TOWN OF PROSPER

Development Manual

Updated December 2015

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 http://www.prospertx.gov/government/codes-ordinances/.

Table of Contents

Meeting Dates and Town Contacts …… 1
Process Summaries
- Pre-Application Meetings…… 2
- Summary of the Annexation Process…… 5
- Summary of the Zoning Process…… 6
- Summary of the Residential Development Process…… 7
- Summary of the Non-Residential and Multifamily Development Process…… 11

Schedules
- Development and Straight Zoning Schedule…… 15

Applications
- Annexation Petition…… 16
- Zoning Application…… 18
- Future Land Use Plan Amendment Application…… 20
- Development Application…… 22
- Variance Application…… 24
- Special Purpose Sign District Application…… 26

Plan Checklists
- Annexation Checklist…… 28
- Zoning Checklists
  - Straight Zoning Checklist…… 29
  - Planned Development Request Checklist…… 31
  - Future Land Use Plan Amendment Checklist…… 34
  - Specific Use Permit Checklist…… 35
  - Variance Checklist…… 39
  - Special Purpose Sign District Checklist…… 40
- Development Checklists
  - Preliminary Plat Checklist…… 41
  - Conveyance Plat Checklist…… 44
  - Final Plat, Replat, and Amending Plat Checklist…… 46
  - Preliminary Site Plan Checklist…… 48
  - Site Plan Checklist…… 51
  - Preliminary Drainage & Utility Plan Checklist…… 54
  - Civil Engineering Plan Checklist…… 55
  - Landscape Plan Checklist…… 61
  - Irrigation Plan Checklist…… 64
  - Facade Plan Checklist…… 66
  - Open Space Checklist…… 67
  - General Tree Survey Checklist…… 68
  - Detailed Tree Survey Checklist…… 69
  - Tree Mitigation Checklist…… 70

Additional Zoning Information
- Zoning Sign Criteria…… 72
- Zoning Sign Diagram…… 73
- Sample Letter to Request Tabling of a Zoning Request…… 74

Additional Development Information
- Plat Language…… 75
- Easement Language…… 79
- Sample Letter for Waiver of Right for 30 Day Action on a Plat Application…… 82

Fee and Rate Information
Schedule of Fees…… 83
Water & Wastewater Impact Fees…….. 84
Roadway Impact Fees…….. 85
Other Forms and Materials
Tax Certificate Request…….. 87
Building Material Mock-Up Board Criteria…… 88

Welcome to Prosper

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
2nd and 4th Tuesdays of the Month, 6:00 p.m.
Town of Prosper Municipal Chambers
108 W. Broadway Street

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

Regular Parks and Recreation Board Meetings
2nd Thursday of the Month, 6:00 p.m.
Town of Prosper Municipal Chambers
108 W. Broadway Street

Town Contacts

• Hulon T. Webb, Jr., P.E. hulon_webb@prospertx.gov	Executive Director of Development and Community Services	(972) 569-1065
• John Webb, AICP john_webb@prospertx.gov	Director of Development Services	(972) 569-1090
• Frank E. Jaromin, P.E. frank_jaromin@prospertx.gov	Director of Public Works	(972) 569-1056
• Todd White todd_white@prospertx.gov	Building Official	(972) 569-1080
• Bryan Ausenbaugh bryan.ausenbaugh@prosperfire.com	Fire Marshal	(972) 347-2424
• Dan Heischman, P.E. dan_heischman@prospertx.gov	Senior Engineer	(972) 569-1096
• Alex Glushko, AICP alex_glushko@prospertx.gov	Senior Planner	(972) 569-1093
• Jonathan Hubbard jonathan_hubbard@prospertx.gov	Planner	(972) 569-1095
• Paul Naughton, RLA paul_naughton@prospertx.gov	Landscape Architect	(972) 569-1063
• Pamela Clark pamela_clark@prospertx.gov	Planning Technician	(972) 569-1091

Pre-Application Meetings

The recommended first step in the development process is to contact the Planning Division to determine if a pre-application meeting is warranted. These meetings are not intended to cover every aspect associated with the development process; rather it is a tool to exchange information between Town staff and the applicant. Pre-application meetings are intended to improve the development review process by,

- Allowing the applicants to become more familiar with the applicable development codes and procedures;
- Assisting the applicant in preparing a complete application with the required information;
- Identifying major issues applicable to each site; and
- Discussing the development review schedule and the roles of the Planning & Zoning Commission and Town Council.

At a minimum, representatives from Planning and Engineering will attend the meeting. Depending on their availability and the topics of the proposed development, staff representing the Fire Marshal's Office, Parks & Recreation and Building Inspection may attend or will provide follow-up comments if applicable.

HOW TO SCHEDULE A MEETING

Pre-application meetings are typically held every Thursday morning between 9:00 am and Noon for one hour increments. To determine if a pre-application meeting is warranted, please contact Alex Glushko, Senior Planner at 972-569-1093 or via email at alex_glushko@prospertx.gov.

Due to the number of development inquires, available time slots fill quickly, and we cannot guarantee an appointment at the next scheduled meeting. We recommend requesting an appointment a minimum of one week in advance.

The productivity of the meeting depends on the amount of information provided to staff. A PDF copy of the proposed plan must be emailed to Alex Glushko at the above-noted email address by noon, on the Monday prior to the meeting. Staff will not have time to review the exhibit in detail, but it will help us to become familiar with the proposal prior to the meeting.

INFORMATION AND RESOURCES

The attached document contains many of the issues and references to codes common to developing in Prosper. The Town's web site also contains information that will assist in the development process. In particular, please reference the Planning Division web site at http://www.prospertx.gov/business/land-development/planning/

PLANNING

- Please verify whether or not the zoning on the property permits the proposed use. If a zoning change is required, the site should be rezoned in accordance with the Comprehensive Plan. The Town's Zoning Ordinance is available at: http://www.prospertx.gov/government/codes-ordinances/. The Comprehensive Plan is available at: http://www.prospertx.gov/wp-content/uploads/Prosper_Comprehensive_Plan_Combined.pdf
- The Development Manual is available on the City's web site and provides a comprehensive list of items and information required to be depicted on all applications.
- At time of development, the Town collects Thoroughfare, Water and Wastewater Impact Fees. The impact fee calculator is located at: http://www.prospertx.gov/business/land-development/planning/impact-fee-calculator/. Please note that the rate of the Thoroughfare Impact Fees are per the "Service Area" of the Town. At the time of a finish-out permit application, a higher Thoroughfare Impact Fee may be assessed if the use is different than the originally identified use.
- Development and zoning applications are accepted until noon on specific dates. Incomplete or late applications will not be accepted. Applications must be delivered in person by the applicant; applications delivered via a courier service will not be accepted. The application dates and the projected schedule for meetings by the Planning & Zoning Commission and Town Council are located in the Development Manual.

CIVIL ENGINEERING

- Detention is required for commercial development unless regional detention is provided. Detention ponds shall be amenitized.
- Detention is no longer required in the Doe Branch basin.
- Development shall be served by two separate sources of water (looped system).
- Water and sanitary sewer lines must be extended to adjacent developments where applicable.
- Please refer to the Town's Engineering Standards regarding design standards, construction standard details, technical specifications, approved materials list, and general notes. http://www.prospertx.gov/business/land-development/engineering/engineering-documents/
- Wastewater service laterals shall be a minimum 4 inches for residential and 6 inches for commercial developments. Manholes are required for laterals 6 inches or larger connecting to the main line.
- Minimum sanitary sewer manhole size is 5-foot diameter.
- Stormwater discharges from proposed developments shall be done in a manner to be non-erosive. Efforts to stabilize creeks and outfalls should be taken to minimize erosion.
- All easements dedicated to the Town are a minimum of 15 feet wide. Additional width may be required depending on the depth of the public service line. Easements between residential lots shall fall entirely on one lot.
- No landscaping, dumpster enclosures, structures with exception of flatwork (sidewalks, parking stalls and drive aisles) shall be allowed in public easements.
- Full panel concrete pavement replacement will be required if pavement is cut if more than sawcut for driveway connections.
- All sites require two points of access, one of which must connect to a median opening. Driveways associated with a median opening must have minimum 4-foot median with minimum 24-foot width paving on either side.
- All driveways on minor and major thoroughfares must have a deceleration lane.
- The developer of a site is responsible for constructing median openings, left-turn lanes and deceleration lanes to its driveways.
- Driveways typically must be spaced 240 feet apart on minor thoroughfares, 280 feet apart on major thoroughfares, and further apart on TxDOT roadways.
- All connections to TxDOT roadways must follow TxDOT design standards and permit guidelines which includes a simplified TIA. TxDOT roadways in Prosper include US 380 (University Drive), SH 289 (Preston Road), Business 289 (Coleman Street), FM 1193 (Broadway Street), FM 1385, FM 1461 (Frontier Parkway), and FM 2478 (Custer Road).
- The site shall provide for cross-access to adjacent properties (and may need to obtain access easements from an adjacent property to build a shared driveway).
- Driveways shall provide the required on-site stacking (measured from the ROW line) before giving access to parking spaces or drive aisles.
- Dead-end parking rows are not permitted.
- Uses subject to a Specific Use Permit (SUP), such as day care facilities and private schools, may be required to submit a Queuing and Traffic Circulation Study as part of the SUP application to ensure the site can accommodate drop-off and pick up students without negatively impacting the adjacent streets.
- Day care facilities and schools require a stacking lane that is outside of a fire lane.

FIRE DEPARTMENT

- The Town has adopted the 2012 Edition of the International Fire Code with local amendments. The local amendments can be located at: http://www.prospertx.gov/fire-department/.
- The Town of Prosper is an ISO Class 5/9 regarding property insurance classification.
- Min. of two points of access. Spaced no less than 140 feet apart.
- Fire lanes must be provided within 150 feet of all exterior walls of any building.
- The fire lane shall be a minimum of 24 feet wide.
- The inside turning radius of the fire lane shall be a minimum of 30 feet.
- Dead end fire lanes are only permitted with approved hammer heads.
- Fire hydrants must be provided at the entrances and intersections.

- Fire hydrants must be spaced no greater than 300 feet apart for a commercial development and no greater than 500 feet for residential development.
- The fire lanes and fire hydrants must be installed and tested prior to beginning vertical construction of the building.
- Automatic fire sprinkler system will be required for the proposed buildings if the square footage exceeds 5,000 square feet on each lot or the occupant load within the assembly occupancy exceeds 100 people.
- Additional requirements shall apply to mini-warehouse/self storage buildings.
- Fire department connection (FDC) for the fire sprinkler system must be located within 50 feet of a fire hydrant and 50 feet of a fire lane. 5" Storz, 30 degree downward turn with locking cap.
- A minimum 10-foot unobstructed width must be provided around a building for adequate Fire Department access.

