



# Annexation, Zoning, and Development Manual

Updated December 2011

INFORMATION CONTAINED WITHIN THIS DOCUMENT IS INTENDED TO ASSIST THE PUBLIC WITH THE TOWN'S ANNEXATION, ZONING, AND DEVELOPMENT PROCESSES. TOWN ORDINANCES SHOULD ALSO BE CONSULTED. THE TOWN'S DEVELOPMENT ORDINANCES (SUBDIVISION ORDINANCE, ZONING ORDINANCE, SIGN ORDINANCE, THOROUGHFARE STANDARDS, DRAINAGE ORDINANCE, ETC...) MAY BE DOWNLOADED FROM THE TOWN'S WEB SITE AT [www.prospertx.gov](http://www.prospertx.gov).

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# Welcome to Prosper

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## Meetings

While meeting dates and times are subject to change, the date, time, and place of regularly scheduled meetings are as follows:

Regular Town Council Meetings  
2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the Month, 6:00pm  
Town of Prosper Municipal Chambers  
108 W. Broadway Street

Regular Planning & Zoning Commission Meetings  
1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the Month, 6:00pm  
Town of Prosper Municipal Chambers  
108 W. Broadway Street

Regular Parks and Recreation Board Meetings  
Per the approved calendar at [www.prospertx.gov](http://www.prospertx.gov), 6:00pm  
Town of Prosper Municipal Chambers  
108 W. Broadway Street

Regular Economic Development Corporation Meetings  
3<sup>rd</sup> Wednesday of the Month, 6:00pm  
EDC Office at Prosper Town Center  
170 N. Preston Road, Suite 50

## Town Contacts

- |   |  |                |
|---|--|----------------|
| • Mike Land<br>mike_land@prospertx.gov                  | Town Manager                                       | (972) 346-2640 |
| • Amy Piukana<br>amy_piukana@prospertx.gov              | Town Secretary                                     | (972) 346-2640 |
| • Hulon T. Webb, Jr., P.E.<br>hulon_webb@prospertx.gov  | Director of Development Services/<br>Town Engineer | (972) 346-3502 |
| • Chris Copple, AICP<br>chris_copple@prospertx.gov      | Planning & Zoning Manager                          | (972) 346-3502 |
| • Wade Harden<br>wade_harden@prospertx.gov              | Senior Parks & Recreation Planner                  | (972) 346-3502 |
| • Frank E. Jaromin, P.E.<br>frank_jaromin@prospertx.gov | Director of Public Works                           | (972) 347-9969 |
| • Wayne Snell, CBO<br>wayne_snell@prospertx.gov         | Building Official                                  | (972) 346-3502 |
| • Kirk McFarlin<br>kirk_mcfarlin@prospertx.gov          | Police Chief                                       | (972) 347-9002 |
| • Ronnie Tucker<br>chief.tucker@prosperfire.com         | Fire Chief   | (972) 347-2424 |
| • Matthew Garrett<br>matthew_garrett@prospertx.gov      | Finance Director                                   | (972) 346-2640 |

# Summary of the Annexation Process

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- Annexation Petition and associated materials (see annexation checklist) are submitted to the Town Secretary by the applicant in accordance with the Town's Annexation Schedule.
- Please contact the Town Secretary to schedule an annexation.
- Annexation Petition and associated materials (see annexation checklist) are reviewed by the Town staff. Any additional or revised information is submitted to Town staff by the applicant.
- The Town Council will consider acceptance of the Annexation Petition.
- Publication of the Notice for 1st Public Hearing in the Prosper Press by the Town Secretary.
- 1st Public Hearing is held by the Town Council (*to be held no less than 10 days and no more than 20 days from the date of publication*).
- Publication of the Notice for 2nd Public Hearing in the Prosper Press by the Town Secretary.
- 2nd Public Hearing is held by the Town Council (*to be held no less than 10 days and no more than 20 days from the date of publication*).
- Annexation Ordinance is adopted by the Town Council (*to be adopted 20 to 40 days after the date of the 2nd Public Hearing*).

Please note that the total process for annexation must not exceed 90 days from start to finish (from initiation to adoption of the ordinance). The initiation of the annexation begins after the completion of the 2<sup>nd</sup> Public Hearing. If the property owner or Town Council is not prepared for adoption of the annexation ordinance at the end of the 90-day window, the property owner will be required to submit the Annexation Petition a second time to begin the process again.

# Summary of the Zoning Process

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- Zoning Application and associated materials (see zoning checklist) are submitted to the Development Services Department by the applicant in accordance with the Town's Zoning and Development Schedule. *(The applicant is strongly encouraged to meet with Town staff prior to submitting a zoning application.)*
- In accordance with the Town's Zoning and Development Schedule, the zoning request is reviewed by Town staff, comments regarding the zoning request are made available to the applicant, and the applicant addresses the comments and returns the associated materials.
- Written notice of the Public Hearing before the Planning & Zoning Commission is mailed by the Town to each property owner within two hundred feet (200') of the property on which the zoning is being requested, as indicated by the most recently approved municipal tax roll. *(Notices are to be postmarked a minimum of ten days before the hearing).*
- Publication of Notice of the Public Hearing before the Town Council in the Prosper Press by the Town. *(The notice is to be published no less than 15 days prior to the Public Hearing).*
- A Public Hearing is held by the Planning & Zoning Commission and Town Council to consider and act upon the zoning request. The Planning & Zoning Commission and Town Council may approve, deny, or table the request.
- If the zoning request is approved, an ordinance to enact the zoning will generally be considered by Town Council at their next meeting.

# Summary of Residential Development Process

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## ○ Application and review of a preliminary plat and other applicable plans

A Development Application and associated materials (see preliminary plat checklist) are submitted to the Development Services Department by the applicant in accordance with the Town's Zoning and Development Schedule. (*The applicant is strongly encouraged to meet with Town staff prior to submitting a development application.*) Other applicable plans may include:

- Preliminary Utility Plan
- Preliminary Drainage Plan
- General Tree Survey

In accordance with the Town's Zoning and Development Schedule, the application and associated plans are reviewed by Town staff, comments regarding the plans are made available to the applicant, and the applicant addresses the comments and returns the corrected plans to the Development Services Department. Should all staff comments not be addressed by the applicant, the applicant will be notified of the outstanding comments. Corrected plans must be returned to the Development Services Department a minimum of fourteen (14) days prior to the next scheduled Planning & Zoning Commission Meeting.

## ○ Action on Plans by the Planning & Zoning Commission

After the review process is complete, the preliminary plat will be scheduled for consideration by the Planning & Zoning Commission. The approval of a preliminary plat is the Town's authorization to submit a final plat and associated plans for the project, subject to meeting all approval conditions of the preliminary plat.

## ○ Application and review of a final plat, civil engineering plans, and other applicable plans

A Development Application and associated materials (see final plat and other appropriate checklists) are submitted to the Development Services Department by the applicant in accordance with the Town's Zoning and Development Schedule. (*The applicant is strongly encouraged to meet with Town staff prior to submitting a development application.*) Other applicable plans may include:

- Landscaping Plans
- Civil Engineering Plans
- Detailed Tree Survey

In accordance with the Town's Zoning and Development Schedule, the application and associated plans are reviewed by Town staff, comments regarding the plans are made available to the applicant, and the applicant addresses the comments and returns the corrected plans to the Development Services Department. Should all staff comments not be addressed by the applicant, the applicant will be notified of the outstanding comments. Corrected plans must be returned to the Development Services Department a minimum of fourteen (14) days prior to the next scheduled Planning & Zoning Commission Meeting.

## ○ Action on Plans by the Planning & Zoning Commission

Once all review comments of the final plat are satisfied, the final plat will be scheduled for consideration by the Planning & Zoning Commission. Approval of a final plat is the Town's authorization to start construction once all plans are revised to the satisfaction of all Town staff, all approval conditions of the final plat are met, and following a preconstruction meeting.

## ○ Assessment of impact fees and park fees

Impact fees are assessed in accordance with the Town's Impact Fee Ordinance No. 11-71, as it exists or may be amended. Park fees are assessed in accordance with the Town's Subdivision Ordinance No. 03-05, as it exists or may be amended.

## ○ Review of civil engineering, landscaping, and screening plans

The review of civil engineering, landscaping, and screening plans continues after approval of the final plat. The review of these plans must be complete prior to beginning grading or construction.

- **Construction release**

Once all plans are revised to the satisfaction of all Town staff and subject to meeting all approval conditions of the final plat, a Construction Release will be authorized by the Town and the project will be eligible for a preconstruction meeting.

- **Preconstruction meeting**

A preconstruction meeting may be scheduled by contacting the Town Engineer at (972) 346-3502.

- **Construction**

Following the preconstruction meeting, grading and site construction may commence.

- **Construction inspections**

Grading, utility, street, and other inspections may be scheduled by contacting the Director of Public Works at (972) 347-9969. A 24 hour notice is required.

- **Preliminary Inspection**

Once construction is complete, two (2) sets of black line or blue line sets of preliminary as-built / record plans shall be submitted to the Town Engineer. One (1) set of plans will be forwarded to the Public Works Department for a preliminary inspection where a punch list of preliminary inspection issues will be created and forwarded to the contractor, design engineer, and applicant.

- **Final Inspection**

Once preliminary inspection issues have been rectified, a final inspection may be scheduled by contacting the Director of Public Works at (972) 347-9969. A 24 hour notice is required. In addition, a landscape inspection must be scheduled by contacting the Development Services Department at (972) 346-3502.

- **Submittal of final acceptance materials**

The following materials must be submitted to the Town prior to acceptance of subdivision improvements by the Town Council:

- ✓ One (1) black line or blue line set of as-built / record plans and landscape plan
- ✓ One (1) mylar set of as-built / record plans (excluding the final plat)
- ✓ Three (3) CDs of the as-built / record plans, address plat, and landscape plan (include both CAD and .pdf versions on each CD)
- ✓ A two-year maintenance bond
- ✓ An affidavit of construction costs
- ✓ Final pay estimate of public improvements
- ✓ Payment of inspection fees (3% of construction costs of public improvements)
- ✓ Two (2) 24x36 copies of plat with addresses added and Ten (10) 11x17 reductions of addressed plat
- ✓ Copies of the Final Plat to be filed with owner, surveyor, and notary signatures (no addresses)
- ✓ Payment of Park Dedication and Improvement fees
- ✓ Final cost estimates of required improvements to be constructed at a later date (may include sidewalks, left turn lanes, median openings, deceleration lanes, street lights, landscaping, etc.)
- ✓ Escrow funds for required improvements to be constructed at a later date (may include sidewalks, left turn lanes, median openings, deceleration lanes, street lights, landscaping, etc.)
- ✓ Payment for one (1) year of street light operating costs

- **Final acceptance of subdivision improvements by the Town Staff**

After final inspection, the Town shall notify the Subdivider in writing as to his acceptance or rejection of the construction. The Town shall reject such construction only if it fails to comply with the standards and specifications contained herein or otherwise existing. If the Town rejects such construction, the Town Attorney shall, on direction of the Town proceed to enforce the guarantees provided in the Town's Subdivision Ordinance. If the Town accepts the construction, the final acceptance certificate stating that the requirement standards for the Town of Prosper have been met and that the public improvements and dedications have been approved, shall be given to the Subdivider.

- **Signature and filing of the final plat**

Upon final acceptance of subdivision improvements by the Town Staff, the final plat will be signed by the Town. The applicant shall submit copies of the final plat for signature to the Development Services Department and allow up to

fourteen (14) days for the plat to receive all necessary signatures. The applicant shall file the plat at the County and return one 24" x36" original filed mylar and five 24" x36" copies of the filed plat to the Town.

o **Payment of impact fees**

Impact fees are paid in accordance with the Town's Impact Fee Ordinance No. 11-71, as it exists or may be amended.

o **Issuance of building permits**

Building permits may be issued following the filing of the final plat, final acceptance of subdivision improvements, payment of impact fees, and approval of a building permit.

Other codes and ordinances to consult for additional information, include, but are not limited to, the following:

- Zoning Ordinance
- Subdivision Ordinance
- 2006 International Residential Code with local amendments
- 2006 International Building, Plumbing, Gas, and Mechanical Codes with local amendments
- 2006 International Energy Conservation Code with local amendments
- 2003 International Fire Code with local amendments
- 2006 International Property Maintenance Code with local amendments
- 2005 National Electrical Code with local amendments
- Town of Prosper Residential Green Building Program

# Summary of Nonresidential and Multifamily Development Process

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## ○ Application and review of a preliminary site plan and other applicable plans

A Development Application and associated materials (see preliminary site plan checklist) are submitted to the Development Services Department by the applicant in accordance with the Town's Zoning and Development Schedule. (*The applicant is strongly encouraged to meet with Town staff prior to submitting a development application.*) Other applicable plans may include:

- Preliminary Utility Plan
- Preliminary Drainage Plan
- Conceptual Façade Plan
- General Tree Survey

In accordance with the Town's Zoning and Development Schedule, the application and associated plans are reviewed by Town staff, comments regarding the plans are made available to the applicant, and the applicant addresses the comments and returns the corrected plans to the Development Services Department. Should all staff comments not be addressed by the applicant, the applicant will be notified of the outstanding comments. Corrected plans must be returned to the Development Services Department a minimum of fourteen (14) days prior to the next scheduled Planning & Zoning Commission Meeting.

## ○ Action on Plans by the Planning & Zoning Commission

After the review process is complete, the preliminary site plan will be scheduled for consideration by the Planning & Zoning Commission. The approval of a preliminary site plan is the Town's authorization to submit a final plat, site plan, and associated plans for the project, subject to meeting all approval conditions of the preliminary site plan.

## ○ Application and review of a final plat, site plan, civil engineering plans, and other applicable plans

A Development Application and associated materials (see final plat, site plan, and other appropriate checklists) are submitted to the Development Services Department by the applicant in accordance with the Town's Zoning and Development Schedule. (*The applicant is strongly encouraged to meet with Town staff prior to submitting a development application.*) Other applicable plans may include:

- Landscaping Plans
- Civil Engineering Plans
- Open Space Plan
- Detailed Tree Survey
- Facade Plans

In accordance with the Town's Zoning and Development Schedule, the application and associated plans are reviewed by Town staff, comments regarding the plans are made available to the applicant, and the applicant addresses the comments and returns the corrected plans to the Development Services Department. Should all staff comments not be addressed by the applicant, the applicant will be notified of the outstanding comments. Corrected plans must be returned to the Development Services Department a minimum of fourteen (14) days prior to the next scheduled Planning & Zoning Commission Meeting.

