



**Community Development Department**

**Engineering Department**

# **ZONING & DEVELOPMENT HANDBOOK**

**December 14, 2015**

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## **GENERAL INFORMATION**

## Meeting Dates & City Contacts

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### 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***

1<sup>st</sup> and 3<sup>rd</sup> Monday of every month  
Work Session: 6:30pm  
Regular Session: 7:30pm  
Sachse City Hall  
3815-B Sachse Road

#### ***Planning & Zoning Commission Meetings***

2<sup>nd</sup> and 4<sup>th</sup> Monday of every month  
Regular Session: 7:00pm  
Sachse City Hall  
3815-B Sachse Road

### City Contacts

<b>Name/Email</b>	<b>Title</b>	<b>Phone Number</b>
Gina Nash Email address: <a href="mailto:gnash@cityofsachse.com">gnash@cityofsachse.com</a>	City Manager	(469) 429-4770
Dustin McAfee, AICP Email Address: <a href="mailto:dmcafee@cityofsachse.com">dmcafee@cityofsachse.com</a>	Community Development Director	(469) 429-4780
Michelle Lewis Sirianni Email address: <a href="mailto:tsmith@cityofsachse.com">tsmith@cityofsachse.com</a>	City Secretary	(469) 429-4775
Gregory Peters, P.E. Email address: <a href="mailto:gpeters@cityofsachse.com">gpeters@cityofsachse.com</a>	Director of Public Works & Engineering	(469) 495-7600
Rick Coleman Email address: <a href="mailto:rcoleman@cityofsachse.com">rcoleman@cityofsachse.com</a>	Fire Chief	(469) 429-4790
Robert Knappage Email address: <a href="mailto:rknappage@cityofsachse.com">rknappage@cityofsachse.com</a>	Fire Marshal	(469) 461-9801
Michael Spencer, CBO Email address: <a href="mailto:m Spencer@cityofsachse.com">mspencer@cityofsachse.com</a>	Building Official	(469) 429-4784
Bryan Sylvester Email address: <a href="mailto:bsylvester@cityofsachse.com">bsylvester@cityofsachse.com</a>	Police Chief	(469) 495-2271
Leslyn Blake Email address: <a href="mailto:lblake@cityofsachse.com">lblake@cityofsachse.com</a>	CEO, Sachse EDC	(469) 429-4764
Lance Whitworth Email address: <a href="mailto:lwhitworth@cityofsachse.com">lwhitworth@cityofsachse.com</a>	Parks & Recreation Director	(469) 429-0276

## Development Review Committee

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**Purpose**

The Development Review Committee (DRC) is made comprised of members of various City departments that work to ensure that development is in compliance with all City ordinances. The purpose of the DRC is to allow City departments to complete a technical review of proposed development and provide written comments for the applicant. The DRC meets weekly to discuss development in the City and make recommendations to other boards and commissions. This process provides an opportunity for the developer, property owner, etc., to discuss development issues with City staff.

**Development Review Committee Members**

**Community Development**

Dustin McAfee, AICP  
Director of Community Development  
Telephone: (469) 429-4780  
Email address: [dmcafee@cityofsachse.com](mailto:dmcafee@cityofsachse.com)

Michael Spencer, CBO  
Building Official  
Telephone: (469) 429-4784  
Email address: [mspencer@cityofsachse.com](mailto:m Spencer@cityofsachse.com)

**Public Works & Engineering**

Gregory Peters, P.E.  
City Engineer  
Telephone: (469) 429-4792  
Email address: [gpeters@cityofsachse.com](mailto:gpeters@cityofsachse.com)

Wesley Lawson, P.E.  
Graduate Engineer  
Telephone: (469) 429-4787  
Email address: [wlawson@cityofsachse.com](mailto:wlawson@cityofsachse.com)

**Fire Rescue**

Rick Coleman  
Fire Chief  
Telephone: (469) 429-4790  
Email address: [rcoleman@cityofsachse.com](mailto:rcoleman@cityofsachse.com)

Robert Knappage  
Fire Marshal  
Telephone: (469) 461-9801  
Email address: [rknappage@cityofsachse.com](mailto:rknappage@cityofsachse.com)

**Parks & Recreation**

Lance Whitworth  
Director of Parks & Recreation Director  
Telephone: (469) 429-0276  
Email address: [lwhitworth@cityofsachse.com](mailto:lwhitworth@cityofsachse.com)

**Police Department**

Bryan Sylvester  
Police Chief  
Telephone: (972) 495-2271  
Email address: [bsylvester@cityofsachse.com](mailto:bsylvester@cityofsachse.com)

## **PROCESS SUMMARIES**

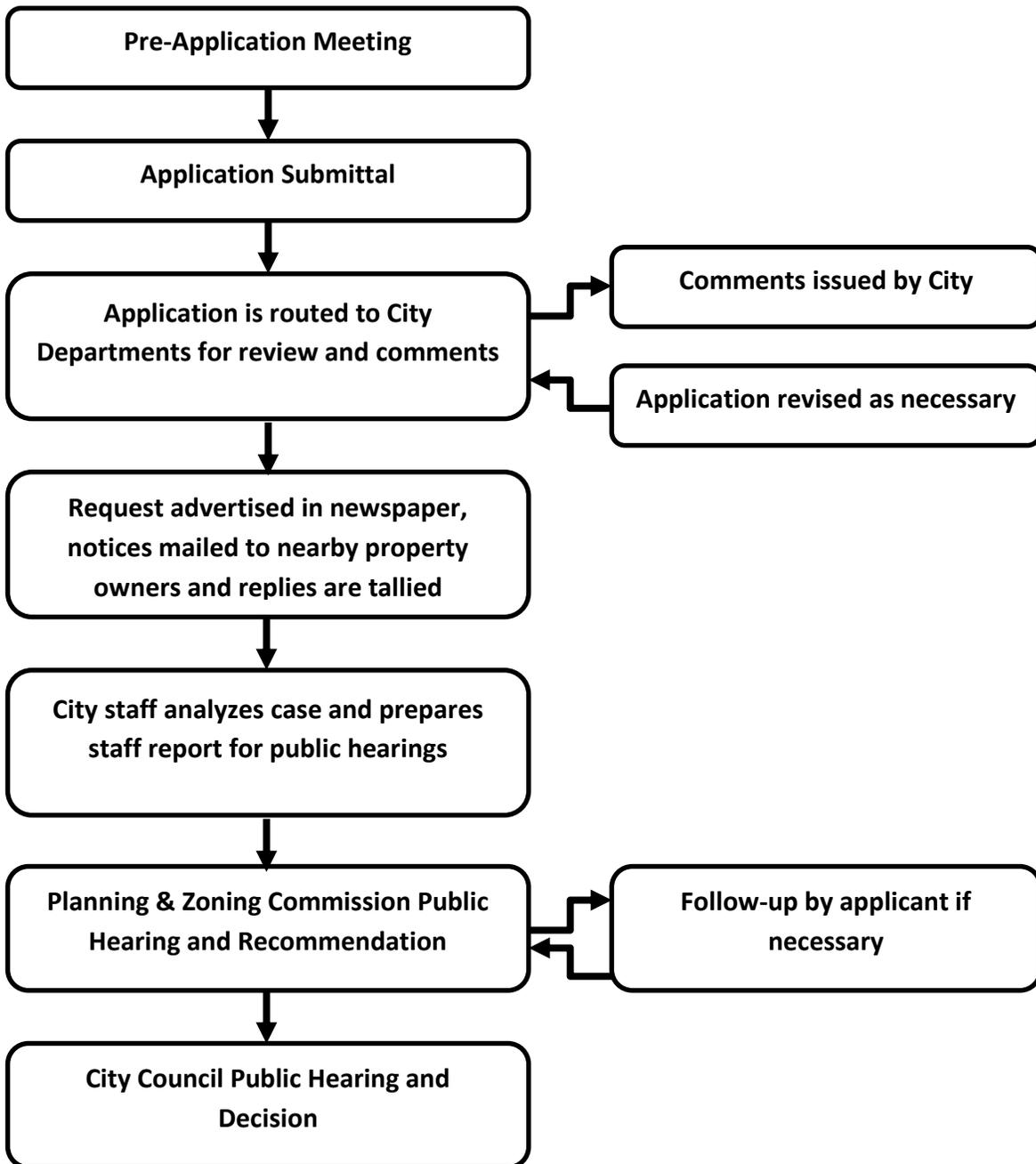
## Zoning Process Summary

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- ❑ Zoning Application and associated materials (see Zoning Checklist) are submitted to the Community Development Department by the applicant in accordance with the City's Zoning and Development Schedule. *(The applicant is strongly encouraged to schedule a formal pre-application meeting with City staff prior to submitting a zoning application.)*
- ❑ In accordance with the City's Zoning and Development Schedule, 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.
- ❑ Written Notice of the Public Hearing before the Planning & Zoning Commission is mailed by the City to each property owner within one thousand 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 Planning and Zoning Commission hearing.)*
- ❑ Publication of Notice of the Public Hearing in a newspaper of general circulation will be made at least 15 days prior to the scheduled meeting of the City Council.
- ❑ A Public Hearing is held by the Planning & Zoning Commission and City Council to consider and act upon the zoning request. The Planning & Zoning Commission and City Council may approve, deny, or table the request.

## Zoning Process Flowchart

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## Development Process Summary

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### **Tree Management Plan**

The first step in the process will be the approval of a Tree Management Plan, which must be approved prior to the approval of the Preliminary Plat. The Tree Management Plan will be reviewed and approved administratively by City staff. This review process can run concurrently with the Preliminary Plat; however, the approval of the Tree Management Plan must precede that of the Preliminary Plat.

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

A Uniform Development Application and associated materials (see Preliminary Plat checklist) are submitted to the Community Development Department by the applicant in accordance with the City's Zoning and Development Schedule. Please note that Concept Engineering Plans are required as part of this process. *(Note: All zoning approvals must be obtained prior to the submittal of a Preliminary Plat Application. The applicant is strongly encouraged to schedule a formal pre-application meeting with City staff prior to beginning the Development Process if a zoning approval is not required as part of the proposed development.)*

In accordance with the City's Zoning and Development Schedule, the application and associated plans are reviewed by City staff, comments regarding the plans are made available to the applicant, and the applicant addresses the comments and returns the corrected plans to the Community Development Department. Should any staff comments not be addressed by the applicant, the applicant will be notified of the outstanding comments. Corrected plans must be returned to the Community Development Department a minimum of 14 days prior to the next scheduled Planning & Zoning Commission Meeting.

### **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. The Preliminary Plat will then proceed to City Council for approval. The approval of a Preliminary Plat is the City's authorization for the applicant to submit Engineering Plans for approval by the City Engineer. *(Note: The Final Plat will be subject to meeting all approval conditions of the Preliminary Plat.)*

### **Civil Engineering Plans**

The review of civil engineering is the subsequent step after approval of the Preliminary Plat. The review of these plans must be complete prior to a Pre-Construction Meeting and beginning of grading or construction.

### **Assessment of Impact Fees and Park Pro Rata Fees**

Impact fees are assessed in accordance with the City's schedule of fees. Park pro rata fees must be paid prior to the approval of the Final Plat. Impact Fees must be paid prior to the issuance of a building permit.

### **Construction Release**

Once all plans are revised to the satisfaction of all City staff and meet all approval conditions of the Preliminary Plat, a Construction Release will be authorized by the City and the project will be eligible for a pre-construction meeting.

## Development Process Summary (continued)

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### **Pre-Construction Meeting**

A Pre-Construction meeting may be scheduled by contacting the City Engineer at (469) 429-4792. Payment of inspection fees (4.5% of construction costs of public improvements) is due at the Pre-Construction meeting.

### **Construction**

Following the pre-construction meeting, site construction may commence.

### **Construction Inspections**

Grading, utility, street, and other inspections may be scheduled by contacting the assigned construction inspector. A 24-hour notice is required. Saturday inspections may be available depending upon resources, and require a 36-hour notice and an additional overtime fee.

### **Preliminary Inspection**

Once construction is complete, a Preliminary Inspection may be scheduled by contacting the City Engineer at (469) 429-4792. A three-day notice is required. The Preliminary Inspection will:

- Include a final walk-through coordinated with Construction Inspector assigned to project. The Construction Inspector will contact and coordinate with Water Utilities Department and Streets Department;
- Address outstanding punch list items; and
- Record drawings required.

Upon notification by the City Engineer that the Public Improvements are “substantially complete”, the applicant will be permitted to submit the Final Plat.

### **Application and Review of a Final Plat**

A Uniform Development Application and associated materials (see Final Plat and other appropriate checklists) are submitted to the Community Development Department by the applicant in accordance with the City’s Zoning and Development Schedule.

In accordance with the City’s Zoning and Development Schedule, the application and associated plans are reviewed by City staff, comments regarding the plans are made available to the applicant, and the applicant addresses the comments and returns the corrected plans to the Community Development Department. Should any staff comments not be addressed by the applicant, the applicant will be notified of the outstanding comments. Corrected plans must be returned to the Community Development Department a minimum of 14 days prior to the next scheduled Planning & Zoning Commission Meeting.

