

DEVELOPMENT APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Please Select Application Type
(check all that apply):

☐ Concept Plan
☐ Special Use Permit

☐ Development Plan
☐ Type I
☐ Type II

☐ Site Plan
☐ Type I
☐ Type II

PROPERTY INFORMATION

STREET ADDRESS: _____ SUBDIVISION NAME: _____

Lot & Block Number: _____ Survey & Abstract: _____

No. of Lots: _____ Acreage: _____ Current Zoning: _____ Proposed Zoning: _____

Current Use(s): _____ Proposed Use(s): _____

OWNER INFORMATION

Owner Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

APPLICANT INFORMATION (IF OTHER THAN THE OWNER)

Agent/Representative Firm: _____ Main Contact: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

I HEREBY CERTIFY THAT THIS APPLICATION IS IN CONFORMANCE WITH THE REQUIREMENTS OF THE CITY OF ENNIS UNIFIED DEVELOPMENT ORDINANCE, AS AMENDED, THAT PERTAIN TO THIS SUBMITTAL. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO HAVE THE APPLICANT, OWNER OR OTHER AUTHORIZED AGENT PRESENT AT THE PLANNING AND ZONING COMMISSION AND CITY COMMISSION MEETINGS. SHOULD AN AUTHORIZED PERSON NOT BE AT THE MEETING TO REPRESENT THE APPLICATION, I HEREBY REQUEST THAT CONSIDERATION OF THE ITEM BE CONTINUED TO A FUTURE DATE TO ALLOW AN AUTHORIZED PERSON THE OPPORTUNITY TO APPEAR AND PRESENT TESTIMONY. HOWEVER, I DO UNDERSTAND THAT THE CITY IS NOT OBLIGATED TO CONTINUE THIS REQUEST. I FURTHER UNDERSTAND THAT THIS REQUEST WILL BE PLACED ON THE APPROPRIATE PLANNING & ZONING COMMISSION AND CITY COMMISSION AGENDAS ONLY AFTER THE APPLICATION HAS BEEN DETERMINED TO BE COMPLETE. WHERE A CONCEPT PLAN, DEVELOPMENT PLAN, OR SITE PLAN IS SUBMITTED CONCURRENTLY WITH A ZONING CHANGE OR PLAT APPLICATION, I HEREBY REQUEST THAT THESE ITEMS BE PROCESSED CONCURRENTLY ON THE SAME AGENDA.

I ALSO UNDERSTAND THAT FEES PAID ARE NOT REFUNDABLE. IN ADDITION, I ALSO UNDERSTAND THAT BY MY SIGNATURE BELOW, I HAVE MADE A DECLARATION THAT THE PROPERTY UNDER CONSIDERATION IS OWNED BY THE PERSON(S) AS LISTED AND UNDERSTAND THAT THE CITY OF ENNIS HAS NO RESPONSIBILITY TO VERIFY SAID OWNERSHIP INFORMATION. I ALSO UNDERSTAND THAT AN APPEAL OF DEVELOPMENT DECISIONS CAN BE MADE IN ACCORDANCE WITH THE UNIFIED DEVELOPMENT ORDINANCE.

Signature of Applicant, Owner, or Authorized Agent

DATE

FOR OFFICE USE ONLY

Application Number: _____ Initial Submission Date: _____

Completeness Determination Date: _____

Applications submitted without all the required documents will not be reviewed and will be returned to the applicant for revision. Please be sure that all required elements are included. If you have questions on any of these elements, please call the Planning and Development Department at (972) 875-6442.

“X” Denotes Required Document and “O” Denotes an Optional Document that may be required based on the scope of the specific application

Required Documents	Concept Plan	Development Plan Type I	Site Plan Type I	Special Use Permit	All Type II Plans
Development Application	X	X	X	X	X
Development Application Fee (payable to the City of Ennis)	X	X	X	X	X
Proof of ownership: If not shown as current owner of record by the taxing authority, then provide a copy of the recently executed deed for the property establishing ownership (note: applicants acting as authorized agents may be required to provide a written owner signed and notarized statement of authorization)	X	X	X	X	X
Clear and legible metes and bounds description of the property from a Registered Professional Land Surveyor in MS Word format (printed copy and digital copy via drive/disc/email)	X	X	X	X	X
Cover letter with a summary of the request including any modifications to existing standards and how it meets review and approval criteria in the UDO	X	X		X	X
Five (5) copies of the concept, development, site plan or SUP Exhibit (per the checklist on pages 4 -6 this application) in size 18" X 24" and one copy in size 8.5" x 11" format (and a digital copy in PDF format via drive/disc/email)	X	X	X	X	X
Traffic Impact Analysis (per threshold established in the City of Ennis UDO or Infrastructure Standards)	X	X	O	O	O
Preliminary Water, Sewer and Drainage Plans prepared, sealed, signed, and dated by a certified engineer and a digital copy in PDF format via drive/disc/email (requirement may be waived by Public Works)	O	X	X		X
Landscape plan in accordance with the UDO (and a digital copy in PDF format via drive/disc/email)			X	O	X
Landscape Concept Plan for all open space and retention/detention areas, including the general schematics for all proposed landscaping, aesthetic treatments, and pedestrian amenities (and a digital copy in PDF format via drive/disc/email)	X	X			O