## ○ Action on Plans by the Planning & Zoning Commission

Once all review comments of the final plat and site plan are satisfied, the final plat and site plan will be scheduled for consideration by the Planning & Zoning Commission. Approval of a final plat and site plan is the Town's authorization to start construction once all plans are revised to the satisfaction of all Town staff, all approval conditions of the final plat and site plan are met, and following a preconstruction meeting.

## ○ Assessment of impact fees and park fees

Impact fees are assessed in accordance with the Town's Impact Fee Ordinance No. 11-71, as it exists or may be amended. Park fees are assessed in accordance with the Town's Subdivision Ordinance No. 03-05, as it exists or may be amended.

- **Review of civil engineering, landscaping, and screening plans**

The review of civil engineering, landscaping, screening, open space, and facade plans continues after approval of the final plat and site plan. The review of these plans must be complete prior to beginning grading or construction.

- **Construction release**

Once plans are revised to the satisfaction of all Town staff and subject to meeting all approval conditions of the final plat and site plan, a Construction Release will be authorized by the Town and the project will be eligible for a preconstruction meeting.

- **Preconstruction meeting**

A preconstruction meeting may be scheduled by contacting the Town Engineer at (972) 346-3502.

- **Construction**

Following the preconstruction meeting, grading and site construction may commence.

- **Payment of impact fees**

Impact fees are paid in accordance with the Town's Impact Fee Ordinance No. 11-71, as it exists or may be amended.

- **Issuance of building permits**

Building permits may be issued following Town approval of the permit and payment of impact fees. No vertical building construction may occur until all fire lanes have been constructed.

- **Construction inspections**

Grading, utility, street, and other inspections may be scheduled by contacting the Director of Public Works at (972) 347-9969. A 24 hour notice is required.

- **Preliminary Inspection**

Once construction is complete, two (2) sets of black line or blue line sets of preliminary as-built / record plans shall be submitted to the Town Engineer. One (1) set of plans will be forwarded to the Public Works Department for a preliminary inspection where a punch list of preliminary inspection issues will be created and forwarded to the contractor, design engineer, and applicant.

- **Final Inspection**

Once preliminary inspection issues have been rectified, a final inspection may be scheduled by contacting the Director of Public Works at (972) 347-9969. A 24 hour notice is required. In addition, a landscape inspection must be scheduled by contacting the Development Services Department at (972) 346-3502.

- **Submittal of final acceptance materials**

The following materials must be submitted to the Town prior to acceptance of subdivision improvements by the Town Council:

- ✓ One (1) black line or blue line set of as-built / record plans and landscape plan
- ✓ One (1) mylar set of as-built / record plans (excluding the final plat)
- ✓ Three (3) CDs of the as-built / record plans, address plat, and landscape plan (include both CAD and .pdf versions on each CD)
- ✓ A two-year maintenance bond
- ✓ An affidavit of construction costs
- ✓ Final pay estimate of public improvements
- ✓ Payment of inspection fees (3% of construction costs of public improvements)
- ✓ Two (2) 24x36 copies of plat with addresses added and Ten (10) 11x17 reductions of addressed plat
- ✓ Copies of the Final Plat to be filed with owner, surveyor, and notary signatures (no addresses)
- ✓ Payment of Park Dedication and Improvement fees (residential only)
- ✓ Final cost estimates of required improvements to be constructed at a later date (may include sidewalks, left turn lanes, median openings, deceleration lanes, street lights, landscaping, etc.)
- ✓ Escrow funds for required improvements to be constructed at a later date (may include sidewalks, left turn lanes, median openings, deceleration lanes, street lights, landscaping, etc.)

○ **Final acceptance of subdivision improvements by the Town Staff**

After final inspection, the Town shall notify the Subdivider in writing as to his acceptance or rejection of the construction. The Town shall reject such construction only if it fails to comply with the standards and specifications contained herein or otherwise existing. If the Town rejects such construction, the Town Attorney shall, on direction of the Town proceed to enforce the guarantees provided in the Town's Subdivision Ordinance. If the Town accepts the construction, the final acceptance certificate stating that the requirement standards for the Town of Prosper have been met and that the public improvements and dedications have been approved, shall be given to the Subdivider.

○ **Signature and filing of the final plat**

Upon final acceptance of subdivision improvements by the Town Staff, the final plat will be signed by the Town. The applicant shall submit copies of the final plat for signature to the Development Services Department and allow up to fourteen (14) days for the plat to receive all necessary signatures. The applicant shall file the plat at the County and return one 24" x36" original filed mylar and five 24" x36" copies of the filed plat to the Town.

○ **Issuance of a Certificate of Occupancy**

A Certificate of Occupancy may be issued by the Town following approval of all final inspection conditions and final acceptance.

- Zoning Ordinance
- Subdivision Ordinance
- 2006 International Residential Code with local amendments
- 2006 International Building, Plumbing, Gas, and Mechanical Codes with local amendments
- 2006 International Energy Conservation Code with local amendments
- 2003 International Fire Code with local amendments
- 2006 International Property Maintenance Code with local amendments
- 2005 National Electrical Code with local amendments
- Town of Prosper Multifamily Green Building Program

## 2012 Zoning and Development Review Schedule

Town Staff is currently accepting zoning and development applications at anytime during regular business hours. Please contact the Planning Division at (972) 346-3502 to discuss a customized schedule.

Application Deadline at 12:00 P.M.	Red-lined Plans Available after 1:00 P.M.	Corrected Plans to be Returned by 5:00 P.M.	Planning & Zoning Meeting at 6:00 P.M.	Town Council Meeting at 6:00 P.M. (required for straight zoning and SUP requests only)
<b>Monday</b>	<b>Wednesday</b>	<b>Tuesday</b>	<b>Tuesday</b>	<b>Tuesday</b>
12/05/11	12/14/11	12/20/11	01/03/12	01/24/12
01/09/12	01/18/12	01/25/12	02/07/12	02/28/12
02/06/12	02/15/12	02/21/12	03/06/12	03/27/12
03/05/12	03/14/12	03/20/12	04/03/12	04/24/12
04/02/12	04/11/12	04/17/12	05/01/12	05/22/12
05/07/12	05/16/12	05/22/12	06/05/12	06/26/12
06/04/12	06/13/12	06/19/12	07/03/12	07/24/12
07/09/12	07/18/12	07/24/12	08/07/12	08/28/12
08/06/12	08/15/12	08/21/12	09/04/12	09/25/12
09/04/12 (Tues)	09/12/12	09/18/12	10/02/12	10/23/12
10/08/12	10/17/12	10/23/12	11/05/12 (Mon)	12/11/12
11/05/12	11/14/12	11/20/12	12/04/12	01/08/13
12/17/12	12/26/12	01/02/13 (Wed)	01/15/13	02/12/13

The following schedule is for Planned Development (PD) zoning requests only:

Application Deadline at 12:00 P.M.	Red-lined Plans Available after 1:00 P.M.	Corrected Plans to be Returned by 5:00 P.M.	Planning & Zoning Meeting at 6:00 P.M.	Town Council Meeting at 6:00 P.M.
<b>Monday</b>	<b>Wednesday</b>	<b>Tuesday</b>	<b>Tuesday</b>	<b>Tuesday</b>
12/05/11	12/14/11	12/20/11	01/17/12	02/14/12
01/09/12	01/18/12	01/25/12	02/21/12	03/13/12
02/06/12	02/15/12	02/21/12	03/20/12	04/10/12
03/05/12	03/14/12	03/20/12	04/17/12	05/08/12
04/02/12	04/11/12	04/17/12	05/15/12	06/12/12
05/07/12	05/16/12	05/22/12	06/19/12	07/10/12
06/04/12	06/13/12	06/19/12	07/17/12	08/14/12
07/09/12	07/18/12	07/24/12	08/21/12	09/11/12
08/06/12	08/15/12	08/21/12	09/18/12	10/09/12
09/04/12 (Tues)	9/12/12	9/18/12	10/16/12	11/13/12
10/08/12	10/17/12	10/23/12	11/20/12	12/11/12
11/05/12	11/14/12	11/20/12	12/18/12	01/08/13
12/17/12	12/26/12	01/02/13 (Wed)	01/15/13	02/12/13

- The schedules will be extended if the applicant fails to address staff's plan review comments or if the Planning & Zoning Commission or the Town Council tables the request.
- Zoning variances are heard by the Board of Adjustment (BOA). BOA meetings are held on an as needed basis.
- INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. SEE THE TOWN OF PROSPER ZONING AND DEVELOPMENT MANUAL FOR PLAN CHECKLISTS AND A DESCRIPTION OF ZONING AND DEVELOPMENT PROCEDURES.

# ANNEXATION PETITION

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TO THE MAYOR AND GOVERNING BODY OF THE TOWN OF PROSPER, TEXAS

The undersigned owner(s) of the hereinafter described tract of land, which is vacant and without residents, or on which less than three (3) qualified voters reside, hereby petition your honorable body to extend the present Town limits so as to include as a part of the Town of Prosper, Texas, the following described territory, to wit:

Description of the territory to be annexed by metes and bounds: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I (We) certify that the above described tract of land is contiguous to the Town of Prosper, Texas, is not more than one-half (1/2) mile in width and that this petition is signed and duly acknowledged by each and every person or corporation having an interest in said land.

\_\_\_\_\_  
Owner's Signature #1

THE STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public in and for the State of Texas

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Owner's Signature #2 (if applicable)

THE STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public in and for the State of Texas

My commission expires: \_\_\_\_\_

**\$250.00 Application Fee for Annexations**

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# TOWN OF PROSPER ZONING APPLICATION

*Prior to submitting a zoning application, the applicant is encouraged to discuss the zoning request with the Development Services Department and area property owners and HOAs.*

Name of Subdivision/Development: \_\_\_\_\_

Survey Name: \_\_\_\_\_ Abstract#: \_\_\_\_\_ Tract # \_\_\_\_\_

Location of Property: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Present Zoning (w/ acreage if multiple districts): \_\_\_\_\_ Requested Zoning (w/ acreage if multiple districts): \_\_\_\_\_

Type of Zoning Request	Application Fees
<input type="radio"/> Rezoning	\$
<input type="radio"/> Planned Development	\$
<input type="radio"/> Specific Use Permit	\$
<b>Total Fees</b>	<b>\$</b>

### Application Materials

- Three (3) copies of exhibits prepared in accordance with the zoning, planned development, and/or specific use permit checklist.
- A compact disc (CD) with .dwg and .pdf files of all plat/plans and exhibits.
- Application fees
- Notification labels, postage worksheet, and postage
- Tax statement for the subject property showing no delinquent taxes.

Current Property Owner's Name: \_\_\_\_\_

Street Address, City, State, Zip: \_\_\_\_\_

Ph#: \_\_\_\_\_ Fax# \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Name / Company: \_\_\_\_\_

Street Address, City, State, Zip: \_\_\_\_\_

Ph#: \_\_\_\_\_ Fax# \_\_\_\_\_ Email: \_\_\_\_\_

Representative's Name / Company: \_\_\_\_\_

Street Address, City, State, Zip: \_\_\_\_\_

Ph#: \_\_\_\_\_ Fax# \_\_\_\_\_ Email: \_\_\_\_\_

THE STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct."

\_\_\_\_\_  
Owner, Applicant, or Representative

SUBSCRIBED AND SWORN TO before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public in and for the State of Texas

### Office Use Only

Description of Zoning Request: \_\_\_\_\_

\_\_\_\_\_  
Receipt #: \_\_\_\_\_

\_\_\_\_\_  
Signature of Town Staff Date: \_\_\_\_\_

\_\_\_\_\_  
Date of Application Acceptance

# TOWN OF PROSPER VARIANCE APPLICATION

*Prior to submitting a variance application, the applicant is encouraged to discuss the variance request with the Development Services Department and area property owners and HOAs.*

Name of Subdivision/Development: \_\_\_\_\_

Survey Name: \_\_\_\_\_ Abstract#: \_\_\_\_\_ Tract # \_\_\_\_\_

Location of Property: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Present Zoning (w/ acreage if multiple districts): \_\_\_\_\_ Address: \_\_\_\_\_

Type of Variance Request	Application Fees
<input type="radio"/> Variance	\$
<b>Total Fees</b>	\$

### Application Materials

- Three (3) copies of exhibits prepared in accordance with the variance checklist.
- A compact disc (CD) with .pdf files of all plat/plans and exhibits.
- Application fees
- Notification labels, postage worksheet, and postage
- Tax statement for the subject property showing no delinquent taxes.

Current Property Owner's Name: \_\_\_\_\_

Street Address, City, State, Zip: \_\_\_\_\_

Ph#: \_\_\_\_\_ Fax# \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Name / Company: \_\_\_\_\_

Street Address, City, State, Zip: \_\_\_\_\_

Ph#: \_\_\_\_\_ Fax# \_\_\_\_\_ Email: \_\_\_\_\_

Representative's Name / Company: \_\_\_\_\_

Street Address, City, State, Zip: \_\_\_\_\_

Ph#: \_\_\_\_\_ Fax# \_\_\_\_\_ Email: \_\_\_\_\_

THE STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct."

