



DEVELOPMENT PLAN PROJECT CHECK LIST

PLANNING SERVICES DIVISION

BEFORE SUBMITTING AN APPLICATION, PLEASE CONTACT THE TOWN'S PLANNING SERVICES DIVISION AT PLANNING@FLOWER-MOUND.COM OR 972-874-6350.

DEVELOPMENT PLAN REQUIREMENTS

INITIAL SUBMITTAL REQUIREMENTS (Upload as PDFs):

1. **Letter signed by the property owner(s) indicating their consent:** If the property owner information does not match the Denton Central Appraisal District record, then information verifying the change in ownership (purchase of the property) must be provided.
2. **Tax certificate(s):** Submit current tax certificate(s) indicating all taxes for the subject property have been paid to the current year (available from Denton Central Appraisal District). Tax statements printed from the DCAD website (pdf) are acceptable in lieu of the original certificate(s).
3. **Letter of Intent:** The Letter of Intent should
 - specify existing zoning district(s);
 - define the acreage of the development;
 - indicate the number of proposed lots and common areas;
 - specify whether or not there is an approved conceptual site plan for the subject property;
 - indicate whether the proposed development will be in phases;
 - State special considerations (i.e. requested waivers or exceptions, unique characteristics of subject property).

If the property is subject to a Conceptual Site Plan or within a previously approved Planned Development District (PD), then a statement showing that the proposal is in substantial conformity to the Conceptual Site Plan and/or PD must be included.

4. Development Plan Package:

- a) Upload in the following order:
 1. Development Plan (1 PDF containing all Development Plan sheets)
 2. Landscape/Screening Plans (1 PDF containing all Landscape sheets)
 3. Tree Survey (1 PDF containing all Tree Survey sheets)
 4. Construction Plans (1 PDF containing all Construction Plan sheets)

DETAILS FOR REQUIRED PLANS:

The plan drawings shall include, where applicable, but not be limited to, the following requirements, together with any other requirements provided for by the Land Development Regulations or other valid ordinances of the Town of Flower Mound.

1. Subdivision Master Plan

If the proposed development plan is for only a portion, or initial phase, of a larger subdivision, then a tentative subdivision master plan of the entire subdivision may be required with the development plan. The subdivision master plan shall conform in all respects to the requirements of the development plan (see 7.2); except, it may be on a scale of not more than one inch (1") to four hundred feet (400').

2. Development Plan

- a. **Survey:** certified by a registered professional land surveyor, showing property boundary lines and dimensions, easements, roadways, rail lines and public rights-of-way on or adjacent to the subject property. This includes the location and dimensions of high voltage electrical lines, transmission pipelines and associated easements. Include the following information:
 - Existing zoning classifications in a format that identifies boundaries between different zoning districts.