Concept Plan/Development Plan/Site Plan & SUP Requirements Checklist

The following checklist is a partial summary of Concept Plan/ /Development Plan/ Site Plan and SUP information required by the City of Ennis. Please contact the Planning and Development Department at (972) 875-6442 if you have any specific questions on the applicability of the UDO requirements on any development application.

Shown	N/A	Concept Plan	Dev. Plan Type I	Site Plan Type I	Special Use Perm	Type II	ITEM SHALL BE REQUIRED IF NOTED WITH AN "X" AND MAY BE REQUIRED BASED ON THE SCOPE OF THE APPLICATION IF NOTED WITH AN "O"
GENERAL INFORMATION							
		X	X	X	X	X	Permissible scale: 1" = 50', 1" = 100' (Prefer 1" = 100') Sheet size shall be 24" x 36" (max.)
		X	X	X	X	X	Title Block: Appropriate title, i.e. "Concept Plan for ____", "Development Plan for ____", "Site Plan for ____" etc. <ul style="list-style-type: none"> Name of development Subdivision, lot & block number or Survey Abstract/tract number Street Address, City and State North arrow, graphic & written scale in close proximity Date of preparation
		X	X	X	X	X	Name & address of property owner
		X	X	X	X	X	Name, address and phone of the person preparing the plan (Surveyor/Engineer/Planner)
		X	X	X	X	X	Vicinity Map or Location Map (small scale): <ul style="list-style-type: none"> identifying the property within City limit boundary relationship to existing major roadways
EXISTING PROPERTY INFORMATION							
		X	X	X	X	X	Metes and bounds labeled on the property boundary and any (overall development and block/lot boundaries)
		X	X	X	X	X	Existing zoning and future land use plan (FLUP) designation (and proposed zoning and FLUP designation) for all subject property/development
		X	X	X	X	X	Existing property ownership, zoning and FLUP designation for all adjacent property within 200' of the subject property/development and across from any adjacent ROWs <ul style="list-style-type: none"> Unplatted property: Name of record owner and corresponding deed record volume and page for all adjacent unplatted tracts within 200 feet, to include owners across any adjacent R.O.W. Platted property: Show the lot lines, lot & block numbers, street names, subdivision name and plat record vol. and page (or cabinet and slide, or cabinet & page)
		X	X	X	X	X	All existing or platted R.O.Ws on or adjacent to the site labeled and dimensioned
		X	X	X	O	X	All existing easements for the subject property and adjacent property (within 200') (include recording information and label size and type)
			O	X	X	X	Existing structures to remain (indicate existing use of structures)
		X	X	X	O	X	A Topographical Map: <ul style="list-style-type: none"> Contour intervals (10' min for Concept and Development Plans and 2' min for Site Plans) All elevations timed to the City datum plane Existing drainage channels or creeks FEMA 100-year flood plan, if applicable