PARKS

- All residential development is subject to dedication of public parkland.
- The required conveyance of land shall be either
  - One (1) acre of land per thirty-five (35) residential units, or in an amount proportionally equal to five percent (5%) of the total tract acreage, whichever is greater; or
  - The payment of a fee in lieu of dedication (per Section 13.5 of the Subdivision Ordinance).
- The decision whether to accept dedication, payment of the fee or a combination will be made by the Parks & Recreation Board upon recommendation by staff.
- The dedication of park land requires a recommendation by the Parks & Recreation Board and final approval by the Town Council.
- A Park Improvement Fee in the amount of $1,500.00 per single family lot or $2,000.00 per multifamily unit is also required in addition to the parkland dedication or fee in lieu of dedication.
- Depending upon the location, residential and commercial development may be subject to the granting of an easement and/or the construction of a Hike and Bike Trail.
- Senior living facilities and senior care facilities, including assisted living facilities, senior congregate care facilities, memory care facilities, and nursing homes are exempt from the parkland dedication and park improvement fee requirements. Independent living and retirement communities or age-restricted housing developments are not exempt from these requirements.

BUILDING INSPECTIONS

- The City's Sign Ordinance can be found in Article 3.14 of the Town of Prosper Code of Ordinances in the following link: http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=prosperset
- The Town has contracted with Bureau Veritas North America (BVNA) for third party plan review and inspections for commercial and multi-family projects on a case-by-case basis. The Town's Building Official will determine whether Town staff or BVNA will be providing the services. Building permit fees will be collected in accordance with the Town's fee schedule.
- The Town has also contracted with BVNA to conduct Fire Alarm and Fire Sprinkler System Plan Review and/or Inspections on a case-by-case basis. The Town's Fire Marshal will determine if he or BVNA will be providing these services. Please note that the Town will collect the actual cost of BVNA's services.

CODES AND RELATED ORDINANCES:

2012 International Fire Code with local amendments
2012 International Energy Conservation Code (IECC) with local amendments
2012 International Fuel Gas Code (IFGC) with local amendments
2012 International Plumbing Code (IPC) with local amendments
2011 National Electrical Code (NEC) with local amendments
2012 International Mechanical Code (IMC) with local amendments
2006 International Property Maintenance Code (IPMC) with local amendments
2012 International Residential Code (IRC) with local amendments
2012 International Building Code (IBC) with local amendments
Article 3.18 Residential Green Building Program
Ord. No. 09-098; http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=prosperset

Summary of the Annexation Process

- Annexation Petition and associated materials (see annexation checklist) are submitted by the applicant in accordance with the Town's Annexation Schedule.
- Please contact the Planning Division for a copy of the annexation schedule.
- 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 may consider acceptance of the Annexation Petition.
- Publication of the Notice for 1st Public Hearing in the Prosper Press.
- 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.
- 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 2nd 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

- Prior to submiting a zoning application the applicant shall schedule a meeting with Development Services staff to discuss the potential application. The next step may be the scheduling of a pre-application meeting to review a concept plan.
- For Zoning requests that do not conform with the Future Land Use Plan, an amendment to the Future Land Use Plan is required to be considered, and can be considered concurrently with the Zoning request.
- 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 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.
- Zoning signs shall be erected on the subject property, by the applicant, no less than ten (10) days prior to the Planning & Zoning Commission's Public Hearing, and a photo of the sign on the propery must be emailed to staff no less than one (1) week prior to the Planning & Zoning Commission's Public Hearing. The zoning sign shall be maintained throughout the zoning case, and the sign must be removed within three (3) days after the Town's approval of the ordinance rezoning the property. Failure to errect the sign will require the postponement of 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.
- 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 before the 15th day prior to the Public Hearing).*
- If the zoning request is approved, an ordinance to enact the zoning will generally be considered by Town Council at their next meeting, if not adopted concurrently with zoning approval.

Summary of Residential Development Process

- 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 shall schedule a meeting with Town staff prior to submitting a development application.*) Various plans (i.e. Preliminary Plats and Final Plats) may be submitted and reviewed concurrently, as well as scheduled for the same meeting(s). Other applicable plans shall 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. If plans do not substantially address Town comments, the item will be scheduled for a meeting at a later date subject to the revisions addressing all comments. In the case that a plat is not corrected within the designated time frame, a 30-day waiver may be requested by Town staff in order to allow for adequate review time, prior to action by the Planning and Zoning Commission.

- Action on Preliminary Plat 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 Complete Application, 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 shall schedule a meeting with Town staff prior to submitting a development application.*) Various plans (i.e. Preliminary Plats and Final Plats) may be submitted and reviewed concurrently, as well as scheduled for the same meeting(s). Other applicable plans shall include:

  - Civil Engineering Plans
  - Landscaping, Irrigation, and Screening 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. If plans do not substantially address Town comments, the item will be scheduled for a meeting at a later date subject to the revisions addressing all comments. In the case that a plat is not corrected within the designated time frame, a 30-day waiver may be requested by Town staff in order to allow for adequate review time, prior to action by the Planning and Zoning Commission.

After initial submittal to the Town, civil engineering plans, landscaping, irrigation and screening plans do not need to follow the same approval schedule as the Final Plat. However, all layout changing issues need to be addressed prior to scheduling a plat for approval.

- Action on Final Plat 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 for the developer to start construction once all associated plans are revised to the satisfaction of all Town staff, all conditions of the Final Plat are met, and following a preconstruction meeting.

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

  The review of civil engineering, landscaping, irrigation, and screening plans may continue after approval of the Final Plat; however, these plans shall be approved prior to beginning of 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.

  In conjunction with a preconstruction meeting, the Planning Division will be emailed the most current version of the Final Plat so it can be digitally stamped with Planning's Final Approval. Once digitally stamped the plat will be emailed back and will be submitted at the preconstruction meeting.

- Preconstruction meeting and construction

  A preconstruction meeting may be scheduled by contacting the Engineering Department at (972) 346-3502. Following the preconstruction meeting, grading and site construction may commence.

- Construction inspections

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

- Preliminary Inspection

  Once construction is complete, two (2) sets of preliminary as-built / record plans shall be submitted to the Engineering Department. This set of plans shall 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 corrected, a final inspection may be scheduled by contacting the Public Works Department at (972) 347-9969. A 24-hour notice is required. In addition, a landscape inspection must be scheduled by contacting the Parks & Recreation Department, Landscape Architect at (972) 346-3502.

- Signature and filing of the Final Plat

  Upon final inspection of subdivision improvements by the Public Works Department, 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 the following of the filed plat to the Town: one (1) 24" x 36" mylar and three (3) 24" x 36" blackline copies of the recorded plat, and one (1) CD with the recorded plat in .pdf format.

- 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.

- Submittal of final acceptance materials

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

  - ✓ One (1) blackline set of final as-built / record plans and landscape plan
  - ✓ Two (2) CD's of as-built / record plans and landscape plans (include both .dwg and .pdf formats on each CD)
    - .dwg files should include all files as they relate to the civil set in AutoCAD 2012 or older format
    - individual .pdf files for each individual sheet and labeled as shown on the cover sheet of the civil set
    - All CD's to be labeled with "Record Drawings" as title and shall include project name and date.
  - ✓ A two-year maintenance bond for 10% of public improvement costs
  - ✓ An affidavit of construction costs
  - ✓ Final pay estimate of public improvements (final bid tabs showing line items and unit costs, or similar. No lump sum estimates allowed).
  - ✓ Payment of inspection fees (3% of construction costs of public improvements)
  - ✓ Address Plats: one (1) 24" x 36" copy of the original with Fire Department signature label, three (3) 24" x 36" copies, and two (2) CDs (include both .dwg and .pdf formats on each CD)
  - ✓ Copies of the Final Plat to be filed with owner, surveyor, and notary signatures (no addresses)
  - ✓ Payment of Park Dedication and Improvement fees. Contact the Parks & Recreation Department, Landscape Architect for details.
  - ✓ 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.). Estimate to be done on Town spreadsheet template accompanied by exhibit showing location of future improvements.
  - ✓ 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.) based on above final cost estimate.
  - ✓ Payment for one (1) year of street light operating costs.
  - ✓ Homeowners Association (HOA) or Property Owners Association Covenants, Conditions, and Restrictions (CC&Rs), deed restrictions, and/or other documents pertaining to the maintenance of amenities

- Final acceptance of subdivision improvements by the Town Staff

  After final inspection and submittal of final accepance materials, 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.

- 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 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
  - 2012 International Fire Code with local amendments
  - 2012 International Energy Conservation Code (IECC) with local amendments
  - 2012 International Fuel Gas Code (IFGC) with local amendments

- 2012 International Plumbing Code (IPC) with local amendments
- 2011 National Electrical Code (NEC) with local amendments
- 2012 International Mechanical Code (IMC) with local amendments
- 2006 International Property Maintenance Code (IPMC) with local amendments
- 2012 International Residential Code (IRC) with local amendments
- 2012 International Building Code (IBC) with local amendments
- Residential Green Building Program (Ord. No. 09-098 / Article 3.18)
  http://www.prospertx.gov/wp-content/uploads/09-098-Ordinance-Residential-Green-Building-Program.pdf

- 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 shall schedule a meeting with Town staff prior to submitting a development application.*) Various plans (i.e. Site Plans and Final Plats) may be submitted and reviewed concurrently, as well as scheduled for the same meeting(s). 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 Preliminary Site Plan 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 Complete Application, Site Plan, 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 shall schedule a meeting with Town staff prior to submitting a development application.*) Various plans (i.e. Site Plans and Final Plats) may be submitted and reviewed concurrently, as well as scheduled for the same meeting(s). Other applicable plans may include:

  - Civil Engineering Plans
  - Facade Plans
  - Open Space Plan
  - Landscaping Plans, Irrigation Plans, and Screening 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. In the case that a plat is not corrected within the designated time frame, a 30-day waiver may be requested by Town staff in order to allow for adequate review time, prior to action by the Planning and Zoning Commission.

  After initial submittal to the Town, civil engineering plans, landscaping, irrigation and screening plans do not need to follow the same approval schedule as the Final Plat. However, all layout changing issues need to be addressed prior to scheduling a plat for approval.

- 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 for the developer to start construction once all associated 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.

- Review of engineering, planning, and parks plans

  The review of civil engineering, landscaping, irrigation, screening, open space, and Facade Plans may continue after approval of the Final Plat; however, these plans shall be approved prior to beginning grading or construction.

- Construction release (Civil and Building 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 both civil development and building preconstruction meetings. Final Plat, Site Plan and Façade Plans shall be digitally stamped and included in the building permit submittal. Once a project has been released for pre-construction, the most recent version of approved plans needs to be forwarded to the Planning Division for stamping.

- Civil development preconstruction meeting and construction

  A civil development preconstruction meeting for site improvements shall be scheduled by contacting the Engineering Department at (972) 346-3502. Following the preconstruction meeting, grading and site development construction may commence.

- Building preconstruction meeting, issuance of building permits, and construction

  A building preconstruction meeting for building improvements shall be scheduled by contacting the Building Inspections Division at (972) 346-3502. Building permits may be issued following a building preconstruction meeting and payment of impact fees. No vertical building construction may occur until all fire lanes have been constructed to Town standards.

- 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.

- Building Inspections

  Building Inspections may be scheduled by contacting the Building Inspections Division at (972) 346-3502.