\_\_\_\_\_  
Owner, Applicant, or Representative

SUBSCRIBED AND SWORN TO before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public in and for the State of Texas

### Office Use Only

Description of Zoning Request: \_\_\_\_\_

\_\_\_\_\_  
Receipt #: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Town Staff \_\_\_\_\_ Date of Application Acceptance \_\_\_\_\_

# TOWN OF PROSPER DEVELOPMENT APPLICATION

*Prior to submitting a development application, the applicant is encouraged to discuss the development request with the Development Services Department and area property owners and HOAs.*

Name of Subdivision/Development: \_\_\_\_\_  
 Survey Name: \_\_\_\_\_ Abstract#: \_\_\_\_\_ Tract \_\_\_\_\_  
 Location of Property: \_\_\_\_\_ # of Lots \_\_\_\_\_ Total Acreage: \_\_\_\_\_  
 Present Zoning: \_\_\_\_\_ Requested Zoning (if Applicable): \_\_\_\_\_

Type of Development Request	Application Fees	Application Materials
<input type="checkbox"/> Preliminary Plat	\$	<input type="checkbox"/> Plans prepared in accordance with the associated checklist <input type="checkbox"/> A compact disc (CD) with .dwg and .pdf files of all plat/plans and exhibits <input type="checkbox"/> Application fees <input type="checkbox"/> Notification labels, postage worksheet, and postage (for replats only) <input type="checkbox"/> Tax statement for the subject property showing no delinquent taxes <input type="checkbox"/> List of street names for review and approval by the Town OR a copy of a letter from the Town listing approved street names <input type="checkbox"/> Two 24" x 36" sets of the civil engineering plans including site plan, landscape plan, and screening plans and Five 24" x 36" individual copies of plat, site plan, landscape plan, facade plan, general tree plan, and screening plans.
<input type="checkbox"/> Conveyance Plat	\$	
<input type="checkbox"/> Final Plat / Replat	\$	
<input type="checkbox"/> Amended Plat	\$	
<input type="checkbox"/> Preliminary Site Plan	\$	
<input type="checkbox"/> Site Plan	\$	
<input type="checkbox"/> Civil Engineering Plans	n/a	
<input type="checkbox"/> Landscape Plan	n/a	
<input type="checkbox"/> Facade Plan	n/a	
<input type="checkbox"/> General Tree Plan	n/a	
<input type="checkbox"/> Screening Plans	n/a	
<input type="checkbox"/> Plat Extension	\$	
<b>Total Fees</b>	<b>\$</b>	

Current Property Owner's Name: \_\_\_\_\_  
 Street Address, City, State, Zip: \_\_\_\_\_  
 Ph#: \_\_\_\_\_ Fax# \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Name / Company: \_\_\_\_\_  
 Street Address, City, State, Zip: \_\_\_\_\_  
 Ph#: \_\_\_\_\_ Fax# \_\_\_\_\_ Email: \_\_\_\_\_

Representative's Name / Company: \_\_\_\_\_  
 Street Address, City, State, Zip: \_\_\_\_\_  
 Ph#: \_\_\_\_\_ Fax# \_\_\_\_\_ Email: \_\_\_\_\_

THE STATE OF TEXAS  
 COUNTY OF \_\_\_\_\_

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct."

\_\_\_\_\_  
 Owner, Applicant, or Representative

SUBSCRIBED AND SWORN TO before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
 Notary Public in and for the State of Texas

### Office Use Only

Description of Development Request: \_\_\_\_\_

Receipt #: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Town Staff Date: \_\_\_\_\_  
 Date of Application Acceptance

# COMPLETE APPLICATION CHECKLIST

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All zoning and development applications shall be accompanied by the following materials:

- A fully completed application, either signed by the property owner or accompanied by a signed letter from the property owner giving the representative the ability to make the application for the owner.
- A current tax certificate or statement showing there are no delinquent taxes.
- Payment of all review fees (see schedule of fees) and notification fees.
- For replats and zoning cases, the addresses of the applicant, the property owner, and all other property owners within 200 feet of the site shall be submitted on adhesive labels along with the postage calculation worksheet.
- For zoning cases: Three (3) copies of the 24" x 36" exhibits as described on the checklists for the zoning request being submitted, as well as all other exhibits required on the checklist.
- For development cases: Five (5) copies of the 24" x 36" exhibits as described on the checklists for the plat/plan being submitted, as well as all other exhibits (such as civil engineering plans, legal descriptions, landscape plans, etc...) required on the checklists.
- A compact disc (CD) with .dwg and .pdf files of all plat/plans and exhibits.
- A copy of the appropriate checklist for the plat/plan being submitted, completed and signed by the applicant.

# ANNEXATION CHECKLIST

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## PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

An application petition and a \$250.00 application fee shall be accompanied by the following materials:

- A legal description (metes and bounds) of the property to be annexed on 8 ½" x 11" paper titled as "Exhibit A" and sealed and signed by a surveyor
- A compact disc (CD) with .dwg and .pdf files of all plat/plans and exhibits
- Three 24" x 36", three 11" x 17", and three 8 ½" x 11" copies of an annexation exhibit (Exhibit A) containing the following information:
  - Title block located in lower right corner (titled as Exhibit A) with subdivision name or survey name and abstract number, tract number, acreage, and preparation date
  - Names, addresses, and phone numbers of owner, applicant, and surveyor
  - The legal description (metes and bounds) of the area within the annexation request shall be included on the annexation exhibit and sealed and signed by a surveyor.
  - North arrow, scale, and location/vicinity map
  - Property boundary and dimensions
  - Adjacent streets with names
  - Distance to nearest cross street
- Contact the Town Secretary for a schedule and for any additional information.

Preparer's Signature \_\_\_\_\_

# ZONING REQUEST CHECKLIST

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## PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

A zoning application shall be accompanied by the following materials:

- The legal description (metes and bounds) of the area within the zoning request shall be submitted on 8 ½" x 11" paper titled as "Exhibit A" and sealed and signed by a surveyor. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
- The addresses of the applicant, the property owner, and all other property owners within 200 feet of the site shall be submitted on adhesive labels along with the postage calculation worksheet
- Traffic Impact Analysis, if applicable
- A compact disc (CD) with .dwg and .pdf files of all plat/plans and exhibits.
- Three (3) copies of a 24" x 36" zoning exhibit (Exhibit A) containing the following information:
  - Title block located in lower right corner (titled as Exhibit A) with subdivision name or survey name and abstract number, and preparation date
  - Names, addresses, and phone numbers of owner, applicant, and surveyor
  - The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and sealed and signed by a surveyor. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
  - North arrow, scale, and location/vicinity map
  - Legend, if abbreviations or symbols are used
  - Property boundary and dimensions
  - Adjacent property within 200 feet - subdivision name or owner's name and recording information, land use, future land use plan designation, and zoning
  - Existing and requested zoning boundary lines
  - Total gross and net acreage of existing and requested zoning
  - Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations)
  - Location of existing rights-of-way and easements with filing information
  - Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
  - If exhibit contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
  - Distances to nearest cross streets
  - Topography at five (5) foot contours or less
  - Existing and proposed FEMA-100 year floodplain areas, or a note that no 100-year floodplain exists on the property

Preparer's Signature \_\_\_\_\_

# PLANNED DEVELOPMENT REQUEST CHECKLIST

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## PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

A planned development application shall be accompanied by the following materials:

- The legal description (metes and bounds) of the area within the planned development request shall be submitted on 8 ½" x 11" paper titled as "Exhibit A" and sealed and signed by a surveyor. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
- The addresses of the applicant, the property owner, and all other property owners within 200 feet of the site shall be submitted on adhesive labels along with the postage calculation worksheet
- Traffic Impact Analysis, if applicable
- A compact disc (CD) with .dwg and .pdf files of all plat/plans and exhibits.
- Three (3) copies of a 24" x 36" zoning exhibit titled as **Exhibit A** containing the following information:
  - Title block located in lower right corner (titled as Exhibit A) with subdivision name or survey name and abstract number, and preparation date
  - Names, addresses, and phone numbers of owner, applicant, and surveyor
  - The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and sealed and signed by a surveyor. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
  - North arrow, scale, and location/vicinity map
  - Legend, if abbreviations or symbols are used
  - Property boundary and dimensions
  - Adjacent property within 200 feet - subdivision name or owner's name and recording information, land use, and zoning
  - Existing and requested zoning boundary lines
  - Total gross and net acreage of existing and requested zoning
  - Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations)
  - Location of existing rights-of-way and easements with filing information
  - Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
  - If exhibit contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
  - Distances to nearest cross streets
  - Topography at five (5) foot contours or less
  - Existing and proposed FEMA-100 year floodplain areas, or a note that no 100-year floodplain exists on the property
- Three (3) copies of an 8 ½" x 11" zoning exhibit titled as **Exhibit B – Statement of Intent and Purpose** listing the intent and purpose of the planned development
- Three (3) copies of an 8 ½" x 11" zoning exhibit titled as **Exhibit C – Planned Development Standards** listing the proposed planned development standards. If different standards will be applied to different tracts within the PD, list proposed standards for all tracts separately, label each list of standards, and comparably label the corresponding tracts on the zoning exhibit (Exhibit A)
- Three (3) copies of a 24" x 36" zoning exhibit titled as **Exhibit D** containing the following information:

- Location map, north arrow, scale and title block (located in the lower right hand corner and titled Exhibit D) containing the acreage and preparation date
  - Names, addresses, and phone numbers of owner, applicant, and surveyor
  - Legend, if abbreviations or symbols are used
  - A site data summary table, if applicable
  - Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street
  - Topography at five (5) foot contours or less
  - Natural features including tree masses, drainage ways, and creeks
  - Existing and proposed FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site"
  - Proposed reclamation of floodplain area(s), if applicable, with acreage
  - Subdivision name, zoning, future land use plan designation, recording information and land use description of property adjacent to the subject property
  - Assignment of use to specific areas within the plan
  - Building sites (including maximum building intensity, density, heights and use restrictions as appropriate). Illustration of the approximate shape and placement of buildings is encouraged, but is not required
  - Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions
  - If concept plan contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
  - Distances (measured edge to edge) between existing and proposed driveways and streets
  - Existing or proposed easements (utility, drainage, visibility and maintenance, etc...)
  - Proposed dedications and reservations of land for public use including but not limited to: rights-of-way, easements, park land, open space, drainage ways, flood plains and facility sites
  - Phases of development, including delineation of areas, building sites, land use and other improvements to be constructed in independent phases
  - Additional information as requested by the Town to clarify the proposed development and compliance with minimum development requirements (i.e. Traffic Impact Analysis)
- Three (3) copies of an 8 ½" x 11" zoning exhibit titled as **Exhibit E – Development Schedule** describing the proposed development schedule for the planned development.

Preparer's Signature \_\_\_\_\_

# SPECIFIC USE PERMIT REQUEST CHECKLIST

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## PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

A specific use permit application shall be accompanied by the following materials:

- The legal description (metes and bounds) of the area contained within the request shall be submitted on 8 ½" x 11" paper titled as "Exhibit A" and sealed and signed by a surveyor. The legal description shall extend to the centerline of adjacent thoroughfares and creeks. The legal description shall apply to the entire property, unless the use is located in a multi-tenant building or will occupy a portion of the property. In this case, a legal description (metes and bounds) will be required for the lease space.
- The addresses of the applicant, the property owner, and all other property owners within 200 feet of the site shall be submitted on adhesive labels along with the postage calculation worksheet
- Traffic Impact Analysis, if applicable
- A compact disc (CD) with .dwg and .pdf files of all plat/plans and exhibits.
- Three (3) copies of a 24" x 36" zoning exhibit titled as **Exhibit A** containing the following information:
  - Title block located in lower right corner (titled as Exhibit A) with subdivision name or survey name and abstract number, and preparation date
  - Names, addresses, and phone numbers of owner, applicant, and surveyor
  - The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and sealed and signed by a surveyor. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
  - North arrow, scale, and location/vicinity map
  - Legend, if abbreviations or symbols are used
  - Property boundary and dimensions
  - Adjacent property within 200 feet - subdivision name or owner's name and recording information, land use, future land use plan designation, and zoning.
  - Existing and requested zoning boundary lines
  - Total gross and net acreage of existing and requested zoning
  - Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations)
  - Location of existing rights-of-way and easements with filing information
  - Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
  - If exhibit contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
  - Distances to nearest cross streets
  - Topography at five (5) foot contours or less
  - Existing and proposed FEMA-100 year floodplain areas, or a note that no 100-year floodplain exists on the property
- Three (3) copies of a 24" x 36" zoning exhibit titled as **Exhibit B** containing the following information:
  - Location map, north arrow, scale and title block (located in the lower right hand corner and titled Exhibit B) containing the acreage and preparation date
  - Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street

- Location map, north arrow, scale, title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, and preparation date
- Legend, if abbreviations or symbols are used
- Name, address and phone number of owner, applicant, and surveyor
- For non-residential and multi-family developments, provide site data summary table using the following format:
  - Zoning
  - Proposed Use
  - Lot Area, excluding right-of-way (square footage and acreage)
  - Building Area (gross square footage)
  - Building Height (feet and number of stories)
  - Lot Coverage (%)
  - Floor Area Ratio
  - Total Parking Required (with ratio)
  - Total Parking Provided
  - Number of Handicap Spaces Required per ADA Standards
  - Number of Handicap Spaces Provided
  - Percentage of Landscaping Required (percentage and square footage)
  - Percentage of Landscaping Provided (percentage and square footage)
  - Square Footage of Impervious Surface
  - Number of dwelling units and number of bedrooms for multi-family developments (if applicable)
- Town of Prosper site plan general notes
- Existing topography at two (2) foot contours or less
- Natural features including tree masses and anticipated tree loss, flood plains, drainage ways, and creeks
- Proposed reclamation of floodplain area(s), if applicable, with acreage
- Existing and proposed improvements within 75 feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property
- Building locations, building size and dimensions, finished floor elevation, intensity, density, height, dimensions between buildings on the same lot, building lines and setbacks, and use
- Public streets, private drives and fire lanes with pavement widths, right of way, median openings, turn lanes (including storage and transition space), existing driveways on adjacent property, and driveways shown on approved plans for adjacent property with dimensions, radii, and surface type
- Existing and Proposed FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site." (floodplain reclamation study is required with site plan and final plat submission if reclamation is proposed)
- Existing and proposed easements (utility, access, floodway and drainage, visibility, and maintenance, etc...)
- Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets
- Existing and proposed utilities and fire hydrants
- Proposed detention areas
- Parking areas and structures, including the number and layout of standard spaces, angle of parking if other than 90 degrees, handicap spaces, drive aisles, loading and unloading areas, the location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions
- Proposed dedications and reservations of land for public use including but not limited to rights of way, easements, park land, open space, drainage ways, flood plains, and facility sites with gross and net acreage
- If the property will contain proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."