### **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 pursuant to the guidelines in the City of Sachse Code of Ordinances).

## Development Process Summary (continued)

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### **Submittal of final acceptance materials**

The following materials must be submitted to the City prior to acceptance of subdivision improvements by the City Council:

- One black line set of as-built / record plans
- One compact discs (CD) of the as-built / record plans (include CAD and PDF versions of each CD)
- An affidavit of construction costs
- Final pay estimate of public improvements
- If developer chooses to escrow funds for required improvements to be constructed at a later date (may include sidewalks, left turn lanes, median openings, deceleration lanes, street lights, landscaping, etc.), developer must provide final cost estimates for these public improvements accompanied by a two-year maintenance bond at 10% of public improvements
- Payment for one year of street light operating costs (for all publicly maintained street lights)

### **Final acceptance of subdivision improvements by the City Staff**

After final inspection, the City shall notify the Developer in writing as to the City's acceptance or rejection of the construction. The City shall reject such construction only if it fails to comply with the standards and specifications contained herein or otherwise existing. If the City accepts the construction, the final acceptance letter stating that the requirement standards for the City of Sachse have been met and that the public improvements and dedications have been approved, shall be given to the Developer. As part of this process maintenance bonds and public improvements are formally accepted by City Council.

### **Payment of Impact Fees**

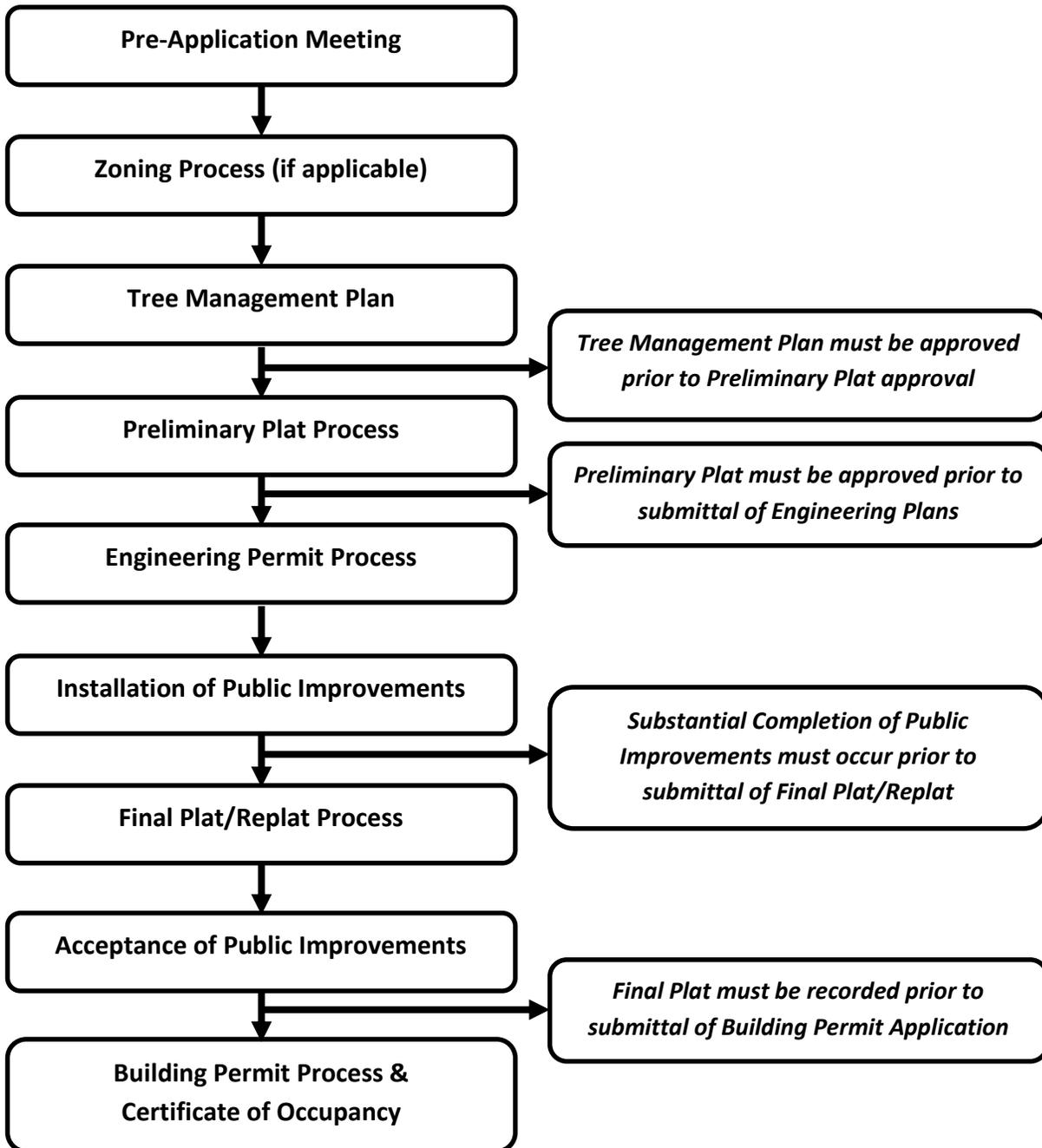
Impact fees are paid in accordance with the City's schedule of fees.

### **Issuance of Building Permits**

Building permits may be issued following the filing of the Final Plat, payment of impact fees, and approval of a building permit.

## Development Process Flowchart

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## **SCHEDULES**

## 2016 Zoning & Development Review Schedule

Application Deadline	DRC Meeting	Plan Review Comments available (after 1pm)	Corrected Plans to be Returned (before 5pm)*	Planning & Zoning Commission	City Council**
11/16/15	11/25/15	11/30/15	12/14/15	12/28/15	1/18/16
11/23/15	12/3/15	12/4/15			
11/30/15	12/10/15	12/11/15			
12/7/15	12/17/15	12/18/15	12/28/15	1/11/16	2/1/16
12/14/15	12/24/15	12/25/15			
12/21/15	12/31/15	1/1/16	1/11/16	1/25/16	2/15/16
12/28/15	1/7/16	1/8/16	1/25/16	2/8/16	3/7/16
1/4/16	1/14/16	1/15/16			
1/11/16	1/21/16	1/22/16	2/8/16	2/22/16	3/21/16
1/18/16	1/28/16	1/29/16			
1/25/16	2/4/16	2/5/16			
2/1/16	2/11/16	2/12/16	2/29/16	3/14/16	4/4/16
2/8/16	2/18/16	2/19/16			
2/15/16	2/25/16	2/26/16			
2/22/16	3/3/16	3/4/16	3/14/16	3/28/16	4/18/16
2/29/16	3/10/16	3/11/16			
3/7/16	3/17/16	3/18/16	3/28/16	4/11/16	5/2/16
3/14/16	3/24/16	3/25/16			
3/21/16	3/31/16	4/1/16	4/11/16	4/25/16	5/16/16
3/28/16	4/7/16	4/8/16			
4/4/16	4/14/16	4/15/16			
4/11/16	4/21/16	4/22/16	4/25/16	5/9/16	6/6/16
4/18/16	4/28/16	4/29/16			
4/25/16	5/5/16	5/6/16	5/9/16	5/23/16	6/20/16
5/2/16	5/12/16	5/13/16			
5/9/16	5/19/16	5/20/16			
5/16/16	5/26/16	5/27/16	5/30/16	6/13/16	7/4/16
5/23/16	6/2/16	6/3/16			
5/30/16	6/9/16	6/10/16	6/13/16	6/27/16	7/18/16
6/6/16	6/16/16	6/17/16	6/27/16	7/11/16	8/1/16
6/13/16	6/23/16	6/24/16			

### Notes

- \* Proceeding to Planning & Zoning Commission and City Council Public Hearings requires that submittal materials submitted on this date are complete and do not require any further revision. Any required revisions to submittal materials may delay the time schedule for proceeding to Planning & Zoning Commission and City Council Public Hearings.
- \*\* City Council approval required for all Zoning and Special Use Permits. Notices will be mailed to all property owners within 1,000-feet of all Zoning and Special Use Permit requests 10 days prior to the scheduled Planning & Zoning Commission meeting. Legal Ad requests will be sent to the Sachse News 25 days prior to the City Council meeting and published 18 days prior to the City Council meeting.

## 2016 Zoning & Development Review Schedule (continued)

Application Deadline	DRC Meeting	Plan Review Comments available (after 1pm)	Corrected Plans to be Returned (before 5pm)*	Planning & Zoning Commission	City Council**
6/20/16	6/30/16	7/1/16	7/11/16	7/25/16	8/15/16
6/27/16	7/7/16	7/8/16			
<b>7/4/16</b>	7/14/16	7/15/16	8/1/16/16	8/8/16	<b>9/5/16</b>
7/11/16	7/21/16	7/22/16			
7/18/16	7/28/16	7/29/16			
7/25/16	8/4/16	8/5/16	8/15/16	8/22/16	9/19/16
8/1/16	8/11/16	8/12/16			
8/8/16	8/18/16	8/19/16	8/29/16	9/12/16	10/3/16
8/15/16	8/25/16	8/26/16			
8/22/16	9/1/16	9/2/16			
8/29/16	9/8/16	9/9/16	9/12/16	9/26/16	10/17/16
<b>9/5/16</b>	9/15/16	9/16/16			
9/12/16	9/22/16	9/23/16	9/26/16	10/10/16	11/7/16
9/19/16	9/29/16	9/30/16			
9/26/16	10/6/16	10/7/16			
10/3/16	10/13/16	10/14/16	10/17/16	10/24/16	11/21/16
10/10/16	10/20/16	10/21/16			
10/17/16	10/27/16	10/28/16	10/31/16	11/14/16	12/5/16
10/24/16	11/3/16	11/4/16			
10/31/16	11/10/16	11/11/16			
11/7/16	11/17/16	11/18/16	11/28/16	12/12/16	<b>1/2/17</b>
11/14/16	<b>11/24/16</b>	<b>11/25/16</b>			
11/21/16	12/1/16	12/2/16	12/12/16	<b>12/26/16</b>	1/16/17
11/28/16	12/8/16	12/9/16			
12/5/16	12/15/16	12/16/16	<b>12/26/16</b>	1/9/17	2/6/17
12/12/16	12/22/16	12/23/16			
12/19/16	12/29/16	12/30/16			
<b>12/26/16</b>	1/5/17	1/6/17	1/16/16	1/23/17	2/20/17
<b>1/2/17</b>	1/12/17	1/13/17			

### Notes

- \* Proceeding to Planning & Zoning Commission and City Council Public Hearings requires that submittal materials submitted on this date are complete and do not require any further revision. Any required revisions to submittal materials may delay the time schedule for proceeding to Planning & Zoning Commission and City Council Public Hearings.
- \*\* City Council approval required for all Zoning and Special Use Permits. Notices will be mailed to all property owners within 1,000-feet of all Zoning and Special Use Permit requests 10 days prior to the scheduled Planning & Zoning Commission meeting. Legal Ad requests will be sent to the Sachse News 25 days prior to the City Council meeting and published 18 days prior to the City Council meeting.

## 2016 Platting Review Schedule

Application Deadline	DRC Meeting	Plan Review Comments available (after 1pm)	Corrected Plans to be Returned (before 5pm)*	Planning & Zoning Commission	City Council**
12/14/15	12/24/15	12/25/15	12/28/15	1/11/16	2/1/16
12/28/15	1/7/16	1/8/16	1/11/16	1/25/16	2/15/16
1/11/16	1/21/16	1/22/16	1/25/16	2/8/16	3/7/16
1/25/16	2/4/16	2/5/16	2/8/16	2/22/16	3/21/16
2/8/16	2/18/16	2/19/16	2/22/16	3/14/16	4/4/16
2/22/16	3/3/16	3/4/16	3/7/16	3/28/16	4/18/16
3/14/16	3/24/16	3/25/16	3/28/16	4/11/16	5/2/16
3/28/16	4/7/16	4/8/16	4/11/16	4/25/16	5/16/16
4/11/16	4/21/16	4/22/16	4/25/16	5/9/16	6/6/16
4/25/16	5/5/16	5/6/16	5/9/16	5/23/16	6/20/16
5/9/16	5/19/16	5/20/16	5/23/16	6/13/16	7/4/16
5/23/16	6/2/16	6/3/16	6/6/16	6/20/16	7/18/16
6/13/16	6/23/16	6/24/16	6/27/16	7/11/16	8/1/16
6/27/16	7/7/16	7/8/16	7/11/16	7/25/16	8/15/16
7/11/16	7/21/16	7/22/16	7/25/16	8/8/16	9/5/16
7/25/16	8/4/16	8/5/16	8/8/16	8/22/16	9/19/16
8/8/16	8/18/16	8/19/16	8/29/16	9/12/16	10/3/16
8/22/16	9/8/16	9/9/16	9/12/16	9/26/16	10/17/16
9/12/16	9/22/16	9/23/16	9/26/16	10/10/16	11/7/16
9/26/16	10/6/16	10/7/16	10/10/16	10/24/16	11/21/16
10/10/16	10/20/16	10/21/16	10/24/16	11/14/16	12/5/16
10/24/16	11/3/16	11/4/16	11/14/16	11/28/16	12/19/16
11/14/16	11/24/16	11/25/16	11/28/16	12/12/16	1/2/17
11/28/16	12/8/16	12/9/16	12/12/16	12/26/16	1/16/17
12/12/16	12/22/16	12/23/16	12/26/16	1/9/17	2/6/17
12/26/16	1/5/17	1/6/17	1/9/17	1/23/17	2/20/17

### Notes

\* Proceeding to Planning & Zoning Commission and City Council Public Hearings requires that submittal materials submitted on this date are complete and do not require any further revision. Any required revisions to submittal materials may delay the time schedule for proceeding to Planning & Zoning Commission and City Council Public Hearings.