- Construction inspections for civil development

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

- Planning inspection prior to vertical construction

  A 4' x 4' material sample board is required to be constructed and inspected on site. The sample board shall include a copy of the stamped approved Façade plan and samples of each material. A compliance inspection shall be scheduled by contacting the Planning Division at (972) 346-3502.

- Preliminary inspection of civil development

  Once construction is complete, two (2) sets of preliminary as-built / record plans shall be submitted to the Engineering Department. 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 of civil development

  Once preliminary inspection issues have been corrected, a final inspection may be scheduled by contacting the Public Works Department at (972) 347-9969. A 24-hour notice is required. In addition, a landscape inspection must be scheduled by contacting the Parks and Recreation Department, Landscape Architect at (972) 346-3502.

- Signature and filing of the Final Plat

  Upon final inspection of subdivision improvements by the Public Works Department, 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 the following of the filed plat to the Town: one (1) 24" x 36" mylar and three (3) 24" x 36" blackline copies of the recorded plat, and one (1) CD with the recorded plat in .pdf format.

- Submittal of final acceptance materials for Public Infrastructure

  The following materials must be submitted to the Town prior to acceptance of public infrastructure improvements by the Town and before Engineering's sign-off on certificate of occupancy (C.O.):

- ✓ One (1) blackline set of final as-built / record plans and landscape plan
- ✓ Two (2) CD's of as-built / record plans and landscape plans (include both .dwg and .pdf formats on each CD)
  - .dwg files should include all files as they relate to the civil set in AutoCAD 2012 or older format
  - individual .pdf files for each individual sheet and labeled as shown on the cover sheet of the civil set
  - All CD's to be labeled with "Record Drawings" as title and shall include project name and date.
  - ✓ A two-year maintenance bond for 10% of public improvement costs
  - ✓ An affidavit of construction costs
  - ✓ Final pay estimate of public improvements (final bid tabs showing line items and unit costs, or similar. No lump sum estimates allowed).
  - ✓ Payment of inspection fees (3% of construction costs of public improvements, 1% of fire lane construction costs)
  - ✓ Address Plats: one (1) 24" x 36" copy of the original, three (2) 24" x 36" copies, and one (1) CD (include both .dwg and .pdf formats on the CD)
  - ✓ Copies of the Final Plat to be filed with owner, surveyor, and notary signatures (no addresses)
  - ✓ 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.). Estimate to be done on Town spreadsheet template accompanied by exhibit showing location of future improvements.
  - ✓ 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.) based on above final cost estimate.
  - ✓ Property Owners Association Covenants, Conditions, and Restrictions (CC&Rs), deed restrictions, and/or other documents pertaining to the maintenance of amenities

- Final acceptance of public infrastructure improvements by the Town Staff

  After final inspection and submittal of final accepance materials, 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.

- Application for Certificate of Occupancy (Blue Card)

  Upon an application for a CO, the developer will be given a blue card, and it will be their responsibility to acquire all necessary Town staff signatures on the card in order to receive issuance of a CO. Note that all public improvements must be constructed and final accepted prior to Engineering Department sign off on the blue card.

- 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
- 2012 International Fire Code with local amendments
- 2012 International Energy Conservation Code (IECC) with local amendments
- 2012 International Fuel Gas Code (IFGC) with local amendments
- 2012 International Plumbing Code (IPC) with local amendments
- 2011 National Electrical Code (NEC) with local amendments
- 2012 International Mechanical Code (IMC) with local amendments
- 2006 International Property Maintenance Code (IPMC) with local amendments
- 2012 International Residential Code (IRC) with local amendments
- 2012 International Building Code (IBC) with local amendments
- Residential Green Building Program (Ord. No. 09-098 / Article 3.18)
  http://www.prospertx.gov/wp-content/uploads/09-098-Ordinance-Residential-Green-Building-Program.pdf

TOWN OF PROSPER
DEVELOPMENT SERVICES
2016 DEVELOPMENT AND ZONING SCHEDULE

Planned Development (PD) zoning cases are typically scheduled for Public Hearings at Planning & Zoning and Town Council meetings four weeks later than straight zoning cases.

Planning Submittals Deadline by Noon	Red-Lined Plans Available after 1:00pm	Corrected Plans to be Returned by 5:00pm to staff	Zoning Signs Posted (Zoning Only)	Planning & Zoning Commission Meeting at 6:00pm	Town Council for Public Hearing at 6:00pm (Zoning Only)	Town Council for Ordinance Adoption at 6:00pm (Zoning Only)	Zoning Signs Removed (Zoning Only) No later Than
WEEK 1	*WEEK 2*	*WEEK 3*		*WEEK 5*	*WEEK 8*	*WEEK 10*	
Mon, Jan 4	Wed, Jan 13	Tue, Jan 19	Fri, Jan 22	Tue, Feb 2	Tue, Feb 23	Tue, Mar 8	Fri, Mar 11
Tue, Jan 19	Wed, Jan 27	Tue, Feb 2	Fri, Feb 5	Tue, Feb 16	Tue, Mar 8	Tue, Mar 22	Fri, Mar 25
Mon, Feb 1	Wed, Feb 10	Tue, Feb 16	Fri, Feb 19	Tue, Mar 1	Tue, Mar 22	Tue, Apr 12	Fri, Apr 15
Mon, Feb 15	Wed, Feb 24	Tue, Mar 1	Fri, Mar 4	Tue, Mar 15	Tue, Apr 12	Tue, Apr 26	Fri, Apr 29
Mon, Mar 7	Wed, Mar 16	Tue, Mar 22	Thu, Mar 24	Tue, Apr 5	Tue, Apr 26	Tue, May 10	Fri, May 13
Mon, Mar 21	Wed, Mar 30	Tue, Apr 5	Fri, Apr 8	Tue, Apr 19	Tue, May 10	Tue, May 24	Fri, May 27
*Mon, Apr 4	Wed, Apr 13	Tue, Apr 19	Fri, Apr 22	Tue, May 3	Tue, May 24	Tue, Jun 14	Fri, Jun 17
Mon, Apr 18	Wed, Apr 27	Tue, May 3	Fri, May 6	**Tue, May 17	Tue, Jun 14	Tue, Jun 28	Fri, Jul 1
Mon, May 9	Wed, May 18	Tue, May 24	Fri, May 27	Tue, Jun 7	Tue, Jun 28	Tue, Jul 12	Fri, Jul 15
Mon, May 23	Wed, Jun 1	Tue, Jun 7	Fri, Jun 10	**Tue, June 21	Tue, Jul 12	Tue, Jul 26	Fri, Jul 29
Mon, Jun 6	Wed, Jun 15	Tue, Jun 21	Fri, Jun 24	Tue, Jul 5	Tue, Jul 26	Tue, Aug 9	Fri, Aug 12
Mon, Jun 20	Wed, Jun 29	Tue, Jul 5	Fri, Jul 8	Tue, Jul 19	Tue, Aug 9	Tue, Aug 23	Fri, Aug 26
Tues, Jul 5	Wed, Jul 13	Tue, Jul 19	Fri, Jul 22	Tue, Aug 2	Tue, Aug 23	Tue, Sep 13	Fri, Sep 16
Mon, Jul 18	Wed, Jul 27	Tue, Aug 2	Fri, Aug 5	Tue, Aug 16	Tue, Sep 13	Tue, Sep 27	Fri, Sep 30
Mon, Aug 8	Wed, Aug 17	Tue, Aug 23	Fri, Aug 26	Tue, Sep 6	Tue, Sep 27	Tue, Oct 11	Fri, Oct 14
Mon, Aug 22	Wed, Aug 31	Tue, Sep 6	Fri, Sep 9	Tue, Sep 20	Tue, Oct 11	Tue, Oct 25	Fri, Oct 28
Tue, Sep 6	Wed, Sep 14	Tue, Sep 20	Fri, Sep 23	Tue, Oct 4	Tue, Oct 25	Tue, Nov 8	Fri, Nov 11
Mon, Sep 19	Wed, Sep 28	Tue, Oct 4	Fri, Oct 7	Tue, Oct 18	Tue, Nov 8	**Tue, Nov 22	Fri, Nov 25
Mon, Oct 17	Wed, Oct 26	Tue, Nov 1	Fri, Nov 4	Tue, Nov 15	Tue, Dec 13	**Tue, Dec 27	Fri, Dec 30
Mon, Nov 7	Wed, Nov 16	Tue, Nov 22	Wed, Nov 23	Tue, Dec 6	**Tue, Dec 27	Tue, Jan 10	Fri, Jan 13
Mon, Dec 5	Wed, Dec 14	Tue, Dec 20	Thu, Dec 22	Tue, Jan 3	Tue, Jan 24	Tue, Feb 14	Fri, Feb 17

• Prior to submitting an application, please contact the Planning Division to determine if a pre-application meeting is required. Incomplete applications will not be accepted. The Planning Division will no longer accept Zoning and Development applications via courier. See the Town of Prosper Zoning and Development Manual for plan checklists and description of zoning and development procedures.

• The schedules will be extended if the applicant fails to address staff's plan review comments, post zoning signs in accordance with the sign ordinance, or if the Planning & Zoning Commission and/or the Town Council tables the request.

* 30 Day Waiver required with submittal.

**Note, the May 17 & June 21 P&Z meetings are subject to cancellation due to runoff voting location.

**Note, the November 22nd & December 27th Town Council meetings are subject to cancellation due to holidays.

(DE)ANNEXATION PETITION

Case #_____

Name of Subdivision/Development:

_____

Survey Name: _____Abstract #: _____Tract #: _____

Location of Property: _____Total Acreage: _____

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, 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)

My commission expires:_____

Property Owner Information: (Printed or Typed)

Name of Person Authorized to Sign Application as Owner: _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

Check one of the following:

o I will represent the application myself, or

o I hereby designate _____ (printed name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this application. The designated representative shall be the principle contact person for responding to all requests for information.

Project Representative Information
Name of Person Authorized to be Project Representative: _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

THE STATE OF TEXAS
COUNTY OF _____

BEFORE ME, a Notary Public, on this day personally appeared _____ (printed owner's name) the undersigned, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct."

_____
Owner(s) Signatures

SUBSCRIBED AND SWORN TO before me, this _____ day of _____, 20___.

_____
Notary Signature

_____
Notary Seal

$250.00 Application Fee for Annexations

Case #_____ Accepted By:_____ Date_____

ZONING APPLICATION

Case #_____

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

Name of Subdivision/Development:

_____

Survey Name: _____Abstract #: _____Tract #: _____

Location of Property: _____Total Acreage: _____

Present Zoning (w/ acreage if multiple district): _____

Requested Zoning (w/ acreage if multiple districts):_____

Type of Zoning Request	Application Fees (Per Fee Schedule)
o Rezoning	$
o Planned Development	$
o Specific Use Permit	$
	N/A
Total Fees	$

Application Materials

- o Copies of exhibits prepared in accordance with the Complete Application, Zoning, Planned Development, and/or Specific Use Permit Checklist.
- o A compact disc (CD) or flash drive with .dwg and .pdf files of all plat/plans and exhibits.
- o Application fees
- o Tax statement for the subject property showing no delinquent taxes.