- Screening walls, fences, living screens, retaining walls, headlight screens, and service area screens, including height and type of construction and/or planting specification
- Conceptual detail of landscaping including islands with dimensions and open space areas with dimensions and square footage
- Phases of development, including delineation of areas, building sites, land use, and improvements to be constructed in independent phases
- Additional information as requested by the Town to clarify the proposed development and compliance with minimum development requirements (i.e. Traffic Impact Analysis)

Preparer's Signature \_\_\_\_\_

# VARIANCE CHECKLIST

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## PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

The Board of Adjustment may hear and permit variances or modifications of height, yard, area, coverage, and parking regulations subject to finding the variance meets all four of the following criteria:

1. There are special circumstances existing on the property on which the application is made related to size, shape, area, topography, surrounding conditions and location that do not apply generally to other property in the same area and the same zoning district.
2. That a variance is necessary to permit the applicant the same rights in the use of this property that are presently enjoyed under the Ordinance, by other properties in the vicinity and zone, but which rights are denied to the property on which the application is made.
3. That the granting of the variance on the specific property will not adversely affect the land use pattern as outlined by the Land Use Plan and will not adversely affect any other feature of the Community Structure Plan of the Town of Prosper.
4. That the variance, if granted, will be no material detriment to the public welfare or injury to the use, enjoyment or value of property in the vicinity.

An application for a variance shall be accompanied by the following materials:

- o Three (3) copies of a 24" x 36" exhibit (Exhibit A) showing the variance being requested.
- o A compact disc (CD) with .dwg and .pdf files of all exhibits and photos.
- o A list of the above criteria and an explanation of how the request satisfies each of the criteria.
- o The addresses of the applicant, the property owner, and all other property owners within 200 feet of the site shall be submitted on adhesive labels along with the postage calculation worksheet
- o A survey of the subject property showing property dimensions, building locations, setback dimensions, and other applicable information
- o Photos or additional information as requested by the Town to clarify the variance request.

Preparer's Signature \_\_\_\_\_

# PRELIMINARY PLAT CHECKLIST

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## PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- A compact disc (CD) with .dwg and .pdf files of all plats.
- Five (5) copies of a 24" x 36" plat containing the following information:
  - Location map, north arrow, scale and title block (titled as a preliminary plat and listing the subdivision name, acreage, survey name and abstract number, town, county, and preparation date)
  - Legend, if abbreviations or symbols are used
  - Name, address and phone number for owner, applicant, and surveyor
  - North arrow and scale appropriate for the level of detail - multiple pages may be required
  - Property boundary with dimensions and bearings
  - Legal (metes and bounds) description with total acreage
  - Property is to be tied to original survey and abstract corner
  - Lot dimensions in feet with bearings and angles to street and alley lines
  - Lots and blocks with lot and block numbers.
  - A table of lot and block numbers with the square footage of each lot listed on the plat or on an 8 ½"x 11" sheet of paper.
  - Building Lines
  - Location of existing water courses, railroads, and other similar drainage and transportation features
  - Location of existing buildings and structures
  - Location of existing and proposed streets and alleys with centerline design radii, medians, median openings, turn lanes with storage and transition dimensions, right-of-way widths, and names of proposed streets. Submit letter requesting street name approval with application.
  - Right-of-way dedications or reservations
  - If preliminary plat contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
  - Existing and proposed utilities and easements - water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc.
  - Filing information for all existing easements and rights-of-way. Provide all bearing and distance information on existing easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county.
  - Conceptual detail of proposed screening and landscaping showing height, materials, and location of berms and walls in relation to the right-of-way and the lots
  - Length of all arcs, radii, internal angles, points of curvature, length, and bearings of all tangents
  - Finished floor elevation – FFE shall be two (2) feet above the 100-year flood elevation
  - Existing and proposed FEMA 100-year floodplain and elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site." A floodplain reclamation study will be required with the final plat if necessary. All floodplain data shall be for urban developed conditions upstream.
  - Existing and proposed topography at two (2) foot contours or less, including drainage channels and creeks
  - General arrangements of land use, park and school sites, public facilities, private open space, and floodplains

- Phasing
  - Locations, material, and size of all monuments
  - Outline of all property offered for dedication for public use
  - Adjacent properties - land use, zoning, subdivision name, owner name of un-platted property, and recording information
  - Surveyor's certificate (signed and sealed) with notary block
  - Town approval signature block
  - Certificate of ownership with notary block(s)
  - Dedication language for easements (fire lane, landscape, Visibility and Maintenance, utility, access, drainage and floodway, and drainage and detention)
  - Note stating which single-family district standards apply to the subdivision, if applicable
  - List the following note on the plat: "Notice: Selling a portion of this addition by metes and bounds is a violation of Town ordinance and state law and is subject to fines and withholding of utilities and building permits."
  - Other information as considered essential by the Town
- In addition, the following plans shall be submitted with a preliminary plat application:
- General Tree Survey
  - Preliminary Utility Plan
  - Preliminary Drainage Plan

Preparer's Signature \_\_\_\_\_

# CONVEYANCE PLAT CHECKLIST

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PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

**Only easements where improvements exist or where improvements are proposed will be granted with a conveyance plat.**

- A compact disc (CD) with .dwg and .pdf files of all plats.
- Five (5) copies of a 24" x 36" plat containing the following information:
  - Title block located in lower right corner with subdivision name, block and lot numbers, survey name and abstract number, number of acres, preparation date, town, county and state
  - Legend, if abbreviations or symbols are used
  - Name, address and phone number for owner, applicant, and surveyor
  - Location/vicinity map
  - North arrow and scale appropriate for the level of detail – multiple sheets may be required
  - Legal (metes and bounds) description with total acreage
  - Property boundary with dimensions and bearings
  - Property is to be tied to original survey and abstract corner
  - Lot dimensions in feet and hundredths of feet with bearings and angles to street and alley lines
  - Lots and blocks with lot and block numbers.
  - Location of streets and alleys, right-of-way widths, and names of streets
  - Right-of-way dedications or reservations
  - Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc. Show all bearing and distance information on existing and proposed easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county.
  - Filing information for all existing easements and rights-of-way
  - Complete curve data (delta, length, radius, tangent, point of curve, point of reverse curve, and point of tangent) and bearings of all tangents
  - Locations, material, and size of all monuments found and set.
  - Outline of all property offered for dedication for public use
  - Adjacent properties – subdivision name of platted properties or owner name of unplatted property with recording information
  - Existing and proposed FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "no floodplain exists on the site." A floodplain reclamation study is required with the engineering plans if reclamation is proposed
  - Surveyor's certificate (signed and sealed) with notary block
  - Town approval signature block located on the right side of the page
  - Certificate of ownership with notary block(s)
  - Dedication language for easements (fire lane, landscape, Visibility and Maintenance, utility, access, drainage and floodway, and drainage and detention)
  - List the following note on the plat: "Notice: A conveyance plat is a record of property approved by the Town of Prosper, Texas, for the purpose of sale or conveyance in its entirety or interests thereon defined. No building permit

shall be issued nor permanent public utility service provided until a final plat is approved, filed of record and public improvements accepted in accordance with the provisions of the Subdivision Ordinance of the Town of Prosper. Selling a portion of this addition by metes and bounds is a violation of town ordinance and state law and is subject to fines and withholding of utilities and building permits.”

- o Additional documents necessary for dedication or conveyance of easements or rights-of-way

Preparer's Signature \_\_\_\_\_

# FINAL PLAT, REPLAT, AND AMENDING PLAT CHECKLIST

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PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- A compact disc (CD) with .dwg and .pdf files of all plats.
- Five (5) copies of a 24" x 36" plat containing the following information:
  - Title block located in lower right corner with subdivision name, block and lot numbers, survey name and abstract number, number of acres, preparation date, town, county and state
  - Legend, if abbreviations or symbols are used
  - Name, address and phone number for owner, applicant, and surveyor
  - Location/vicinity map
  - North arrow and scale appropriate for the level of detail – multiple sheets may be required
  - Legal (metes and bounds) description with total acreage
  - Property boundary with dimensions and bearings
  - Property is to be tied to original survey and abstract corner
  - Lot dimensions in feet and hundredths of feet with bearings and angles to street and alley lines
  - Lots and blocks with lot and block numbers.
  - A table of lot and block numbers with the square footage of each lot listed on the plat or on an 8 ½"x 11" sheet of paper.
  - Building Lines (for residential uses only)
  - Existing and proposed location of streets and alleys, right-of-way widths, and names of streets
  - Right-of-way dedications or reservations
  - Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc. Show all bearing and distance information on existing and proposed easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county.
  - Filing information for all existing easements and rights-of-way
  - Complete curve data (delta, length, radius, tangent, point of curve, point of reverse curve, and point of tangent) and bearings of all tangents
  - Locations, material, and size of all monuments found and set.
  - Outline of all property offered for dedication for public use
  - Adjacent properties – subdivision name of platted properties or owner name of unplatted property with recording information
  - Existing and proposed FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "no floodplain exists on the site." A floodplain reclamation study is required with the engineering plans if reclamation is proposed
  - Surveyor's certificate (signed and sealed) with notary block
  - Town approval signature block located on the right side of the page
  - Certificate of ownership with notary block(s)
  - Dedication language for easements (fire lane, landscape, Visibility and Maintenance, utility, access, drainage and floodway, and drainage and detention)
  - Note stating which single-family district standards apply to the subdivision (if applicable)

- List the following note on the plat: "Notice: Selling a portion of this addition by metes and bounds is a violation of town ordinance and state law and is subject to fines and withholding of utilities and building permits."
  - **For residential replats only** - List of all property owners within 200 feet of the property within the subdivision to be replatted. The worksheet calculating postage due and peel-off address labels with the names must be submitted with the application.
  - **For all replats and amending plats** – purpose of replat statement (i.e.: "The purpose of this replat is to add a five-foot utility easement along the front of Block A, Lots 1-9.")
  - Additional documents necessary for dedication or conveyance of easements or rights-of-way
  - Other information as considered essential by the Town.
- Other plans that may be required to be submitted with a final plat application are:
- Civil Engineering Plans
  - Site Plan
  - Facade Plan
  - Landscape Plan
  - Screening Plan
  - Open Space Plan
  - Detailed Tree Survey

Preparer's Signature \_\_\_\_\_

# PRELIMINARY SITE PLAN CHECKLIST

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## PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- A compact disc (CD) with .dwg and .pdf files of all plans.
- Five (5) copies of a 24" x 36" plan containing the following information:
  - Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street.
  - Location map, north arrow, scale, title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, and preparation date.
  - Name, address and phone number of land owner(s) and applicant(s).
  - Site data summary table with the following information:
    - Zoning
    - Proposed Use
    - Lot Area, excluding right-of-way (square footage and acreage)
    - Building Area (gross square footage)
    - Building Height (feet and number of stories)
    - Lot Coverage
    - Floor Area Ratio (for non-residential zoning)
    - Total Parking Required (with ratio)
    - Total Parking Provided
    - Handicap Parking Required, including van accessible
    - Handicap Parking Provided, including van accessible
    - Interior Landscaping Required
    - Interior Landscaping Provided
    - Square footage of Impervious Surface
    - Open Space Required
    - Open Space Provided
    - For multi-family developments: number of dwelling units with number of bedrooms
- Town of Prosper site plan notes.
- Existing topography at two (2) foot contours or less.
- Natural features including tree masses and anticipated tree loss, floodplain, drainage ways and creeks.
- Proposed reclamation of floodplain area(s), if applicable, with acreage.
- Existing and proposed improvements and topography within seventy five (75) feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property.
- Building locations, building size and dimensions, density, height, dimensions between buildings on the same lot, building lines and setbacks, and use.
- Public streets, private drives and fire lanes with pavement widths, right of way, median openings, turn lanes (including storage and transition space), existing driveways on adjacent property, and driveways shown on approved plans for adjacent property with dimensions, radii, and surface type.
- Visibility easements.
- Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets.
- Existing utilities, nearest fire hydrant dimensioned to property corner, and proposed fire hydrants.
- Proposed detention areas, including preliminary calculations.
- Parking areas and structures, including the number and layout of standard spaces, angle of parking if other than ninety (90) degrees, handicap spaces, drive aisles, loading and unloading areas, the location of ramps, crosswalks,

sidewalks, and barrier free ramps with typical dimensions.

- Access easements and off-site parking.
  - Proposed dedications and reservations of land for public use including but not limited to rights of way, easements, park land, open space, drainage ways, floodplain, and facility sites with gross and net acreage.
  - Screening walls, fences, living screens, headlight screens, and service area screens, including conceptual height and type of construction and/or planting.
  - Dumpsters, located to minimize visibility, and including height and material of associated screening wall.
  - Landscaping islands and open space areas with dimensions.
  - Phases of development, including delineation of areas, building sites, land use, and improvements to be constructed in independent phases.
  - Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements.
- In addition, the following plans shall be submitted with a preliminary plat application:
- General Tree Survey
  - Conceptual Façade Plan
  - Preliminary Utility Plan
  - Preliminary Drainage Plan

Preparer's Signature \_\_\_\_\_

# SITE PLAN CHECKLIST

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## PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- A compact disc (CD) with .dwg and .pdf files of all plans.
- Five (5) copies of a 24" x 36" plan containing the following information:
  - Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street.
  - Location map, north arrow, scale, title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, and preparation date.
  - Name, address and phone number of land owner(s) and applicant(s).
  - Site data summary table
    - Zoning
    - Proposed Use
    - Lot Area, excluding right-of-way (square footage and acreage)
    - Building Area (gross square footage)
    - Building Height (feet and number of stories)
    - Lot Coverage
    - Floor Area Ratio (for non-residential zoning)
    - Total Parking Required (with ratio)
    - Total Parking Provided
    - Handicap Parking Required, including van accessible
    - Handicap Parking Provided, including van accessible
    - Interior Landscaping Required
    - Interior Landscaping Provided
    - Square footage of Impervious Surface
    - Open Space Required
    - Open Space Provided
    - For multi-family developments: number of dwelling units with number of bedrooms
- Town of Prosper site plan notes.
- Existing topography at two (2) foot contours or less and proposed at two (2) foot contours or less, referenced to sea level datum.
- Natural features including tree masses and anticipated tree loss, floodplain, drainage ways and creeks.
- Proposed reclamation of floodplain area(s), if applicable, with acreage.
- Existing and proposed improvements within seventy five (75) feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property.
- Building locations, building size and dimensions, intensity, density, height, dimensions between buildings on the same lot, building lines and setbacks, and use.
- Finished floor elevation of structures referenced to sea level datum.
- Public streets, private drives and fire lanes with pavement widths, right of way, median openings, turn lanes (including storage and transition space), existing driveways on adjacent property, and driveways shown on approved plans for adjacent property with dimensions, radii, and surface type.
- Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets.
- Parking areas and structures, including the number and layout of standard spaces, angle of parking if other than ninety (90) degrees, handicap spaces, drive aisles, loading and unloading areas, the location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions.