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- b. **North Arrow:** North arrow shall be provided for orientation on all plans/drawings.
 - c. **Scale:** A graphic scale, which must be an engineering scale (not less than 1"=100' unless otherwise approved by the Executive Director of Development Services).
 - d. **Vicinity map:** A vicinity map with the subject site clearly indicated.
 - e. **Legend:** A legend for any graphic symbols used.
 - f. **Dates:** Date of preparation and subsequent revisions.
 - g. **Acres:** Total number of acres in the proposed development.
 - h. **County:** County or counties in which the development is located.
 - i. **Title:** Proposed development name, including indication of phases on all plans/drawings.
 - j. **Ownership:** Name, address, and phone number of owner and all lenders or lien holders. If owner is a corporation or similar entity, a contact name must be provided.
 - k. **Preparation:** Name, address, and phone number of the engineer, surveyor, land planner or architect who prepared the document and his/her legal interest in the subject property. If applicant is a corporation or similar entity, a contact name must be provided.
 - l. **Property Description:** Property description including boundary lines, bearings and distances sufficient to locate the exact area proposed for development/subdivision. At least one (1) corner shall be referenced to a survey (abstract) corner. The area, in acres, shall also be shown. Two (2) coordinated points must be tied to a monument in the Town's geodetic control network. You can download the Town's Geodetic Control Network (Benchmark) at <http://www.flower-mound.com/index.aspx?nid=428>
 - m. **Adjacent Subdivisions:** The name and location of a portion of all adjoining subdivisions shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show the existing streets and alleys and other features that may influence the layout and development of the proposed subdivisions. Where adjacent land is not subdivided, the owner's name of the adjacent tract shall be shown with the most recently recorded volume and page number from the appropriate County deed records.
 - n. **Intersecting Streets:** The angle of intersection of the centerlines of all intersecting streets.
 - o. **Streets, Alleys and Easements:** The development plan shall indicate the location, dimension and name of all proposed streets, cul-de-sacs, alleys, easements and ways, and all known rights-of-way and/or easements within or affecting the area to be subdivided. Any easements shall clearly indicate to whom they are dedicated for public or private ownership, operation or maintenance purposes. Existing and proposed median breaks and distances between median breaks, both off-site and on-site, including left turn storage space and transition length shall also be required.
 - p. **Proposed Phase Lines:** If the subdivision is to be developed in sections or phases, any proposed phase lines shall be indicated. Each phase indicated shall individually comply with Section 90-304, Street layout, and Section 90-305, Street connections.
 - q. **Proposed Blocks, Lots, and Building Lines:** The subdivision shall show all proposed blocks, lots, front yard building lines, and rear or side yard building lines adjacent to rights-of-way, with principal dimensions.
 - r. **Preliminary Lot and Block Analysis:** A preliminary lot and block analysis shall be provided indicating, at a minimum, that the square footage or acreage of each proposed lot meets the minimum applicable zoning standards. The plan shall also indicate the maximum number of lots in the proposed development.
 - s. **Master Plan information:** All applicable features of the Master Plan relative to proposed development plan including Land Use Plan, Urban Design Plan, Parks and Trails Plan, Open Space Plan, Thoroughfare Plan, Water Plan, Wastewater Plan, and Economic Impact. This information can be provided in a table similar to the [Master Plan Features Table](#) (follow link on webpage).
 - t. **Proposed Uses:** A designation of the proposed uses of land within the subdivision.
 - u. **Flood Plain Notation:** Note the location of any 100-year flood plain on the property.
 - v. **Dedicated Parks, Playgrounds and Other Public Uses:** Sites, if any, to be reserved or dedicated for



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parcs, playgrounds, trails, pedestrian access easements, or other public uses shall be indicated by a legal description (i.e., a lot and block designation) and shall clearly indicate to whom they are dedicated for ownership, operating and maintenance purposes.

- w. **Notation of Avigation Easement:** A notation of a blanket "Avigation Easement", if applicable. See the Land Development Regulations of the Town's Code of Ordinances.
- x. **Oil and/or Gas collection lines:** If there are oil/gas collection lines located within the area to be subdivided, then the development plan shall clearly indicate the location and dimension of those oil/gas collection lines, as well as indicate the name of the gas/oil company operating within the lines.

3. Engineering Plans:

- a. **Preliminary Utility Plans:** Preliminary water and sanitary sewer plans shall accompany the development plan, including a preliminary layout of sanitary sewer and water lines to serve the subdivision, as well as connections or off-site extension to existing Town systems. The water utility plan shall include, but not be limited to, existing/proposed water lines, pipe sizes, easements, fire hydrants, and related appurtenances. The sanitary sewer plan shall include, but not be limited to, existing/proposed gravity lines, pipe sizes, direction of flow, manholes, cleanouts, lift stations, force mains, easements, and related appurtenances. Both water and sanitary sewer layouts may be shown on the same drawing.
- b. **Preliminary drainage plans:** A preliminary drainage plan shall accompany the development plan. This study shall show contours, acreages, runoff, existing/proposed storm drain lines, pipe sizes, direction of flow, inlet locations, headwalls, points of discharge, detention/retention features, channels, creekways, 100-year floodplain limits, and connections to any existing systems. The engineer shall also analyze any off-site acreage that contributes to the subdivision, as well as any off-site storm drain extensions, grade to drain locations or required easements.

4. Landscape/Screening Plans:

- a. The landscape plans shall meet the provisions of the Land Development Regulations of the Town's Code of Ordinances.
- b. Projects within the Town's Area Plans shall demonstrate consistency with the Town's Urban Design Plan in regards to the landscaping requirements within these areas.
- c. When detailing the Town's landscape requirements, please place the [Landscape Tabulation Chart](#) (follow link on webpage) on the face of the landscape plan(s).
- d. For projects that include open space amenities and detention/retention ponds, details of the proposed landscaping and the materials used will need to be provided.
- e. The landscape plans shall include:
 - the type and location of all proposed landscaping and screening, including any areas to be irrigated;
 - the proposed grading for the site;
 - the location of trails per the Parks and Trails Master Plan
 - a plan of entry-way and common area landscaping, indicating turf areas and noting that all landscaped areas will be irrigated;
 - a list of all quantities, scientific / common names, and sizes of all plant materials (including turf);
 - a plan showing the location and type of any screening walls/fences, detailed elevations specifically referencing materials;
 - an engineered sectional drawing of any masonry wall showing interior wall construction and anchoring of posts/ columns.