Property Owner Information: (Printed or Typed)

Name of Person Authorized to Sign Application as Owner: _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

Check one of the following:

o I will represent the application myself, or

o I hereby designate _____ (printed name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this application. The designated representative shall be the principle contact person for responding to all requests for information.

Project Representative Information
Name of Person Authorized to be Project Representative: _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

THE STATE OF TEXAS
COUNTY OF _____

BEFORE ME, a Notary Public, on this day personally appeared _____ (printed owner's name) the undersigned, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct."

_____
Owner(s) Signatures

SUBSCRIBED AND SWORN TO before me, this _____ day of _____, 20___.

_____
Notary Signature

_____
Notary Seal

Office Use Only

Case #_____ Accepted By:_____ Date_____

FUTURE LAND USE PLAN AMENDMENT APPLICATION

Case #_____

Prior to submitting a Future Land Use Plan Amendment application, the applicant shall discuss the request with the Development Services Department and is encouraged to meet with adjacent property owners and HOAs.

Name of Subdivision/Development:

_____

Survey Name: _____Abstract #: _____Tract #: _____
Location of Property: _____Total Acreage: _____
Present Zoning (w/ acreage if multiple district): _____
Requested Zoning (w/ acreage if multiple districts):_____

Type of Request	Application Fees
o Future Land Use Plan Amendment	$250.00
Total Fees	$

Application Materials

- o Copies of exhibits prepared in accordance with the Future Land Use Amendment Checklist.
- o A compact disc (CD) or flash drive with .dwg and .pdf files of all plat/plans and exhibits.
- o Application fees
- o Tax statement for the subject property showing no delinquent taxes.

Property Owner Information: (Printed or Typed)

Name of Person Authorized to Sign Application as Owner: _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

Check one of the following:

o I will represent the application myself, or

o I hereby designate _____ (printed name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this application. The designated representative shall be the principle contact person for responding to all requests for information.

Project Representative Information
Name of Person Authorized to be Project Representative: _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

THE STATE OF TEXAS
COUNTY OF _____

BEFORE ME, a Notary Public, on this day personally appeared _____ (printed owner's name) the undersigned, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct."

_____
Owner(s) Signatures

SUBSCRIBED AND SWORN TO before me, this _____ day of _____, 20___.

_____
Notary Signature

_____
Notary Seal

Office Use Only

Case #_____ Accepted By:_____ Date_____

DEVELOPMENT APPLICATION

Case #_____

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

Name of Subdivision/Development:

_____

Survey Name: _____Abstract #: _____Tract #: _____
Location of Property: _____Total Acreage: _____
Present Zoning (w/ acreage if multiple district): _____
Requested Zoning (w/ acreage if multiple districts):_____

Type of Development Request	Application Fees
o Preliminary Plat	$
o Conveyance Plat	$
o Final Plat / Replat	$
o Amending Plat	$
o Preliminary Site Plan	$
o Site Plan	$
o Alternative Façade	$
o Plat or Site Plan Extensions	$
o Civil Engineering Plans	n/a
o Façade/Open Space Plans	n/a
o Tree Surveys	n/a
o Landscape/ Plans	n/a
o Screening Plans	n/a
Total Fees	$

Application Materials

- o Plans prepared in accordance with the associated checklist
- o A compact disc (CD) or flashdrive with .dwg and .pdf files of all plat/plans and exhibits
- o Application fees
- o 11" x 17" Material Sample Board for Facade Plans
- o Tax statement for the subject property showing no delinquent taxes (e-statements are acceptable)
- o List of street names for review and approval by the Town OR a copy of a letter from the Town listing approved street names
- o Six 24" x 36" and one 11" x 17" individual copies of Site Plans and plats. All plans need to be unbound and folded to 9" x 12".
- o One 11" x 17" set of civil engineering plan
- o One 24" x 36" set of civil engineering plans (including the Site Plan and landscape//screening plans), and 24" x 36" individual copies of the tree survey, landscape/screening plans, and color façade and Open Space Plan.

Property Owner Information: (Printed or Typed)

Name of Person Authorized to Sign Application as Owner: _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

Check one of the following:

- o I will represent the application myself, or

- o I hereby designate _____ (printed name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this application. The designated representative shall be the principle contact person for responding to all requests for information.

Project Representative Information
Name of Person Authorized to be Project Representative: _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

THE STATE OF TEXAS
COUNTY OF _____

BEFORE ME, a Notary Public, on this day personally appeared _____ (printed owner's name) the undersigned, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct."

_____
Owner(s) Signatures

SUBSCRIBED AND SWORN TO before me, this _____ day of _____, 20___.

_____
Notary Signature

_____
Notary Seal

Office Use Only

Case #_____ Accepted By:_____ Date_____

VARIANCE APPLICATION

Case #_____

Prior to submitting a Variance application, the applicant shall discuss the Variance request with the Development Services Department and is encouraged to meet with adjacent property owners and HOAs.

Name of Subdivision/Development:

_____

Survey Name: _____Abstract #: _____Tract #: _____
Location of Property: _____Total Acreage: _____
Present Zoning (w/ acreage if multiple district): _____

Application Fee: $200.00

Total Fee: _____

Application Materials

- Letter of Intent describing in detail the request and justification for approval.
- Three (3) copies of exhibits prepared in accordance with the Variance checklist and other information as requested by Town staff.
- A compact disc (CD) or flash drive with .pdf files of all plat/plans and exhibits.
- Application fees
- Tax statement for the subject property showing no delinquent taxes.
- Signed Variance Checklist

Property Owner Information: (Printed or Typed)

Name of Person Authorized to Sign Application as Owner: _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

Check one of the following:

o I will represent the application myself, or

o I hereby designate _____ (printed name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this application. The designated representative shall be the principle contact person for responding to all requests for information.

Project Representative Information
Name of Person Authorized to be Project Representative: _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

THE STATE OF TEXAS
COUNTY OF _____

BEFORE ME, a Notary Public, on this day personally appeared _____ (printed owner's name) the undersigned, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct."

_____
Owner(s) Signatures

SUBSCRIBED AND SWORN TO before me, this _____ day of _____, 20___.

_____
Notary Signature

_____
Notary Seal

Office Use Only

Case #_____ Accepted By:_____ Date_____

SPECIAL PURPOSE SIGN DISTRICT APPLICATION

Case#_____

Prior to submitting an application, the applicant's representative shall discuss the request with the Development Services Department.

Project Name: _____

Legal Description if not Platted
Abstract Name: _____Abstract #: _____ Tract #:_____

Legal Description if Platted
Subdivision Name: _____Block #: _____Lot(s) #:_____

Property Address or Location: _____

Total Acreage: _____

Application Fee: $500.00
Total Fee: _____

Application Materials:

- A detailed explanation and justification of the request. The explanation shall include the requested deviations from the Sign Ordinance.
- Three (3) copies of exhibits prepared in accordance with the special purpose sign district checklist and other information as requested by Town staff.
- Special Purpose Sign District Checklist
- A compact disc (CD) or flash drive with .pdf .dwg files of all plat/plans and exhibits
- Application fees
- Tax statement for the subject property showing no delinquent taxes

Property Owner Information: (Must include every property owner within the district.)

Name of Person Authorized to Sign Application as Owner: _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

Check one of the following:

- o I will represent the application myself, or

- o I hereby designate _____ (printed name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this application. The designated representative shall be the principle contact person for responding to all requests for information.

Project Representative Information
Name of Person Authorized to be Project Representative: _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

THE STATE OF TEXAS
COUNTY OF _____

BEFORE ME, a Notary Public, on this day personally appeared _____ (printed owner's name) the undersigned, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct."

_____
Owner(s) Signatures

SUBSCRIBED AND SWORN TO before me, this _____ day of _____, 20___.

_____
Notary Signature

_____
Notary Seal

Office Use Only

Case #_____ Accepted By:_____ Date_____

ANNEXATION CHECKLIST

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 fully completed application, either signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner.
- A current tax certificate or statement showing there are no delinquint taxes.
- Payment of all review fees (see schedule of fees).
- A compact disc (CD) or flash drive with .dwg and .pdf files of all plat/plans and exhibits.
- 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
- Three (3) 24" x 36" (unbound and folded to 9" x 12"), three (3) 11" x 17", and three (3) 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 inlcuded 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 _____

STRAIGHT ZONING REQUEST CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

A zoning application shall be accompanied by the following materials:

- A fully completed application, either signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner.
- A current tax certificate or statement showing there are no delinquint taxes.
- Payment of all review fees (see Schedule of Fees).
- A short discription of the purpose of the zoning change and proposed use.
- Four (4) 24" x 36" copies of the exhibits (unbound and folded to 9" x 12") as described on the checklists for the zoning request being submitted, as well as all other exhibits required on the checklist.
- A compact disc (CD) or flash drive with .dwg and .pdf files of all plat/plans and exhibits.
- 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.
- Traffic Impact Analysis, if applicable.
- Four (4) 24" x 36" copies (unbound and folded to 9" x 12") of a 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 inlcuded 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 within 200 feet of subject property
    - Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
    - 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
- Standard language and/or notations, as follows:
    - 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."

Preparer's Signature _____

PLANNED DEVELOPMENT REQUEST CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

A Planned Development application shall be accompanied by the following materials:

- A fully completed application, either signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner.
- A current tax certificate or statement showing there are no delinquint taxes.
- Payment of all review fees (see Schedule of Fees).
- A short discription (exclusive or Exhibit B) of the purpose of the Planned Development application and proposed use(s).
- Four (4) 24" x 36" copies of the exhibits (unbound and folded to 9" x 12") as described on the checklists for the zoning request being submitted, as well as all other exhibits required on the checklist.
- A compact disc (CD) or flash drive with .dwg and .pdf files of all plat/plans and exhibits.
- 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.
- Traffic Impact Analysis, if applicable.
- Three (3) 24" x 36" copies (unbound and folded to 9" x 12") of a 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 inlcuded 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 within 200 feet of subject property
    - Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
    - Distances to nearest cross streets
    - Topography at five (5) foot contours or less (as requested by Town staff)

- Existing and proposed FEMA-100 year floodplain areas, or a note that no 100-year floodplain exists on the property
- Standard language and/or notations, as follows:
    - 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."

- Three (3) 8 ½" x 11" copies a zoning exhibit titled as Exhibit B – Statement of Intent and Purpose listing the intent and purpose of the Planned Development
- Three (3) 8 ½" x 11" copies of a 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)
    - Provide an electronic word document for tracking changes.
- Three (3) 24" x 36" copies (unbound and folded to 9" x 12") of a 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
    - 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)
- Standard language and/or notations, as follows:
    - 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."

