

PLANNED DEVELOPMENT REQUEST

Purpose

Zoning is required for each property within the Town of Prosper and provides the land uses and regulations for which the property may be developed. If the proposed development does not conform and if straight zoning does not "fit", a planned development zoning request may be submitted.

Approval Body

Planned Development requests are approved by Planning & Zoning Commission and by Town Council.

Required Forms & Exhibit

All requests are submitted online via the Citizen Self Service (CSS) Portal and shall be submitted per the development schedule. Upload the Following:

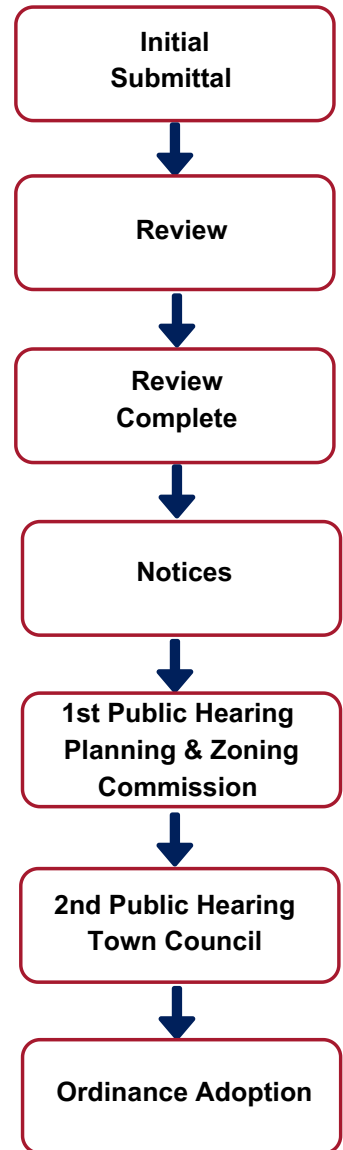
- Owner Acknowledgment Form
- Current Tax Certificate or statement showing there are no delinquent taxes.
- .dwg of all exhibits emailed to planningdept@prospertx.gov (include project number in title of the email)
- Exhibit A-1(Metes and Bound)
- Exhibit A-2 (Survey)
- Exhibit B (Statement of intent and Purpose)
- Exhibit C (Planned Development Standards)
- Exhibit D (Conceptual Plan)
- Exhibit E (Development Schedule)
- Exhibit F (Elevations)
- Exhibit G (Landscape Plan)
- Signed Checklist
- Letter of Intent

Fees

Fees will be processed once the application is deemed complete. Fees will be invoiced via the Citizen Self Service (CSS) Portal.

\$750.00 + \$30.00 per acre.

Approximated
75-90
business days



Notices

- Notice to the property owner, property owners within 200 feet from the subject property, the school district, and applicable HOAs.
- Newspaper notice
- Public hearing notice on Town Website
- Two Public Hearings - Planning & Zoning Commission and Town Council
- Please refer to the sign posting requirements

PLANNED DEVELOPMENT REQUEST CHECKLIST



PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION. FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS, MAY RESULT IN AN INCOMPLETE SUBMITTAL AND REJECTED BY THE PLANNING DEPARTMENT.

Name of Project: _____

Date of Submittal: _____

- Use the attached list to verify the completeness of the Planned Development request being submitted.
- Check the box next to each item that has been provided on the plans.
- If an item or section is not applicable to the given project, write "N/A". Add notes next to any items where clarification to Town staff is needed.
- Sign and complete checklist.
- Attach the completed checklist with the Planned Development request at the time of first submittal only.
- Electronic files in pdf format submitted to the Town for initial review.
- Each request should be directly created in Adobe or similar (no scanned versions)
- Failure to submit any required documents associated with this checklist, may result in a rejection of submittal.

The following checklists are not intended to be a definitive list of all information. Submittals will be rejected if not complete.

Exhibit A-1 (Metes & Bounds): A letter sized document containing the metes and bounds of the property, from the centerline of the road, and stamped and sealed by a surveyor.

Exhibit A-2 (Property Exhibit)

- ☐ Title block located in the lower right corner (titled as Exhibit A-2) with subdivision name or survey name and abstract number, tract number, acreage, and preparation date.
- ☐ The legal description (metes and bounds) of the area within the subject property - extended to the centerline of the adjacent road, that is sealed and signed by a surveyor.
- ☐ Property boundary and dimensions.
- ☐ Names, addresses, and phone numbers of owner, applicant, and surveyor.
- ☐ North arrow, scale, and location/vicinity map.
- ☐ Adjacent property within 200 feet- subdivision name or owner's name and recording information, land use, future land use plan designation and zoning.
- ☐ Existing and requested zoning boundary lines.
- ☐ Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations).
- ☐ Location of existing right of way and easements with filing information within 200 feet of subject property.

*****List Continues on Page 20*****

This information is intended to act as a guide, please verify with the Planning Department to confirm requirements of the zoning ordinance.

PLANNED DEVELOPMENT REQUEST CHECKLIST (CONT.)