5. Tree Survey:

- a. The location of all specimen trees and historic trees on the subject site.
- b. The location of the trunk and the extent of the canopy spread of each specimen tree and historic tree on the subject site.
- c. A table containing the following information for each specimen tree and historic tree:
 - Tree number;



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- Common and scientific name of each tree;
 - Diameter (DBH) of each tree measured in accordance with Section 94-4 of the Town's tree ordinance;
 - General health/condition of each tree;
 - Average canopy spread;
 - Status (specimen or historic) of each tree;
 - Whether each identified tree will remain or be removed; and
 - Location coordinates (northings and eastings, State Plane – NAD 1983) for each tree.
- d. Each specimen tree and historic tree shall be affixed with a permanent tag bearing the corresponding number on the tree survey. This tag shall be placed on the trunk of the tree, between five and six feet in height on the south face of the tree's trunk.
- e. Each tree survey shall contain a count of all protected trees located on the property.
- f. Each tree survey shall contain a count of all protected trees that will be removed from the buildable area on the property. The phrase "buildable area" is defined in Section 94-10 of the Town's tree ordinance.
- g. Protected trees designated for preservation shall be flagged in a distinguishing manner approved by the Town. In addition, those trees designated for removal shall be flagged in a different distinguishing manner as approved by the Town.
- h. The tree survey must be signed, and stamped or sealed, by a certified arborist, certified forester, or a registered landscape architect.
- i. Each tree survey submitted shall contain:
- one sheet of the tree survey described in points (a) through (g) above;
 - one sheet with the tree survey data overlain with the site information; and
 - one sheet with the site information overlain on an aerial photo for the site.
 - The tree survey shall be on drawings measuring 24" x 36" and shall be drawn to a scale of no less than 100 feet to one inch, unless otherwise approved by the tree preservation and enforcement officer.
 - When necessary the tree survey shall be on several sheets accompanied by an index sheet, showing the entire area of the survey.

Necessary site information includes:

- The location and dimensions of all existing or proposed public streets, alleys, rights-of-way, utility easements, drainage easements, fence easements, pedestrian access easements or other public rights-of-way or easements;
- The location and dimensions of the designated parking area and designated stockpile area required in this subdivision and of any site proposed or anticipated to be proposed for a temporary batching plant permit;
- The location of all existing or proposed property lines, lot lines, building lines, setback and yard requirements, any proposed building footprint or floor plan, and other special relationships or significant features of the proposed development plan, record plat or site plan of the development.

OTHER REQUIREMENTS, IF APPLICABLE:

1. **Adjacent Jurisdiction Acknowledgment:** In the event a subdivision abuts an adjacent entity or jurisdiction, a letter of acknowledgment from said adjacent entity or jurisdiction is required indicating receipt of a copy of the proposed subdivision.
 2. **Soil Study:** A soil study is required if a sewerage collection system is not provided. Where connection to an approved sanitary sewage collection and treatment system is not proposed, all lots and building sites shall contain a minimum area of two (2) acres, unless otherwise approved based upon studies of the particular soil conditions and evaluation of the topographic and geologic character of the area being subdivided.
 3. **Private well or on-site sewerage facility notification:** The Town Sanitarian shall be notified if a private well or on-site sewerage facility will be used.
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This document contains a summary list of requirements for Development Plan submittal. The information contained within has been compiled from the Town of Flower Mound Land Development Regulations. For detailed information, visit our website at www.flower-mound.com. Below is a quick reference guide to help in your navigation to more detailed information:

Code of Ordinances (Land Development Regulations) link:

<http://www.municode.com/resources/gateway.asp?pid=13329&sid=43>

Chapter 90: Article II. Development Plan
Chapter 82: Article V. Landscaping & Screening
Chapter 98: Article II. SMARTGrowth Program

Master Plan link:

<http://www.flower-mound.com/index.aspx?nid=329>

SMARTGrowth Manual link:

<http://www.flower-mound.com/index.aspx?nid=945>