plat	\$150
Minor (Re)plat	\$150
COUNTY FILING FEES FOR PLATS	
	Fees Required
Plats with a single tax certificate	
<i>One-Page Plat</i>	\$80.50
<i>Two-Page Plat</i>	\$93
<i>Three-Page Plat</i>	\$105.50
<i>Four-Page Plat</i>	\$118
<i>For Each Additional Page</i>	\$12.50/each
Additional tax certificates	\$2/tax certificate
HOA Documents	
<i>First Page</i>	\$26
<i>Each Additional Page</i>	\$4/additional page

SCHEDULE OF FEES (PAGE 2)

Water / Wastewater Impact Fees						
Water Meter Size	Water Impact Fee	Wastewater Impact Fee	Irrigation Impact Fee	Cost of Meter	Meter Set Fee	Deposit
5/8" Simple	\$2,840.03	\$1,644.09	\$2,840.03	Actual cost to City at time of meter set (contact Utility Billing for pricing)	\$55	\$50
3/4" Simple	\$2,840.03	\$1,644.09	\$2,840.03		\$55	\$50
1" Simple	\$7,100.08	\$4,110.22	\$7,100.08		\$60	\$50
1-1/2" Simple	\$14,200.17	\$8,220.43	\$14,200.17		\$110	\$50
2" Simple / Compound	\$22,720.26	\$13,152.69	\$22,720.26		\$140	\$50
3" Compound	\$45,440.53	\$26,305.38	\$45,440.53	Actual cost to City at time of meter set plus cost of strainers (contact Utility Billing for pricing)	\$210	\$50
4" Compound	\$71,00.83	\$41,102.16	\$71,00.83		\$320	\$50
6" Compound	\$142,001.65	\$82,204.32	\$142,001.65		\$460	\$50
8" Compound	\$22,7202.64	\$131,526.92	\$22,7202.64		TBD	\$50
10" Compound	\$32,6603.80	\$189,069.94	\$32,6603.80		TBD	\$50

Notes

Single-Family Residential fees paid to Utility Billing Department at the time of building permit. All other development types paid at time of meter purchase

Roadway Impact Fees (Paid to Building Permits Department at the time of building permit application.)				
Category / Land Use	Development Units ¹	Impact Fee Per Development Unit ⁶		
		Service Area 1	Service Area 2	Service Area 3
Residential				
Single-Family Detached	Dwelling Unit	\$1,350.00	\$777.00	\$606.00
Apartment/Multifamily	Dwelling Unit	\$837.00	\$481.74	\$375.72
Condominium/Townhouse	Dwelling Unit	\$702.00	\$404.04	\$315.12
Senior Living Facility/Community	Dwelling Unit	\$337.50	\$194.25	\$151.50
Office				
Office Building	1,000 ft ² GFA	\$2,011.50	\$1,157.73	\$902.94
Medical Office	1,000 ft ² GFA	\$4,819.50	\$2,773.89	\$2,183.42
Commercial				
Automobile Care Center	1,000 ft ² GFA	\$2,448.00	\$1,408.96	\$1,098.88
Bank	1,000 ft ² GFA	\$9,850.50	\$5,669.51	\$4,421.78
Car Wash (Full Service)	1,000 ft ² GFA	\$5,085.00	\$2,926.70	\$2,282.60
Car Wash (Self Service)	Stalls	\$1,993.50	\$1,147.37	\$894.86
Convenience Store w/Gas Pumps	1,000 ft ² GFA	\$3,393.00	\$1,952.86	\$1,523.08
Home Improvement Store	1,000 ft ² GFA	\$1,833.50	\$940.17	\$733.26
Hotel	Rooms	\$810.00	\$466.20	\$363.60
Pharmacy/Drugstore	1,000 ft ² GFA	\$5,688.00	\$3,273.76	\$2,553.28
Restaurant with Drive-In/Through	1,000 ft ² GFA	\$14,692.50	\$8,456.35	\$6,595.30
Restaurant without Drive-In/Through	1,000 ft ² GFA	\$6,061.50	\$3,488.73	\$2,720.94
Shopping Center/General Retail	1,000 ft ² GFA	\$3,307.50	\$1,903.65	\$1,484.70
Supermarket	1,000 ft ² GFA	\$6,826.50	\$3,929.03	\$3,064.34

SCHEDULE OF FEES (PAGE 3)