- Three (3) 8 ½" x 11" copies of a zoning exhibit titled as Exhibit E – Development Schedule describing the proposed development schedule for the Planned Development.
- Three (3) 24"x36" copies of a zoning exhibit titled as Exhibit F containing the following information:
    - 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, or elevations adequately depicting the general architectural character of the building.
    - If all four sides are provided, approximate materials calculations table showing the percentage of materials used for each elevation
        - Total surface area of each elevation
        - List of materials (exclusive of windows and doors) with square footage of each material per elevation and percentage of each material per elevation
        - Glazing surface area of each elevation
    - Standard language and/or notations, as follows:
        - "This Conceptual Elevation is for conceptual purposes only. All building plans require review and approval from the Building Inspection Division"
        - "All mechanical equipment shall be screened from public view in accordance with the 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"
        - "Windows shall have a maximum exterior visible reflectivity of ten (10) percent."
    - Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements
- Three (3) 24"x36" copies (unbound and folded to 9" x 12") of a zoning exhibit titled as Exhibit G containing the following information:
    - The location of proposed plant materials - location, species, spacing (if applicable), size (at time of planting and at maturity)

Preparer's Signature _____

FUTURE LAND USE PLAN AMENDMENT CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

A zoning application shall be accompanied by the following materials:

- A fully completed application, either signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner.
- A description of the request including reasons why the current Future Land Use Plan designation is not longer appropriate.
- A current tax certificate or statement showing there are no delinquint taxes.
- Payment of all review fees (see schedule of fees).
- A compact disc (CD) or flash drive with .dwg and .pdf files of all plat/plans and exhibits.
- Letter of Intent describing in detail the request and justification proving for why the Comprehensive Plan and the Future Land Use Plan desigation is not appropriate, based on page 65 of the Comprehensive Plan.
- Exhibit showning the location of the proposed change, and identifying the existing and proposed designations.

Preparer's Signature _____

SPECIFIC USE PERMIT REQUEST CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

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

- A fully completed application, either signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner.
- A current tax certificate or statement showing there are no delinquint taxes.
- Payment of all review fees (see Schedule of Fees).
- A brief description of the request and proposed use.
- Four (4) 24" x 36" copies of the exhibits (unbound and folded to 9" x 12") as well as all other exhibits required on the checklist.
- A compact disc (CD) or flash drive with .dwg and .pdf files of all plat/plans and exhibits.
- 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.
- Traffic Impact Analysis, if applicable
- 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 inlcuded 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 within 200 feet of subject property
    - Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
    - 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
- Standard language and/or notations, as follows:
    - 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."

- Three (3) 24" x 36" copies (unbound and folded to 9" x 12") of a 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
    - Existing and proposed onsite easements (utility, access, floodway and drainage, visibility, and maintenance, etc…)
    - Existing easements and property lines within one hundred (100) feet of 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)
- 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
- 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)
- Standard language and/or notations, as follows:
    - 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."

- Three (3) 24"x36" copies (unbound and folded to 9" x 12") of a zoning exhibit titled as Exhibit C containing the following information:
    - The location of proposed plant materials - location, species, spacing (if applicable), size (at time of planting and at maturity)
- Three (3) 24"x36" copies (unbound and folded to 9" x 12") of a zoning exhibit titled as Exhibit D containing the following information:
    - Elevations of all four sides labeled North, East, South, and West, or elevations adequately depicting the general architectural character of the building.
    - If all four sides are provided, approximate materials calculations table showing the percentage of materials used for each elevation
        - Total surface area of each elevation
        - Glazing surface area of each elevation (exclusive of doors and window)
        - Net surface area of each elvation
        - Area of each material and percentage calculated against the net surface area
    - Standard language and/or notations, as follows:

- “This Conceptual Elevation is for conceptual purposes only. All building plans require review and approval from the Building Inspection Division”
- "All mechanical equipment shall be screened from public view in accordance with the 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"
- “Windows shall have a maximum exterior visible reflectivity of ten (10) percent.”

- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements

Preparer’s Signature _____

VARIANCE CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

The Construction Board of Appeals, and/or Board of Adjustment may hear Variances to permit Variances or zoning Variances, including modifications of height, yard, area, coverage, and parking regulations, subject to finding the Variance meets all four of the following criteria:

- 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.
- 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.
- 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.
- 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:

- A fully completed application, either signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner.
- A current tax certificate or statement showing there are no delinquint taxes.
- Payment of $250.00 application fees.
- A compact disc (CD) or flash drive with .dwg and .pdf files of all plat/plans and exhibits.
- Three (3) 24” x 36” copies (unbound and folded to 9” x 12”) of an exhibit (Exhibit A) showing the Variance being requested.
- A list of the above criteria and an explanation of how the request satisfies each of the criteria.
- A survey of the subject property showing property dimensions, building locations, setback dimensions, and other applicable information.
- Photos or additional information as requested by the Town to clarify the Variance request.

Preparer’s Signature _____

SPECIAL PURPOSE SIGN DISTRICT CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

A Special Purpose Sign District ("SPSD") is an overlay district that exclusively addresses sign regulations. It allows an applicant, subject to approval of the Town Council, the option of designating an area where the signs may deviate from the underlying sign regulations, to the extent so expressly provided in the ordinance adopting the particular SPSD.

- o A current tax certificate or statement showing there are no delinquint taxes.
- o Payment of all review fees (see schedule of fees).
- o The application must be signed by every property owner or an affidavit of authorization must be provided by every propoerty owner on the SPSD application. If a unified development area is designated a notirized authorization letter must be provided by each property owner within the unified development area.
- o A compact disc (CD) or flash drive with .dwg and .pdf files of all plans and exhibits.
- o The legal description (metes and bounds) of the area within the zoning request shall be submitted on 8 ½" x 11" paper and sealed and signed by a surveyor.
- o Three (3) copies of an 8 ½" x 11" "SPSD" exhibit titled as Exhibit A – Statement of Intent and Purpose listing the intent and purpose of the special purpose sign district. The applicant must state justification for the request.
- o Three (3) copies of a 24" x 36" SPSD exhibit titled as Exhibit B - Sign Coordination Plan an approved Preliminary Site Plan illustrating the location of existing and proposed signs on the property, incluiding:
    - Location of all monument type signs (unified, tenant, single) proposed and existing. Location of all wall mounted or affixed signs proposed and existing. All signs shall be numbered and included in sign schedule. (See item below.)
    - For unified development signs, the sign coordination plan shall identify a unified development zone. Only those properties and businesses included within the unified development zone shall be included on the unified development signs erected within the unified development zone.
    - Metes and bounds description of the subject property.
- o Three (3) copies of an 11" x 17" SPSD exhibit titled as Exhibit C – Elevations / Sign Details containing the following information:
    - Proposed materials of construction, colors, lighting, font of letters, and dimensions of all signs shown on the sign coordination plan and the supporting structure. Elevations shall be a composite of all signs and the building. All proposed or existing sign of any type that are or are proposed to be mounted to the wall shown on the building elevation must be indicated and detailed. Each non-conforming sign shall be numbered and listed on a sign schedule that describes in detail how the sign varies from the sign ordinance.
- o Three (3) copies of an 8 ½" x 11" SPSD exhibit titled as Exhibit D – Sign Schedule / Development Standards containing the following information:
    - Provide a numbered list of all signs that conform and that deviate from the Sign Ordinance and give specific details of what section the sign deviates from and how the sign does not meet the Sign Ordinance requirements. Give an explanation how the non-conforming sign meets the design guidelines outlined in section 1.12 E of the Sign Ordinance.

Preparer's Signature _____

PRELIMINARY PLAT CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- A fully completed application, either signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner.
- A current tax certificate or statement showing there are no delinquint taxes.
- Payment of all review fees (see Schedule of Fees).
- Six (6) 24" x 36" copies of the plan/plat (unbound and folded to 9" x 12") and one (1) 11" x 17" copy of the plan/plat as described on the checklists for the plan/plat 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) or flash drive with .dwg and .pdf files of all plats.
- Six (6) 24" x 36" copies (unbound and folded to 9" x 12") and one (1) 11" x 17" copy of the 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
  - 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
  - Existing and proposed easements - water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc.
  - Existing easements and property lines within one hundred (100) feet of the subject property.
  - 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
- Existing and proposed Fully Developed 100-year floodplain. All floodplain data shall be for urban developed conditions upstream
- Existing and proposed topography at five (5) foot contours or less, including drainage channels and creeks, as appropriate for the size of the subject property, and shown in a manner as to not clutter the plat.
- 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)
- Other information as considered essential by the Town
- Standard language and/or notations, as follows:
    - Dedication language for easements for fire lane, landscape, Visibility and Maintenance, utility, access, drainage and floodway, and/or drainage and detention (see easement language).
    - 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."
    - 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."
    - Note stating which single-family district standards apply to the subdivision, if applicable
    - If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site."
    - Note stating the amount (in square feet and acres) of right-of-way dedicated. Label all right-of-way dedication as “dedicated in fee simple to the Town of Prosper”.
    - Note including the number of lots, acreage, density, and average lot size (residential only).
    - Table to include the a listing of the lots, and the associated lot width at the front building line, depth, and area, as well as the lot type/percentage of each lot type (if applicable).
    - All landscape easements must be exclusive of any other type of easement.

- In addition, the following plans and associated checklists shall be submitted with a Preliminary Plat application:
    - General Tree Survey
    - Preliminary Utility Plan
    - Preliminary Drainage Plan

- Additional items as requested.

Preparer's Signature _____

CONVEYANCE PLAT CHECKLIST

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 fully completed application, either signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner.
- A current tax certificate or statement (see Tax Certificate Request) showing there are no delinquint taxes.
- Payment of all review fees (see Schedule of Fees).
- Six (6) 24" x 36" copies of the plan/plat (unbound and folded to 9" x 12") and one (1) 11" x 17" copy of the plan/plat as described on the checklists for the plan/plat 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) or flash drive with .dwg and .pdf files of all plats.
- Six (6) 24" x 36" copies (unbound and folded to 9" x 12") and one (1) 11" x 17" copy of the 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
    - 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.
    - Existing easements and property lines within one hundred (100) feet of the subject property.
    - 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 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
- Existing and proposed Fully Developed 100-year floodplain. All floodplain data shall be for urban developed conditions upstream
- 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)
- Standard language and/or notations, as follows:
    - 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."
    - If the site does not contain a floodplain, note that: "no floodplain exists on the site."

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

Preparer's Signature _____

FINAL PLAT, REPLAT, AND AMENDING PLAT CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- A fully completed application, either signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner.
- A current tax certificate or statement showing there are no delinquint taxes.
- Payment of all review fees (see Schedule of Fees).
- Six (6) 24" x 36" copies of the plan/plat (unbound and folded to 9" x 12") and one (1) 11" x 17" copy of the plan/plat as described on the checklists for the plan/plat 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) or flash drive with .dwg and .pdf files of all plats.
- Six (6) 24" x 36" copies (unbound and folded to 9" x 12") and one (1) 11" x 17" copy of the 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.
    - 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
    - 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.
    - Existing easements and property lines within one hundred (100) feet of the subject property.
    - 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 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
- Existing and proposed Fully Developed 100-year floodplain. All floodplain data shall be for urban developed conditions upstream
- 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)
- Additional documents necessary for dedication or conveyance of easements or rights-of-way
- Other information as considered essential by the Town.
- Standard language and/or notations, as follows:
    - 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."
    - Dedication language for easements for fire lane, landscape, Visibility and Maintenance, utility, access, drainage and floodway, and/or drainage and detention (see easement language)
    - Note stating which single-family district standards apply to the subdivision (if applicable)
    - If the site does not contain a floodplain, note that: "no floodplain exists on the site."
    - Note stating the amount (in square feet and acres) of right-of-way dedicated. Label all right-of-way dedication as "dedicated in fee simple to the Town of Prosper".
    - Note including the number of lots, acreage, density, and average lot size (residential only).
    - Table to include the number of lots by type (if applicable) and the percentages of each type.
    - All landscape easements must be exclusive of any other type of easement.
    - 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.")
    - For all plats with on-site sewage facilities (OSSF) – Contact Collin/Denton County for all required OSSF plat notes and signature blocks.
    - For residential plats – This plat is subject to the additional residential zoning standards outline in Ordinance 15-55.

