



# 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 Development Services. 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"/>	Digital PDF 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.
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: \_\_\_\_\_