



# REZONING CHECKLIST

## FREQUENTLY ASKED QUESTIONS

**When do you accept submittals?**

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

## FEES

Straight Rezoning: \$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)
- Special Use Permit conditions (i.e. hours of operation, etc.)
- Site Plan, Landscape Plan, Elevations, Signage Plan

## CHECKLIST:

**For lease spaces in existing buildings including new restaurants where residential adjacency exists and/or a drive-thru facility is proposed:**

- Name, address, phone and email addresses for property owner and applicant.
- Building elevations indicating the width of the lease space.
- Special Use Permit conditions (i.e. hours of operation, etc.)
- Site Plan of the entire shopping center/retail building indicating:
  - Lease space of the proposed use with square footage and dimension of frontage(s).
  - Parking analysis to assure that adequate parking exists to accommodate proposed use.
- If restaurant with drive-thru facilities include the following:
  - Location and circulation pattern for drive-thru.
  - Location of windows, order/menu boards, lighting facilities, speaker etc.
- All proposed attached and detached (monument) signage including size, color, font and materials.

### **Site Plan Sheet:**

- Title block located in lower right corner (titled as Site Plan) with subdivision name, block, lot numbers and date of preparation.  
Example: Site 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'.



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- Site Data Table indicating as follows:
  - Existing zoning
  - Proposed use
  - Existing and Proposed square footage of each proposed use
  - Existing and Proposed building area - gross square footage
  - Existing and Proposed building height
  - Existing and Proposed required and provided parking per each use
  - Existing and Proposed lot coverage
  - Existing and Proposed floor area ratio Zoning districts adjacent to the property.
- Boundaries of the property with dimensions.
- Zoning districts on and adjacent to the site.
  
- 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 Subdivision Ordinance.
- Parking layout and driveways including loading areas, fire lanes (minimum 24' wide), access easements, parking space dimensions (typical 9'x18' or 9'x19' where head to head parking exists) and aisle width (typical 24' wide). All revisions need to be illustrated by clouding or similar method.
- All existing and proposed drainage and utility easements.
- Show the location of the FEMA 100-year flood plain.
- Refuse facilities and mechanical equipment including height, materials and elevations of proposed screening.
- Lighting facilities, security lighting, screening and glare shades.
- Proposed attached and monument signs including elevations showing dimensions, total square footage, materials, colors, font and light source, if any, sign elevations may be shown on a separate sheet.
- Show existing and proposed sidewalks. Fire hydrant layout.
- Additional information as needed.

**Preliminary Engineering (if existing utilities will be relocated due to this site plan amendment):**

- Preliminary Engineering (Preliminary Utility Plan)

**Landscape Plan (if existing landscaping will be affected by this site plan amendment):**

- The block located in lower right corner (titled as Landscape Plan) with subdivision name, block and lot numbers and date of preparation.
- Names, address, phone and email addresses of owner, applicant and Landscape Architect preparing the plan.
- North arrow and scale (generally minimum 1"=50'). The Landscape Plan must be at the same scale as the Site Plan. North arrow should be up or to the right.
- Boundaries of the property with dimensions.
- Landscape Data Table showing required/provided trees/shrubs and square footage for each category as follows:
  - Existing and Proposed:



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- Perimeter Landscaping: \_\_\_\_\_sq. ft. required \_\_\_\_\_sq. ft. provided
    - Trees: #\_\_\_\_\_ required #\_\_\_\_\_ provided
  - Interior Landscaping: \_\_\_\_\_sq. ft. required \_\_\_\_\_sq. ft. provided
    - Trees # \_\_\_\_\_ required # \_\_\_\_\_ provided
  - Non-vehicular Landscaping: \_\_\_\_\_sq. ft. required \_\_\_\_\_sq. ft. provided
    - Trees # \_\_\_\_\_ required # \_\_\_\_\_ provided
  - Percentage of Total Site Area devoted to landscaping: \_\_\_\_%
- Plant List/Schedule Table showing number of each species of trees and shrubs including caliper inches, species and scientific name.
  - Plant Legend if symbols or abbreviations are used.
  - Clearly show landscape areas and plant materials on plan designated to fulfill interior, perimeter and non-vehicular landscape requirements.
  - Location of all trees to be preserved.
  - Spacing of plant material to be used.
  - Description of maintenance provisions for the Landscape Plan.
  - Existing and proposed utilities easements.
  - Show proposed and existing sidewalks.
  - Note that all landscaped areas shall be fully irrigated and an irrigation plan will be required with the Building Permit.

### **Tree Survey (If any trees are to be removed):**

- Complete tree survey per Article 34, Division 2 of the Zoning Ordinance.

### **Building Elevations (Indicate revisions, if applicable):**

- North, South, East and West building elevations.
- Proposed building colors and materials including manufacturer's specifications. Proposed building height.
- Percentage of masonry materials.

### **Color Board (if applicable):**

- The color board shall indicate the name of the proposed project and show a sampling of all proposed materials in the appropriate color and labeled accordingly.

***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](#).***