- Other plans and associated checklists that may be required to be submitted with a Final Plat application are:
    - Civil Engineering Plans
    - Site Plan
    - Facade Plan
    - Open Space Plan
    - Landscape Plan
    - Screening Plan
    - Detailed Tree Survey

Preparer's Signature _____

PRELIMINARY SITE PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- A fully completed application, either signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner.
- A current tax certificate or statement showing there are no delinquint taxes.
- Payment of all review fees (see Schedule of Fees).
- Six (6) 24" x 36" copies of the plan/plat (unbound and folded to 9" x 12") and one (1) 11" x 17" copy of the plan/plat as described on the checklists for the plan/plat 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) or flash drive with .dwg and .pdf files of all plans.
- Six (6) 24" x 36" copies (unbound and folded to 9" x 12") and one (1) 11" x 17" copy of the 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
    - Existing and proposed topography at five (5) foot contours or less, including drainage channels and creeks, as appropriate for the size of the subject property, and shown in a manner as to not clutter the plat.
    - Existing topography at two (2) foot contours or less.
    - Natural features including tree masses and anticipated tree loss, floodplain, drainage ways, wetlands and creeks.
    - Proposed reclamation of floodplain area(s), if applicable, with acreage.

- Existing improvements and ultimate roadway configuration within two hundred (200) feet of the subject property, including the subdivision name, zoning, and land use description of the property adjacent to the subject property.
- Existing easements and property lines within one hundred (100) feet of 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.
- Nearest existing fire hydrants dimensioned to property corner, and all proposed fire hydrants.
- Proposed detention areas.
- 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 dimensions, 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.
- Standard language and/or notations, as follows:

  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 Zoning Ordinance.
  2) Open storage, where permitted, shall be screened in accordance with the Zoning Ordinance.
  3) Outdoor lighting shall comply with the lighting and glare standards contained within the Zoning Ordinance and Subdivision Ordinance.
  4) Landscaping shall conform to landscape plans approved by the Town.
  5) All elevations shall comply with the standards contained within the 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') feet 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 Engineering Department.
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 Zoning Ordinance.
19) All landscape easements must be exclusive of any other type of easement.
20) Impact fees will be assessed in accordance with the land use classification(s) identified on the Site Data Summary Table; however, changes to the proposed land use at the time CO and/or finish-out permit may result in additional impact fees and/or parking requirements.

- In addition, the following plans and associated checklists shall be submitted with a Preliminary Site Plan application:

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

Preparer's Signature _____

SITE PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- A fully completed application, either signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner.
- A current tax certificate or statement showing there are no delinquint taxes.
- Payment of all review fees (see schedule of fees).
- For development cases: Six (6) 24" x 36" copies of the plan/plat (unbound and folded to 9" x 12") and one (1) 11" x 17" copy of the plan/plat as described on the checklists for the plan/plat 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) or flash drive with .dwg and .pdf files of all plans.
- Six (6) 24" x 36" copies (unbound and folded to 9" x 12") and one (1) 11" x 17" copy of a 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
  - Natural features including tree masses and anticipated tree loss, drainage ways, wetlands and creeks.
  - 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.
  - Existing and proposed Fully Developed 100-year floodplain. All floodplain data shall be for urban developed conditions upstream.

- Existing and proposed improvements within two hundred (200) feet of the subject property, including the subdivision name, zoning, and land use description of the property adjacent to the subject property.
- Existing easements and property lines within one hundred (100) feet of the subject property.
- Existing and proposed easements, including visibility easements.
- 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.
- Inlets, culverts and other drainage structures on-site and immediately adjacent to the site.
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements.
- Standard language and/or notations, as follows:

  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 Zoning Ordinance.
  2) Open storage, where permitted, shall be screened in accordance with the Zoning Ordinance.
  3) Outdoor lighting shall comply with the lighting and glare standards contained within the Zoning Ordinance and Subdivision Ordinance.
  4) Landscaping shall conform to landscape plans approved by the Town.
  5) All elevations shall comply with the standards contained within the 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 Engineering Department.
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 Zoning Ordinance.
19) Impact fees will be assessed in accordance with the land use classification(s) identified on the Site Data Summary Table; however, changes to the proposed land use at the time CO and/or finish-out permit may result in additional impact fees and/or parking requirements.

- Other plans and associated checklists which are required to be submitted with a Site Plan:

- Civil Engineering Plans
- Final Plat or Replat
- Facade Plan
- Open Space Plan
- Landscape Plan
- Irrigation Plan
- Screening Plan
- Detailed Tree Survey

Preparer's Signature _____

PRELIMINARY DRAINGE & UTILITY PLAN CHECKLIST*

* AND PRELIMINARY TRAFFIC PLAN IF APPLICABLE

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

PRELIMINARY DRAINAGE

- Drainage Area Map showing all on-site drainage areas and any off-site drainage areas impacting subject property
- Overall drainage calculations showing hydrologic calculation criteria, estimated runoffs and adequacy of existing downstream drainage system to handfle proposed runoff from site
- Proposed detention/retention facilities
- General pipe layout and estimated sizes of proposed storm sewer lines
- Existing storm sewer, culvert and potential tie-in locations
- Existing contours at two foot (2') intervals
- Existing 100-yr FEMA and Fully Developed Flood Plain. Show and label any proposed flood plain reclamation.
- All natural drainage features including creeks, ponds, and wetlands
- Existing and proposed drainage easements

PRELIMINARY UTILITY

- Show and label all existing and proposed water mains with appropriate sizes
- Fire hydrants located in accordance with Town design criteria
- FDC locations, as applicable (non-residential applications only)
- Show and label all existing and proposed sanitary sewer lines with appropriate sizes and direction of flow
- Manholes and cleanouts located in accordance with Town design criteria
- Floodplain delineation if placing sewer near creek or other hydraulic feature
- Existing and proposed water, sanitary sewer and/or utility easements

PRELIMINARY TRAFFIC (If Applicable)

- Provide Access Managment Plan (AMP) if development borders US 380, Custer Road, Frontier Pkwy, and FM 1385
    - Show and label all existing and propsoed median openings
    - Show all existing and proposed driveway locations both within Prosper Town Limits and opposite side within other jurisdictions. Dimension spacing between all driveways.
    - Show all required turn lanes meeting local and state design requirments. Dimension storage and transition lengths accordingly.
- Provide typcal sections and schematics for all non-standard street sections
- Show and label proposed traffic calming locations as applicable

Preparer's Signature _____

CIVIL ENGINEERING PLANS CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

Two (2) sets of 24" x 36" and one (1) set of 11" x 17" plans submitted to the Town for review shall include the following plans:

INSTRUCTIONS:

1. Use the attached list to verify the completeness of the engineering plans being submitted
2. Check the box next to each item that has been provided on the plans
3. If an item or section is not applicable to the given project, write "N/A"
4. Add notes next to any items where clarification to Town staff is needed
5. Sign and complete contact information at end of checklist
6. Attach the completed checklist with the engineering plans at time of **first** submittal only
7. Submit two plan sets for Engineering for review
    a. Each set is neatly bound, no loose sheets will be accepted
    b. All submitted plan sheets shall be 24" x 36" in size (22" x 34" is acceptable)
    c. Each set should include the following sheets as applicable:
        - Cover Sheet
        - Town General Notes
        - Plat
        - Approved Site Plan *(commercial projects)*
        - Dimensional Control Plan *(commercial projects)*
        - Erosion Control Plan
        - Grading Plan
        - Drainage Area Map and Drainage Plans
        - Water and Sewer Plans
        - Paving Plans
        - Sidewalk Layout Plan
        - Street Light and Street Sign Plan
        - Construction Details
        - Tree Survey and Preservation Plan
        - Landscaping and Irrigation Plans

Please note the following information is intended to assist the design engineer in preparation of civil drawings for review by Town Staff. The following checklist is not intended to be a definitive list of all information or a list of design requirements. Refer to Town design manuals for complete design information.

GENERAL

- o Title block with engineering firm information, registration number, engineer's seal, sheet title, and page numbers clearly shown
- o A minimum of two benchmarks are required on all pertinent sheets
- o North Arrow and scale clearly shown on each plan sheet
- o Legend (relevant to each sheet) showing all special symbols, linetypes and hatch used
- o Street names labeled on all existing, proposed, and future streets
- o Lot & Block numbers and/or ownership info shown for all lots

- Caution notes shown when working next to any existing utilities (public and franchise)
- Accurate vicinity map included with north to the top.

GRADING PLAN

- Existing and proposed contours at 1' intervals are shown
- Proposed contours tie back into existing contours
- Provide a letter of permission for offsite grading if necessary
- Maximum slope for grading is 3:1 (33%)
- Maximum slope for fire lane is 6% (16.67:1) longitudinally and 4% (25:1) across
- Lot-to-lot drainage is not allowed in residential developments. Dedicated drainage easements for non-residential
- Retaining walls must be shown on the grading plan. A sealed wall detail must be provided
- Retaining walls shall not run longitudinally within utility or drainage easements
- Clearly show all walls and label top/bottom elevations of wall at key locations
- Finished Floor Elevations (on plat) are a minimum of 2' above the adjacent ultimate 100-year WSE
- Both on-site and off-site existing/proposed contours shown clearly labeled
- Date and name of firm who prepared geotechnical report with corresponding note stating: "Work shall be done in accordance with the Geotechnical Report by _____, dated _____."
- Drainage clarified by flow arrows, high points, sags, ridges, and valley gutters
- Show driveway locations for all lots adjacent to storm inlets
- Show drop grade beams and elevations as needed
- Positive overflow provided at all low points, easements dedicated as needed
- Finished pad and/or floor elevations shown
- Minimum finished floor elevations shown adjacent to floodplains, ponds, creeks/channels, etc.
- FEMA 100-yr floodplain and Fully Developed 100-yr floodplain delineated
- Cross-sections and flow data for all swales and open channels provided
- Spot shots shown to ensure proper drainage and adequate ADA/TAS routing where applicable

PAVING PLAN

- Roadways shall be designed in accordance with the Town of Prosper Thoroughfare Standards

<u>Plan View</u>

- For all new streets, a site specific geotechnical evaluation and pavement design submitted with plans
- Typical Pavement Section details shown (fire lane, parking areas, streets, subgrade, etc.)
- For streets, centerline stationing at every 100', PC's, PT's, and curve data labeled
- Intersection, driveway and island curb radii labeled
- All sidewalks and barrier free ramps shown, labeled and dimensioned
- Existing, proposed, future streets and drives shown and labeled
- Right-of-way corner clips and sight visibility easements provided
- Storm inlets identified with paving stations and top of curb elevations at center of inlet
- Drainage clarified by flow arrows at crests, sags, ridges, intersections, and valley gutters