- Access easements and any off-site parking.
  - Location of off-street loading areas, dumpsters, and trash compactors with height and material of screening (these shall be located to minimize visibility).
  - Proposed dedications and reservations of land for public use including but limited to: rights of way, easements, park land, open space, drainage ways, floodplains, and facility sites with gross and net acreage. All dedications shall be free and clear of all encumbrances at the time of dedication.
  - Screening walls, fences, living screens, retaining walls, headlight screens and service area screens, including height and type of construction and/or planting specification.
  - Landscape islands with dimensions and open space areas with dimensions and total square footage.
  - Proposed detention areas.
  - Water and sanitary sewer mains and service lines with sizes, valves, fire hydrants, manholes, and other structures on site or immediately adjacent to the site specified.
  - Water and sewer connections, meter locations, sizes, and meter and/or detector check valve vaults indicated. Table of the number of water meters by size and noting if they are existing or proposed.
  - Inlets, culverts and other drainage structures on-site and immediately adjacent to the site.
  - Existing and proposed easements, including visibility easements.
  - Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements.
- Other plans which are required to be submitted with a Site Plan:
- Civil Engineering Plans
  - Final Plat or Replat
  - Facade Plan
  - Landscape Plan
  - Screening Plan
  - Open Space Plan
  - Detailed Tree Survey

Preparer's Signature \_\_\_\_\_

# LANDSCAPE PLAN CHECKLIST

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PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- Title block located in lower right corner (titled as Landscape Plan) with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- North arrow and a minimum scale of 1:30 – multiple sheets may be required
- Property - dimensions (metes and bounds of the boundary of the site) and lot dimensions when applicable.
- Adjacent property - subdivision names, land use, zoning, and future land use
- Existing or proposed buildings on the property, access points on and adjacent to the property (list number of units for multi-family requests)
- Location and width of existing and proposed streets and sidewalks
- Existing and proposed easements (utility, drainage, visibility and maintenance, etc...)
- All existing and proposed utilities - fire hydrants, water, and sewer mains and lines with pipe sizes, valves, and manholes within and immediately adjacent to the tract
- Existing/Preserved Trees - location, size, and species
- Landscape Computations Table: square footage of required/provided landscape area for perimeter and interior, number of trees/shrubs required/provided; credits for existing trees and substitutions
- Landscaping materials - location, size, etc... (i.e. all plants, paving, benches, screens, fountains, statues, earthen berms, ponds including depth of water, or other landscape features)
- Proposed plant materials - location, species, spacing (if applicable), size (at time of planting and at maturity)
- Existing and proposed topography, with berms at one (1) foot contours with % of slope indicated
- Parking computations showing required and provided parking spaces
- Landscape area required due to the number of parking spaces provided.
- Distance of trees/shrubs from sidewalks, curbs, screening walls, and utilities
- Screening – materials, location, type, and height
- Legend if abbreviations or symbols are used
- Description of maintenance provisions
- Town of Prosper landscape general notes
- Detailed structural designs of entryway features (separate sheet including easements and utilities)
- Layout and description of irrigation, sprinkler or water systems, including placement of water sources, irrigation connections, meter locations and size, with check valve vaults indicated (as a separate sheet to include all easements and utilities)
- Additional information as needed for clarity

Preparer's Signature \_\_\_\_\_

# FACADE PLAN CHECKLIST

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## PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- Title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, and preparation date
- Scale (appropriate for level of detail)
- Legend, if abbreviations or symbols are used
- Name, address, and phone number of owner, applicant, and surveyor
- Elevations of all four sides labeled North, East, South, and West with the front elevation designated as such
- Designate color and materials location on elevations
- Building outline with north arrow
- Materials calculations table showing for each elevation
  - Total surface area of each elevation
  - List of materials (including glazing) with square footage of each material per elevation and percentage of each material per elevation
- Building dimensions (if multiple heights are used, provide dimension for each)
- Provide estimated allowable wall mounted signage size for each elevation (show as a dashed box on the elevation)
- Add the following notes:
  - "This Facade Plan is for conceptual purposes only. All building plans require review and approval from the Building Inspection Department"
  - "All mechanical equipment shall be screened from public view in accordance with the Comprehensive Zoning Ordinance"
  - "When permitted, exposed utility boxes and conduits shall be painted to match the building"
  - "All signage areas and locations are subject to approval by the Building Inspection Department"
- Cross sections of sight lines may be requested to verify screening of mechanical equipment.
- Two copies of a sample board with a maximum size of 11" x 17" shall be provided. The sample board shall include color and material samples to correspond to the Facade Plan.
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements

Preparer's Signature \_\_\_\_\_

# OPEN SPACE PLAN CHECKLIST

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PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- Title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, and preparation date
- Scale (appropriate for level of detail)
- Legend, if abbreviations or symbols are used
- Name, address, and phone number of owner, applicant, and surveyor
- Locations of buildings, driveways, parking, sidewalks, landscape islands, and streets
- \*Hatch areas of open space and label the square footage of individual areas of open space
- \*A table listing the percentage and square footage of open space required and provided
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements

\*Please note that open space does not include:

1. Vehicular Parking
2. Parking lot landscape islands
3. Building footprint
4. Utility pads
5. Required landscape setbacks
6. Sidewalks
7. Detention ponds, unless they are located between the building and street, contain a constant water level, are landscaped, or are otherwise treated as an amenity for the development.

Preparer's Signature \_\_\_\_\_

# GENERAL TREE SURVEY CHECKLIST

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PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

General Tree Survey information may be included on the Preliminary Plat and Preliminary Site Plan if the property contains a limited amount of trees. If a site is absent of trees, a note stating that, "No trees exist on this site" should be added to the Preliminary Plat or Preliminary Site Plan.

- Title block located in lower right corner (titled as General Tree Survey) with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- North arrow and scale appropriate for the level of detail – multiple pages may be required
- Property - dimensions (metes and bounds of the boundary of the site)
- Adjacent property - subdivision names, land use, and zoning
- Legend if abbreviations or symbols are used
- Location and width of existing and proposed streets, alleys, rights-of-way, fire lanes, and sidewalks
- Existing and proposed easements (utility, visibility, drainage, etc.)
- All existing and proposed utilities - fire hydrants, water and sewer mains and lines with pipe sizes, valves, and manholes within and immediately adjacent to the tract
- Existing and proposed topography at five (5) foot intervals or less, including berms at one (1) foot contours with % of slope indicated
- Existing or proposed buildings on the property, access points on and adjacent to the property, building lines, setback and yard requirements, drive aisles, parking, and the overall area to be disturbed (the area for which a detailed tree survey and tree preservation plan is later required)
- Identify 100-year floodplain
- Identify all tree and vegetation groupings
- Individual trees that are twenty (20) inches and larger; and
- Photographic information is to accompany submission with sufficient data to convey which trees are to remain as they correspond to the general survey
- Additional information as needed for clarity

Preparer's Signature \_\_\_\_\_

# DETAILED TREE SURVEY CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

Detailed Tree Survey information may be included on the Site Plan if the property contains a limited amount of trees, but may not be included on the Final Plat. If a site is absent of trees, a note stating that, "No trees exist on this site" should be added to the Final Plat or Site Plan.

A detailed survey is only required for areas that are intended to be disturbed by the proposed development/redevelopment. A boundary of the area to be included in a detailed survey will be established with the approval of the general survey that is submitted with the preliminary plat or preliminary site plan.

- Title block located in lower right corner (titled as Detailed Tree Survey) with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- North arrow and scale appropriate for the level of detail – multiple pages may be required
- Property - dimensions (metes and bounds of the boundary of the site)
- Adjacent property - subdivision names, land use, and zoning
- Identify 100-year floodplain
- The location, diameter, height, and common name of all single-trunk trees of eight (8) inches diameter or greater, measured at four and one half (4½) feet above natural grade level, and at least twelve (12) feet high; and all multi-trunk trees having a total caliper width of eight (8) inches, measured by combining the diameter of the largest stem or branch with one-half (½) the diameter of each additional stem or branch, all measured at four and one half (4½) feet above natural grade level, and at least twelve (12) feet high.
- The location of the trunk and drip line, diameter, height, estimated age (not to be determined using invasive measures which might damage the tree), a reproducible color photograph, and common name of the Protected Trees proposed to be removed or transplanted.
- Provide existing natural grade elevation and proposed final grade elevation at each location for each Protected Tree for which a Tree Permit is requested.
- The location and dimensions of all existing or proposed public streets, alleys, rights-of-way, and utility easements.
- The location of all existing or proposed property lines, lot lines, building lines, setback and yard requirements, any proposed building footprint or floor plan, and other special relationships or significant features on the proposed development plans, final plat, and site plan of the development.
- Existing and proposed site elevations, grades, and major contours including a table listing all Protected Trees and their respective locations.
- The information required herein shall be summarized in legend or table form on the tree survey and note the reason for removal or transplanting of the Protected Tree(s).
- The survey shall bear the stamp or seal of a registered surveyor relative to the location of any Protected Trees and shall bear the stamp, seal, or signature of a registered landscape architect, certified arborist, or arboriculturist relative to the specie(s) of any Protected Tree.
- A detail tree survey shall be prepared by or under the supervision of a landscape architect, certified arborist, or certified forester. The following shall be on the tree survey:  
*"I \_\_\_\_\_ being a landscape architect or arborist attest that the identification and size of trees identified on this survey are correct and that all Protected Trees have been shown.*  
*Signature: \_\_\_\_\_ Date: \_\_\_\_\_*
- Additional information as needed for clarity

Preparer's Signature \_\_\_\_\_

# CIVIL ENGINEERING PLANS CHECKLIST

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A set of civil engineering plans submitted to the Town for review shall include the following plans:

- A title sheet that lists the project name by subdivision name, block, and lot number. Contact information for the property owner, developer, and engineer should also be listed. The title sheet shall also include a table of contents and a location/vicinity map
- Final plat
- Site plan (except for single-family and two family subdivisions)
- Paving plan and profiles
- Grading plan
- Drainage map and calculations of the subdivision and area
- Storm sewer plans and profiles
- Water and sewer plan
- Water and sanitary sewer profiles
- Construction sequencing plan
- Traffic signage plan for public right-of-ways and street lighting plan
- Erosion control plan, including details of construction entrance
- SWPPP - storm water pollution prevention plan
- Standard details
- Tree removal / preservation plan
- Landscape, irrigation, and screening plans

A base map for addressing sized at 1:200 shall also be submitted with the civil engineering plans. All plans shall be 24" x 36".

# SCHEDULE OF FEES

Application Fees	
Zoning Change – Standard/Straight	\$500.00 + \$10.00/ac + notification costs
Zoning Change – Planned Development	\$500.00 + \$30.00/ac + notification costs
Specific Use Permit	\$300.00 + \$10.00/ac + notification costs
Zoning Variance	\$200.00
Misc. Applications (ROW Abandonment, Septic Waiver, Subdivision Variance, etc.)	\$100.00
Zoning Verification Letter	\$50.00
Preliminary Plat	\$300.00 + \$10.00 per lot
Conveyance Plat	\$200.00
Final Plat	\$400.00 + \$10.00 per lot
Replat	\$300.00 + \$10.00 per lot
Amended Plat	\$250.00 + \$10.00 per lot
Preliminary Site Plan Review	\$300.00 + \$5.00 per acre
Site Plan Review	\$300.00 + \$5.00 per acre
Annexation / De-Annexation Application	\$250.00
Sign Variance	\$200.00 + notification costs
Special Purpose Sign District Application	\$500.00 + notification costs

Other Fees	
Zoning Compliance Inspection	\$100.00
Landscaping Inspection	\$100.00
Construction Inspection Fee	3% of the Total Construction Cost
Water Impact Fee	\$3,900.00 per service unit based on 1" water meter
Wastewater Impact Fee	\$683.00 per service unit based on 1" water meter
Roadway Impact Fee – Single Family Residential	\$3,727.00 per service unit in Serice Areas 1 and 2
Roadway Impact Fee – Non-Residential	(See Roadway Impact Fees Spreadsheet, Pages 44-45)
Water Tap Fee	\$925.00 per service unit – 1" water meter \$1050.00 per service unit – 2" water meter
Sewer Tap Fee	\$400.00 per service unit – 4" lateral \$600.00 per service unit – 6" lateral
Park Dedication/Fee	1 acre per 35 units or an amount equal to 5% of the total acreage, whichever is greater
Park Improvement Fee	\$1500/single family unit and \$2000/multifamily unit
Tax Certificate	Handled through Tax Office

# WATER AND WASTEWATER IMPACT FEES

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Meter Size	Meter Type	Water Impact Fee Per Service Unit (50% of Maximum)	Wastewater Impact Fee Per Service Unit (50% of Maximum)
5/8"	Displacement	\$1,560	\$273
1"	Displacement	\$3,900	\$683
1 ½ "	Displacement	\$7,800	\$1,366
1 ½ "	Turbine	\$12,480	\$2,186
2"	Displacement	\$12,480	\$2,186
2"	Turbine Class I	\$15,600	\$2,732
3"	Compound	\$35,100	\$6,147
3"	Turbine	\$35,100	\$6,147
4"	Compound	\$78,000	\$13,660
4"	Turbine	\$93,600	\$16,392
6"	Compound	\$156,000	\$27,320
6"	Turbine	\$195,000	\$34,150
8"	Turbine	\$312,000	\$54,640
10"	Turbine	\$507,000	\$88,790

\*Please note: Water meters for irrigation purposes are not assessed the wastewater impact fee.

