Community Development Department

ZONING & DEVELOPMENT HANDBOOK

October 26, 2026

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GENERAL INFORMATION

WELCOME

Welcome to the *City of Allen Zoning & Development Handbook*. The goal of this Handbook is to provide a "One-Stop Shop" of sorts for development application submittals and processes. We are always striving to increase clarity and communication within our processes; however, we cannot fully achieve this goal without input from the development community. To this end, we welcome your feedback so that we may continue to improve upon our current processes.

Regards,

Hayley Angel

Hayley Angel,
Director of Community Development

MEETING DATES

Meetings

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

City Council Meetings

- 2nd and 4th Tuesdays of every month
- Work Session: 6:00pm
- Regular Session: 7:00pm
- City Hall Municipal Building
  305 Century Parkway – Council Chambers
- Information about our City Council:
  https://www.cityofallen.org/government/city_council/index.php
- Livestream or watch archived meetings:
  https://www.cityofallen.org/government/watch_public_meetings.php

Planning & Zoning Commission Meetings

- 1st and 3rd Tuesdays of every month
- Regular Session: 7:00pm
- City Hall Municipal Building
  305 Century Parkway – Council Chambers
- Information about our Planning & Zoning Commission:
  https://onboard.cityofallen.org/board/5821
- Livestream or watch archived meetings:
  https://www.cityofallen.org/government/watch_public_meetings.php

TECHNICAL REVIEW COMMITTEE

Purpose

The Technical Review Committee (TRC) is comprised of members of various City departments that work to ensure each submission is compliant with the *Allen Land Development Code*. The TRC meets weekly to review applications and will work to meet with applicants to discuss a submission.

Technical Review Committee Members

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Nathan Zapalski
Assistant Building Official
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Email address:
nzapalski@allentx.gov

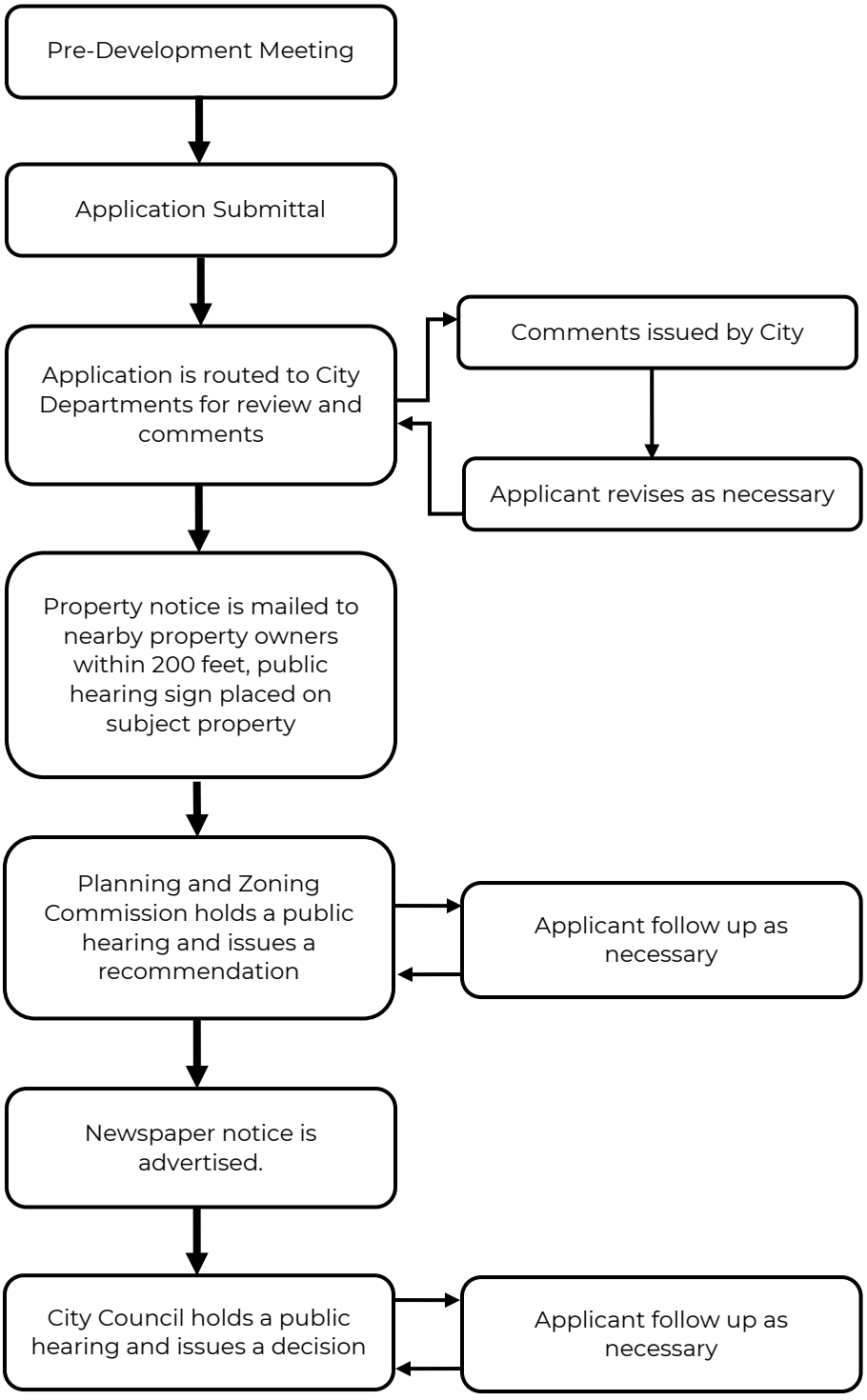
Environmental Health
Geoff Heinicke
Environmental Health Supervisor
Telephone: (214) 509-4147
Email address:
gheinicke@allentx.gov