- Show driveway locations for all lots adjacent to storm inlets
- Guardrail required when slopes exceeding 3:1, walls, or other obstructions are within 30' of roadways or driveways
- Typical section is provided for each roadway type to be constructed

Profile View

- Existing ground line for left, right, and center of right-of-way shown
- Proposed top of curb line shown for all public streets, proposed invert line shown for all alleys
- Show right and left top of curbs at intersections where split grade occurs
- Top of curb/pavement elevations labeled at every 50 foot stations
- Vertical Curve stationing and elevations including PVC, PVI, PVT, crest/sag location, curve length, algebraic grade difference, and "K" values shown at a minimum
- Street grades shown to the nearest 0.01'. Max and min grades per street design manual
- Show "compacted fill" callout/note for all areas of fill

DRAINAGE AREA MAP

- Existing contours clearly shown for entire drainage basin, both onsite and offsite. Aerial topography or similar is acceptable for offsite areas
- Drainage areas and sub areas delineated and labeled
- Flow arrows for surface drainage shown
- Existing and proposed storm lines shown
- Inlet designation labels shown
- Detention pond shown and labeled
- Drainage easements shown and labeled
- Zoning indicated for all offsite areas and/or land use assumptions specified
- Rational Method Peak Runoff Rate Computation Table shown (Q=KCIA)
- Time of concentration and weighted runoff coefficient calculations shown as needed
- List the total site impervious area (ft^2 of all paving, roof areas, etc.) – *Commercial Projects*
- Erosion Hazard Setback, FEMA 100-yr floodplain, and Fully Developed 100-yr floodplain delineated

HYDRAULIC CALCULATIONS

- Street Flow Computation Table provided for all public streets
- Inlet Interception Computation Table provided for all public inlets
- Pipe Hydraulics Computation Table provided for all public lines

DETENTION POND DESIGN & CALCULATIONS

- Detention pond design calculations shown, method used specified
- Provide detention pond volume sizing calculations and/or computation table
- Provide stage-discharge table and/or curve information
- Provide weir and/or orifice sizing calculations for outfall structure
- Existing and proposed contours shown and labeled.
- Cross-section of pond including side slopes, normal pool elevation (if applicable), show 100-yr WSE, 25-yr WSE, 10-yr WSE, and 2-yr WSE

- Detail of pond outfall structure showing all elevations as necessary
- Trash rack (and detail) provided for smaller orifice openings
- Overflow spillway location and design information provided
- Erosion Hazard Setback Easement and 100-yr floodplain(s) shown as applicable
- Show and label all existing/proposed utilities and easements
- Access/maintenance ramp provided (max slope 6:1)

STORM WATER PLAN

Plan View

- Show and label all existing and proposed utilities
- Dimension location/spacing of utilities
- Label inlet type, size, paving station, and top of curb elevation at a minimum
- Label type and size of existing/proposed structures (i.e. headwalls, manholes/junction boxes)
- Label type, size and dimensions of all permanent outfall erosion protection
- Show centerline stationing for pipe with PC & PT stations and curve data
- Label centerline stations for lateral connections, manhole & junction box locations, pipe size changes, headwalls, and future stub out connections
- 100-yr gutter flows and bypass shown at each inlet along public streets and fire lanes
- FEMA 100-yr floodplain and Fully Developed 100-yr floodplain shown
- Provide applicable construction details for all drainage structures

Profile View

- Existing and proposed ground line at centerline of pipe shown and labeled correctly
- Show all hydraulic data including pipe flow, pipe capacity, hydraulic slope, velocity, velocity head, and partial flow data if under partial flow conditions (velocity and flow depth)
- Label station and flowline elevation information for all structures, crossings, laterals, etc.
- Label flowlines at every 50 foot station
- Indicate length, type/class, slope and size of all storm pipes
- Show and label 100-yr and/or 10-yr HGL, label HGL elevations at all junctions
- All utility crossings and parallel sewer lines shown in profile
- 100-yr WSE shown at outfall for ponds, creeks and channels

WATER PLAN

- Water lines shall be designed in accordance with the Town of Prosper Water Design Standards

Plan View

- Show and label all existing and proposed utilities
- Label size, type and pressure class for all proposed water mains
- Show location for all water services and meters
- Show and label all easements
- Dimension location of all mains, services, meters, and spacing from other utilities

- Curve data and stationing provided as necessary
- Show and label all fire hydrants, valves, fittings, FDC locations, and back-flow prevention

Profile View

- Profile all water mains 12" and large, or where a potential conflict may arise
- Existing and proposed ground line at centerline of pipe shown and labeled correctly
- Label station and flowline elevations at 100' intervals, and for all fittings, laterals, and crossings
- Indicate length, type/class, slope and size of all lines
- All utility crossings and parallel sewer/storm lines shown in profile
- Indicate length, type and size of encasement as needed

SANITARY SEWER PLAN

- Sanitary Sewer lines shall be designed in accordance with the Town of Prosper Sanitary Sewer Design Standards.

Plan View

- Show and label all existing and proposed utilities
- Dimension location of all mains from other utilities
- Label line name, size, and type of all proposed sanitary sewer lines
- Stubouts labeled with size, slope, length, and flowline elevations (if not profiled)
- Show and label all easements
- Show centerline stationing for sanitary sewer
- Show and label all manholes with rim elevations, as well as cleanouts
- Indicate type and size of encasement where needed
- Show flow direction arrows for sewer main
- Topographic contours shown to delineate sewer basins

Profile View

- Profile shown for all mains 8" and larger, or where a potential conflict may arise
- Existing and proposed ground line at centerline of pipe shown and labeled
- Label station and flowline elevation information for all manholes, cleanouts, crossings, laterals
- Label flowlines at every 50 foot station
- Manhole inflow and outflow elevations to be designed with a minimum of 0.1' drop
- Indicate the type and diameter for all manholes
- Indicate length, type/class, slope and size of all sanitary sewer pipe between manholes
- All utility crossings and parallel storm lines shown in profile
- Indicate length, type and size of encasement as needed

STREET LIGHT & STREET SIGN PLAN *(Arterial Roadways and Residential Subdivisions)*

- Show all street light locations, consideration should be given to electrical layout from utility co.
- Show all stop signs and traffic related signage locations
- Street lights located on opposite side of street from Stop Sign
- Verification of fire hydrant placement relative to street lights and stop signs (3' clear area)

- If symbols used in plan, appropriate legend included for clarification

SIDEWALK PLAN *(Residential Subdivisions)*

- Provide a single scalable sheet showing all sidewalks and/or hike & bike trails to be installed with the development
- Distinguish between developer installed sidewalks and homebuilder installed sidewalks
- Show actual layout locations and sizes of all proposed sidewalks and barrier free ramps
- Specify the Type of Barrier Free Ramps used at all locations
- Confirm sidewalk layout and grades meet ADA, and TDLR standards

MISCELLANEOUS

- Site Plans, Plats, etc to follow all applicable planning checklist found in the Town of Prosper Development Manual
- Landscape Plans (and associated Irrigation Plans) included with civil plans and designed per Town of Prosper Development Manual
- Detailed Tree Survey, as applicable, meeting requirements found on checklist within Town of Prosper Development Manual
- Standard Details shall be provided on features needing proper design guidance not covered in Town of Prosper Specifications

"I, the undersigned, Engineer of Record for this project, hereby certify that I have reviewed the Civil Engineering Plan Submittal Process packet, and that the information provided herein is correct and complete to the best of my knowledge."

Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Project Name
Address or Loc:_____ Email: _____

LANDSCAPE PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

One (1) individual copies of 24" x 36" and one (1) individual copy of 11" x 17" of plans submitted to the Town for review shall include the following plans:

- 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)
- Standard language and/or notations, as follows:
    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) All turf areas to be established prior to the Certificate of Occupany, unless otherwise approved by the Town.
    4) 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.

5) 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.
6) 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.
7) 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.
8) Trees shall not be planted deeper than the base of the "trunk flare".
9) The tree pit shall be backfilled with native topsoil free of rock and other debris.
10) Burlap, twine, and wire baskets shall be loosened and pulled back from the trunk of tree as much as possible.
11) 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.
12) 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.
13) 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.
14) 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.
15) All plant beds shall be top-dressed with a minimum of 3 inches of mulch.
16) 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.
17) 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.
18) Trees planted on a slope shall have the tree well at the average grade of slope.
19) 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.
20) 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.
21) 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.
22) Landscape and open areas shall be kept free off trash, litter, and weeds.
23) 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.
24) 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.
25) No planting areas shall exceed 3:1 slope. 3' horizontal to 1' vertical.
26) Earthen berms shall not include construction debris. Contractor must correct slippage or damage to the smooth finish grade of the berm prior to acceptance.
27) All walkways shall meet A.D.A. and T.A.S. requirements.
28) 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.
29) 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.
30) 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.

Additional information as needed for clarity

Preparer's Signature _____

IRRIGATION PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

One (1) individual copy of 24" x 36" and one (1) individual copy of 11" x 17" of plans submitted to the Town for review shall include the following plans:

- Scale, North arrow, legend, irrigator's seal and signature present on plan and a minimum scale of 1:10 – 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
- All irrigated and non-irrigated areas
- Layout and description of irrigation, sprinkler or water systems, including placement of water sources, irrigation connections, backflow prevention device, water emission devices, zone valves, isolation valves, pressure regulating components, main line and lateral pipes, y-type strainer, meter locations and size, with check valve vaults indicated (as a separate sheet to include all easements and utilities)
- Location of an automatic controller and sensors that prevent the operation of irrigation during rainfall or in freezing weather.
- Irrigation system has separate zones based on plant material type, microclimate, topography, soil and hydrological requirements
- All non-turfgrass areas are designed with drip irrigation and/or pressure compensating tubing
- Plans must indicate the designed distrubition uniformity for the system. Irrigation heads shall be installed to provide maximum distribution uniformity.
- Standard language and/or notations, as follows:
    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.
    9) Before excavation or boring call: Dig Tess at 1-800-344-8377.
    10) Plan is designed according to all standards as defined by Texas Commission on Environmental Quality (TCEQ) 30 TAC 344-Landscape Irrigation.