# ROADWAY IMPACT FEES

Land Use Category	ITE Land Use Code	Development Unit	Actual Roadway Impact Fee Per Development Unit			
			SA1 (West of BNSF RR)		SA2 (East of BNSF RR)	
			% of Max	Amount	% of Max	Amount
<b>PORT AND TERMINAL</b>						
Truck Terminal	030	Acre	50%	\$28,094	50%	\$20,184
<b>INDUSTRIAL</b>						
General Light Industrial	110	1,000 SF GFA	50%	\$4,160	50%	\$2,989
General Heavy Industrial	120	1,000 SF GFA	50%	\$2,919	50%	\$2,097
Industrial Park	130	1,000 SF GFA	50%	\$3,989	50%	\$2,651
Warehousing	150	1,000 SF GFA	50%	\$1,481	50%	\$1,064
Mini-Warehouse	151	1,000 SF GFA	50%	\$1,207	50%	\$867
<b>RESIDENTIAL</b>						
Single-Family Detached Housing	210	Dwelling Unit	36%	\$3,727	50%	\$3,727
Apartment/Multifamily	220	Dwelling Unit	50%	\$3,184	50%	\$2,288
Residential Condominium/Townhome	230	Dwelling Unit	50%	\$2,671	50%	\$1,919
Mobile Home Park	240	Dwelling Unit	50%	\$3,030	50%	\$2,177
Senior Adult Housing-Detached	251	Dwelling Unit	50%	\$1,387	50%	\$996
Senior Adult Housing-Attached	252	Dwelling Unit	50%	\$822	50%	\$590
Assisted Living	254	Beds	50%	\$1,130	50%	\$812
<b>LODGING</b>						
Hotel	310	Room	25%	\$813	25%	\$584
Motel / Other Lodging Facilities	320	Room	50%	\$1,293	50%	\$929
<b>RECREATIONAL</b>						
Golf Driving Range	432	Tee	50%	\$3,441	50%	\$2,472
Golf Course	430	Acre	50%	\$822	50%	\$590
Recreational Community Center	495	1,000 SF GFA	50%	\$3,989	50%	\$2,866
Ice Skating Rink	465	1,000 SF GFA	50%	\$6,497	50%	\$4,668
Miniature Golf Course	431	Hole	50%	\$907	50%	\$652
Multiplex Movie Theater	445	Screens	25%	\$18,768	25%	\$13,484
Racquet / Tennis Club	491	Court	50%	\$9,219	50%	\$6,624
<b>INSTITUTIONAL</b>						
Church	560	1,000 SF GFA	50%	\$993	50%	\$713
Day Care Center	565	1,000 SF GFA	25%	\$6,274	25%	\$4,508
Primary/Middle School (1-8)	522	Students	50%	\$291	50%	\$209
High School (9-12)	530	Students	50%	\$231	50%	\$166
Junior / Community College	540	Students	50%	\$214	50%	\$154
University / College	550	Students	50%	\$377	50%	\$271
<b>MEDICAL</b>						
Clinic	630	1,000 SF GFA	50%	\$16,735	50%	\$12,023
Hospital	610	Beds	50%	\$4,237	50%	\$3,044
Nursing Home	620	Beds	50%	\$710	50%	\$510
Animal Hospital/Veterinary Clinic	640	1,000 SF GFA	50%	\$10,666	50%	\$7,663
<b>OFFICE</b>						
Corporate Headquarters Building	714	1,000 SF GFA	25%	\$3,270	25%	\$2,349
General Office Building	710	1,000 SF GFA	25%	\$3,484	25%	\$2,503
Medical/Dental Office Building	720	1,000 SF GFA	25%	\$8,085	25%	\$5,809
Single Tenant Office Building	715	1,000 SF GFA	25%	\$4,045	25%	\$2,906
Office Park	750	1,000 SF GFA	25%	\$3,458	25%	\$2,485

## ROADWAY IMPACT FEES (CONTINUED)

Land Use Category	ITE Land Use Code	Development Unit	Actual Roadway Impact Fee Per Development Unit			
			Service Area 1		Service Area 2	
			% of Max	Amount	% of Max	Amount
<b>COMMERCIAL</b>						
<b>Automobile Related</b>						
Automobile Care Center	942	1,000 SF Occ. GLA	50%	\$5,581	50%	\$4,010
Automobile Parts Sales	843	1,000 SF GFA	50%	\$9,382	50%	\$6,740
Gasoline/Service Station	944	Vehicle Fueling Position	50%	\$4,134	50%	\$2,970
Gasoline/Service Station w/ Conv Market	945	Vehicle Fueling Position	50%	\$3,022	50%	\$2,171
Gasoline/Service Station w/ Conv Market and Car Wash	946	Vehicle Fueling Position	50%	\$3,150	50%	\$2,263
New Car Sales	841	1,000 SF GFA	50%	\$5,701	50%	\$4,096
Quick Lubrication Vehicle Center	941	Service Positions	50%	\$8,569	50%	\$6,156
Self-Service Car Wash	947	Stall	50%	\$1,703	50%	\$1,224
Tire Store	848	1,000 SF GFA	50%	\$8,226	50%	\$5,910
<b>Dining</b>						
Fast Food Restaurant w/ Drive-Thru Window	934	1,000 SF GFA	40%	\$27,748	40%	\$19,936
Fast Food Restaurant w/o Drive-Thru Window	933	1,000 SF GFA	50%	\$26,801	50%	\$19,256
High Turnover (Sit-Down) Restaurant	932	1,000 SF GFA	25%	\$6,514	25%	\$4,680
Quality Restaurant	931	1,000 SF GFA	25%	\$4,301	25%	\$3,090
Coffee/Donut Shop w/ Drive-Thru Window	937	1,000 SF GFA	50%	\$26,408	50%	\$18,973
<b>Other Retail</b>						
Free-Standing Discount Store	815	1,000 SF GFA	25%	\$4,815	25%	\$3,459
Nursery (Garden Center)	817	1,000 SF GFA	50%	\$7,319	50%	\$5,258
Home Improvement Superstore	862	1,000 SF GFA	25%	\$1,695	25%	\$1,218
Pharmacy/Drugstore w/o Drive-Thru Window	880	1,000 SF GFA	50%	\$10,888	50%	\$7,823
Pharmacy/Drugstore w Drive-Thru Window	881	1,000 SF GFA	50%	\$14,526	50%	\$10,437
Shopping Center	820	1,000 SF GLA	25%	\$3,385	25%	\$2,432
Supermarket	850	1,000 SF GFA	25%	\$9,245	25%	\$6,642
Toy/Children's Superstore	864	1,000 SF GFA	25%	\$4,806	25%	\$3,453
Department Store	875	1,000 SF GFA	25%	\$1,716	25%	\$1,233
Video Rental Store	896	1,000 SF GFA	50%	\$18,712	50%	\$13,444
<b>SERVICES</b>						
Walk-In Bank	911	1,000 SF GFA	50%	\$10,563	50%	\$7,589
Drive-In Bank	912	Drive-in Lanes	50%	\$21,075	50%	\$15,141
Hair Salon	918	1,000 SF GLA	50%	\$1,472	50%	\$1,058

<b>WATER RATES</b>	
<b>Residential – Base Rates (based on meter size)</b>	
3/4" or smaller	\$11.12
1"	\$18.54
1 1/2"	\$37.07
2"	\$59.32
<b>Residential – Volumetric Charges (per 1,000 Gallons)</b>	
0 – 15,000	\$3.74
15,001 – 40,000	\$5.60
40,001 – 80,000	\$8.41
80,001 – Plus	\$12.61
<b>Commercial – Base Rates (based on meter size)</b>	
3/4" or smaller	\$8.53
1"	\$14.22
1 1/2"	\$28.44
2"	\$45.50
3"	\$85.31
4"	\$142.18
<b>Commercial – Volumetric Charges (per 1,000 Gallons)</b>	
0 – 15,000	\$4.03
15,001 – 40,000 gallons	\$5.04
40,001 - 80,000 gallons	\$6.29
80,000 – Plus	\$7.87
<b>Outside Town Limits</b>	Same as In-Town Rates
<b>Transfer Fees</b>	\$20.00
<b>Service Initiation-Residential</b>	\$65.00
<b>Service Initiation-Commercial</b>	\$75.00
<b>Late Fees</b>	10% of bill
<b>Turn Offs / Reconnects</b>	\$30.00 / \$60.00 (after hours, weekends and holidays)
<b>Meter Accuracy Re-Reads</b>	\$15.00

<b>WASTEWATER RATES</b>	
<b>Residential</b>	
Minimum Service Charge	\$22.63
<b>**All Volumetric Charges (per 1,000 gallons)</b>	
	\$3.52
<b>Commercial</b>	
Minimum Service Charge	\$25.94
<b>All Volumetric Charges (per 1,000 gallons)</b>	
	\$4.25
<b>Outside Town Limits</b>	Same as In-Town Rates

All Rates are subject to periodically change. \*\*Billed based on winter average consumption during December, January, and February. Rates are effective as of December 5, 2011.

# SOLID WASTE AND RECYCLING COLLECTION RATES

	Monthly Charge
<b>Residential Collection with Recycling*</b>	
One Trash Cart – Includes One Recycle Cart	\$10.76
Each Additional Trash Cart	\$4.49
Each Additional Recycle Cart	\$1.14
<b>Commercial Collection*</b>	
One 95 Gallon Trash Cart	\$18.67
Two 95 Gallon Trash Carts	\$24.83
Each Additional Trash Cart	\$12.44
One Recycle Cart	\$2.79
Each additional recycle Cart	\$1.20
<b>Commercial Dumpsters*</b>	
3-yard @ 1 pickup/week	\$64.72
3-yard @ 2 pickups/week	\$113.27
4-yard @ 1 pickup/week	\$77.17
4-yard @ 2 pickups/week	\$121.98
6-yard @ 1 pickup/week	\$95.84
6-yard @ 2 pickups/week	\$168.04
6-yard @ 3 pickups/week	\$240.05
8-yard @ 1 pickup/week	\$123.23
8-yard @ 2 pickups/week	\$205.38
8-yard @ 3 pickups/week	\$328.60
10-yard @ 1 pickup/week	\$154.03
10-yard @ 2 pickups/week	\$247.69
10-yard @ 3 pickups/week	\$396.30
<b>Miscellaneous Services</b>	
Extra Pickups, Each	\$37.34
Delivery Charge	\$62.24
Dumpster Casters	\$5.60
Dumpster Locks	\$5.60

\*All residential and commercial accounts shall also be assessed a fuel surcharge in accordance with the Town's contract with IESI. Rates effective as of December 5, 2011.

# Postage Calculation Worksheet

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Total Number of Labels for Notification: \_\_\_\_\_

X

Postage (current rate of a postage stamp): \_\_\_\_\_

=

**TOTAL POSTAGE DUE:** \_\_\_\_\_

Owner/Applicant Name (Print): \_\_\_\_\_

Owner/Applicant Signature: \_\_\_\_\_

# TAX CERTIFICATE REQUEST

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You may obtain a tax certificate by one of two means. Either will be accepted by the Town.

## Collin County

1. Submit a request to:

Collin County Tax Office  
P.O. Box 8006  
2300 Bloomdale Road  
McKinney, TX 75070-8006  
(972) 547-5020

The fee is \$10.00, and the certificate bears an official seal (request provided on Page 51); or

2. Obtain a statement from the Collin County Tax Assessor's webpage at: <http://taxpublic.collincountytx.gov/webcollincounty/accountsearch.htm>. This option is free of charge; however, no official seal is provided. Should you choose this option, please be sure to submit the "e-Statement" option when printing the statement.

## Denton County

1. Submit a request to:

Steve Mossman, Tax Assessor/Collector  
Attn: Tax Certificates  
P.O. Box 90223  
1505 E. McKinney Street  
Denton, Texas 76202  
(940) 349-3500

The fee is \$10.00, and the certificate bears an official seal (request provided on Page 52); or

2. Obtain a statement from the Denton County Tax Assessor's webpage at: <http://taxweb.dentoncounty.com/taxwebsite/>. This option is free of charge; however, no official seal is provided. Should you choose this option, please be sure to submit the "e-Statement" option when printing the statement.

# COLLIN COUNTY TAX CERTIFICATE REQUEST

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Annexation Date: \_\_\_\_\_  
(IF ANNEXED IN CURRENT OR PRIOR YEAR PLEASE COMPLETE ABOVE.)

DATE OF REQUEST: \_\_\_\_\_

NAME OF PROJECT: \_\_\_\_\_

Please provide a required Tax Certificate on the following property:

Abstract Number: \_\_\_\_\_

Tract Number: \_\_\_\_\_

Survey Name: \_\_\_\_\_

Acres: \_\_\_\_\_

Current Owner: \_\_\_\_\_

Tax Property ID Number: \_\_\_\_\_

Person Making Request \_\_\_\_\_  
& Address:

\_\_\_\_\_  
\_\_\_\_\_

A \$10.00 fee per tract is required before a certificate will be issued.  
Please allow one-week research time for the tax department.

**DENTON COUNTY**  
**TAX CERTIFICATE REQUEST**  
**TAX CERTIFICATES ARE \$10.00 PER ACCOUNT**  
**MUST BE CASH OR CERTIFIED FUNDS**

DATE OF REQUEST: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_

Property #1
Property Account #
Legal Description
Property Owner

Property #2
Property Account #
Legal Description
Property Owner

Property #3
Property Account #
Legal Description
Property Owner

Property #4
Property Account #
Legal Description
Property Owner

PLEASE REVIEW TAX CERTIFICATE(S) TO MAKE SURE ALL INFORMATION IS CORRECT BEFORE LEAVING THE OFFICE. DENTON COUNTY TAX OFFICE IS UNABLE TO ISSUE A REFUND FOR INCORRECTLY REQUESTED CERTIFICATES.

Tax certificates which require extra research will be available in 5 business days from the date of the request.

Requestor's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

# ZONING SIGN CRITERIA

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For every zoning request, the applicant must erect a zoning sign on the subject property to publicize the proposed zoning change. Zoning signs shall be designed in accordance with the attached zoning sign design diagram and the following criteria:

- Signs shall be four (4) feet by four (4) feet.
- Two (2) sided ten (10) millimeter Coroplast sign or metal sign.
- Lettering shall be placed on both sides of the sign.
- Supporting posts shall be metal or wood.

Zoning signs shall be placed in accordance with the following criteria:

- The sign shall be placed in a location visible from all streets adjacent to the property included in the request. Generally, one sign shall be erected along each side of the property that is adjacent to a street.
- Signs shall be located no greater than twenty (20) feet from the front property line, and shall be a minimum of two (2) feet off the ground, unless otherwise directed by the Town Council or its designee.
- The property owner or his/her representative shall erect the sign on the property ten (10) days prior to the first public hearing scheduled to discuss the zoning case applicable. The property owner shall be responsible for maintaining the sign on the property throughout the entire zoning case.

