



SPECIFIC USE PERMIT APPLICATION CHECK LIST

PLANNING SERVICES DIVISION

SPECIFIC USE PERMIT SUBMITTAL REQUIREMENTS

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

THE SPECIFIC USE PERMIT (SUP) APPLICATION IS FOR REZONING ONLY. IF A NEW DEVELOPMENT OR BUILDING IS BEING PROPOSED TO ACCOMMODATE THE SPECIFIC USE, A SEPARATE SITE PLAN APPLICATION WILL NEED TO BE SUBMITTED, REVIEWED BY STAFF, AND APPROVED BY THE PLANNING AND ZONING COMMISSION, FOLLOWING APPROVAL OF THE SUP BY THE TOWN COUNCIL AND PRIOR TO CONSTRUCTION. IF THE SUP IS TO BE LOCATED WITHIN A NEW PLANNED DEVELOPMENT DISTRICT, THEN THE SUP REQUEST CAN BE INCLUDED AND REVIEWED AS PART OF THE ZPD APPLICATION.

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:
 - a) state why the applicant is proposing to rezone the subject property, including a clear description of the proposed use;
 - b) specify existing zoning district(s);
 - c) define acreage of subject property;
 - d) specify any special considerations (i.e. requested variances to the standard zoning districts, requested exceptions, unique characteristics of subject property).
4. **Specific Use Permit (SUP) Package**

FOR AN EXISTING BUILDING:

- a) Upload in the following order:
 1. Approved Site Plan (1 PDF containing all Site Plan sheets)
 2. Metes and Bounds Description
 3. Vicinity Map

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 proposed use is in substantial conformity to the Conceptual Site Plan and/or PD must be included.

FOR A PROPOSED BUILDING:

- a) Upload in the following order:
 1. Survey of the Property
 2. Zoning Exhibit
 3. Conceptual Site Plan (1 PDF containing all Conceptual Site Plan sheets)
 4. Conceptual Landscape Plan (1 PDF containing all Conceptual Landscape Plan sheets)
 5. Color Conceptual Elevations (1 PDF containing all Color Conceptual Elevation sheets)
 6. Black and White Conceptual Elevations (1 PDF containing all B&W Conceptual Elevation sheets)
 7. Metes and Bounds Description
 8. Vicinity Map



SPECIFIC USE PERMIT APPLICATION CHECK LIST

PLANNING SERVICES DIVISION

DETAILS FOR REQUIRED PLANS - For a Proposed Building:

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. Survey of the Property

- a. 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.

2. Zoning Exhibit

The Zoning Exhibit must indicate the following:

- a. Existing zoning classifications;
- b. Proposed zoning district classifications in a format that identifies boundaries between different zoning districts;
- a. All applicable features of the Master Plan relative to the proposed concept site 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).

3. Conceptual Site Plan(s):

- a. **North Arrow:** North arrow shall be provided for orientation on all plans/drawings.
- b. **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).
- c. **Vicinity map:** A vicinity map with the subject site clearly indicated.
- d. **Legend:** A legend for any graphic symbols used.
- e. **Dates:** Date of preparation and subsequent revisions.
- f. **Title:** Proposed development name, including indication of phases on all plans/drawings.
- g. **Acres:** Total number of acres in the proposed development.
- h. **County:** County or counties in which the development is located.
- i. **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.
- j. **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.
- k. **The subject property's** street address (or common description), zoning classification and present use.
- l. **The adjacent properties'** land use designation, present zoning and property owner information.
- m. The general location of all proposed use(s)
- n. Designation of the area(s) where an SUP is requested, as applicable.
- o. Proposed access to the property (street network) or number of access points requested.
- p. A scaled drawing of the site showing major geographical features: creeks, ditches, wetlands, lakes, and other prominent topographical features (USGS or regional planning council maps and tax maps may be used).
- q. General location of major tree stands and other large trees.
- r. General location, size and number of stories of proposed building(s)