Exhibit A-2 (Continued)

- ☐ Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property with street names.
- ☐ Distances to nearest cross streets.
- ☐ Topography at five (5) foot contours or less (as requested by Town Staff).
- ☐ Existing and proposed FEMA 100-year floodplain areas, or a note that no 100-year floodplain exists on the property.
- ☐ Standard and/or notations as follows:
 - If exhibit contains proposed thoroughfares, add note: " The thoroughfare alignment(s) are shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of Final Plat."

Exhibit B

- ☐ Statement of Intent and Purpose describing the intent and purpose of the Planned Development.

Exhibit C (See page 22 for more)

- ☐ Provide an electronic Word document for tracking changes (See Development Standards Template Exhibit C)
- ☐ Planned Development Standards listing the proposed Planned Development standards. If different standards will be applied to different tracts within the PD, list the proposed standards for all tracts separately, label each list of standards, and comparable label the corresponding tracts on the zoning exhibit (Exhibit A)

Exhibit D (Conceptual Plan)

- ☐ Location map, north arrow, scale and title block (located in the lower right corner and titled Exhibit D) containing the acreage, space for the Town project number (provided at the time of case submittal), and preparation date
- ☐ A site data summary table
- ☐ Names, addresses and phone numbers of owner, applicant, and surveyor
- ☐ Legend, if abbreviations or symbols are used
- ☐ Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street
- ☐ Topography at five (5) foot contours or less
- ☐ Natural features including tree masses, drainage ways, and creeks
- ☐ Existing and proposed FEMA 100-year floodplain with elevation. Included finished floor elevations of all lots adjacent to the floodplain. If the site does not contain a floodplain, note that "No 100-year floodplain exists on the site"
- ☐ Proposed reclamation of flood plain area(s), if applicable, with acreage
- ☐ Subdivision name, zoning, future land use plan designation, recording information and land use description of property adjacent to the subject property

*****List continues on Page 21*****

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PLANNED DEVELOPMENT REQUEST CHECKLIST (CONT.)



Exhibit D (Continued)

- ☐ Building sites (including maximum building intensity, density, heights and use restrictions as appropriate). Illustration of the approximate shape and placement of buildings is encouraged, but is not required.
- ☐ Assignment of use to specific areas within the plan.
- ☐ 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.
- ☐ Distances (measured edge to edge) between existing and proposed driveways and streets.
- ☐ Existing and proposed easements (utility, drainage, visibility and maintenance, etc.).
- ☐ Existing and proposed fire hydrants.
- ☐ Proposed dedications and reservations of land for public use including but not limited to: rights-of-way, easements, parkland, open space, drainage ways, floodplains, and facility sites.
- ☐ Phases of development, including delineation of areas, building sites, land use and other improvements to be constructed in independent phases.
- ☐ Additional information as requested by the Town to clarify the proposed development and compliance with minimum development requirements (i.e. Traffic Impact Analysis).
- ☐ Standard language and/or notations, as follows:
 - 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 Final Plat."

Exhibit E (Development Schedule)

- ☐ Development Schedule describing the proposed development schedule for the Planned Development.

Exhibit F (Elevations)

- ☐ Title block (located in the lower right corner) containing the proposed subdivision name with block and lot number, space for the Town project number (provided at the time of case submittal), and preparation date.
- ☐ Scale (appropriate for level of detail).
- ☐ Elevations of all four sides labeled North, East, South, and West, or elevations adequately depicting the general architectural character of the building.
- ☐ If all four sides are provided, approximate materials calculations table showing the percentage of materials used for each elevation.
- ☐ Legend, if abbreviations or symbols are used.
- ☐ Name, address, and phone number of owner, applicant, and surveyor.
- ☐ Existing and proposed fire hydrants.

*****Ensure that Zoning Sign(s) are installed on the subject property by the required date. Refer to the Development Schedule and Zoning Sign documents included herein for more information. Failure to submit verification of the sign installation by the required deadline, may result in a delay upon scheduling the P&Z meeting.*****



Preparer's Signature _____

This information is intended to act as a guide, please verify with the Planning Department to confirm requirements of the zoning ordinance.

EXHIBIT C TEMPLATE



CASE #(Provided at the time of the submittal)

EXHIBIT C

PLANNED DEVELOPMENT STANDARDS

The proposed development will conform to the development standards of the **BASE** District of the Town of Prosper's Zoning Ordinance, as it exists or may be amended, and Subdivision Ordinance, as it exists or may be amended, except as otherwise set forth in these Development Standards.

1. Except as noted below, the Tract shall develop in accordance with the **BASE** District requirements of the Town of Prosper's Zoning Ordinance, as it exists or may be amended.
2. Development Plans
 - a. Concept Plan: The tract shall be developed in general accordance with the attached concept plan, set forth in Exhibits D.
 - b. Elevations: The tract shall be developed in general accordance with the attached elevations, set forth in Exhibits F.
3. Uses. Uses shall be permitted in accordance with the **BASE** District exception as follows:
 - a. **ADD PROPOSED USES**
4. Regulations:
 - a. **SUBJECT OF RELIEF**
 - i. **PROPOSED STANDARD**