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		X	X	X	O	X	Existing physical features including: <ul style="list-style-type: none"> Rock outcroppings Caves Wildlife habitat Water bodies Wooded areas Grades over 5%
CONCEPT PLAN INFORMATION							
		X					A Concept Plan shall include the following information (required with all RMU and PD zoning change applications):
		X					<ul style="list-style-type: none"> Minimum of 20 acres required for a new concept plan in the RMU district. Additions to previously approved concept plans in the RMU district shall include a minimum of 5 acres.
		X					<ul style="list-style-type: none"> A master plan indicating the broad concept of the proposed development, its conformance to the zoning district standards, any sub-districts, the location of different land uses and the location of
		X	X				<ul style="list-style-type: none"> Generally, where each type of use will be located in the development and the total acreage devoted to each use (with square footage and density ranges). Label proposed uses on the plan
		X	X				<ul style="list-style-type: none"> Major internal circulation systems, locations of roadways, locations of trails, trail amenities, bicycle paths, etc.
		X	X				<ul style="list-style-type: none"> Areas designated for residential uses shall indicate the maximum number of dwelling units per gross acre to be permitted for each residential area proposed including sizes of building lots and types of
		X	X				<ul style="list-style-type: none"> Acreage and location of any open space, civic spaces and school sites including whether each open/civic space will be privately owned (common area for residents only) or dedicated to public
		X	X				<ul style="list-style-type: none"> A parking demand analysis for the mix of uses proposed to support the on-street and off-street parking proposed in the development (if the proposed standards do not meet the standards in the UDO).
		X	X				<ul style="list-style-type: none"> Provision for public (water, sewer, storm water) and private utilities (telecommunications, natural gas, electric) as required by the UDO, adopted master plans and the most current version of the city's Infrastructure Design Standards.
		X					<ul style="list-style-type: none"> Demonstrate through written explanation and graphic material, how the character of the development as a result of the modified standards will be superior in terms of mixed use, walkability, and landscape quality to that produced by the existing standards. Graphic material shall include building elevations, renderings, and sketches to illustrate development character and quality.
		X					A non-binding development schedule indicating the improvements included in each phase and the approximate dates when construction of the various stages of the development is anticipated to begin and be completed.
		X	X				Copies of any special private covenants, conditions and restrictions which will govern any use or occupancy within the development. The applicant may also impose additional covenants, conditions, and restrictions on any particular area during the subdivision process.
		X					Evidence that the development has been designed with consideration of the site's natural environment and the surrounding area and does not unreasonably impact wildlife, natural vegetation, or unique natural or historic features.
		X	X				A daily and peak hour trip generation and directional distribution report (traffic impact analysis) by use unless the City Manager or his designee finds that the traffic to be generated by the proposed district does not warrant the preparation and submission of a study or agrees to an alternative methodology that is acceptable to the city and applicant.

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		X					In the case of Concept Plan for a PD, if the applicant is proposing to create different development standards than the ones specified in this Ordinance, in addition to the above standards, the application shall include:
		X					<ul style="list-style-type: none"> Development standards and other restrictions proposed by the applicant to be applied to each sub-district or proposed use or specific area similar to standards in the zoning districts contained in this Ordinance including: building setbacks, height limits, access requirements and grade or slope
		X					<ul style="list-style-type: none"> Demonstrate through written explanation and graphic material, how the character of the development as a result of the modified standards will be superior in terms of mixed use, walkability, and landscape quality to that produced by the existing standards. Graphic material shall include building elevations, renderings, and sketches to illustrate development character and quality.
		X					<ul style="list-style-type: none"> Graphic illustrations and written explanations of how the revised PD standards address the specific constraints and opportunities of the site and surrounding area in a superior manner to what might be accomplished without the PD standards.
		X					The applicant may submit any other information or exhibits which he/she deems pertinent to the evaluation of the proposed Concept Plan.
DEVELOPMENT PLAN INFORMATION							
			X			X	Layout of the development including proposed streets and alleys (including connections to city's thoroughfare system), blocks, open spaces, and lotting patterns
			X			X	General location of buildings, parking, development frontages, sidewalks, trails, open/civic space, drainage facilities and other elements of the built environment
			X			X	Compliance with any approved Concept Plan and phasing plan for the property
		X	X			X	Typical building elevations showing conceptual architectural and urban character of all proposed uses and building types
		X	X			X	Development concepts for public and private landscaping, buffering, and screening (if any) (including concepts for the treatment of open spaces with hardscaping, retaining walls, fences, water features, trails, furniture, shade structures, gazebos, amenities, etc.)
			O			X	A daily and peak hour trip generation and directional distribution report (traffic impact analysis) by use unless the City Manager or his designee finds that the traffic to be generated by the proposed district does not warrant the preparation and submission of a study or agrees to an alternative methodology that is acceptable to the city and applicant.
			X			X	Any other information that may be required by the Administrator to help with the decision-making process
SITE PLAN INFORMATION							
			X	X	X	X	Location and dimensions of the site relative to adjoining properties and any approved Concept or Development Plans
				X	X	X	Location and dimensions of all streets and alleys, lots, and blocks (on the subject property and adjoining property within 200')
		X	X	X	X	X	All proposed street ROWs and/or circulation areas (with dimensions and locations) and including:
		X	X	X	X	X	<ul style="list-style-type: none"> Proposed and existing thoroughfares
		X	X	X	X	X	<ul style="list-style-type: none"> Arterial, collector, and local streets
				X	O	X	<ul style="list-style-type: none"> Street/driveway intersections
				X	O	X	<ul style="list-style-type: none"> Driveways (including widths, turning radii, and distances between adjacent driveways) (include sight/visibility triangles)
				X	O	X	<ul style="list-style-type: none"> Existing and planned driveways on both sides of undivided and divided roadways must also be shown for coordination and sharing of future median openings

