

SPECIFIC USE PERMIT REQUEST CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION. FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS, MAY RESULT IN AN INCOMPLETE SUBMITTAL AND REJECTED BY THE PLANNING DEPARTMENT.

INSTRUCTIONS:

- Use the attached list to verify the completeness of the specific use permit request being submitted.
- Check the box next to each item that has been provided on the plans.
- If an item or section is not applicable to the given project, write "N/A". Add notes next to any items where clarification to Town staff is needed.
- Signed and complete checklist.
- Attach the completed checklist with the annexation request at the time of first submittal only.
- Electronic files in pdf format submitted to the Town for initial review.
- Each request should be directly created in Adobe or similar (no scanned versions)
- Failure to submit any required documents associated with this checklist, may result in a rejection of submittal.

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 Letter of Intent (LOI) describing the project.
- A current tax certificate or statement showing there are no delinquent taxes
- Payment of all review fees (see the schedule of fees)
- A brief description of the request and proposed use
- .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 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

The following checklists is not intended to be a definitive list of all information. **Items listed in bold and marked with an " * " are required information. Submittals shall be rejected if denoted items are not included.**

- A zoning exhibit titled as **Exhibit A** containing the following information:
 - **Title block located in the 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 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 the 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 the 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 the exhibit contains proposed thoroughfares add the note: “The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and do not set the alignment. The alignment is determined at the time of Final Plat.”
- 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 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 phone number of the owner, applicant, and surveyor
 - **For non-residential and multi-family developments, provide a 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 Landscape Required (percentage and square footage)
- Percentage of Landscape 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, floodplains, 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-sized 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 are shown on approved plans for adjacent property with dimensions, radii, and surface type
- Existing and proposed FEMA 100-year floodplain with elevation. Included finished floor elevations of all lots adjacent to the 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 a reclamation is proposed)
- Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets
- Existing and proposed fire hydrants
- Proposed detention areas
- **Parking areas, 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 ***
- Proposed dedications and reservations of land for public use including but not limited to rights-of-way, easements, park land, open space, drainage ways, floodplains, and facility sites with gross 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
- The location of all roof and ground-mounted HVAC equipment.
- 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 concept plan contains proposed thoroughfares, add the note: “The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and do not set the alignment. The alignment is determined at the time of Final Plat.”
- 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 the time of planting and, at maturity)
- 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***
 - The total surface area of each elevation
 - Glazing surface area of each elevation (exclusive of doors and windows)
 - The 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 Division
 - 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

Ensure that Zoning Sign(s) are installed on the subject property by the required date. Refer to the Development Schedule and Zoning Sign documents included herein for more information. Failure to submit verification of the sign installation by the required deadline, may result in a delay upon scheduling the P&Z meeting.

Preparer's Signature _____