Roadway Impact Fees (continued)				
<i>(Paid to Building Permits Department at the time of building permit application.)</i>				
Category / Land Use	Development Units ¹	Impact Fee Per Development Unit ⁶		
		Service Area 1	Service Area 2	Service Area 3
Industrial				
Industrial	1,000 ft ² GFA	\$1,309.50	\$753.69	\$587.82
Mini-Warehouse	1,000 ft ² GFA	\$351.00	\$202.02	\$157.56
Warehouse/Distribution Center	1,000 ft ² GFA	\$432.00	\$248.64	\$193.92
Institutional				
Day Care Center	1,000 ft ² GFA	\$1,498.50	\$862.47	\$672.66
Nursing Home / Assisted Living	Beds	\$247.50	\$142.45	\$111.10
House of Worship	1,000 ft ² GFA	\$522.00	\$300.44	\$234.32
1. GFA = Gross Floor Area (applies to ALL roofed areas including free-standing canopies and all areas of all floors/levels within the building)				
6. Based on impact fee of \$450/service unit for Service Area 1, \$259/service unit for Service Area 2, and \$202/service unit for Service Area 3				

See Allen Land Development Code – Chapter 11 for Impact Fees

STANDARD PLAT LANGUAGE

**THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL
PLATS REQUIRING PLANNING & ZONING COMMISSION**

Approved

Chairman
Planning and Zoning Commission

Date

Attest

Secretary
Planning and Zoning Commission

Date

Executed Pro Forma

Mayor

Date

The undersigned, the City Secretary of the City of Allen, Texas, hereby certifies that the foregoing ____ Plat of the _____ Subdivision or Addition to the City of Allen was submitted to the Planning and Zoning Commission and approved by it on the _____ day of _____, 20 _____.

City Secretary, City of Allen

STANDARD PLAT LANGUAGE (CONTINUED)

**THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL
MINOR PLATS, MINOR REPLATS, AND AMENDING PLATS
APPROVED BY THE DIRECTOR OF COMMUNITY**

The Amending Plat/Minor Plat/Minor Replat (*please choose only the applicable plat*) for _____ Subdivision or Addition is hereby approved pursuant to section 212.016(11) of the Texas Local Government Code and section 8.02.4 of the Allen Land Development Code. The owner(s) have joined in the application for amendment to the plat, the plat does not attempt to remove any covenants or restrictions, does not increase the number of lots, and does not create or require the creation of a new street or make necessary the extension of municipal facilities.

Approved

Attest

Director of Community Development

Planner

Date

Date

STANDARD PLAT LANGUAGE (CONTINUED)

THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL

KNOW ALL MEN BY THESE PRESENTS:

That _____, through the undersigned authority, does hereby adopt this plat designating the described property as " _____ ", an addition to the City of Allen, Texas, and does hereby dedicate to the public use forever the streets and alleys thereon; and does hereby dedicate the easement strips shown on the plat for mutual use and accommodation of all public utilities desiring to use, or using same. No buildings, fences, trees, shrubs or other improvements shall be constructed or placed upon, over or across the easement strips on said plat. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements, or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective system on any of these easement strips, and any public utility shall at all times have the right of ingress and egress to and from and upon any of said easement strips for the purpose of construction, reconstruction, inspecting, patrolling, maintaining and adding to or removing all or part of its respective system without the necessity at any time of procuring the permission of anyone.

This plat is approved subject to all platting ordinances, rules, regulations, and resolutions of the City of Allen, Texas.

Witness my hand this _____ day of _____, 20 _____

Owner

Notary

EXAMPLE OF DEVELOPMENT REGULATIONS

Each Planned Development or Planned Development Amendment application will include Development Regulations. The Development Regulations should include any deviation from the Allen Land Development Code and the base zoning district (existing or proposed) for the property. The chart below is provided as the basis for an application, and it is encouraged to add any unlisted deviations from the Allen Land Development Code.

Proposed Development Regulations		
	Existing	Proposed
Base Zoning		
Uses		
Setbacks (Minimum)		
Front Yard		
Side Yard		
Side Yard (Corner Lots)		
Rear Yard		
Lot Width (Minimum)		
Lot Depth (Minimum)		
Lot Area (Minimum)		
Height (Maximum)		
Building Materials		
Screening		
Open Space		
Other Deviations		

REQUIRED COPIES CHECKLIST

*** All submitted exhibits should have copyrights removed. ***

STRAIGHT ZONING APPLICATION		
	<u>Size</u>	<u>Number of Copies</u>
Development Application		1
Plan Checklist		4
Consent Form		1
Application Fee		1
Metes & Bounds Legal Description	8½ x 11	5
COGO (Closure Report)	8½ x 11	2
Zoning Exhibit	24 x 36	5
PLANNED DEVELOPMENT/PLANNED DEVELOPMENT AMENDMENT APPLICATION		
	<u>Size</u>	<u>Number of Copies</u>
Development Application		1
Plan Checklist		4
Consent Form		1
Application Fee		1
TIA (if applicable)		3
Concept Plan	24 x 36	14
Concept Plan	11 x 17	5
Elevations – Black and White	24 x 36	6
Elevations – Color	11 x 17	6
Landscape & Open Space Plan (if applicable)	24 x 36	9
Tree Survey (if applicable)	24 x 36	7
Development Regulations	8½ x 11	18
Metes & Bounds Legal Description	8½ x 11	5
COGO (Closure Report)	8½ x 11	2
Zoning Exhibit	24 x 36	5
SPECIFIC USE PERMIT APPLICATION		
	<u>Size</u>	<u>Number of Copies</u>
Development Application		1
Plan Checklist		4
Consent Form		1
Application Fee		1
TIA (if applicable)		3
SUP Site Plan	24 x 36	14
SUP Site Plan	11 x 17	5
Elevations – Black and White	24 x 36	6
Elevations – Color	11 x 17	6
Landscape & Open Space Plan (if applicable)	24 x 36	9
Metes & Bounds Legal Description	8½ x 11	5
COGO (Closure Report)	8½ x 11	2
SUP Zoning Exhibit	24 x 36	5

