



AMENDED SITE PLAN PROJECT CHECK LIST

PLANNING SERVICES DIVISION

AMENDED SITE PLAN SUBMITTAL REQUIREMENTS

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

THIS APPLICATION IS ONLY FOR MINOR AMENDMENT OF AN APPROVED SITE PLAN. FOR SIGNIFICANT AMENDMENTS, INCLUDING SIGNIFICANT CHANGES TO LANDSCAPE PLANS AND/OR ELEVATIONS, A SITE PLAN APPLICATION IS REQUIRED.

The definition of minor changes, per the Town's Code of Ordinances, is:

"Sec. 82-37 Minor changes

Subsequent to approval of a site plan, minor changes may be authorized by the town manager or director of community development when such minor changes will not cause any of the following circumstances to occur:

1. *A change in the character of the development.*
2. *An increase in the maximum authorized ratio of the gross floor areas in structures to the area of the lot.*
3. *An increase in the intensity of use.*
4. *A reduction in the originally approved separations between buildings.*
5. *An increase in the external effects on adjacent property.*
6. *A reduction in the originally approved setbacks from property lines.*
7. *An increase in the problems of circulation, safety and utilities.*
8. *An increase of more than 20 percent or 5,000 square feet, whichever is less, in ground coverage by structures.*
9. *A reduction in the ratio of off-street parking and loading space to gross floor area in structures.*
10. *A change in the subject, size, lighting or orientation of originally approved signs.*
11. *A decrease in the percentage of landscaping required."*

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 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:** At a minimum, the letter of intent should provide a detailed description of the elements of the site you are requesting to amend, as well as any other information applicable to the amendment request.
4. **Site Plan Amendment Package:**
Upload the following:
 1. Amended Site Plan (1 PDF containing all Amended Site Plan sheets)
 2. Amended Landscape Plan (1 PDF containing all Amended Landscape/Screening Plan sheets)
 3. Amended Elevations (1 PDF containing all Amended Elevation sheets)

NOTE: ANY SITE PLAN and/or LANDSCAPE/SCREENING PLAN and/or ELEVATIONS SUBMITTED FOR PROPOSED AMENDMENT(S) MUST:

- **contain all of the same information of the original approved plan/s as well as information for all amendment/s that have been approved since the plan's original approval; and**
- **have the elements proposed for amendment clearly notated and also highlighted with "bubbling."**



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This document contains a summary list of requirements for Amended Site 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 32: Engineering Design Criteria & Construction Standards

Chapter 82: Article II. Site Plans

Article V. Landscaping & Screening

Chapter 94: Div. 3. Planting Standards

Master Plan link:

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

SMARTGrowth Manual link:

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