

# MASTER PLAN AMENDMENT CHECK LIST PLANNING SERVICES DIVISION



**BEFORE SUBMITTING AN APPLICATION, PLEASE CONTACT THE TOWN'S  
PLANNING SERVICES DIVISION AT [PLANNING@FLOWER-MOUND.COM](mailto:PLANNING@FLOWER-MOUND.COM) OR 972-874-6350.**

## **MASTER PLAN AMENDMENT REQUIREMENTS**

### **INITIAL SUBMITTAL REQUIREMENTS (upload 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 and/or Tarrant Appraisal District record, the 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. Tax statements in PDF format from Denton County or Tarrant County websites are acceptable in lieu of the original certificate(s).

- a. Denton County Tax Assessor/Collector: [www.dentoncounty.gov](http://www.dentoncounty.gov)
- b. Tarrant County Tax Assessor/Collector: [www.tarrantcounty.com](http://www.tarrantcounty.com)

**3. Letter of Intent:**

The Letter of Intent should:

- a. state why the applicant is proposing to change the land use for the subject property;
- b. specify existing land use designations and zoning district(s);
- c. define acreage of subject property;
- d. specify any special considerations (i.e. requested waivers, variances, unique characteristics of subject property).

**4. Master Plan Amendment Package:**

Upload in the following order:

- a. Master Plan Exhibit (1 PDF containing all exhibits)
- b. Metes and Bounds Description

### **APPLICATION FEES:**

For Master Plan Amendments, a nonrefundable plan review deposit of \$500.00 is due at the time of application submittal, must be paid before reviews are assigned, and will be applied towards the total cost of the application. Remaining application balances must be paid prior to or at the time of second submittal uploads.

The Town of Flower Mound Fee Schedule can be found here:

[https://www.flower-mound.com/DocumentCenter/View/5048/Planning\\_Fees-062113?bidId=](https://www.flower-mound.com/DocumentCenter/View/5048/Planning_Fees-062113?bidId=)

### **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.

**Master Plan Exhibit:** The Master Plan Exhibit must indicate the following:

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- 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 land use designations;
  - Zoning classifications;
  - Proposed land use categories in a format that identifies boundaries between different land use categories.
- 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.
- 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:** 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 amendment in sufficient detail to show the existing streets and alleys and other features that may influence the layout and development of the subject property. 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. **Master Plan Information:** All applicable features of the Master Plan relative to proposed land use, including Land Use Plan, Area 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 to webpage).

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### **NOTIFICATION REQUIREMENTS FOR A MASTER PLAN AMENDMENT:**

- 1. Property Owner Notifications:** The fee for property owner notices (sent to adjacent property owners, notifying them of the application and upcoming public hearing/s) is \$2.50 per notice per mailing. All property owner notice fees are collected before the project is placed on the agenda for the first public hearing. (Planning staff determine who should receive the notice, calculate the fee, and notify the applicant.)
- 2. Newspaper Legal Notifications:** The fee for a legal notice to be placed in the newspaper to advertise a public hearing is \$40 per notice. Legal notification fees are collected before the project is placed on the agenda for the first public hearing.

### **ON-SITE NOTIFICATION REQUIREMENTS:**

#### **Informational Signs are required for Master Plan Amendments:**

Upon the filing of an application to amend the comprehensive master plan land use category, the owner/developer/applicant shall be required to place an informational sign on such lot or tract of land. The Town will fabricate all required signage, at the cost of \$200.00 per sign, and notify the applicant when the sign(s) are available to be picked up. First round project reviews will not be assigned until the sign fees are paid. Second round project review comments will not be assigned until the sign(s) are posted and photos uploaded to the project.

- a. The sign shall be mounted on two stakes/poles and the bottom of the sign shall be at least one foot above grade and not be obstructed by high weeds or grass.
- b. The sign shall be visible from and placed perpendicular to the street. Please do not place the sign in the TXDOT Right-Of-Way.
- c. There shall be one sign for each 500 feet of street frontage.
- d. The owner/developer/applicant shall be required to remove informational signs from the lot or tract of land within ten days after the date of the final action of the requested change or amendment.
- e. The owner/developer/applicant shall also be required to replace missing informational signs within two weeks of staff notifying them of the absence.

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This document contains a summary list of requirements for a Master Plan Amendment submittal. The information contained within has been compiled from the Town of Flower Mound Land Development Regulations. Below is a quick reference guide to help navigate to more detailed information.

**Code of Ordinances (Land Development Regulations) link:**  
<http://www.municode.com/resources/gateway.asp?pid=13329&sid=43>

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

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

**Chapter 78: Comprehensive Master Plan Amendment:**  
([https://library.municode.com/tx/flower\\_mound/codes/code\\_of\\_ordinances?nodeId=SPBLADERE\\_CH78AD\\_ARTIVAM\\_DIV1GE\\_SS78-155--78-180RE](https://library.municode.com/tx/flower_mound/codes/code_of_ordinances?nodeId=SPBLADERE_CH78AD_ARTIVAM_DIV1GE_SS78-155--78-180RE))

**Chapter 98: Zoning District Regulations:**  
[https://library.municode.com/tx/flower\\_mound/codes/code\\_of\\_ordinances?nodeId=SPBLADERE\\_CH98ZO\\_ARTIIDIIRE](https://library.municode.com/tx/flower_mound/codes/code_of_ordinances?nodeId=SPBLADERE_CH98ZO_ARTIIDIIRE)

**Chapter 98: Zoning SMARTGrowth Program:**  
[https://library.municode.com/tx/flower\\_mound/codes/code\\_of\\_ordinances?nodeId=SPBLADERE\\_CH98ZO\\_ARTIISMPR](https://library.municode.com/tx/flower_mound/codes/code_of_ordinances?nodeId=SPBLADERE_CH98ZO_ARTIISMPR)