\*\* City Council approval required for all Preliminary Plats.

## 2016 Board of Adjustment Review Schedule

Application Deadline	Legal Ad Request Sent to Newspaper	Staff Review Comments available (after 1pm)	Legal Ad Runs in Newspaper	Additional Resubmittals to be Returned (before 5pm)*	Public Hearing Date
12/21/15	12/31/15	1/1/16	1/7/16	1/11/16	1/21/16
1/18/16	1/28/16	1/29/16	2/4/16	2/8/16	2/18/16
2/15/16	2/25/16	2/26/16	3/3/16	3/7/16	3/17/16
3/21/16	3/31/16	4/1/16	4/7/16	4/11/16	4/21/16
4/18/16	4/28/16	4/29/16	5/5/16	5/9/16	5/19/16
5/16/16	5/26/16	5/27/16	6/2/16	6/6/16	6/16/16
6/20/16	6/30/16	7/1/16	7/7/16	7/11/16	7/21/16
7/18/16	7/28/16	7/29/16	8/4/16	8/8/16	8/18/16
8/15/16	8/25/16	8/26/16	9/1/16	9/5/16	9/15/16
9/19/16	9/29/16	9/30/16	10/6/16	10/10/16	10/20/16
10/17/16	10/27/16	10/28/16	11/3/16	11/7/16	11/17/16
11/14/16	11/24/16	11/25/16	12/1/16	12/5/16	12/15/16
12/19/16	12/29/16	12/30/16	1/5/17	1/9/17	1/19/17
1/16/17	1/26/17	1/27/17	2/2/17	2/6/17	2/16/17

### Notes

- \* Proceeding to Board of Adjustment Public Hearing requires that submittal materials submitted on this date are complete and do not require any further revision. Any required revisions to submittal materials may delay the time schedule for proceeding to Board of Adjustment Public Hearings.

## **APPLICATIONS**

## Pre-Application Meeting Survey

The City of Sachse is concerned about the time, expense and effort you and City staff will have to dedicate to your project. In order to ensure your project proceeds as smoothly as possible, the City requires applicants to schedule a Pre-Application Meeting with the Community Development Department prior to making a formal submittal. Any person associated with a development proposal is encouraged to attend the meeting (e.g., property owner, business owner/manager, design professionals, etc.). Representatives of the Development Review Committee will attend the meeting. Other City of Sachse staff members may attend if needed. Pre-application meetings are generally held every Thursday at 10:00 a.m. Please contact the Community Development Department at (469) 429-4781 to schedule a meeting.

At the Pre-Application meeting, the applicant will be provided a variety of general information regarding the City of Sachse development processes, contact information, applicable codes, applications, and fees. When possible and appropriate, City staff will provide information unique to your property or proposal and will be available to answer questions. However, this meeting is NOT intended for detailed discussion of requirements. **No plans or drawings will be accepted, and no approvals will be given.** Development and permit applications may be submitted to the City of Sachse any time after your Pre-Application meeting and will be processed in accordance with the Zoning & Development Review Schedule contained in this Manual.

Prior to scheduling the Pre-Application Meeting, the applicant is required to complete and submit the following Pre-Application Meeting Self Survey. Please submit completed forms to Charlotte Youngblood in the Community Development Department at [cyoungblood@cityofsachse.com](mailto:cyoungblood@cityofsachse.com).

PROJECT INFORMATION			
Project Description:			
Location of Property:		Total Acreage:	
Future Land Use Map Designation(s):		Current Zoning Designation(s):	
PROJECT TEAM			
Company:		Applicant Name:	
Address:		Phone No:	
		Fax No:	
City:	State:	Zip Code:	E-Mail:
List of meeting attendees and their respective roles (e.g., owner, architect, engineer, planner, etc.)			
PROJECT BACKGROUND / SELF-SURVEY			
Is the property currently in use? If yes, how is it being used?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any existing buildings on the property?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you propose demolition on any buildings?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you propose to remove any trees?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously developed property in the City of Sachse?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you intend to have outdoor storage?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you intend to sell or lease used merchandise? If yes, describe the merchandise to be sold.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you intend to subdivide, re-subdivide, or combine the property with other parcels?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the property in a Regulatory Flood Zone?			<input type="checkbox"/> Yes <input type="checkbox"/> No



# UNIFORM DEVELOPMENT APPLICATION

APPLICATION INFORMATION			
Project Name:		Total Acreage:	
Location of Property:		Appraisal District Account Number(s) & County:	
Subdivision/Addition Name:		Lot:	Block:
Future Land Use Map Designation(s):		Current Zoning Designation(s):	
TYPE OF REQUEST			
		Fees Paid (*For Administrative Use Only)	
<input type="checkbox"/> Rezoning		\$	
<input type="checkbox"/> Planned Development		\$	
<input type="checkbox"/> Special Use Permit (SUP)		\$	
<input type="checkbox"/> Temporary Special Use Permit (SUP)		\$	
<input type="checkbox"/> Temporary Seasonal Sales		\$	
<input type="checkbox"/> Temporary Retail Sales		\$	
<input type="checkbox"/> Variance		\$	
<input type="checkbox"/> Site Plan		\$	
<input type="checkbox"/> Landscape Plan		\$	
<input type="checkbox"/> Tree Management Plan		\$	
<input type="checkbox"/> Preliminary Plat		\$	
<input type="checkbox"/> Final Plat		\$	
<input type="checkbox"/> Replat		\$	
<input type="checkbox"/> Amending Plat		\$	
<input type="checkbox"/> Minor Plat		\$	
<input type="checkbox"/> Conveyance Plat		\$	
CURRENT PROPERTY OWNER			
Company:		Name:	
Address:		Phone No:	
		Fax No:	
City:	State:	Zip Code:	E-Mail:
APPLICANT/CONTRACT PURCHASER			
Company:		Name:	
Address:		Phone No:	
		Fax No:	
City:	State:	Zip Code:	E-mail:
AGENT/REPRESENTATIVE			
Company:		Name:	
Address:		Phone No:	
		Fax No:	
City:	State:	Zip Code:	E-mail:
For Administrative Use Only			
Date: _____	Case Number: _____	Total Fees Paid: \$ _____	

# Consent Form

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

Submittal Date: \_\_\_\_\_

Application Type (check all that apply)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Rezoning                 | <input type="checkbox"/> Planned Development             | <input type="checkbox"/> Special Use Permit (SUP) |
| <input type="checkbox"/> Temporary Seasonal Sales | <input type="checkbox"/> Temporary Retail Sales          | <input type="checkbox"/> Temporary SUP            |
| <input type="checkbox"/> Variance                 | <input type="checkbox"/> Tree Survey / Preservation Plan | <input type="checkbox"/> Preliminary Plat         |
| <input type="checkbox"/> Final Plat               | <input type="checkbox"/> Replat                          | <input type="checkbox"/> Amending Plat            |
| <input type="checkbox"/> Minor Plat               | <input type="checkbox"/> Conveyance Plat                 |   |

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 Sachse, 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: \_\_\_\_\_

### Agent/Representative Information

Name: \_\_\_\_\_

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 and did/did not take an oath (circle correct response).

\_\_\_\_\_  
(Name - type, stamp or print clearly)

\_\_\_\_\_  
(Signature)

### NOTARY'S SEAL OR STAMP

<b>For Administrative Use Only</b>	
Date: _____	Case Number: _____

## **PLAN CHECKLISTS**

## Complete Application Checklist—Zoning Requests

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All Zoning applications and associated plans are expected to be submitted complete and accurate in all detail as shown by the appropriate checklist(s). Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes, depending on the amount/magnitude of changes or corrections needed.

All initial Zoning applications shall be accompanied by the following materials:

- A fully completed Uniform Development Application.
- A completed Consent Form either signed by the property owner or accompanied by a signed and notarized letter from the property owner giving the representative the ability to make the application for the owner.
- A current tax certificate or statement showing that no taxes are due to the City.
- Payment of all applicable fees (see City Master Fee Schedule).
- Six copies of the 24" x 36" exhibits as described on the appropriate checklist(s) for the request being submitted.
- A compact disc (CD) or email 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.

All resubmittals of Zoning applications shall be accompanied by the following materials:

- Three copies of the 24" x 36" exhibits as described on the appropriate checklist(s) for the request being submitted.
- A compact disc (CD) or email with electronic copies of the required exhibits in "PDF" format.
- A written response to staff's comments. Please note that revised plans will not be accepted without a written response.

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

- Three copies of the 24" x 36" exhibits previously submitted.
- A compact disc (CD) with electronic copies of the required exhibits in "PDF" format, and Legal Description and Development Regulations in Microsoft Word and "PDF" format.



# ZONING REQUEST CHECKLIST

**Project Name:** \_\_\_\_\_ **Case #** \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for a zoning request submission. An application is incomplete unless all applicable information noted below is submitted to the Department of Community Development. 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.

<b>EXHIBIT A – LEGAL DESCRIPTION</b>	
<b>Included</b>	<b>Item Description</b>
<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 Exhibit “A”. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
<input type="checkbox"/>	Digital copy of the legal description (metes and bounds) in Microsoft Word or text document format.
<b>EXHIBIT B – ZONING EXHIBIT</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT B – ZONING EXHIBIT”, that includes project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Collin County, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. <i>(North shall be oriented to the top or left side of the sheet)</i>
<input type="checkbox"/>	Legend, if abbreviations or symbols 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"/>	Distances to nearest cross streets.
<input type="checkbox"/>	Total gross and net acreage of existing and requested zoning.
<input type="checkbox"/>	Existing and requested zoning boundary lines. <i>(Requested zoning district boundary is indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances)</i>
<input type="checkbox"/>	Abstract lines, survey lines, county lines, 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, future land use plan designation, and zoning.
<input type="checkbox"/>	Location and width of driveways, streets, roads and other thoroughfares within 200 feet of the property.
<input type="checkbox"/>	Location of existing rights-of-way and easements with filing information.
<input type="checkbox"/>	Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property.

## Zoning Request Checklist (page 2)

EXHIBIT B – ZONING EXHIBIT (continued)	
Included	Item Description
<input type="checkbox"/>	If exhibit contains proposed thoroughfares add note: “The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of engineering plan approval.”
<input type="checkbox"/>	Topography at five-foot contours or less.
<input type="checkbox"/>	Existing and proposed FEMA-100 year floodplain areas, or a note that no 100-year floodplain exists on the property.
<input type="checkbox"/>	A note that states, “The development of the site will be in accordance with City of Sachse development standards.”
STATEMENT OF INTENT AND PURPOSE	
Included	Item Description
<input type="checkbox"/>	Acreage of subject property
<input type="checkbox"/>	Location of subject property in relation to adjacent thoroughfares
<input type="checkbox"/>	Existing and proposed Zoning District and existing Future Land Use designation.
<input type="checkbox"/>	Reasons for proposed zoning change
<input type="checkbox"/>	Statement substantiating consistency of proposed Zoning District with existing Future Land Use designation.
<input type="checkbox"/>	Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations).
<input type="checkbox"/>	Whether the proposed rezoning corrects an error or meets the challenge of some changing condition, trend, or fact.
<input type="checkbox"/>	Whether the municipality and other service providers will be able to provide sufficient transportation and utility facilities and services to the subject property, while maintaining sufficient levels of service to existing development. <b>NOTE: The City will determine if a Traffic Impact Analysis (TIA) is required.</b>
<input type="checkbox"/>	Whether the proposed rezoning will have significant adverse impacts on other property in the vicinity of the subject tract.
<input type="checkbox"/>	The suitability of the subject property for the existing zoning classification and proposed zoning classification.
<input type="checkbox"/>	Whether the proposed rezoning will ensure that future uses on the subject tract will be compatible in scale with uses on other properties in the vicinity of the subject tract.
<input type="checkbox"/>	Special considerations and additional information relevant to the zoning request.

Preparer’s Signature: \_\_\_\_\_



# PLANNED DEVELOPMENT REQUEST CHECKLIST

**Project Name:** \_\_\_\_\_ **Case #** \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for a Planned Development Request submission. An application is incomplete unless all applicable information noted below is submitted to the Department of Community Development. 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.