Ten (10) days prior to the first public hearing, the property owner or his/her representative must provide verification with a photograph that the zoning sign is in place. The photograph must be provided to the Development Services office on a CD or via e-mail.

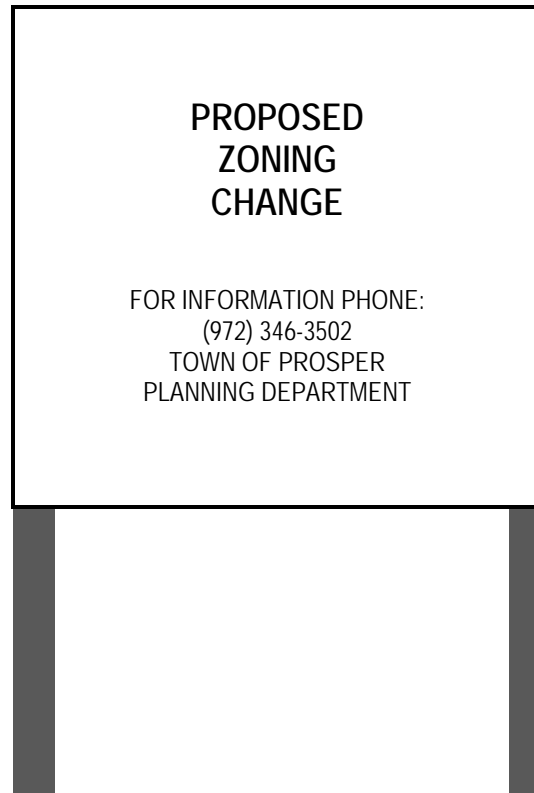
The property owner or his/her representative must remove the sign within three (3) days after the Town Council's approval of the ordinance rezoning the property or the denial of the zoning case.

For your convenience, the Town has zoning signs available. There is a \$135.00 deposit required for each zoning sign. If the sign is not returned or is returned in an unrepairable condition, the \$135.00 deposit may not be returned.

# ZONING SIGN DESIGN DIAGRAM

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The dimensions for zoning signs are 48 inches wide by 48 inches tall.  
The poles shall be a minimum of 24 inches in height.



# PLAT LANGUAGE

## OWNER'S CERTIFICATE (PUBLIC STREETS)

STATE OF TEXAS §

COUNTY OF § (Collin or Denton County as appropriate)

WHEREAS, (owner names) are the owners of a tract of land situated in the (name) Survey, Abstract No. (#), (Collin or Denton) County, Texas and being out of a (#) acre tract conveyed to them by (name), and being more particularly described as follows:

**(metes and bounds description of the property is to be provided here)**

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT (Owner Name) acting herein by and through its duly authorized officers, does hereby certify and adopt this plat designating the herein above described property as (Subdivision Name, Block, Lot #), an addition to the Town of Prosper, and does hereby dedicate to the public use forever, the streets and alleys shown thereon. The (Owner Name) does herein certify the following:

1. The streets and alleys are dedicated for street and alley purposes.
2. All public improvements and dedications shall be free and clear of all debt, liens, and/or encumbrances.
3. The easements and public use areas, as shown, are dedicated for the public use forever for the purposes indicated on this plat.
4. No buildings, fences, trees, shrubs, or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in landscape easements if approved by the Town of Prosper.
5. The Town of Prosper is not responsible for replacing any improvements in, under, or over any easements caused by maintenance or repair.
6. Utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by public utilities being subordinate to the public's and Town of Prosper's use thereof.
7. The Town of Prosper and public utilities shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs, or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of their respective systems in the easements.
8. The Town of Prosper and public utilities shall at all times have the full right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems without the necessity at any time procuring permission from anyone.
9. All modifications to this document shall be by means of plat and approved by the Town of Prosper.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the Town of Prosper, Texas.

WITNESS, my hand, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BY:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name and Title

STATE OF TEXAS §

COUNTY OF § (Collin or Denton County as appropriate)

BEFORE ME, the undersigned, a Notary Public in and for The State of Texas, on this day personally appeared \_\_\_\_\_ (Name), known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

OWNER'S CERTIFICATE (PRIVATE STREETS)

STATE OF TEXAS §

COUNTY OF § (Collin or Denton County as appropriate)

WHEREAS, (owner names) are the owners of a tract of land situated in the (name) Survey, Abstract No. (#), (Collin or Denton) County, Texas and being out of a (#) acre tract conveyed to them by (name), and being more particularly described as follows:

**(metes and bounds description of the property to be provided here)**

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT (Owner Name) acting herein by and through its duly authorized officers, does hereby certify and adopt this plat designating the herein above described property as (Subdivision Name), an addition to the Town of Prosper. The streets and alleys shown on this plat as access easements are for the use and benefit of the owners of the property in this subdivision, their leasees, invitees, and licensees. By acceptance of a deed conveying title to any lot in this subdivision, the owner thereof shall be deemed to have agreed and acknowledged and does certify the following:

1. The streets and alleys are private streets and alleys and are dedicated to the Town of Prosper as Access, Utility, and Drainage Easements. The Town has no responsibility or liability to make any repairs to such streets and alleys as long as they are private streets and alleys, except repairs made necessary by reason of installation, repair, or replacement of municipal utilities located therein or in the utility easements adjacent thereto.
2. So long as such streets and alleys are private, the sole responsibility for maintenance and replacement thereof shall be borne by the owners of the lots in this subdivision and/or any homeowners' association hereafter established for the owners of lots in this subdivision (the "Association"). Such maintenance and replacement shall be in conformance with the requirements, standards, and specifications of the Town of Prosper, as presently in effect or as same may be hereafter amended. This provision may be enforced by specific performance or by any other remedy allowed by law.
3. Neither the property owners within this subdivision, nor the Association, nor any other association or other organization or entity representing them shall have the right to request dedication (whether by voluntary or involuntary act or omission) of such private streets and alleys to the Town unless and until the Town has inspected such streets and alleys and determined that, at the time in question, they meet the Town's standards. If the Town desires to accept a dedication of said streets and alleys, the Association, its successors or assigns, or the owners of the lots in the subdivision will make, at the owners' or the Association's expense, all repairs required by the Town to comply with then Town standards. The Town shall have sole discretion to accept or reject a proposed dedication of the private streets and alleys to the Town. Before dedication, all public improvements and dedications shall be free and clear of all debt, liens, and/or encumbrances.
4. The easements and public use areas, as shown, are dedicated for the benefit of the owners of the property in this subdivision, their leasees, invitees, and licensees use forever, for the purposes indicated on this plat.
5. The provisions hereof shall be binding upon and enforceable against all property owners in this subdivision, their successors and assigns and the Association and its successors and assigns. The provisions hereof may be enforced by the Town, any property owner in the subdivision, and/or the Association.
6. These covenants and restrictions shall run with the land and be binding on the owners of the property in this subdivision, their successors and assigns, the Association, its successors and assigns and all parties claiming by, through and under them. In the event a replat is requested on all or part of this property, the Town may require any similar or additional restrictions and covenants in it's sole discretion. These covenants and restrictions shall terminate when all the access easements shown on this plat are included within a replat of all or part of this property and are dedicated to the Town as public streets and alleys. In addition, all modifications to this document shall be by means of plat and approved by the Town of Prosper.
7. If the owners of the property in this subdivision should open the private streets to the public, such use shall be considered a temporary license only. The owners of property in this subdivision through the Association reserve the right to close the street to the public at any time prior to formal dedication of the street to the public, and acceptance of the same by the Town.
8. The owners of property in this subdivision and the Association shall allow access to the subdivision and the streets in the subdivision to all Town employees and contractors acting on behalf of the Town and all governmental service vehicles, including, without limitation, law enforcement, fire, ambulance, sanitation, inspection, and health vehicles. In addition, Utility Easements may also be used for the mutual use and accommodation of all public utilities desiring

to use or using the same unless the easement limits the use to particular utilities, said use by public utilities being subordinate to the Town's use thereof. The Town of Prosper and public utilities shall, at all times, have the full right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems without the necessity of procuring permission from anyone.

- 9. The owners of property within this subdivision hereby agree and recognize that the entire subdivision is benefited by the Town allowing the owners to maintain and control access to the private streets shown hereon, and that the Town is benefited by having the value of the property enhanced for ad valorem tax purposes and not being under any maintenance obligations with respect to the private streets and alleys. For purposes of enforcement of these covenants, the benefits shall constitute sufficient and valid consideration.
- 10. The owner of each lot affected by a drainage easement across the rear portion of such lot may not construct any improvements within such lot except those improvements which (a) do not impeded the natural flow of water across the property affected by such drainage easement (such as swimming pools and open fences) and (b) are built in accordance with and pursuant to a building permit issued by the Town. In no event shall (Owner Name), the Town, the Association or any of their successors or assigns have any liability for any improvements built in any drainage or utility easement. Each lot owner shall build in such area at his or her own risk and shall indemnify (Owner Name), the Town, the Association and their successors and assigns against any and all losses, damages and liability arising out of or associated with the construction of improvements on such owner's lot in any drainage or utility easement.
- 11. No buildings, fences, trees, shrubs, or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in Landscape Easements, if approved by the Town. Landscaping may be placed in/or near other easements with Town approval. The Town and public utility entities shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs, or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of their respective systems in said easements. The Town of Prosper is not responsible for replacing any improvements in, under, or over any easements caused by maintenance or repair.
- 12. Invalidity of any word, phrase, sentence, paragraph, covenant, or restriction by court judgement or otherwise, shall not affect the validity of the other covenants or restrictions contained herein.

This plat approved subject to all platting ordinances, rules, regulations, and resolutions of the Town of Prosper, Texas.

WITNESS, my hand, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BY:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name and Title

STATE OF TEXAS §

COUNTY OF § (Collin or Denton County as appropriate)

BEFORE ME, the undersigned, a Notary Public in and for The State of Texas, on this day personally appeared \_\_\_\_\_ (Name) \_\_\_\_\_, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

**CERTIFICATE OF APPROVAL**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by the Planning & Zoning Commission of the Town of Prosper, Texas.

\_\_\_\_\_ Planning & Zoning Commission Chair

\_\_\_\_\_ Town Secretary

\_\_\_\_\_ Town Engineer

\_\_\_\_\_ Planning Department

**SURVEYOR'S CERTIFICATE**

Know All Men By These Presents:

That I, (Surveyor Name), do hereby certify that I prepared this plat and the field notes made a part thereof from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the Subdivision Regulations of the Town of Prosper, Texas.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

(Professional Seal)

\_\_\_\_\_  
Name, Title & Registration No.

STATE OF TEXAS        §

COUNTY OF            §        (Collin or Denton County as appropriate)

BEFORE ME, the undersigned, a Notary Public in and for The State of Texas, on this day personally appeared \_\_\_\_\_ (Name) \_\_\_\_\_, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

# EASEMENT LANGUAGE

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## **ACCESS EASEMENT**

The undersigned covenants and agrees that the access easement(s) may be utilized by any person or the general public for ingress and egress to other real property, and for the purpose of general public vehicular and pedestrian use and access, and for the Fire Department, Police, and emergency use in along, upon, and across said premises, with the right and privilege at all times of the Town of Prosper, its agents, employees, workmen, and representatives having ingress, egress, and regress in, along, upon, and across said premises.

## **FIRE LANE EASEMENT**

The undersigned covenants and agrees that he (they) shall construct upon the fire lane easements, as dedicated and shown hereon, a hard surface paved in accordance with Town standards and that he (they) shall maintain the same in a state of good repair at all times and keep the same free and clear of any structures, fences, trees, shrubs, or other improvements or obstruction, including but not limited to the parking, loading, or unloading of motor vehicles, trailers, boats, or other impediments to the access of fire apparatus. The maintenance of pavement in accordance to Town standards of the fire lane easements is the responsibility of the owner, and the owner shall post and maintain signage in accordance to Town standards in conspicuous places along the fire lanes, stating "Fire Lane, No Parking". The police or their duly authorized representative is hereby authorized to cause such fire lanes and utility easements to be maintained free and unobstructed at all times for fire department and emergency use.

## **LANDSCAPE EASEMENT**

The undersigned covenants and agrees that the landscape easement and restrictions herein set forth shall run with the land and be binding on the owner(s) of the property in this subdivision, their successors and assigns, and all parties claiming by, through and under them. In the event a replat is requested on all or part of this property, the Town may require any similar or additional restrictions at its sole discretion. The sole responsibility for maintenance and replacement of landscape materials thereof shall be borne by any 'homeowners' association hereafter established for the owners of lots in this subdivision and/or the owners of the individual lots within this subdivision. Such maintenance and replacement shall be in conformance with the requirements, standards, and specifications of the Town of Prosper, as presently in effect or as may be hereafter amended. This provision may be enforced by specific performance or by any other remedy allowed by law. This Landscape Easement shall be void of utilities and other elements unless otherwise approved on the plat.

## **VISIBILITY AND MAINTENANCE EASEMENT (VAM)**

The area or areas shown on the plat as "VAM" (Visibility and Maintenance) Easement(s) are hereby given and granted to the Town of Prosper (Called "Town"), its successors and assigns, as an easement to provide visibility, right of access, and maintenance upon and across said VAM Easement. The Town shall have the right, but not the obligation, to maintain all landscaping within the VAM Easement. Should the Town exercise this maintenance right it shall be permitted to remove and dispose of any and all landscaping improvements, including without limitation, any trees, shrubs, flowers, ground cover, structure, and/or fixtures. The Town in its sole discretion may withdraw maintenance of the VAM Easement at any time. The ultimate maintenance responsibility for the VAM Easement shall rest with the property owner(s). No building, fence, shrub, tree, or other improvements or growths, which in any way endanger or interfere with the visibility, shall be constructed in, on, over, or across the VAM Easement. The Town shall also have the right, but not the obligation, to add any landscape improvements to the VAM Easement, to erect any traffic control devices or signs on the VAM Easement and to remove any obstruction thereon. The Town, its successors, assigns, or agents shall have the right and privilege at all times to enter upon the VAM Easement or any part thereof for the purposes and with all rights and privileges set forth herein.