- Additional information as needed for clarity

Preparer's Signature _____

FACADE PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

One (1) individual copy (color) of 24" x 36" and one (1) individual copy (color) of 11" x 17" of plans submitted to the Town for review shall include the following plans:

- 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, corresponding to the materials on the sample board
- Building outline with north arrow
- Materials calculations table containing the following information for each elevation:
  - Total surface area of each elevation
  - Glazing surface area of each elevation (exclusive of doors and windows)
  - Net surface area of each elevation (exclusive of doors and windows)
  - Area of each material and percentage (calculated against the net surface area)
- 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)
- Location of mechanical equipment. Cross sections of sight lines may be requested to verify screening of mechanical equipment
- One sample board with a maximum size of 11" x 17" shall be provided. The sample board shall include paint color and material samples to correspond to the Facade Plan. A minimum 4' x 4' building material mock-up board needs to be constructed at the work site and inspected by the Planning Division prior to vertical construction.
- Standard language and/or notations, as follows:
  - "This Facade Plan is for conceptual purposes only. All building plans require review and approval from the Building Inspections Department"
  - "All mechanical equipment shall be screened from public view in accordance with the 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 Inspections Department"
  - "Windows shall have a maximum exterior visible reflectivity of ten (10) percent."
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements

Preparer's Signature _____

OPEN SPACE PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

One (1) individual copy of 24" x 36" and one (1) individual copy of 11" x 17" of plans submitted to the Town for review shall include the following plans:

- 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 shall consist of any element that is not one of the following:

1. Vehicular Parking
2. Parking lot landscape islands
3. Building footprint
4. Utility yards
5. Required landscape setbacks
6. Sidewalks, unless the sidewalk is designated as an outdoor dining area on the approved Site Plan
7. Detention ponds. Detention ponds that are located between the building and street and contain a constant water level, are landscaped, or otherwise treated as an amenity for the development, as determined by the Director of Development Services or his/her designee, may be calculated toward the required open space.

Preparer's Signature _____

GENERAL TREE SURVEY CHECKLIST

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.

One (1) individual copy of 24" x 36" and one (1) individual copy of 11" x 17" of plans submitted to the Town for review shall include the following plans:

- 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.

One (1) individual copy of 24" x 36" and one (1) individual copy of 11" x 17" of plans submitted to the Town for review shall include the following plans:

- 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: _____

Preparer's Signature _____

TREE MITIGATION CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

A Tree Mitigation Plan shall accopany a Detailed Tree Survey when submitting for a Tree Removal Permit/ Land Distrubance Permit. No trees shall be removed until approval of permit by the Town of Prosper.

A Tree Mitigation Plan is only required for areas that are intended to be disturbed by the proposed development/redevelopment and has trees that are being removed. One (1) individual copy of 24" x 36" and one (1) individual copy of 11" x 17" of plans submitted to the Town for review shall include the following plans:

- Title block located in lower right corner (titled as Tree Mitigation Plan) 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)
- 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).
- Major site construction features, existing trees to remain, trees being removed, and replacement trees (type, location, number, and size indicated)
- Identification of caliper, species, and location of trees that are to remain
- Identification of caliper, species, and location of trees to be removed
- Tree protection detail and associated notes to protect a tree from damage during construction and post-construction
- 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 Tree Mitigation Plan 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: _____

Preparer's Signature _____

ZONING SIGN CRITERIA

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.

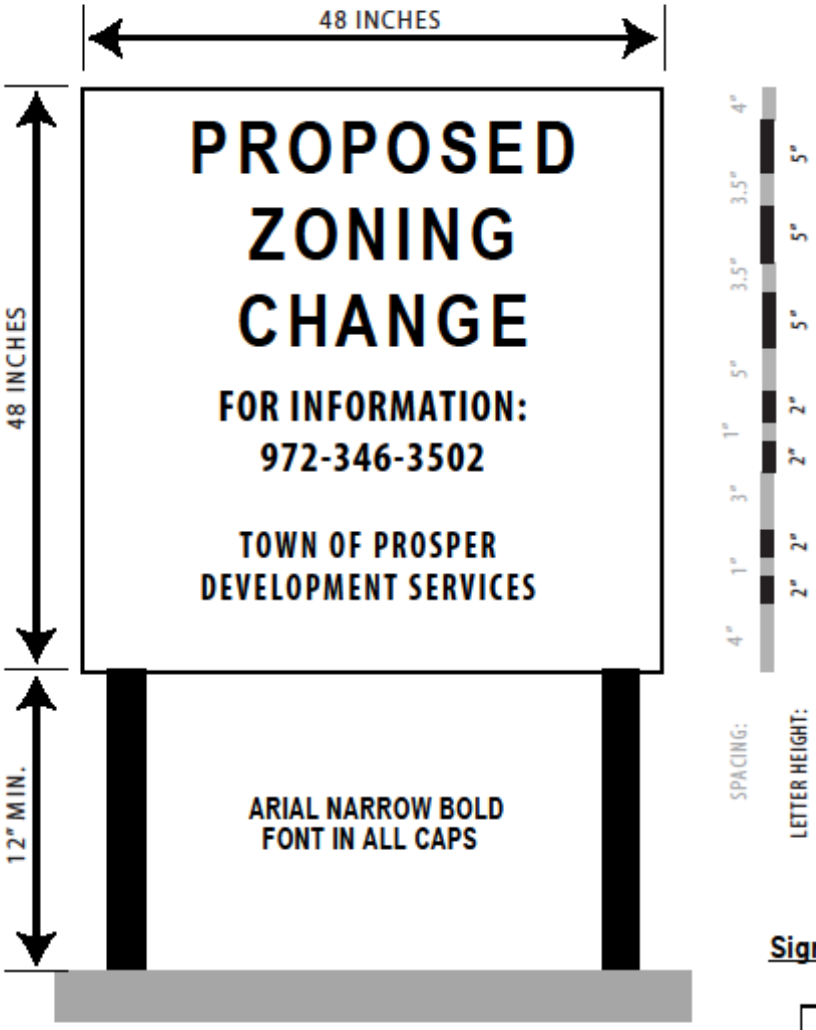
Ten (10) days prior to the first public hearing, the property owner or his/her representative must provide verification with a photograph that the zoning sign is in place. The photograph must be provided to the Development Services office via e-mail.

The property owner, applicant, or 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.

It is the responsibility of the property owner, applicant, or representative to contact a sign company and arrange for the preparation, placement, and proof of the posting of the zoning sign. Town staff is not responsible for monitoring, posting or maintaining zoning signs on the subject property during the rezoning process.

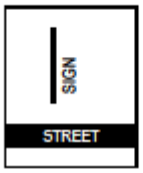
ZONING SIGN DESIGN DIAGRAM

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (972) 346-3502



SIGN MUST BE DOUBLE SIDED AND PLACED
AS SHOWN IN THE DIAGRAM ON THE RIGHT

Sign Placement



SAMPLE LETTER TO REQUEST TABLING

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 owner, applicant, and/or representative of *(insert Town case number – Zoning Case Z15-xxxx or Specific Use Permit S15-xxxx)*, I hereby request that this case be tabled by the Planning & Zoning Commission/Town Council to their *(insert date)* meeting. State the purpose for tabling the request.

Sincerely,

Insert Printed Name and Signature of Owner, Applicant and/or Representativeas shown on the application.

PLAT LANGUAGE

OWNER'S CERTIFICATE

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 *(only for 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. Invalidation 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 (FOR ALL PLATS EXCEPT PRELIMINARY PLATS)

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

_____ Planning & Zoning Commission Chair

_____ Town Secretary

_____Engineering Department

_____Development Services Department

CERTIFICATE OF APPROVAL (FOR PRELIMINARY PLATS)

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

_____Development Services 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

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 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 *(only for plats where adjacent lot owners have maintenance responsibiity)*

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 *(only for plats with 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 my 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 *(only for plats with 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 my 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.

STREET EASEMENT

The area or areas shown on the plat as “Street Easement” are hereby given and granted to the Town of Prosper (Called "Town") its successors and assigns, as an easement to construct, reconstruct, operate, repair, re-build, replace, relocate, alter, remove and perpetually maintain street and highway facilities, together with all appurtenances and incidental improvements, in, upon and across certain real property owned by Grantor. Appurtenances and incidental improvements include, but are not limited to, curbs, gutters, inlets, aprons, traffic signs with or without attached flashing lights, guard rails, sidewalks, buried conduits, buried City utilities, and underground franchise utilities. Street Easements shall remain accessible at all times and shall be maintained by the Owners of the lot or lots that are traversed by, or adjacent to the Street Easement. After doing any work in connection with the construction,

operation or repair of the street and highway facilities, the Town shall restore the surface of the Street Easement as close to the condition in which it was found before such work was undertaken as is reasonably practicable, except for trees, shrubs and structures within the Street Easement that were removed as a result of such work.

SAMPLE WAIVER OF RIGHT FOR 30-DAY ACTION LETTER

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 owner, applicant and/or representative of the *(insert Town case number – Development Case D15-xxxx and type of plat – preliminary, final, conveyance, amending, 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 Owner, Applicant and/or Representative as shown on the application

TOWN OF PROSPER
DEVELOPMENT RELATED FEES
Effective October 7, 2015

Application Fees	
Zoning Change – Standard/Straight	$550.00 + $10.00/ac
Zoning Change – Planned Development	$750.00 + $30.00/ac
Specific Use Permit	$350.00 + $10.00/ac
Property Owner Public Hearing Notifications	When more than 25 notifications are required, the application fee shall also include the cost of postage
Preliminary Site Plan	$350.00 + $5.00 per acre
Site Plan	$400.00 + $5.00 per acre
Preliminary Plat	$400.00 + $10.00 per lot
Final Plat	$500.00 + $10.00 per lot
Replat	$500.00 + $10.00 per lot
Amended Plat	$300.00 + $10.00 per lot
Minor Plat	$250.00
Conveyance Plat	$500 + 10.00 per lot
Comprehensive Plan Amendment	$250.00
Board of Adjustment Variance /Construction Board of Appeals	$250.00
Sign Variance	$200.00 + notification costs
Special Purpose Sign District Application	$500.00 + notification costs
Misc. Applications (ROW Abandonment, Site Plan/Plat Extension, etc.)	$100.00
Annexation / De-Annexation	$250.00
Other Fees	
Plat Filing by staff	$100.00
Zoning Verification Letter	$50.00
Landscaping Inspection	$100.00
Construction Inspection Fee	3% of the Total Construction Cost
Water Impact Fee	Refer to Water Impact Fee Table
Wastewater Impact Fee	Refer to Wastewater Impact Fee Table
Roadway Impact Fee – Single Family	$3,727.00 per service unit in Service Areas 1 and 2
Roadway Impact Fee – Multifamily & Non-Residential	(See Roadway Impact Fees Spreadsheet, Pages 65-67)
Park Dedication/Fee	$30,000 per acre for up to 5% of the land
Park Improvement Fee	$1,500/single family unit and $2,000/multifamily unit
Tax Certificate	Obtained through Collin or Denton County Tax Office

WATER AND WASTEWATER IMPACT FEES

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 Caregory	ITE Land Use Codes	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
PORT AND TERMINAL						
Truck Terminal	30	Acre	50%	$28,094	50%	$20,184
INDUSTRIAL						
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
RESIDENTIAL						
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
LODGING			50%			
Hotel	310	Room	25%	$813	25%	$584
Motel / Other Lodging Facilities	320	Room	50%	$1,293	50%	$929
RECREATIONAL						
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
INSTITUTIONAL						
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
MEDICAL						
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
OFFICE						
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
COMMERCIAL						
Automobile Related						
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
Dining						
Fast Food Restaurant w/ Drive-Thru Window	934	1,000 SF GFA	40%	$27,748	40%	$19,936

TAX CERTIFICATE REQUEST

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; 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:

   Michelle French, 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; 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.

Place holder - Building Material Mock-Up Board