<b>EXHIBIT A – LEGAL DESCRIPTION</b>	
<b>Included</b>	<b>Item Description</b>
<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 Exhibit “A”. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
<input type="checkbox"/>	Digital copy of the legal description (metes and bounds) in Microsoft Word or text document format.
<b>EXHIBIT B – ZONING EXHIBIT</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT B – ZONING EXHIBIT”, that includes project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Collin County, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. <i>(North shall be oriented to the top or left side of the sheet)</i>
<input type="checkbox"/>	Legend, if abbreviations or symbols 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"/>	Distances to nearest cross streets.
<input type="checkbox"/>	Total gross and net acreage of existing and requested zoning.
<input type="checkbox"/>	Existing and requested zoning boundary lines. <i>(Requested zoning district boundary is indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances)</i>
<input type="checkbox"/>	Abstract lines, survey lines, county lines, 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, future land use plan designation, and zoning.
<input type="checkbox"/>	Location and width of driveways, streets, roads and other thoroughfares within 200 feet of the property.
<input type="checkbox"/>	Location of existing rights-of-way and easements with filing information.
<input type="checkbox"/>	Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property.

## Planned Development Request Checklist (page 2)

<b>EXHIBIT B – ZONING EXHIBIT (continued)</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	If exhibit contains proposed thoroughfares add note: “The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of engineering plan approval.”
<input type="checkbox"/>	Topography at five-foot contours or less.
<input type="checkbox"/>	Existing and proposed FEMA-100 year floodplain areas, or a note that no 100-year floodplain exists on the property.
<input type="checkbox"/>	A note that states, “The development of the site will be in accordance with City of Sachse development standards.”
<b>EXHIBIT C – PLANNED DEVELOPMENT STANDARDS</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	A list of the development standards, if any (whether in the PD Ordinance or in the then-existing ordinances, rules, or regulations of the City that apply to development within the PD District), for which the applicant is seeking amendment by the Council as part of the PD Development Plan approval process. If different standards will be applied to different tracts within the PD, list proposed standards for all tracts separately, label each list of standards, and comparably label the corresponding tracts on the zoning exhibit (Exhibit B).
<b>EXHIBIT D – ZONING CONCEPT PLAN</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT D – ZONING CONCEPT PLAN”, project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. ( <i>North shall be oriented to the top or left side of the sheet</i> )
<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"/>	Site Data Summary Table (refer to requirements on page 71 of the Zoning & Development Manual).
<input type="checkbox"/>	Topography at five-foot contours or less.
<input type="checkbox"/>	Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street.
<input type="checkbox"/>	Natural features including tree masses, drainage ways, and creeks.
<input type="checkbox"/>	Existing and proposed FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: “No 100-year floodplain exists on the site”.
<input type="checkbox"/>	Proposed reclamation of floodplain area(s), if applicable, with acreage.
<input type="checkbox"/>	Subdivision name, zoning, future land use plan designation, recording information and land use description of property adjacent to the subject property.
<input type="checkbox"/>	Assignment of use to specific areas within the plan.
<input type="checkbox"/>	Building sites (including maximum building intensity, density, heights and use restrictions as appropriate). Illustration of the approximate shape and placement of buildings is required for non-residential uses.
<input type="checkbox"/>	Area, use and approximate location of existing and proposed structures. Existing structures, whether to remain or be removed, should be included.
<input type="checkbox"/>	Thoroughfares as depicted on the Master Thoroughfare Plan within and adjacent to the site are accurately located, named and dimensioned. <i>Existing thoroughfares shown as a light weight solid line; proposed shown as a medium weight solid line.</i>

## Planned Development Request Checklist (page 3)

<b>EXHIBIT D – ZONING CONCEPT PLAN (continued)</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions. <i>Existing street to be shown as a light, solid line; proposed shown as a medium weight solid line.</i>
<input type="checkbox"/>	If concept plan contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of Engineering Plan approval."
<input type="checkbox"/>	Phases of development, including delineation of areas, building sites, land use and other improvements to be constructed in independent phases.
<input type="checkbox"/>	Proposed dedications and reservations of land for public use including but not limited to: rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites.
<input type="checkbox"/>	Distances (measured edge to edge) between existing and proposed driveways and streets.
<input type="checkbox"/>	Existing or proposed easements (utility, drainage, visibility and maintenance, etc.).
<input type="checkbox"/>	A note that states, "Deviations from current development standards/regulations not specifically addressed/listed for approval as part of Planned Development Regulations may require a hearing/approval by the Zoning Board of Adjustment (BOA)."
<input type="checkbox"/>	A note that states, "All current development requirements of the City as amended shall be met unless approved otherwise within these Planned Development Zoning District Development Regulations."
<input type="checkbox"/>	A note that states, "This Zoning Concept Plan is for illustrative purposes only and subject to change. This Zoning Concept Plan, along with development regulations, is intended to describe the intent of the Planned Development. Significant deviations from this Zoning Concept Plan, as determined by the Director of Community Development, will require an amendment to the Zoning Concept Plan and, as necessary, the development regulations."
<input type="checkbox"/>	Additional information as requested by the City to clarify the proposed development and compliance with minimum development requirements.
<b>EXHIBIT E – DEVELOPMENT SCHEDULE</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	A brief summary describing the proposed development schedule for the planned development.

## Planned Development Request Checklist (page 4)

STATEMENT OF INTENT AND PURPOSE	
Included	Item Description
<input type="checkbox"/>	Acreage of subject property
<input type="checkbox"/>	Location of subject property in relation to adjacent thoroughfares
<input type="checkbox"/>	Existing and proposed Zoning District and existing Future Land Use designation.
<input type="checkbox"/>	Reasons for proposed zoning change
<input type="checkbox"/>	Statement substantiating consistency of proposed Zoning District with existing Future Land Use designation.
<input type="checkbox"/>	Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations).
<input type="checkbox"/>	Whether the proposed rezoning corrects an error or meets the challenge of some changing condition, trend, or fact.
<input type="checkbox"/>	Whether the municipality and other service providers will be able to provide sufficient transportation and utility facilities and services to the subject property, while maintaining sufficient levels of service to existing development. <b>NOTE: The City will determine if a Traffic Impact Analysis (TIA) is required.</b>
<input type="checkbox"/>	Whether the proposed rezoning will have significant adverse impacts on other property in the vicinity of the subject tract.
<input type="checkbox"/>	The suitability of the subject property for the existing zoning classification and proposed zoning classification.
<input type="checkbox"/>	Whether the proposed rezoning will ensure that future uses on the subject tract will be compatible in scale with uses on other properties in the vicinity of the subject tract.
<input type="checkbox"/>	Special considerations and additional information relevant to the zoning request.

Preparer's Signature: \_\_\_\_\_

# SPECIAL USE PERMIT (SUP)

## CHECKLIST



**Project Name:** \_\_\_\_\_ **Case #** \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for a Special Use Permit (SUP) submission. An application is incomplete unless all applicable information noted below is submitted to the Department of Community Development. 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.

EXHIBIT 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 Exhibit “A”. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
<input type="checkbox"/>	Digital PDF copy of the legal description (metes and bounds).
EXHIBIT B – ZONING EXHIBIT	
Included	Item Description
<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT B – ZONING EXHIBIT”, that includes project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Collin County, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. <i>(North shall be oriented to the top or left side of the sheet)</i>
<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"/>	Distances to nearest cross streets.
<input type="checkbox"/>	Total gross and net acreage of existing and requested zoning.
<input type="checkbox"/>	Existing and requested zoning boundary lines. <i>(Requested zoning district boundary is indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances)</i>
<input type="checkbox"/>	Abstract lines, survey lines, county lines, 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, future land use plan designation, and zoning.
<input type="checkbox"/>	Location and width of driveways, streets, roads and other thoroughfares within 200 feet of the property.
<input type="checkbox"/>	Location of existing rights-of-way and easements with filing information.
<input type="checkbox"/>	Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property.
<input type="checkbox"/>	If exhibit contains proposed thoroughfares add note: “The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of engineering plan approval.”

## SUP Checklist (page 2)

EXHIBIT B – ZONING EXHIBIT (continued)	
Included	Item Description
<input type="checkbox"/>	Topography at five-foot contours or less.
<input type="checkbox"/>	Existing and proposed FEMA-100 year floodplain areas, or a note that no 100-year floodplain exists on the property.
<input type="checkbox"/>	A note that states, “The development of the site will be in accordance with City of Sachse development standards.”
EXHIBIT C – ZONING CONCEPT PLAN	
Included	Item Description
<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT D – ZONING CONCEPT PLAN”, that includes project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. <i>(North shall be oriented to the top or left side of the sheet)</i>
<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"/>	Site Data Summary Table (refer to requirements on page 71 of the Zoning & Development Manual).
<input type="checkbox"/>	Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street.
<input type="checkbox"/>	Topography at two-foot contours or less.
<input type="checkbox"/>	Natural features including tree masses, drainage ways, and creeks.
<input type="checkbox"/>	Existing and proposed FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: “No 100-year floodplain exists on the site”.
<input type="checkbox"/>	Proposed reclamation of floodplain area(s), if applicable, with acreage.
<input type="checkbox"/>	Subdivision name, zoning, future land use plan designation, recording information and land use description of property adjacent to the subject property.
<input type="checkbox"/>	Assignment of use to specific areas within the plan.
<input type="checkbox"/>	Building sites (including maximum building intensity, density, heights and use restrictions as appropriate). Illustration of the approximate shape and placement of buildings is required for non-residential uses.
<input type="checkbox"/>	Area, use and approximate location of existing and proposed structures. Existing structures, whether to remain or be removed, should be included.
<input type="checkbox"/>	Thoroughfares as depicted on the Master Thoroughfare Plan within and adjacent to the site are accurately located, named and dimensioned. <i>Existing thoroughfares to be shown as a light, solid line; proposed shown as a medium weight solid line.</i>
<input type="checkbox"/>	Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions. <i>Existing streets to be shown as a light, solid line; proposed shown as a medium weight solid line.</i>
<input type="checkbox"/>	If concept plan contains proposed thoroughfares add note: “The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of engineering plan approval.”

## SUP Checklist (page 3)

EXHIBIT C – ZONING CONCEPT PLAN (continued)	
Included	Item Description
<input type="checkbox"/>	Phases of development, including delineation of areas, building sites, land use and other improvements to be constructed in independent phases.
<input type="checkbox"/>	Proposed dedications and reservations of land for public use including but not limited to: rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites.
<input type="checkbox"/>	Distances (measured edge to edge) between existing and proposed driveways and streets.
<input type="checkbox"/>	Existing or proposed easements (utility, drainage, visibility and maintenance, etc.).
<input type="checkbox"/>	Existing and proposed utilities and fire hydrants.
<input type="checkbox"/>	Proposed detention areas.
<input type="checkbox"/>	Conceptual detail of landscaping including islands with dimensions and open space areas with dimensions and square footage.
<input type="checkbox"/>	Parking areas and structures, including the number and layout of standard spaces, angle of parking if other than 90 degrees, handicap spaces, drive aisles, loading and unloading areas, the location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions.
<input type="checkbox"/>	A note is included that states, "The development of the site will be in accordance with City of Sachse development standards."
<input type="checkbox"/>	A note is included that states, "All current development requirements of the City as amended shall be met unless otherwise approved."
<input type="checkbox"/>	Additional information as requested by the City to clarify the proposed development and compliance with minimum development requirements.
STATEMENT OF INTENT AND PURPOSE	
Included	Item Description
<input type="checkbox"/>	Acreage of subject property
<input type="checkbox"/>	Location of subject property in relation to adjacent thoroughfares
<input type="checkbox"/>	Existing and proposed Zoning District and existing Future Land Use designation.
<input type="checkbox"/>	Reasons for proposed zoning change
<input type="checkbox"/>	Statement substantiating consistency of proposed Zoning District with existing Future Land Use designation.
<input type="checkbox"/>	Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations).
<input type="checkbox"/>	Whether the proposed rezoning corrects an error or meets the challenge of some changing condition, trend, or fact.
<input type="checkbox"/>	Whether the municipality and other service providers will be able to provide sufficient transportation and utility facilities and services to the subject property, while maintaining sufficient levels of service to existing development. <b>NOTE: The City will determine if a Traffic Impact Analysis (TIA) is required.</b>
<input type="checkbox"/>	Whether the proposed rezoning will have significant adverse impacts on other property in the vicinity of the subject tract.
<input type="checkbox"/>	The suitability of the subject property for the existing zoning classification and proposed zoning classification.
<input type="checkbox"/>	Whether the proposed rezoning will ensure that future uses on the subject tract will be compatible in scale with uses on other properties in the vicinity of the subject tract.
<input type="checkbox"/>	Special considerations and additional information relevant to the zoning request.

Preparer's Signature: \_\_\_\_\_



# TEMPORARY SEASONAL SALES & TEMPORARY RETAIL SALES CHECKLIST

**Project Name:** \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for a Temporary Seasonal Sales Permit or a Temporary Retail Sales Permit. An application is incomplete unless all applicable information noted below is submitted to the Department of Community Development. Indicate that all information is included in the submittal 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 temporary use requests must be in accordance with **Chapter 4, Section 4-12 of the City of Sachse Code of Ordinances**. Furthermore, please note that any Temporary Seasonal Sales Permit or a Temporary Retail Sales Permit authorized by the Department of Community Development does not relieve the applicant/property owner from obtaining any other required permits such as building permits or temporary food permits.

