



# CONCEPTUAL PLANNED DEVELOPMENT CHECKLIST

## FREQUENTLY ASKED QUESTIONS

### What is a Planned Development zoning?

*A Conceptual Planned Development is intended to show the use of the land within the proposed development in a graphic manner and as may be required by written documentation. This shows the overall development. It allows for new and innovative concepts in land utilization.*

### When do you accept submittals?

*We accept submittals once a month per the following [schedule](#).*

## FEES

Conceptual PD: \$500 + \$25 per acre (or portion thereof rounded up)

Example: (2.1 acres would cost \$500 + (\$25 \* 3) = \$575)

## SUBMITTAL REQUIREMENTS

All Planned Development Applications are done online through the City's CSS portal:

<https://energovcss.coppelltx.gov/EnerGovProd/SelfService#/home>

- Completed Application Form, signed by the property owner (scanned PDF)
- Conceptual Plan

## CHECKLIST:

- Written statement and exhibits demonstrating compliance with the *Coppell 2030 Comprehensive Master Plan*.
- Title block located in lower right corner (titled as Site Plan) with subdivision name, block, lot numbers and date of preparation.  
Example: Conceptual Plan ABC Addition, Lot 1R, 2 and 3, Block A,  
Date: March 16, 2021.
- Name, address, phone and email addresses for owner, applicant, architect/engineer, preparing the plan.
- North arrow should be pointing up or to the right and scale generally a minimum of 1"=50'.
- Adjacent properties – land use, zoning, subdivision name, owner name of unplatted property and recording information.
- Boundaries of the property with dimensions and bearings.
- Legal (metes and bounds) description of the property (also as a Word Document)
- Adjoining streets including curbs, sidewalks, existing and proposed median openings and all street intersections, driveways, alleys within 200 feet of the property.
- Indicate spacing between driveways within the subject property and adjacent properties as required in the



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## Subdivision Ordinance.

- Location of existing water courses, railroads and other drainage and transportation features.
- Show the location of the FEMA 100-year flood plain.
- A Conceptual Plan for residential land use shall show general use, thoroughfares, street alignments and preliminary lot arrangements.
- A Conceptual Plan for residential development which does not propose platted lots and for all non-residential uses shall illustrate the type and nature of the proposed development including but not limited to:
  - land uses
  - building sites
  - access
  - density
  - building height
  - fire lanes
  - screening
  - parking areas and ratios
  - landscaped areas
  - tree count if needed for mitigation
  - other pertinent development data
- Other information as considered essential by staff, the Planning & Zoning Commission or City Council.

Once the concept plan has been approved by the Planning & Zoning Commission and the City Council, a Detail Site Plan may be approved in the manner specified in the Zoning Ordinance prior to the issuance of a building permit, as follows:

“Changes of detail which do not alter the basic relationship of the proposed development to adjacent property and which do not alter the uses permitted or increase the density, building height or coverage of the site or which do not decrease the off-street parking ratio or reduce the yards provided at the boundary of the site or does not significantly alter the landscape plans as indicated on the approved conceptual plan maybe authorized by the Planning Director of designee.”

***NOTE: This checklist is only a supplement to the Subdivision Regulations. It is the applicant's responsibility to review and comply with the requirements of the [Zoning Ordinance](#) and [Subdivision Regulations](#).***