REQUIRED COPIES CHECKLIST (CONTINUED)

GENERAL DEVELOPMENT PLAN APPLICATION		
	<u>Size</u>	<u>Number of Copies</u>
Development Application		1
Plan Checklist		4
Consent Form		1
TIA (if applicable)		3
General Development Plan	24 x 36	14
General Development Plan	11 x 17	5
Tree Survey	24 x 36	7
Metes & Bounds Legal Description	8½ x 11	5
COGO (Closure Report)	8½ x 11	2
SITE PLAN APPLICATION		
	<u>Size</u>	<u>Number of Copies</u>
Development Application		1
Plan Checklist		4
Consent Form		1
Application Fee		1
TIA (if applicable)		3
Site Plan	24 x 36	14
Site Plan	11 x 17	5
Landscape Plan	24 x 36	9
Tree Survey/Mitigation Plan	24 x 36	7
Elevations – Black and White	24 x 36	6
Elevations – Color	11 x 17	6
Photometric Plan	24 x 36	6
Preliminary Grading & Utility Plan	24 x 36	10
Metes & Bounds Legal Description	8½ x 11	3
COGO (Closure Report)	8½ x 11	2
Dumpster Enclosure Detail	11 x 17	2
PRELIMINARY PLAT APPLICATION		
	<u>Size</u>	<u>Number of Copies</u>
Development Application		1
Plan Checklist		4
Consent Form		1
Application Fee		1
Preliminary Plat	24 x 36	14
Preliminary Plat	11 x 17	5
Preliminary Engineering/Utilities	24 x 36	9
COGO (Closure Report)	8½ x 11	2
Deed Restrictions and/or HOA Documents (if applicable)	8½ x 11	1

REQUIRED COPIES CHECKLIST (CONTINUED)

FINAL PLAT/REPLAT APPLICATION		
	<u>Size</u>	<u>Number of Copies</u>
Development Application		1
Plan Checklist		4
Consent Form		1
Application Fee		1
Plat	24 x 36	14
Plat	11 x 17	5
COGO (Closure Report)	8½ x 11	2
Deed Restrictions and/or HOA Documents (if applicable)	8½ x 11	1
MINOR (RE)PLAT/AMENDING PLAT APPLICATION		
	<u>Size</u>	<u>Number of Copies</u>
Development Application		1
Plan Checklist		2
Consent Form		1
Application Fee		1
Plat	24 x 36	5
Plat	11 x 17	5
Redline Version	11 x 17	5
COGO (Closure Report)	8½ x 11	2

VOLUNTARY EXTENSION REQUEST FOR PLAT (SAMPLE)

[Date]

City of Allen
Community Development Department
305 Century Parkway
Allen, TX 75013

RE: Project Name (Case Number)

Please allow this letter to serve as a voluntary 30-day extension request for the above referenced plat application. This request is being made in conformance with Sec. 212.009(b-2) of the Texas Local Government Code.

Please feel free to contact me if you have any questions.

Sincerely,

Insert Printed Name and Signature of Applicant and/or Representative

REQUEST TO TABLE ITEM (SAMPLE)

This request will still be at the discretion of the appropriate body (e.g., Planning and Zoning Commission or City Council).

[Date]

City of Allen
Community Development Department
305 Century Parkway
Allen, TX 75013

RE: Request to Table Zoning or Specific Use Permit Request

{Case Manager}:

As the applicant and/or representative of **(insert case name)**, I hereby request that this case be tabled by the Planning and Zoning Commission/City Council **(include appropriate body)** to their **(insert date)** meeting. I request that the item be tabled until the [date] Planning and Zoning Commission Regular Meeting/City Council Regular Meeting **(include appropriate body)**.

Sincerely,

Insert Printed Name and Signature of Applicant and/or Representative

REQUEST TO WITHDRAW A ZONING APPLICATION (SAMPLE)

[Date]

City of Allen
Community Development Department
305 Century Parkway
Allen, TX 75013

RE: Project name; Withdrawal of Zoning Application

{Case Manager}:

Through working with your staff and based on internal discussions with our team, we have decided to withdraw the above-referenced zoning application.

Please feel free to contact me if you have any questions.

Sincerely,

Insert Printed Name and Signature of Applicant and/or Representative