EXHIBIT A – SITE PLAN	
Included	Item Description
<input type="checkbox"/>	A specific site plan drawn to scale showing the specific dimensions and arrangement of the proposed temporary use including any planned temporary buildings, tents, or structures and their fire ratings. Setbacks from property lines should be illustrated on the site plan.
<input type="checkbox"/>	Provisions for parking, water service and sanitary sewer if applicable.
EXHIBIT B – STATEMENT OF INTENT AND PURPOSE	
<input type="checkbox"/>	The type of permit requested (Temporary Seasonal Sales or Temporary Retail Sales Permit)
<input type="checkbox"/>	The specific time period for which the applicant is requesting temporary use
<input type="checkbox"/>	Types of items to be sold or displayed
<input type="checkbox"/>	Why the use is needed or will be beneficial for the community for a short period of time
<input type="checkbox"/>	Any negative impacts the use might have and how these impacts will be addressed
<input type="checkbox"/>	Letters of support from adjoining property owners concerning this application (optional).
<input type="checkbox"/>	Signed Letter of Consent from property owner authorizing use to occur

Preparer's Signature: \_\_\_\_\_



# BOARD OF ADJUSTMENT / VARIANCE REQUEST CHECKLIST

**Project Name:** \_\_\_\_\_ **Case #** \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for a Variance Request submission. An application is incomplete unless all applicable information noted below is submitted to the Department of Community Development. Indicate that all information is included in the submittal 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 variance requests must be in accordance with **Chapter 11, Section 11-4.D of the City of Sachse Code of Ordinances**. Furthermore, please note that any variance or appeal of administrative decision granted or authorized by the Board of Adjustment does not relieve the applicant/property owner from obtaining a building permit from the City of Sachse Building Department.

Chapter 11, Article 2 of the City of Sachse Code of Ordinances defines a variance as “a modification of the literal provisions of the zoning ordinance granted by the board of adjustment when strict enforcement of the zoning ordinance would cause undue hardship owing to circumstances unique to the individual property on which the variance is granted.”

REQUIRED INFORMATION	
Included	Item Description
<input type="checkbox"/>	A written narrative describing the following: <ul style="list-style-type: none"> <li>○ Description of the variance or appeal requested.</li> <li>○ Description of how the request will not be contrary to the public interest.</li> <li>○ Due to special conditions, a literal enforcement of the provisions of the Zoning Ordinance WILL RESULT IN UNNECESSARY HARDSHIP (What is the special condition and what is the hardship?).</li> <li>○ How this request complies with the spirit of the Zoning Ordinance.</li> <li>○ How substantial justice will be done by granting this application.</li> <li>○ How the appropriate use of the neighboring property will not be substantially injured.</li> </ul>
<input type="checkbox"/>	Photograph(s) of necessary information related to request
<input type="checkbox"/>	A plot plan of the property on which the variance is sought together with a design of the area which is contrary to the terms of the Zoning Ordinance.
<input type="checkbox"/>	Letters of petition from adjoining property owners concerning this application (optional).

Preparer’s Signature: \_\_\_\_\_

## **DEVELOPMENT CHECKLISTS**

## **Complete Application Checklist—Plat Requests**

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All Plat applications and associated plans are expected to be submitted complete and accurate in all detail as shown by the appropriate checklist(s). Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes, depending on the amount/magnitude of changes or corrections needed. All Plat applications shall abide by the requirements contained herein and be approved based on the approval criteria in the City of Sachse Code of Ordinance references and included herein.

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

- A fully completed Uniform Development Application.
- A completed Consent Form either signed by the property owner or accompanied by a signed and notarized letter from the property owner giving the representative the ability to make the application for the owner.
- A current tax certificate or statement showing that no taxes are due to the City.
- Payment of all applicable fees (see City Master Fee Schedule).
- A Letter of Intent describing the request.
- Seven copies of the 24" x 36" plat, not greater than 60-ft to the inch (Alternate scales may be approved by the Department of Community Development).
- One each (8½" x 11" and 11" x 17") hard copy reductions of the plat.
- A compact disc (CD) or email 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.
- A copy of the letter of Substantial Completion of Public Improvements (if applicable).

All resubmittals of Plat applications shall be accompanied by the following materials:

- Three copies of the 24" x 36" exhibits as described on the appropriate checklist(s) for the request being submitted.
- A compact disc (CD) or email with electronic copies of the required exhibits in "PDF" format.
- A written response to staff's comments. Please note that revised plats will not be accepted without a written response.

When staff has determined the plat is complete and accepted for consideration of final approval, the following materials will be required:

- One copy of the 24" x 36" plat.
- One 8½" x 11" hardcopy reduction of the plat.
- A compact disc (CD) with electronic copies of the plat in both "PDF" and "DWG" formats.

## Complete Application Checklist—Plat Requests (continued)

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### Notes

If an Improvement Agreement (e.g., Facilities or Developer's Agreement) is required, such shall be approved by the City Council, and should be coordinated through the Community Development Department at (469) 429-4781.

Please note the signature requirements for Final Plats regarding mortgage holders, etc. At the submission of the approved Final Plat, prior to release of the Final Plat for filing with the respective County, the City shall require the following:

- A certified copy of the Deed or Deed of Trust on file at the County Clerk's office, showing the owner of the property and, as applicable, the lien or mortgage holder(s) of the property to be platted. If the property was recently purchased and a copy of the Deed or Deed of Trust is not on file with the respective County, a signed and notarized copy of the Deed or Deed of Trust; and

### When a Final Plat Is Determined Correct and Ready for Filing

*Important: Final Plats must be filed with the County within five working days following receipt of approved plats.*

#### City Requirements:

- 1 – 24"x36" mylar with original seals and signatures, stamped with County recording information.
- 2 – 24"x36" blacklines with original seals and signatures, stamped with County recording information.
- A digital copy in DWG format. (NOTE: Plat will not be released for filing until Autocad file is received).

#### Dallas County Plat Recording Requirements (Verify with Dallas County Clerk at 214-653-7131)

- 2 – 24"x36" blacklines with original seals and signatures.
- 1 – Original tax certificate for the platted property.

#### Collin County Plat Recording Requirements (Verify with Collin County Clerk at 972-548-4185)

Refer to Collin County website for requirements:

[http://www.co.collin.tx.us/county\\_clerk/land\\_recording/PlatFilingRequirements.pdf](http://www.co.collin.tx.us/county_clerk/land_recording/PlatFilingRequirements.pdf)



# PRELIMINARY PLAT CHECKLIST

**Project Name:** \_\_\_\_\_ **Case #** \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for Preliminary Plat submission. Confirm 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.** This completed form must be returned at the time of application submittal.

Plans are to be submitted complete in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes. In addition to meeting all requirements in the checklist plans will be evaluated based on the listed approval criteria in the City of Sachse Code of Ordinances.

**A Tree Management Plan is also required to be approved prior to the approval of the Preliminary Plat.**

PRELIMINARY PLAT REQUIREMENTS	
Included	Item Description
<input type="checkbox"/>	I have made the decision NOT to waive the statutory time limits (30 days) in accordance with Section 212 of the Texas Local Government Code. I understand and acknowledge that the City may DENY my Plat Application if not complete as determined by staff within the 30-day time period.
<input type="checkbox"/>	Property boundary is indicated by a heavy solid line, intermittent with 2 dashed lines; dimensioned with bearing and distance.
<input type="checkbox"/>	Proposed building lines shown in conformance per the applicable zoning designation.
<input type="checkbox"/>	Location map clearly showing the location of the proposed Preliminary Plat with cross streets. Indicate scale or not to scale (NTS) and north arrow.
<input type="checkbox"/>	Written and bar graph scale, 1"=50' unless previously approved by staff, and north arrow are indicated. North shall be oriented to the top or left side of the sheet.
<input type="checkbox"/>	Abstract lines, survey lines, county lines, and corporate boundaries are shown and clearly labeled.
<input type="checkbox"/>	Existing easements are indicated by a light, dashed line and labeled indicating dimension, purpose, and County recording information.
<input type="checkbox"/>	Proposed easements are indicated by a medium weight, dashed line and labeled indicating dimension and purpose.
<input type="checkbox"/>	A title block is provided in the lower right corner that includes large, boldly printed: (SUBDIVISION NAME) PRELIMINARY PLAT LOT(S) _____, BLOCK(S) _____ (survey, abstract and tract number) If a replat, include: REPLAT OF LOT(S) _____, BLOCK(S) _____
<input type="checkbox"/>	The owner and surveyor's names, addresses and phone numbers, gross area, submission date, and a log of submittal/revision dates since submitted to the City.

## Preliminary Plat Checklist (page 2)

<b>PRELIMINARY PLAT REQUIREMENTS (continued)</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	A note that states whether or not the property is in the 100-year flood plain, with the FIRM Community Panel reference number and map date.
<input type="checkbox"/>	Provide Closure Sheet.
<input type="checkbox"/>	The purpose of a Replat or Amending Plat is stated on the face of the plat document (if applicable).
<input type="checkbox"/>	Provide the following note: "Selling a portion of this addition by metes and bounds is a violation of City Subdivision Ordinance and State of Texas statutes and is subject to fines and withholding of utilities and building permits."
<input type="checkbox"/>	A note shall be added to the face of the Preliminary Plat stating: "Preliminary Plat - For inspection purposes only and in no way official or approved for record purposes."
<input type="checkbox"/>	Letter of Intent including the following information: <ul style="list-style-type: none"> <li>▪ Specify the type of plat</li> <li>▪ Acreage of the subject property</li> <li>▪ Location of the property in relation to adjacent thoroughfares</li> <li>▪ Identify phase(s) of development</li> <li>▪ Specify name of subdivision at time of Preliminary Plat approval, if applicable</li> <li>▪ Include the proposed number of lots and common areas including acreage of each</li> <li>▪ Include reasons for proposed common areas (i.e., to accommodate screening and buffering, develop a private recreation facility, etc.)</li> <li>▪ Is the applicant requesting consideration of an Improvement Agreement for deferment of public improvements or other requirement?</li> <li>▪ Special considerations or variances being requested</li> <li>▪ Specify if the proposed plat is a Single-Family Residential Replat or another type of Replat</li> </ul>
<b>PRELIMINARY GRADING/DRAINAGE PLAN</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	Show Property Lines and all Existing and Proposed Easements
<input type="checkbox"/>	Show all adjacent public Right-of Way
<input type="checkbox"/>	Label all adjacent Public Roads <ul style="list-style-type: none"> <li>▪ Road name</li> <li>▪ Road material type</li> <li>▪ Road width</li> </ul>
<input type="checkbox"/>	Show Existing and Proposed Contours (2' maximum intervals) <ul style="list-style-type: none"> <li>▪ On-site contours</li> <li>▪ Off-site contours on surrounding property to a minimum of 100' beyond the Subject Property</li> </ul>

## Preliminary Plat Checklist (page 3)

PRELIMINARY GRADING/DRAINAGE PLAN (continued)	
Included	Item Description
<input type="checkbox"/>	Show Proposed Drainage Patterns & Calculations <ul style="list-style-type: none"> <li>▪ Drainage Flow Arrows for On-site and Off-site areas to demonstrate drainage patterns</li> <li>▪ Note: A drainage easement from the downstream property owner is required for all lot-to-lot drainage.</li> <li>▪ Existing Drainage Calculations for each on-site Drainage Area (pre-development)</li> <li>▪ Proposed Drainage Calculations for each on-site Drainage Area (post-development)</li> </ul>
<input type="checkbox"/>	Show Existing and Proposed Building Locations <ul style="list-style-type: none"> <li>▪ Show Finished Floor Elevations for Existing and Proposed Buildings</li> </ul>
<input type="checkbox"/>	Show Proposed Drainage Improvements <ul style="list-style-type: none"> <li>▪ Proposed Storm Inlet Size/Location</li> <li>▪ Proposed Culvert Size/Location</li> <li>▪ Proposed Detention Pond Size/Location</li> </ul>
PRELIMINARY WATER/SEWER PLAN	
Included	Item Description
<input type="checkbox"/>	Show Property Lines and all Existing and Proposed Easements
<input type="checkbox"/>	Show all adjacent public Right-of Way
<input type="checkbox"/>	Label all adjacent Public Roads <ul style="list-style-type: none"> <li>▪ Road name</li> <li>▪ Road material type</li> <li>▪ Road width</li> </ul>
<input type="checkbox"/>	Label all adjacent public water and sanitary sewer systems <ul style="list-style-type: none"> <li>▪ Size</li> <li>▪ Material Type</li> <li>▪ Location</li> <li>▪ Structures (valves, manholes, fire hydrants)</li> </ul>
<input type="checkbox"/>	Label all proposed public and private water and sanitary sewer system improvements <ul style="list-style-type: none"> <li>▪ Size</li> <li>▪ Material Type</li> <li>▪ Location</li> <li>▪ Structures (valves, manholes, fire hydrants, fire department connections, meters)</li> <li>▪ Septic System (if required); show size and location</li> </ul>
<input type="checkbox"/>	<p>Please note: All proposed septic systems that are permitted by the current Ordinances in the City of Sachse are to be designed by a Registered Professional Engineer or Registered Sanitarian licensed and experienced in the design of septic systems and knowledgeable in OSSF design. Any proposed septic system must be permitted through Dallas County. Any proposed septic system must meet all County and State requirements, including all TCEQ requirements.</p> <p>A copy of the Dallas County OSSF Application is provided on the Dallas County website, at: <a href="http://www.dallascounty.org/department/hhs/media/WebSepticApplicationMay2008.pdf">http://www.dallascounty.org/department/hhs/media/WebSepticApplicationMay2008.pdf</a></p> <p>Please contact the Dallas County Environmental Health Services Department at 214-819-2115 for more information.</p>



# FINAL PLAT CHECKLIST

**Project Name:** \_\_\_\_\_ **Case #** \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for Final Plat submission. An application is incomplete unless all applicable information noted below is submitted to the Department of Community Development. Confirm 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. This completed form must be returned at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided both directly on the plan and on a separate letterhead with sufficient details so as to allow a determination to be made by the appropriate approving body. Reference shall be made to the specific requirement and or corresponding Code/Ordinance section.

