

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 delinquent 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
- Four (4) copies of a 24" x 36" zoning exhibit titled as **Exhibit A** (Property Survey) containing the following information:
 - Title block located in lower right corner (titled as Exhibit A) with subdivision name or survey name and abstract number, space for the Town project number (provided at the time of case submittal), and preparation date
 - Names, addresses, and phone numbers of owner, applicant, and surveyor
 - The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and sealed and signed by a surveyor. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
 - North arrow, scale, and location/vicinity map
 - Legend, if abbreviations or symbols are used
 - Property boundary and dimensions
 - Adjacent property within 200 feet - subdivision name or owner's name and recording information, land use, future land use plan designation, and zoning.
 - Existing and requested zoning boundary lines
 - Total gross and net acreage of existing and requested zoning
 - Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations)
 - Location of existing rights-of-way and easements with filing information 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."
- Four (4) 24" x 36" copies (**unbound and folded to 9" x 12"**) of a zoning exhibit titled as **Exhibit B** (Site Plan) 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 proposed subdivision name with block and lot number, acreage, space for the Town project number (provided at the time of case submittal), and preparation date
 - Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street
 - 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."
- Four (4) 24"x36" copies (**unbound and folded to 9" x 12"**) of a zoning exhibit titled as **Exhibit C** (Landscape Plan) containing the following information:
 - The location of proposed plant materials - location, species, spacing (if applicable), size (at time of planting and at maturity)
- Four (4) 24"x36" copies (**unbound and folded to 9" x 12"**) of a zoning exhibit titled as **Exhibit D** (Façade Plan) 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 windows)
 - Net surface area of each elevation
 - Area of each material and percentage calculated against the net surface area
 - Building dimensions (if multiple heights are used, provide dimensions for each)

- 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. Rooftop mounted equipment shall be screened by a parapet wall or screening wall. Screening walls shall meet the specifications of 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 _____