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				X	O	X	o Proposed median openings (if any)
				X	O	X	o Any future turn lanes proposed on existing or future roadways on to the subject property
				X	X	X	o Fire lanes and fire hydrants
				X	O	X	o Sidewalks, trails, and other pedestrian walkways
				X	X	X	o Parking areas and drive aisles with dimensions of parking spaces, aisles (including parking ratio calculations) (including location of any curbs)
				X	O	X	o Other paved surfaces (including location of all curbs and type of pavement of all surfaces)
				X	O	X	o Loading and unloading areas (including dimensions and proposed screening)
				X	X	X	Location and footprints of all proposed buildings and structures on the subject property including the following:
				X	X	X	o Square footage (for multi-tenant or multi-use buildings, show square footage for each intended use) including number of stories
				X	X	X	o Proposed nonresidential and residential densities
				X	X	X	o Building entrances and orientation
				X	X	X	o Distances between all buildings and distance from building(s) to property lines (including required and proposed setbacks)
				X	O	X	o All building elevations to scale and in color (including doors, windows, building materials, architectural elements, signage, roof design, etc. as determined appropriate by the Administrator)
				X	O	X	Location of all other site improvements proposed including the following:
				X	O	X	o Recycling containers, compactors and dumpster enclosures (including any required/proposed screening)
				X	O	X	o Ground mounted and/or roof mounted utility and service equipment (including any required/proposed screening)
				X	O	X	o Any open space or park (public or private) including any proposed improvements such as trails, shelters, furniture, water features, etc.
				X	O	X	o Any screening, walls or fences, or retaining walls
				X	O	X	o All exterior lighting on site
				X	O	X	o Any other development-related feature
				X	O	X	Location of all public and private utilities and infrastructure
				X	O	X	o Proposed layout for all utilities (water, sewer, and private utilities) and their easements
				X	O	X	o On-site storm water management (including floodplains/drainage ways, drainage structures, detention or retention ponds with any aesthetic improvements and easements)
				X	O	X	o Proposed grading plan (on a separate sheet) with:
				X	O	X	– Proposed finished grade of the site shown to 2' (max.) contour intervals
				X	O	X	– Spot elevations at all critical points, including but not limited to edges of pavement, curb returns, building corners, drainage paths, etc.
				X	O	X	– Include directional flow arrows in all flow lines, and all existing drainage structures labeled with size, type and flow line elevation.
				X	O	X	– Include centerline of water courses and existing drainage easements
				X	O	X	Landscape Plan showing
				X	O	X	o All landscaping materials as required by the UDO Article __ (including landscape area and planting calculations)

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				X	O	X	o Turf areas
				X	O	X	o Tree types (species) and sizes (caliper)
				X	O	X	o All plantings (include species, planted height, spacing, container/caliper size, numbers of each plant material, etc.)
				X	O	X	o Planting schedule
				X	O	X	o Irrigation plan (if required)
				X	O	X	Tree Preservation
				X	O	X	o Show all individual trees or tree masses that will be preserved (including species and caliper sizes)
				X	O	X	o Techniques that will be used to protect them during construction
				X		X	A daily and peak hour trip generation and directional distribution report (traffic impact analysis) by use unless the City Manager or his designee finds that the traffic to be generated by the proposed district does not warrant the preparation and submission of a study or agrees to an alternative methodology that is acceptable to the city and applicant (required if no TIA has been conducted in conjunction with a previously approved Concept/Development Plan or if the development intensity is different from prior TIA assumptions)
				X	X	X	Site Data Summary: Include a chart by phase and total of the following information
				X	X	X	o Anticipated schedule of development
				X	X	X	o Existing zoning of this tract and any proposed zoning (if rezoning is proposed)
				X	X	X	o Land use designation (subject property and surrounding property)
				X	X	X	o Gross acreage and net acreage of the project
				X	X	X	o Lot coverage (percentage of building footprint area covering the lot)
				X	X	X	o Area in required setback areas or yards
				X	X	X	o Designated open space area (public or private) as a percentage of the total subject property and square footage/acreage
				X	X	X	o Any outside storage, outdoor display, or outside sales area
				X	X	X	o Square footage broken down by use and total floor area
				X	X	X	o Calculation of parking and loading spaces required and provided
				X	X	X	o Number of proposed lots and residential density (gross and net, if applicable)
ADDITIONAL TYPE II PLAN INFORMATION							
						X	Demonstrate through written explanation and graphic material, how the character of the development as a result of the modified standards will be superior in terms of development quality to that produced by the existing standards. Graphic material shall include building elevations, renderings, and sketches to illustrate development character and quality.
						X	Graphic illustrations and written explanations of how the revised development standards address the specific constraints and opportunities of the site and surrounding area in a superior manner to what might be accomplished with the base zoning standards.