Applications for Final Plats will not be accepted by the Community Development Department until public improvements are deemed “substantially complete” by the City of Sachse Engineering Department.

Plans are expected to be submitted complete in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes. In addition to meeting all requirements in the checklist plans will be evaluated based on the appropriate approval criteria in the City of Sachse Code of Ordinances.

FINAL PLAT REQUIREMENTS	
Included	Item Description
<input type="checkbox"/>	I have made the decision NOT to waive the statutory time limits (30 days) in accordance with Section 212 of the Texas Local Government Code. I understand and acknowledge that the City may DENY my Plat Application if not complete as determined by staff within the 30-day time period.
<input type="checkbox"/>	Property boundary is indicated by a heavy solid line, intermittent with 2 dashed lines; dimensioned with bearing and distance.
<input type="checkbox"/>	Location map clearly showing the location of the proposed Final Plat with cross streets is included. Indicate scale or Not To Scale (NTS) and provide north arrow.
<input type="checkbox"/>	Written and bar graph scale, 1"=50' unless previously approved by staff, and north arrow are indicated. North shall be oriented to the top or left side of the sheet.
<input type="checkbox"/>	Provide Closure Sheet
<input type="checkbox"/>	Provide the following note: “Selling a portion of this addition by metes and bounds is a violation of City Subdivision Ordinance and State of Texas statutes and is subject to fines and withholding of utilities and building permits.”
<input type="checkbox"/>	Abstract lines, survey lines, corporate boundaries are shown and clearly labeled.

## Final Plat Checklist (page 2)

FINAL PLAT REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	A title block is provided in the lower right corner that includes large, boldly printed (SUBDIVISION NAME) FINAL PLAT (or REPLAT, AMENDING PLAT, MINOR PLAT as applicable) LOT(S) _____, BLOCK(S) _____ (survey, abstract and tract number) If a replat, include: REPLAT OF LOT(S) _____, BLOCK(S) _____
<input type="checkbox"/>	The owner and surveyor's names, addresses and phone numbers, gross and net areas (acres and square feet) as applicable, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Location of property lines, owner or subdivision name(s) and recording information of abutting properties is shown.
<input type="checkbox"/>	Abutting properties are indicated by a light solid line.
<input type="checkbox"/>	Existing boundary of street rights-of-way adjacent to the property and boundaries of right-of-way dedication are indicated by a medium weight solid line, intermittent with two dashed lines, and widths are dimensioned.
<input type="checkbox"/>	Existing and proposed internal alleys and street ROW's are indicated by a medium weight solid line, intermittent with two dashed lines.
<input type="checkbox"/>	Streets are named and ROW's dimensioned.
<input type="checkbox"/>	Street and alley ROW's within 200 feet of the subject property boundary are accurately located, dimensioned, and named/labeled.
<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"> <li>▪ Curve number</li> <li>▪ Delta</li> <li>▪ Radius</li> <li>▪ Tangent length</li> <li>▪ Tangent offset</li> <li>▪ Arc length</li> <li>▪ Chord</li> <li>▪ Chord direction</li> </ul>
<input type="checkbox"/>	The description and location of all survey monuments placed in the subdivision or immediately adjacent to it are shown.
<input type="checkbox"/>	In all subdivisions, corners are established at the corner of each block in the subdivision consisting of an iron rod or pipe not less than three-quarter inches (3/4") in diameter and twenty-four inches (24") deep, flush with the top of the sidewalk or other paving, surface, etc. All lot corners shall be installed prior to the final inspection of the subdivision.
<input type="checkbox"/>	Lot corner monuments are placed at all lot corners except corners which are also block corners, consisting of iron rods or pipes of a diameter of not less than one-half inch (1/2") and eighteen inches (18") deep set flush with the top of the sidewalk. All lot corners shall be installed prior to the final inspection of the subdivision.
<input type="checkbox"/>	Curve point markers are established using the same specifications as lot corners. All lot corners shall be installed prior to the final inspection of the subdivision.
<input type="checkbox"/>	Internal lot lines are clearly indicated and shown to scale.
<input type="checkbox"/>	Each lot is dimensioned with bearings and distances, as applicable, and the square footage of each lot is indicated.

## Final Plat Checklist (page 3)

FINAL PLAT REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	Each lot is numbered and block groups are assigned a letter.
<input type="checkbox"/>	The location of floodplain boundaries and state or federally protected areas, such as wetlands, are indicated.
<input type="checkbox"/>	Existing easements are indicated by a light, dashed line and labeled indicating dimension, purpose, and County recording information.
<input type="checkbox"/>	Proposed easements are indicated by a medium weight, dashed line and labeled indicating dimension and purpose.
<input type="checkbox"/>	Required cross access or ingress/egress easements are shown, dimensioned, labeled, and properly tied down.
<input type="checkbox"/>	Existing zoning of the subject property is indicated.
<input type="checkbox"/>	Location and area of parks, drainage ways, and open space is indicated. Open Space/Homeowner's Association (HOA) areas are to be labeled with tract number/s.
<input type="checkbox"/>	A legal description/metes and bounds description is included.
<input type="checkbox"/>	Include any notes required by the various affected agencies/utilities.
<input type="checkbox"/>	Sites to be reserved or dedicated for parks, playgrounds and/or other private or public use are indicated.
<input type="checkbox"/>	A note is included that states whether or not the property is in the 100-year flood plain, with the F.I.R.M. Community Panel reference number and map date indicated.
<input type="checkbox"/>	Applicable notes have been added to the plat. Any change from the wording shown herein shall be approved by the City of Sachse.
<input type="checkbox"/>	The purpose of a Replat or Amending Plat is specifically noted on the face of the drawing.
<input type="checkbox"/>	Written verification of substantial completion of public improvements by the City of Sachse Engineering Department.
<input type="checkbox"/>	Letter of Intent including the following information: <ul style="list-style-type: none"> <li>▪ Specify the type of plat</li> <li>▪ Acreage of the subject property</li> <li>▪ Location of the property in relation to adjacent thoroughfares</li> <li>▪ Identify phase(s) of development</li> <li>▪ Include the proposed number of lots and common areas including acreage of each</li> <li>▪ Include reasons for proposed common areas (i.e., to accommodate screening and buffering, develop a private recreation facility, etc.)</li> <li>▪ Is the applicant requesting consideration of an Improvement Agreement for deferment of public improvements or other requirement?</li> <li>▪ Special considerations or variances being requested</li> <li>▪ Specify if the proposed plat is a Single-Family Residential Replat or another type of Replat</li> </ul>
<b>STANDARDS FOR APPROVAL</b> ( <i>Chapter 8, Subdivisions, Section 8-11.B</i> ). No Final Plat shall be approved unless the following standards have been met:	
<ol style="list-style-type: none"> <li>1. The Final Plat substantially conforms to the Preliminary Plat;</li> <li>2. Required public improvements have been constructed and are ready to be accepted, and/or an Improvement Agreement has been approved by the City for the subsequent completion of the public improvements;</li> <li>3. The Final Plat conforms to the applicable zoning and all other requirements of this chapter;</li> <li>4. Provisions have been made for adequate public facilities under the terms of this chapter; and</li> <li>5. All required fees have been paid.</li> </ol>	

Preparer's Signature: \_\_\_\_\_



# SITE PLAN CHECKLIST

**Project Name:** \_\_\_\_\_ **Case #** \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for Site Plan submission. Site Plans are generally submitted as a component of Engineering Plans. An application is incomplete unless all applicable information noted below is submitted to the Department of Community Development. 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.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided both directly on the plan and on a separate letterhead with sufficient details so as to allow a determination to be made by the appropriate approving body. Reference shall be made to the specific requirement and or corresponding Code/Ordinance section.

Plans are expected to be submitted complete and accurate in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes, depending on the amount/magnitude of changes or corrections needed. Please keep in mind that changes/additions to previously incomplete or inaccurate plans may generate additional comments at re-submittal of corrected plans. Therefore, diligence to the initial submittal is paramount to expediting the review process. In addition to meeting all requirements in the checklist plans will be evaluated based on the listed approval criteria from the applicable sections of the City of Sachse Code of Ordinances.

<b>SITE PLAN REQUIREMENTS</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	A Traffic Threshold Analysis is required with all development and zoning applications. Please contact the Engineering Department for further information regarding this requirement.
<input type="checkbox"/>	Site boundary is indicated by a heavy solid line intermittent with 2 dash lines, dimensioned with bearings and distances; indicate and label lot lines, setback lines, and distance to the nearest cross street.
<input type="checkbox"/>	Site location/vicinity map clearly showing the location of the subject property with cross streets is provided. Indicate scale or NTS and provide north arrow.
<input type="checkbox"/>	A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet.
<input type="checkbox"/>	A written and bar scale is provided, 1"=20' unless previously approved by staff.
<input type="checkbox"/>	A title block is in the lower right corner that includes large, boldly printed "SITE PLAN", owner and engineer's names, addresses and phone numbers, subdivision name, lot number/s, block number or letter, original submission date, and a log of re-submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Tree masses are clouded with accurate canopy widths shown to determine critical root zone where located within close proximity to existing or proposed pavement.
<input type="checkbox"/>	Floodplain boundary is shown and indicates F.I.R.M. Community panel number and date, and flow line of drainage ways and creeks, as applicable.

## Site Plan Checklist (page 2)

SITE PLAN REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	Existing topography lines are shown with a light dashed line and proposed contours are shown by a medium weight solid line. Topography is shown at minimum five (5) foot contours referenced to sea level city datum. Spot elevations and additional contours may be required in certain areas depending on topography
<input type="checkbox"/>	Accurately located, labeled and dimensioned footprint of proposed structure(s) is/are shown by a solid heavy line.
<input type="checkbox"/>	Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.
<input type="checkbox"/>	Accurately located and labeled footprint of structure(s) proposed for demolition is/are shown by a light dashed line. Structures to be demolished are clearly labeled/ identified.
<input type="checkbox"/>	Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown by a light, solid line.
<input type="checkbox"/>	Adjacent property lines within 200 feet of the subject property lines are shown by a light dashed line.
<input type="checkbox"/>	Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped, etc.) within 200 feet of the property line is indicated.
<input type="checkbox"/>	Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.
<input type="checkbox"/>	Finished floor elevation of existing and/or proposed structures is referenced to sea level datum.
<input type="checkbox"/>	Full width of streets and alley rights-of-way with centerlines and backs of curbs or paving edges within 200 feet of the property line are dimensioned and street name or use is labeled.
<input type="checkbox"/>	Driveways within 200 feet of the property line: <ul style="list-style-type: none"> <li>▪ Are accurately located and dimensioned.</li> <li>▪ Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines.</li> <li>▪ Distance to the nearest street is shown as measured from the end of curb-return radius of the adjacent street to the driveway centerline.</li> <li>▪ Typical radii are shown.</li> </ul>
<input type="checkbox"/>	Drive-thru lanes, menu board location, pick-up window/s, maneuvering area, stacking lanes and escape lanes are indicated and dimensioned.
<input type="checkbox"/>	Sidewalks and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled.
<input type="checkbox"/>	Off-site streets and roads: <ul style="list-style-type: none"> <li>▪ Existing and proposed roadways with medians and median openings adjacent to and within 200 feet of the project site are shown and dimensioned.</li> <li>▪ Medians, median openings with associated left-turn lanes, continuous left-turn lanes, transition and stacking lengths are shown and dimensioned within 200 feet of the project site.</li> <li>▪ Existing, proposed, and required acceleration/deceleration lanes within 200 feet of the project site are shown dimensioned, stacking length indicated, and right-of-way dedication is indicated as applicable.</li> <li>▪ Distance to the nearest signalized intersection is indicated.</li> </ul>
<input type="checkbox"/>	All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two-foot overhang, as applicable.
<input type="checkbox"/>	Handicapped parking spaces and barrier-free access points are shown, dimensioned, and labeled.