SPECIFIC USE PERMIT APPLICATION CHECK LIST

PLANNING SERVICES DIVISION

- s. General parking lot layout with approximate number of spaces, basic traffic flow and proposed circulation patterns including proposed pedestrian and trail network connections.
- t. General location of refuse areas.
- u. General location of any proposed signage. (Only if processing in conjunction with a Comprehensive Sign Package. Otherwise, sign locations are not needed.)
- v. A statement identifying the existence and general location and elevation of any flood zones.
- w. A general description of how drainage will be handled, and the general area of the site to be used for storm water management facilities.
- x. **Oil and/or Gas collection lines:** Are there any oil/gas collection lines located within the area planned? If yes then the concept plan shall indicate the location, and dimension of all oil/gas collection lines within or affecting the area to be planned. Any lines within or affecting the area being planned shall clearly indicate the name of the gas/oil company operating within the lines.

4. Conceptual Landscape/Screening Plans For a Proposed Building:

- 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.
 - if applicable, details of any proposed entryway features and any enhanced landscaped or hardscaped areas.

5. Conceptual Elevation Drawings:

- a. Projects within the Town's Area Plans shall demonstrate consistency with the Town's Urban Design Plan in regards to the architectural requirements within these areas.
- b. The elevations shall show all of the proposed structures, indicating and labeling all materials, including East, West, North and South elevations, colors of materials, and the mean and peak height of the building(s).
- c. For proposals that include multiple non-residential buildings, a concept elevation will be required for each building. Otherwise a note will need to be on the plans stating that the architecture, design, colors and construction of all subsequent buildings will substantially conform to the elevations depicted.
- d. To show conformance with the Town's Urban Design Plan's material standards, place the [Material Tabulation Chart](#) (follow link on webpage) on the face of the elevation(s).
- e. Details of all monument signs. (Only if processing in conjunction with a Comprehensive Sign Package. Otherwise, sign details are not needed.)



SPECIFIC USE PERMIT APPLICATION CHECK LIST

PLANNING SERVICES DIVISION

- f. Place a [Dumpster Enclosure Detail](#) (follow link on webpage) on the face of the elevation(s) or landscape plan(s). Note that the gate for the dumpster enclosure must be solid and cannot be wood construction.

LATER REQUIREMENTS:

- a. **Pictures of On-site Notification Signs:** Provide pictures (in PDF format) of the on-site notification sign.
- b. **Material Sample Board:** A sample of all of the materials proposed for the building(s) shall be submitted on a board 22" x 17" or smaller.

NOTIFICATION REQUIREMENTS FOR A SUP:

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 at the time the application is submitted.

ONSITE NOTIFICATION REQUIREMENTS:

1. **Informational Signs required for rezoning:**

Upon filing of a request for the issuance of a Specific Use Permit, the owner/developer/applicant shall be required to place an informational sign on said lot/tract of property **within five (5) days after the date that the application is filed**, as follows:

- a. The size of the sign shall be three feet (3') by four feet (4').
- b. The sign shall be made of aluminum or corrugated plastic material.
- c. The sign shall be mounted on stakes/poles.
- d. The sign shall be visible from the street.
- e. There shall be one (1) sign for each street frontage.
- f. The sign shall have a white background, with the letters and borders being blue in color.
- g. The call number on the sign shall be the Planning Services Office number, 972-874-6350.
- h. The sign should state the following:

"TOWN OF FLOWER MOUND, TEXAS
A SPECIFIC USE PERMIT REQUEST
IS BEING MADE ON THIS PROPERTY.
FOR INFORMATION, CALL 972-874-6350."

2. **Sign Removal:**

The owner/developer/applicant shall remove informational signs from said lot or tract of land or property within ten (10) days after the date of the final action of the requested change or amendment as stated in the Land Development Regulations of the Town Code of Ordinances.

This document contains a summary list of requirements for a Specific Use Permit 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 for your assistance:

Code of Ordinances (Land Development Regulations) link:

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

Chapter 90: Article IV. Sec. 90-186 Specific Use Permits
Chapter 98: Div. 3. SMARTGrowth

Master Plan link:

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

SMARTGrowth Manual link:

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