## **DRAINAGE AND FLOODWAY EASEMENT (FOR SMALL SUBDIVISION PLAT WHERE ADJACENT LOT OWNERS HAVE MAINTENANCE RESPONSIBILITY)**

This plat is hereby adopted by the Owners and approved by the Town of Prosper (Called "Town") subject to the following conditions which shall be binding upon the Owners, their heirs, grantees, successors and assigns: The Portion of Block \_\_\_\_, as shown on the plat is called "Drainage and Floodway Easement" and is the natural drainage channel crossing each lot. The existing creek or creeks traversing along the Drainage and Floodway Easement within the limits of this addition, will remain as an open channel at all times and will be maintained by the owners of the lot or lots that are traversed by or adjacent to the drainage courses in the Drainage and Floodway Easement. The Town will not be responsible for the maintenance and operation of said creek or creeks or for any damage to private property or person that results from the flow of water along said creek, or for the control of erosion. No obstruction to the natural flow of storm water run-off shall be permitted by construction of any type of building, fence, or any other structure within the Drainage and Floodway Easement or the natural drainage channels, as herein above defined. Provided it is understood that in the event it becomes necessary for the Town of erect or consider erecting any type of drainage structure in order to improve the storm drainage that may be occasioned by streets and alleys in or adjacent to the subdivision, then in such event, the Town shall have the right to enter upon the Drainage and Floodway Easement at any point, or points, to investigate, survey or to

erect, construct, and maintain any drainage facility deemed necessary for drainage purposes. Each property owner shall keep the natural drainage channels traversing or adjacent to his property clean and free of debris, silt, and any substance which would result in unsanitary conditions or obstruct the flow of water, and the Town shall have the right of ingress and egress for the purpose of inspection and supervision of maintenance work by the property owner to alleviate any undesirable conditions which may occur. The natural drainage through the Drainage and Floodway Easement, as in the case of all natural channels, are subject to storm water overflow and natural bank erosion to an extent which cannot be definitely defined. The Town shall not be held liable for any damages of any nature resulting from the occurrence of these natural phenomena, or resulting from the failure of any structure or structures, within the natural drainage channels. Building areas outside the Drainage and Floodway Easement line shall be filled to a minimum elevation as shown on the plat. The minimum floor elevation for each lot shall be as shown on the plat.

#### **DRAINAGE AND DETENTION EASEMENT (ABOVE GROUND DETENTION)**

This plat is hereby adopted by the Owners and approved by the Town of Prosper (Called "Town") subject to the following conditions which shall be binding upon the Owners, their heirs, grantees, successors and assigns: The Portion of Block \_\_\_\_\_, as shown on the plat is called "Drainage and Detention Easement". The Drainage and Detention Easement within the limits of this addition, will remain open at all times and will be maintained in a safe and sanitary condition by the owners of the lot or lots that are traversed by or adjacent to the Drainage and Detention Easement. The Town will not be responsible for the maintenance and operation of said Easement or for any damage to private property or person that results from conditions in the Easement, or for the control of erosion. No obstruction to the natural flow of storm water run-off shall be permitted by construction of any type of building, fence or any other structure within the Drainage and Detention Easement, as herein above defined, unless approved by the Town Engineer. Provided, however, it is understood that in the event it becomes necessary for the Town to erect or consider erecting any type of drainage structure in order to improve the storm drainage that may be occasioned by drainage in or adjacent to the subdivision, then in such event, the Town shall have the right to enter upon the Drainage and Detention Easement at any point, or points, to investigate, survey or to erect, construct and maintain any drainage facility deemed necessary for drainage purposes. Each property owner shall keep the Drainage and Detention Easement clean and free of debris, silt, and any substance which would result in unsanitary conditions or obstruct the flow of water, and the Town shall have the right of ingress and egress for the purpose of inspection and supervision of maintenance work by the property owner to alleviate any undesirable conditions which may occur. The natural drainage through the Drainage and Detention Easement is subject to storm water overflow and natural bank erosion to an extent which cannot be definitely defined. The Town shall not be held liable for any damages of any nature resulting from the occurrence of these natural phenomena, or resulting from the failure of any structure or structures, within the Easement.

#### **DRAINAGE AND DETENTION EASEMENT (UNDERGROUND DETENTION)**

This plat is hereby adopted by the Owners and approved by the Town of Prosper (Called "Town") subject to the following conditions which shall be binding upon the Owners, their heirs, grantees, successors and assigns: The Portion of Block \_\_\_\_\_, as shown on the plat is called "Drainage and Detention Easement". The Drainage and Detention Easement within the limits of this addition, will remain accessible at all times and will be maintained in a safe and sanitary condition by the owners of the lot or lots that are traversed by or adjacent to the Drainage and Detention Easement. The Town will not be responsible for the maintenance and operation of said Easement or for any damage to private property or person that results from conditions in the Easement, or for the control of erosion. No construction of any type of building, fence or any other structure within the Drainage and Detention Easement, as herein above defined shall be permitted, unless approved by the Town Engineer. Provided, however, it is understood that in the event it becomes necessary for the Town to erect or consider erecting any type of drainage structure in order to improve the storm drainage that may be occasioned by drainage in or adjacent to the subdivision, then in such event, the Town shall have the right to enter upon the Drainage and Detention Easement at any point, or points, to investigate, survey or to erect, construct and maintain any drainage facility deemed necessary for drainage purposes. Each property owner shall keep the Drainage and Detention Easement clean and free of debris, silt, and any substance which would result in unsanitary conditions or obstruct the flow of water, and the Town shall have the right of ingress and egress for the purpose of inspection and supervision of maintenance work by the property owner to alleviate any undesirable conditions which may occur. The Town shall not be held liable for any damages of any nature resulting from the failure of any structure or structures, within the Easement.

# SITE PLAN NOTES

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Any revision to this plan will require town approval and will require revisions to any corresponding plans to avoid conflicts between plans.

- 1) Dumpsters and trash compactors shall be screened in accordance with the Comprehensive Zoning Ordinance.
- 2) Open storage, where permitted, shall be screened in accordance with the Comprehensive Zoning Ordinance.
- 3) Outdoor lighting shall comply with the lighting and glare standards contained within the Comprehensive Zoning Ordinance and Subdivision Regulation Ordinance.
- 4) Landscaping shall conform to landscape plans approved by the Town.
- 5) All elevations shall comply with the standards contained within the Comprehensive Zoning Ordinance.
- 6) Buildings of 5,000 square feet or greater shall be 100% fire sprinkled. Alternative fire protection measures may be approved by the Fire Department.
- 7) Fire lanes shall be designed and constructed per town standards or as directed by the Fire Department.
- 8) Two points of access shall be maintained for the property at all times.
- 9) Speed bumps/humps are not permitted within a fire lane.
- 10) Handicapped parking areas and building accessibility shall conform to the Americans with Disabilities Act (ADA) and with the requirements of the current, adopted Building Code.
- 11) All signage is subject to Building Official approval.
- 12) All fences and retaining walls shall be shown on the site plan and are subject to Building Official approval.
- 13) All exterior building materials are subject to Building Official approval and shall conform to the approved façade plan.
- 14) Sidewalks of not less than six (6') feet in width along thoroughfares and collectors and five (5') in width along residential streets, and barrier free ramps at all curb crossings shall be provided per Town standards.
- 15) Approval of the site plan is not final until all engineering plans are approved by the Town Engineer.
- 16) Site plan approval is required prior to grading release.
- 17) All new electrical lines shall be installed and/or relocated underground.
- 18) All mechanical equipment shall be screened from public view in accordance with the Comprehensive Zoning Ordinance.

# LANDSCAPE & IRRIGATION NOTES

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## LANDSCAPE NOTES

1. Plant material shall be measured and sized according to the latest edition of the Texas Nursery & Landscape Association (TNLA) Specifications, Grades and Standards.
2. All plant substitutions are subject to Town approval and must be specified on the approved landscape plan.
3. Ground covers used in lieu of turf grass must provide complete coverage within one (1) year of planting and maintain adequate coverage as approved by the Town.
4. Trees must be planted four feet (4') or greater from curbs, sidewalks, utility lines, screening walls, and/or other structures. The Town has final approval for all tree placements.
5. Tree pits shall have roughened sides and be two to three times wider than the root ball of the tree in order to facilitate healthy root growth.
6. Tree pits shall be tested for water percolation. If water does not drain out of tree pit with in a 24-hour period, the contractor shall provide berming, or devise alternative drainage.
7. Trees shall not be planted deeper than the base of the "trunk flare".
8. The tree pit shall be backfilled with native topsoil free of rock and other debris.
9. Burlap, twine, and wire baskets shall be loosened and pulled back from the trunk of tree as much as possible.
10. Trees shall not be watered to excess that results in soil saturation. If soil becomes saturated, the watering schedule shall be adjusted to allow for drainage and absorption of the excess water.
11. A 3-4" layer of mulch shall be provided around the base of the planted tree. The mulch shall be pulled back 1-2" from the trunk of the tree.
12. No person(s) or entity may use improper or malicious maintenance or pruning techniques which would likely lead to the death of the tree. Improper or malicious techniques include, but are not limited to, topping or other unsymmetrical trimming of trees, trimming trees with a backhoe, or use of fire or poison to cause the death of a tree.
13. Topsoil shall be a minimum of 8 inches in depth in planting areas. Soil shall be free of stones, roots, and clods and any other foreign material that is not beneficial for plant growth.
14. All plant beds shall be top-dressed with a minimum of 3 inches of mulch.
15. Trees overhanging walks and parking shall have a minimum clear trunk height of 7 feet. Trees overhanging public street pavement drive aisles and fire lanes shall have a minimum clear trunk height of 14 feet.
16. A visibility triangle must be provided at all intersections, where shrubs are not to exceed 30 inches in height, and trees shall have a minimum clear trunk height of 9 feet.
17. Trees planted on a slope shall have the tree well at the average grade of slope.
18. No shrubs shall be permitted within areas less than 3 feet in width. All beds less than 3 feet in width shall be grass, groundcover, or some type of fixed paving.
19. The owner, tenant, and/or their agents, if any, shall be jointly and severally responsible for the maintenance, establishment, and permanence of plant material. All landscaping shall be maintained in a neat and orderly manner at all times. This shall include, but not limited to, mowing, edging, pruning, fertilizing, watering, and other activities necessary for the maintenance of landscaped areas.
20. All plant material shall be maintained in a healthy and growing condition as is appropriate for the season of the year. Plant material that is damaged, destroyed, or removed shall be replaced with plant material of similar size and variety within 30 days unless otherwise approved in writing by the Town of Prosper.
21. Landscape and open areas shall be kept free off trash, litter, and weeds.
22. An automatic irrigation system shall be provided to irrigate all landscape areas. Overspray on streets and walks is

prohibited. A permit from the building inspection department is required for each irrigation system.

23. No plant material shall be allowed to encroach on right-of-way, sidewalks, or easements to the extent that the vision or route of travel for vehicular, pedestrian, or bicycle traffic is impeded.
24. No planting areas shall exceed 3:1 slope. 3' horizontal to 1' vertical.
25. Earthen berms shall not include construction debris. Contractor must correct slippage or damage to the smooth finish grade of the berm prior to acceptance.
26. All walkways shall meet A.D.A. and T.A.S. requirements.
27. Contact Town of Prosper Parks and Recreation Division at (972) 346-3502 for landscape inspection. Note that landscape installation must comply with approved landscape plans prior to final acceptance by the Town and/or obtaining a Certificate of Occupancy.
28. Final inspection and approval of screening walls, irrigation, and landscape is subject to all public utilities, including but not limited to manholes, valves, water meters, cleanouts, and other appurtenances, to be accessible, adjusted to grade, and to the Town of Prosper's Public Works Department standards.
29. Prior to calling for a landscape inspection, contractor is responsible for marking all manholes, valves, water meters, cleanouts, and other utility appurtenances with flagging for field verification by the Town.

#### **IRRIGATION NOTES**

1. Mainlines, valves, or control wires shall not be located in the Town of Prosper right of way.
2. All systems shall have rain, wind, and freeze sensors. The sensors shall not be wired in-line. They shall be capable of working independently of each other.
3. Locate valves a minimum of 3 feet away from any storm sewer, water, and sanitary sewer lines and 5 feet from Town fire hydrants and water valves.
4. The bore depth under streets, drive aisles, and fire lanes shall allow two feet (minimum) from the bottom of paving to the top of the sleeve or greater if required to clear other utilities.
5. Any time heads are placed in such a manner as to be parallel and near a public water and sanitary sewer line, these heads shall be fed from stubbed laterals or bullheads. A minimum of 5 feet separation is required between irrigation main lines and laterals that run parallel to public water and sanitary sewer lines.
6. Irrigation system shall be designed to minimize runoff water from paved or landscaped areas.
7. All irrigation heads in the Town of Prosper right of way shall utilize a swing joint connection.
8. No valves, backflow preventer assemblies, quick couplers, etc. shall be located closer than 10' from the curb at street or drive intersection.

# SAMPLE WAIVER OF RIGHT FOR 30-DAY ACTION LETTER

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Date

Town of Prosper  
Development Services Department  
Planning Division  
P.O. Box 307  
Prosper, Texas 75078

RE: Waiver of Right for 30-Day Action

Planning Division:

As the applicant and/or representative of the *(insert Town case number – Development Case D12-xxxx and type of plat – preliminary, final, conveyance, amended, vacated, or replat)* plat for *(insert subdivision name, block, and lot)*, I hereby waive the right for action on the plat within thirty (30) days of the application date of the plat. The plat and associated plans will be resubmitted to the Planning Division fourteen (14) days prior to the desired meeting to provide adequate time for staff review and scheduling purposes.

Sincerely,

*Insert Printed Name and Signature of Applicant and/or Representative*

# SAMPLE LETTER TO REQUEST TABLING

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Date

Town of Prosper  
Development Services Department  
Planning Division  
P.O. Box 307  
Prosper, Texas 75078

RE: Request to Table Zoning or Specific Use Permit Request

Planning Division:

As the applicant and/or representative of (*insert Town case number – Zoning Case Z12-xxxx or Specific Use Permit S12-xxxx*), I hereby request that this case be tabled by the Town Council to their (*insert date*) meeting. The necessary zoning exhibits will be resubmitted to the Planning Division fourteen (14) days prior this meeting to provide adequate time for staff review and scheduling purposes.

Sincerely,

*Insert Printed Name and Signature of Applicant and/or Representative*