## Site Plan Checklist (page 3)

SITE PLAN REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.
<input type="checkbox"/>	Dumpster and/or compactor locations and screening methods are shown. Indicate screening materials and height for all sides. Screening material is to match structure façade with enclosure having solid metal gates. Specifications and sketches are available from staff.
<input type="checkbox"/>	Paving materials, boundaries and type are indicated.
<input type="checkbox"/>	Access easements are accurately located/ tied down, labeled and dimensioned.
<input type="checkbox"/>	Off-site parking is shown and dimensioned from the off-site parking area to the structure or use as applicable. A parking easement or shared parking agreement is required and is provided in draft format.
<input type="checkbox"/>	Fire lanes are shown and dimensioned at a minimum of 24 feet in width, with internal radii of not less than 30 feet. Label and use an approximate 20 percent shade for fire lanes to differentiate from other paving. Ensure that required labeling and dimensioning is readable through shading.
<input type="checkbox"/>	Proposed dedications and reservations of land for public use including, but not limited to, rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites are accurately located, dimensioned and labeled.
<input type="checkbox"/>	Screening walls are shown with dimensions and materials. An inset is provided that shows the wall details and column placement as applicable. Plans for masonry walls are to be signed and sealed by a structural engineer and approved by the City Engineer.
<input type="checkbox"/>	The location of living screens are shown and labeled. Details of a living screen are provided on the Landscape Plan indicating plant species/name, height at planting, and spacing.
<input type="checkbox"/>	A lighting plan that shows location by fixture type is included. A lighting data chart is used to reference fixture type (i.e. pole or wall pack), maximum height, those requiring shielding, those requiring skirting, wattage and foot-candles of each fixture.
<input type="checkbox"/>	Existing and proposed water and sanitary sewer lines, storm sewer pipe, with sizes, valves, fire hydrants, manholes, and other utility structures on-site or immediately adjacent to the site are shown and labeled.
<input type="checkbox"/>	Boundaries of detention areas are located. Indicate above and/or below ground detention.
<input type="checkbox"/>	Monument signage location is indicated. Details of construction materials and architecture are shown. Color, type and texture is to match that of the building.
<input type="checkbox"/>	Communication towers are shown and a fall distance/collapse zone is indicated.
<input type="checkbox"/>	Project Site Data (as referenced in this Manual).
<input type="checkbox"/>	List of exceptions and/or variance(s) requested or previously granted, including dates and approving authority.

Preparer's Signature: \_\_\_\_\_



# LANDSCAPE PLAN CHECKLIST

**Project Name:** \_\_\_\_\_ **Case #** \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for Landscape Plan submission. Site Plans are generally submitted as a component of Engineering Plans. An application is incomplete unless all applicable information noted below is submitted to the Department of Community Development. 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.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided both directly on the plan and on a separate letterhead with sufficient details so as to allow a determination to be made by the appropriate approving body. Reference shall be made to the specific requirement and or corresponding Code/Ordinance section.

Plans are expected to be submitted complete and accurate in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes, depending on the amount/magnitude of changes or corrections needed. Please keep in mind that changes to previously incomplete or inaccurate plans may generate additional comments at re-submittal of corrected Plans. Therefore, diligence to the initial submittal is paramount to expediting the review process. In addition to meeting all requirements in the checklist plans will be evaluated based on the listed approval criteria from the applicable sections of the City of Sachse Code of Ordinances.

LANDSCAPE PLAN REQUIREMENTS	
Included	Item Description
<input type="checkbox"/>	Site boundary indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances; lot lines; setback lines; and distance to the nearest cross street.
<input type="checkbox"/>	Location map clearly showing the location of the subject property and cross streets is provided. Indicate scale or NTS and provide north arrow.
<input type="checkbox"/>	A title block in the lower right hand corner that includes large, boldly printed "LANDSCAPE PLAN", owner, engineer's, and landscape architect's names, addresses and phone numbers, subdivision name, lot and block number, submission date, and a log of submission/revision dates since submitted to the City.
<input type="checkbox"/>	Existing and proposed public and private streets and alleys are shown and labeled, both on-site and adjacent to the subject property.
<input type="checkbox"/>	A written and bar scale is provided, 1"=20' unless previously approved by staff.
<input type="checkbox"/>	Sidewalks and barrier-free ramp (BFR) location and width is shown and labeled.
<input type="checkbox"/>	Existing and proposed fire hydrants, water and sewer lines, manholes and other appurtenances within the site and immediately adjacent to it with pipe size and location indicated, matching what is shown on the Site Plan and civil engineering drawings as applicable.
<input type="checkbox"/>	Existing and proposed utility easements are shown with recording information, dimensions and type (water, drainage, or other easement) labeled.

## Landscape Plan Checklist (page 2)

LANDSCAPE PLAN REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	Post-development visibility triangles/clips are shown, dimensioned and labeled adjacent to all driveways. Corner-clip/right-of-way dedication is shown for all corner lots as applicable.
<input type="checkbox"/>	Existing or proposed structures on the property, access points/driveways on and adjacent to the property are shown.
<input type="checkbox"/>	Proposed topography of berms is shown in intervals of one (1) foot.
<input type="checkbox"/>	Entryway features of planters, signs, sculptures and decorative paving is shown.
<input type="checkbox"/>	For residential subdivisions, where required, landscaping at primary and secondary entrances are shown and dimensioned.
<input type="checkbox"/>	Screening wall location, material, and height are shown and labeled. Details for masonry walls are provided and are signed and sealed by a structural engineer. Screening walls must be approved by the City Engineer.
<input type="checkbox"/>	Living screens are clearly detailed by fence material, plant material species, plant material spacing, height at time of planting and mature height. Where the Director of Planning feels that there are elevation or topographical differences that would not accomplish the intent of the screening, the Director may request more details.
<input type="checkbox"/>	Public or private street names (including street suffixes and/or prefixes) and right-of-way (ROW) dimensions are indicated for all internal and external streets.
<input type="checkbox"/>	The following information is to be provided on the landscape plan in a tabular format; indicate planting ratio requirement, including required and provided quantities for each: <ul style="list-style-type: none"> <li>▪ Overall site landscape, required and provided, by percentage of total area and total square feet, excluding rights-of-way.</li> <li>▪ Landscape Edge/Right-Of-Way Buffer: indicate linear feet of frontage broken out separately for each street minus driveway widths; with number of trees and shrubs required and provided for each frontage.</li> <li>▪ Parking lot interior: indicate location of landscaped islands; number of trees required and provided; amount of parking area; and amount of interior landscape area required and provided.</li> <li>▪ Complete description of plant materials is shown on the plan, including common and botanical names, quantities of each, container size, caliper size, installed and mature height and minimum branching height.</li> </ul>
<input type="checkbox"/>	All existing and proposed plant material is graphically shown; species and quantity for each grouping is labeled. A minimum of four different species is shown for each plant type, and are distributed throughout the site.
<input type="checkbox"/>	Distance of trees/shrubs from sidewalks, curbs, screening walls, and utilities is indicated. If less than five feet from paving, areas of impervious surface or utility lines, show dimensions. Refer to Plant List for other exceptions to planting in paving areas.
<input type="checkbox"/>	Landscape plans contain the certification and stamp of a Landscape Architect registered by the State of Texas, that such plans satisfy all requirements of existing regulations.

Preparer's Signature: \_\_\_\_\_



# TREE MANAGEMENT PLAN CHECKLIST

**Project Name:** \_\_\_\_\_ **Case #** \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for Tree Survey/Preservation Plan submission. An application is incomplete unless all applicable information noted below is submitted to the Department of Community Development. 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.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided both directly on the plan and on a separate letterhead with sufficient details so as to allow a determination to be made by the appropriate approving body. Reference shall be made to the specific requirement and or corresponding Code/Ordinance section.

Plans are expected to be submitted complete and accurate in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked up needed changes, depending on the amount/magnitude of changes or corrections needed. Please keep in mind that changes to previously incomplete or inaccurate plans may generate additional comments at re-submittal of corrected Plans. Therefore, diligence to the initial submittal is paramount to expediting the review process. In addition to meeting all requirements in the checklist plans will be evaluated based on the listed approval criteria from the applicable sections of the City of Sachse Code of Ordinances.

TREE MANAGEMENT PLAN REQUIREMENTS	
Included	Item Description
<input type="checkbox"/>	Site boundary indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances; lot lines; setback lines.
<input type="checkbox"/>	Location/vicinity map is provided identifying the location with cross streets labeled.
<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. North shall be oriented to the top or left side of sheet. Scale to be 1"=50' unless previously approved by staff.
<input type="checkbox"/>	A title block that includes large, boldly printed “TREE MANAGEMENT PLAN”, owner and consultant(s) who prepared plan names, addresses and phone numbers, subdivision/addition name, lot number, block number or letter, submission date, and a log of submission/revision dates since submitted to the City.
<input type="checkbox"/>	Floodplain boundary indicating F.I.R.M. Community Panel number and date, and flow line of drainage ways/creeks, as applicable.
<input type="checkbox"/>	Accurately located, labeled and dimensioned footprint of proposed structure(s) shown by a solid heavy line. Buildable area (6 feet beyond structure) should also be shown.

## Tree Survey / Preservation Plan Checklist (page 2)

Preparer's Signature: \_\_\_\_\_

TREE SURVEY / PRESERVATION PLAN REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	Accurately located, labeled and dimensioned proposed structures and those to remain, including walls and fences are shown and labeled. Buildable area (6 feet beyond structure) should also be shown.
<input type="checkbox"/>	Accurately located and labeled footprint of structure(s) proposed for demolition are shown by a light dashed line.
<input type="checkbox"/>	Rights-of-way and curbs on site and those adjacent to the site are accurately located to the full width and dimensioned; streets are labeled with name and width.
<input type="checkbox"/>	Driveways are accurately located and dimensioned.
<input type="checkbox"/>	Sidewalks are shown, dimensioned and labeled.
<input type="checkbox"/>	All parking spaces and paving boundaries are shown.
<input type="checkbox"/>	Protected Trees measuring six inches or greater in caliper size at Diameter Breast Height (DBH) identified by a weatherproof tag attached to the tree, assigned a reference number on the tag, and the reference number noted on the plan. Trees proposed for removal shall be painted with a luminescent orange 'X' (or colored flags in lieu of paint), no greater than 6 inches in size. The developer shall be required to maintain tree markings and tags throughout the approval of the project.
<input type="checkbox"/>	An inset is provided on the Plan to detail protective fence installation. Protective fencing shall be installed to the limits of the drip line.
<input type="checkbox"/>	It is understood that construction fencing shall be installed around all protected trees and clusters/groupings and inspected by City staff prior to approval of a grading or building permit. Fencing shall be installed as shown on the Tree Management Plan approved by the City.
<input type="checkbox"/>	Areas are indicated where trenching and/or boring is proposed within critical root zone areas of existing, protected trees. Root pruning, canopy trimming, bark protection and/or any other tree protection/preservation methods shall be specified/detailed on plan(s) as appropriate.
<input type="checkbox"/>	The following information is to be provided on the Tree Management Plan in a tabular format: <ul style="list-style-type: none"> <li>▪ Listing of protected trees by common name and species name.</li> <li>▪ Caliper of tree at DBH.</li> <li>▪ A reference number for all protected trees.</li> <li>▪ General condition of the tree certified as such by a licensed arborist, forester, landscape architect, or other that is qualified to make such determinations.</li> <li>▪ Whether proposed for preservation or removal and amount of mitigation required.</li> </ul>
<input type="checkbox"/>	Distance of protected trees from sidewalks, curbs, screening walls, and utilities. Proposed grades are indicated, along with any proposed retaining walls (t.w. & b.w. elevations to be specified) and/or tree wells.
<input type="checkbox"/>	Tree Mitigation <ul style="list-style-type: none"> <li>▪ Trees proposed for removal shown by an 'X' using a heavy line.</li> <li>▪ Replacement trees are indicated on the Landscape Plan by a heavy line denoting the canopy, with a unique identifier/label also provided.</li> <li>▪ Indicate in the above table the total number of caliper inches proposed for preservation, removal, and any credits earned/requested.</li> <li>▪ Indicate mitigation method proposed for removal of protected trees:</li> <li>▪ Mitigation is required at (1:1 / Inch for Inch) = Caliper inches of mitigation required, which indicates the quantity of required replacement trees.</li> </ul>

Preparer's Signature: \_\_\_\_\_

## Civil Engineering Plans Checklist

Civil engineering plans are to be submitted directly to the Engineering Department. For further information regarding civil requirements and submission timelines please contact the Engineering Department at 469-429-4792. Information regarding engineering standards, including Standard Construction Details can be accessed at the Engineering page on the City of Sachse website:

CIVIL ENGINEERING PLANS REQUIREMENTS-RESIDENTIAL	
Included	Item Description
<input type="checkbox"/>	1. Cover / Index of Sheets (City Cover Sheet)
<input type="checkbox"/>	2. General Notes (City Standard Notes)
<input type="checkbox"/>	3. Site Plan (Scale 1"=60' or other scale approved)
<input type="checkbox"/>	4. Paving Plan & Profile (1"=20'H, 1"=4'V) (Profile left & right TC separately)
<input type="checkbox"/>	5. Drainage Area Map (show off-site drainage, existing and proposed storm sewer, and inlets) (1"=100')
<input type="checkbox"/>	6. Storm Sewer Layout (for entire subdivision) (1"=100')
<input type="checkbox"/>	7. Storm Sewer Plan & Profile (1"=20'H, 1"=4'V)
<input type="checkbox"/>	8. Detention Pond Calculations & Layout (1"=40')
<input type="checkbox"/>	9. Channels Plan and Profile (1"=20'H, 1"=4'V)
<input type="checkbox"/>	10. Utility Layout (water & sewer for entire subdivision) (1"=100', or as directed)
<input type="checkbox"/>	11. Water Line Plan & Profile ( $\geq 12"$ ) (1"=20'H, 1"=4'V)
<input type="checkbox"/>	12. Sanitary Sewer Line Plan & Profile (1"=20'H, 1"=4'V)
<input type="checkbox"/>	13. Grading Plans (show off-site grades along property boundary) (1"=40')
<input type="checkbox"/>	14. Traffic Control Plan (1"=40')
<input type="checkbox"/>	15. Illumination/Photometric Plan (1"=40')
<input type="checkbox"/>	16. Erosion Control & Stormwater Pollution Prevention Plan (1"=40')
<input type="checkbox"/>	17. Landscape & Irrigation Plan (1"=40')
<input type="checkbox"/>	18. Tree Management Plan (1"=40')
<input type="checkbox"/>	19. Trails (1"=40')
<input type="checkbox"/>	20. Bridge Plans – If applicable (1"=20')
<input type="checkbox"/>	21. Other Utilities Layout (electric, gas, telephone and cable) (1"=40')
<input type="checkbox"/>	22. City of Sachse Standard Detail Sheets (DO NOT MODIFY)
<input type="checkbox"/>	<p>Notes:</p> <ul style="list-style-type: none"> <li>▪ Show street cross sections on every sheet showing ROW, sidewalks and concrete thickness and strength.</li> <li>▪ All horizontal and vertical control shall be on City of Sachse Geodetic Control, Texas State Plane Coordinates NAD 83(93) North Central Zone, and NAVD 88. All sheets that have contours or profiles shall have benchmark information shown.</li> <li>▪ Smaller scales may be used in order to fit drawings to sheets if no detail will be lost, and by prior approval.</li> <li>▪ All text shall be a minimum of 0.10" if all upper case, and 0.12" if upper and lower case.</li> <li>▪ <b>Final Plats should not be submitted with the civil plan sets.</b> If they are included, they will be returned as rejected without review. The plats should only be submitted to the Department of Community Development upon determination by the City Engineer that the installation of public improvements is substantially complete.</li> </ul>

## Civil Engineering Plans Checklist (page 2)

Civil engineering plans are to be submitted directly to the Engineering. For further information regarding civil requirements and submission timelines please contact the Engineering Department at 469-429-4792. Information regarding engineering standards, including Standard Construction Details can be accessed at the Engineering page on the City of Sachse website:

CIVIL ENGINEERING PLANS REQUIREMENTS-COMMERCIAL	
Included	Item Description
<input type="checkbox"/>	1. Cover / Index of Sheets
<input type="checkbox"/>	2. Site Plan (Scale 1"=100' or other scale approved)
<input type="checkbox"/>	3. Site & Utility Notes (City General Notes)
<input type="checkbox"/>	4. Dimension Plan (1"=20'), (1"=40')
<input type="checkbox"/>	5. Grading Plan (1"=20'), (1"=40')
<input type="checkbox"/>	6. Drainage Area Map (show off-site drainage) (1"=20'), (1"=40')
<input type="checkbox"/>	7. Overall Utility Plan (Layout of water, sanitary & storm sewer together) (1"=40')
<input type="checkbox"/>	8. Water and Sanitary Sewer Layout (1"=20'), (1"=40')
<input type="checkbox"/>	9. Sanitary Sewer Line Layout (1"=40')
<input type="checkbox"/>	10. Water Line Layout (1"=40')
<input type="checkbox"/>	11. Sanitary Sewer Plan & Profile (1"=20'H, 1"=4'V), (1"=40'H, 1"=4'V)
<input type="checkbox"/>	12. Storm Sewer Plan & Profile (1"=20'H, 1"=4'V), (1"=40'H, 1"=4'V)
<input type="checkbox"/>	13. Detention Pond Design
<input type="checkbox"/>	14. Lighting & Traffic Control Plan (1"=40')
<input type="checkbox"/>	15. Erosion Control & Storm Water Pollution Prevention Plan (1"=20'), (1"=40')
<input type="checkbox"/>	16. Bridge Plans (1"=20')
<input type="checkbox"/>	17. Other Utilities Layout (electric, gas, telephone and cable) (1"=20'), (1"=40')
<input type="checkbox"/>	18. Landscape Plan (1"=20'), (1"=40')
<input type="checkbox"/>	19. Tree Management Plan (1"=20'), (1"=40')
<input type="checkbox"/>	<p>Notes:</p> <ul style="list-style-type: none"> <li>▪ All text shall be a minimum of 0.10" if all upper case and 0.12" if upper and lower case.</li> <li>▪ <b>Final Plats should not be submitted with the civil plan sets.</b> If they are included, they will be returned as rejected without review. The plats should only be submitted to the Department of Community Development upon determination by the City Engineer that the installation of public improvements is substantially complete.</li> </ul>

## **OTHER FORMS AND MATERIALS**

# Standard Plat Language

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**THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL PLATS.**

**SAMPLE OWNER'S CERTIFICATE**

STATE OF TEXAS §

COUNTY OF \_\_\_\_\_ §

WHEREAS, John Doe and Joe Dokes are the Owners of a tract of land situated in the *J. Foreman Survey, Abstract No. 483, Dallas County, Texas* and being out of a *40 acre tract conveyed to them by Joe Smith and Tom Smith* and a *0.54 acre tract conveyed to them by Jim Henry* and being more particularly described as follows:

*(Enter accurate property description here)*

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That I/we, \_\_\_\_\_, Owners, do hereby bind themselves and their heirs, assignees and successors of title this plat designating the hereinabove described property as "\_\_\_\_\_", an addition to the City of Sachse, and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon, and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. 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 that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems 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 the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Sachse, Texas.

Witness our hands at Sachse, Texas, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Owner(s)

\_\_\_\_\_

STATE OF TEXAS §

COUNTY OF \_\_\_\_\_ §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared *John Doe and Joe Dokes*, Owners, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public in and for  
the State of Texas

## Standard Plat Language (continued)

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**THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL PLATS.**

### **SURVEYOR'S CERTIFICATION**

KNOW ALL MEN BY THESE PRESENTS:

That I, \_\_\_\_\_, do hereby certify, that I prepared this plat from an actual on the ground survey of the land as described and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the Platting Rules and Regulations of the City of Sachse Planning and Zoning Commission.

\_\_\_\_\_  
Name  
Registered Professional Surveyor

STATE OF TEXAS                    §  
COUNTY OF \_\_\_\_\_       §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public in and for  
the State of Texas

## Standard Plat Language (continued)

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**THE FOLLOWING LANGUAGE SHALL BE PLACED  
ON ALL PRELIMINARY PLATS.**

**PRELIMINARY PLAT**

Approved for preparation of final plat for the subdivision shown on this plat.

APPROVED BY: Planning and Zoning Commission  
City of Sachse

\_\_\_\_\_  
Chairman, Planning and Zoning Commission      Date

ATTEST:

\_\_\_\_\_  
Signature      Date

\_\_\_\_\_  
Name & Title

APPROVED BY: City Council  
City of Sachse

\_\_\_\_\_  
Mayor      Date

ATTEST:

\_\_\_\_\_  
City Secretary      Date

## Standard Plat Language (continued)

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

### **CITY APPROVAL CERTIFICATE**

This plat is hereby approved by the Director of Community Development of the City of Sachse, Texas, in accordance with the City of Sachse Subdivision Ordinance, Review & Approval Procedures.

The Director of Community Development of the City of Sachse, Texas hereby certifies that to the best of his/her knowledge or belief, this subdivision plat conforms to all requirements of the City of Sachse Code of Ordinances and with engineering construction standards and processes adopted by the City of Sachse, Texas as to which his/her approval is required.

\_\_\_\_\_  
Director of Community Development

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Title



## **Zoning Concept Plan & Site Plan Data**

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The following data shall be included on all Zoning Concept Plans and Site Plans. Residential and Non-Residential properties should use the appropriate tables. Mixed-Use Developments shall use both the Residential and Non-Residential data as applicable.

### **PROJECT SITE DATA (Residential)**

#### ***GENERAL***

Case Number  
Name of Project/Development  
Proposed Use  
Future Land Use Designation  
Proposed Future Land Use Designation  
Existing Zoning District  
Proposed Zoning District  
Applicable Overlays (e.g., PD, SUP)  
Appraisal District Account Numbers and County

#### ***OVERALL SITE***

Gross Site Area  
Site Frontage  
Site Width  
Site Depth  
Impervious Surface Area  
Pervious Surface Area  
Accessory Use %  
Open Space (ac & %)  
Detention/Retention (ac & %)  
Recreation (ac & %)  
Preserve (ac & %)  
Civic (ac & %)  
Other (ac & %)

#### ***HOUSING***

Total Gross Density (du/ac)  
Lot Count by Typical Lot Size  
Total Number of Dwelling Units  
    # Single Family (SF)  
    # Zero Lot Line (ZLL)  
    # Townhouse (TH)  
    # Multifamily (MF)  
    # Other (specify)

## **Zoning Concept Plan & Site Plan Data (continued)**

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### ***PROPERTY DEVELOPMENT REGULATIONS***

Maximum Lot Coverage (permitted & proposed)  
Minimum Lot Area (required & proposed)  
Minimum Lot Width (required & proposed)  
Minimum Lot Depth (required & proposed)  
Setbacks (required & proposed)  
    Front Setback  
    Side Interior Setback  
    Side Street Setback  
    Rear Setback  
Max Structure Height (permitted & proposed)  
Max No. Stories/Floors (permitted & proposed)

### **PROJECT SITE DATA (Non-Residential)**

#### ***GENERAL***

Case Number  
Name of Project/Development  
Proposed Use  
Future Land Use Designation  
Proposed Future Land Use Designation  
Existing Zoning District  
Proposed Zoning District  
Applicable Overlays (e.g., PD, SUP)  
Appraisal District Account Numbers and County

#### ***OVERALL SITE***

Gross Site Area  
Site Frontage  
Site Width  
Site Depth  
Impervious Surface Area  
Pervious Surface Area  
Accessory Use %  
Open Space (ac & %)  
Detention/Retention (ac & %)  
Recreation (ac & %)  
Preserve (ac & %)  
Civic (ac & %)  
Other (ac & %)

#### ***BUILDING***

Total Gross Intensity (FAR)  
Total Square Footage  
    Commercial (SF)  
    Industrial (SF)  
    Other (SF)

## Zoning Concept Plan & Site Plan Data (continued)

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### ***PROPERTY DEVELOPMENT REGULATIONS***

Maximum Building Coverage (permitted & proposed)

Minimum Lot Area (required & proposed)

Minimum Lot Width (required & proposed)

Minimum Lot Depth (required & proposed)

Setbacks (Required & Proposed)

    Front Setback

    Side Interior Setback

    Side Street Setback

    Rear Setback

Max Structure Height (permitted & proposed)

Max No. Stories/Floors (permitted & proposed)

### ***IMPROVEMENTS (as applicable)***

# Seats

# Pumps

# Drive thru lanes

# Children/Adults/Students

# Beds/Residents/ Rooms

### ***PARKING & ACCESS***

Parking (total #)

    # Handicap Parking

    # Loading Spaces

    # Access Points

## Site Plan Notes

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The following notes shall be included on all Site Plans.

- Any revision to this plan will require City approval and will require revisions to any corresponding plans to avoid conflicts between plans.
- Dumpsters and trash compactors shall be screened in accordance with the City of Sachse Code of Ordinances.
- Outdoor lighting shall comply with the lighting and glare standards contained within the City of Sachse Code of Ordinances.
- Fire lanes shall be designed and constructed per City standards or as directed by the Fire Marshal.
- Handicapped parking areas and building accessibility shall conform to the Americans with Disabilities Act (ADA), Texas Accessibility Standards (TAS) and with the requirements of the current, adopted Building Code.
- All signage is subject to Building Official approval.
- All fences and retaining walls shall be shown on the Site Plan and are subject to Building Official and/or City Engineer approval. All screen walls and retaining walls greater than four feet in height shall be designed by a Structural Engineer licensed to practice in the state of Texas.
- All exterior building materials are subject to Building Official approval and shall conform to the approved standards contained in the City of Sachse Code of Ordinances.
- All new electrical lines shall be installed and/or relocated underground.
- All mechanical equipment shall be screened from public view in accordance with the City of Sachse Code of Ordinances.

## Sample Letter to Request Tabling

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January 1, 2013

City of Sachse  
Community Development Department  
3815-B Sachse Road  
Sachse, TX 75048

**RE: Request to Table Zoning or Specific Use Permit Request**

Department of Community Development:

As the applicant and/or representative of *(insert case number)*, I hereby request that this case be tabled by the City Council to their *(insert date)* meeting. The necessary exhibits will be resubmitted to the Community Development Department at least fourteen (14) days prior this meeting to provide adequate time for staff review and scheduling purposes.

Sincerely,

*Insert Printed Name and Signature of Applicant and/or Representative*