PROCESS SUMMARIES

ZONING PROCESS SUMMARY

- ❑ The applicant contacts staff to discuss their proposed plan. A pre-development meeting is scheduled with staff to review a preliminary plan.
- ❑ Zoning Application and associated materials (see Planned Development / Planned Development Amendment Checklist or the Zoning Checklist) are submitted to the Community Development Department by the applicant via the Citizen Self Service Portal. All submittals received during the week are considered received at 12pm on Friday.
- ❑ The zoning request is reviewed by City staff, comments regarding the zoning request are made available to the applicant, and the applicant addresses the comments and returns the associated materials through the Technical Review Committee process. This process is repeated until all comments provided by the Committee have been resolved.
- ❑ Written Notice of the Public Hearing before the Planning & Zoning Commission is mailed by the City to each property owner within two hundred feet 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.
- ❑ City staff will place Public Hearing Signs on the subject site in accordance with the requirements in the *Allen Land Development Code*.
- ❑ The Planning & Zoning Commission holds a Public Hearing to consider and act upon the zoning request. The Planning & Zoning Commission may recommend approval, recommend denial, or table the request.
- ❑ City staff causes Publication of Notice of the Public Hearing to be advertised in a newspaper of general circulation at least fifteen days prior to the scheduled meeting of the City Council.
- ❑ City Council holds a Public Hearing to consider and act upon the zoning request. The City Council may approve, deny, or table the request. If the zoning request is approved, an ordinance to enact the zoning will generally be executed.

ZONING PROCESS FLOWCHART



DEVELOPMENT PROCESS SUMMARY

- **General Development Plan**

  The required application materials (See General Development Plan checklist) are submitted to the Community Development Department via the Citizen Self-Service (CSS) Portal. The General Development Plan and required materials will be distributed to City staff and reviewed for compliance. The applicant will be notified when comments relating to the materials are available in the CSS portal, and the applicant will address comments and return corrected plans using the CSS Portal.

  Pursuant to Section 8.03.2 of the *Allen Land Development Code*, "A general development plan shall be required as a condition precedent to approval of any application for a plat, except where…the subdivision will result in no more than one new street and sufficient information exists to begin preparation of the preliminary plat; or a concept plan, preliminary site plan or final site plan for the property provides sufficient information for the preparation of a preliminary plat."

- **Site Plan**

  The required application materials (See Site Plan, Landscape Plan, and Tree Mitigation Plan checklists) are submitted to the Community Development Department via the Citizen Self-Service (CSS) Portal. The Site Plan and required materials will be distributed to City staff and reviewed for compliance. The applicant will be notified when comments relating to the materials are available in the CSS portal, and the applicant will address comments and return corrected plans using the CSS Portal.

  A Site Plan is approved administratively provided it meets the minimum requirements outlined in the *Allen Land Development Code*. *(Note: All zoning approvals must be obtained prior to the submittal of a Site Plan, if applicable.)*

DEVELOPMENT PROCESS SUMMARY (CONTINUED)

- **Application and Review of a Preliminary Plat**

  The required application materials (see Preliminary Plat checklist) are submitted to the Community Development Department via the Citizen Self-Service (CSS) Portal. Please note that a Preliminary Plat may not be required if: 1) The land has been previously platted; or 2) The subdivision qualifies as a Combination Plat. The Preliminary Plat and required materials will be distributed to City staff and reviewed for compliance The applicant will be notified when comments relating to the materials are available in the CSS portal, and the applicant will address comments and return corrected plans using the CSS Portal.

  Action on Plans by the Director of Community Development

  After the review process is complete, the Preliminary Plat will be administratively approved, as permitted by the *Allen Land Development Code,* and signed by Director or designated staff.

- **Civil Plans**

  The review of civil plans continues after approval of the Preliminary Plat. These plans should be submitted to the Department of Engineering. A Final Plat can only be submitted upon the release by Engineering and Parks during the civil plan review process.

- **Application and Review of a Final Plat, Replat, or Combination Plat**

  The required application materials (see Final Plat and/or other appropriate checklists) are submitted to the Department of Community Development via the Citizen Self-Service (CSS) Portal. The Plat and required materials will be distributed to City staff and reviewed for compliance. The applicant will be notified when comments relating to the materials are available in the CSS portal, and the applicant will address comments and return corrected plans using the CSS Portal.

  Action on Plans by the Director of Community Development

  Once all review comments on the Plat are satisfied, the Plat will be administratively approved, as permitted by the *Allen Land Development Code,* and signed by Director or designated staff.

DEVELOPMENT PROCESS SUMMARY (CONTINUED)

- **Payment of Park and Engineering Fees**
  Park and Engineering fees, if applicable, are assessed in accordance with the City's schedule of fees and must be paid prior to the recordation of the approved Plat.
  See Fee Summary on page 71.

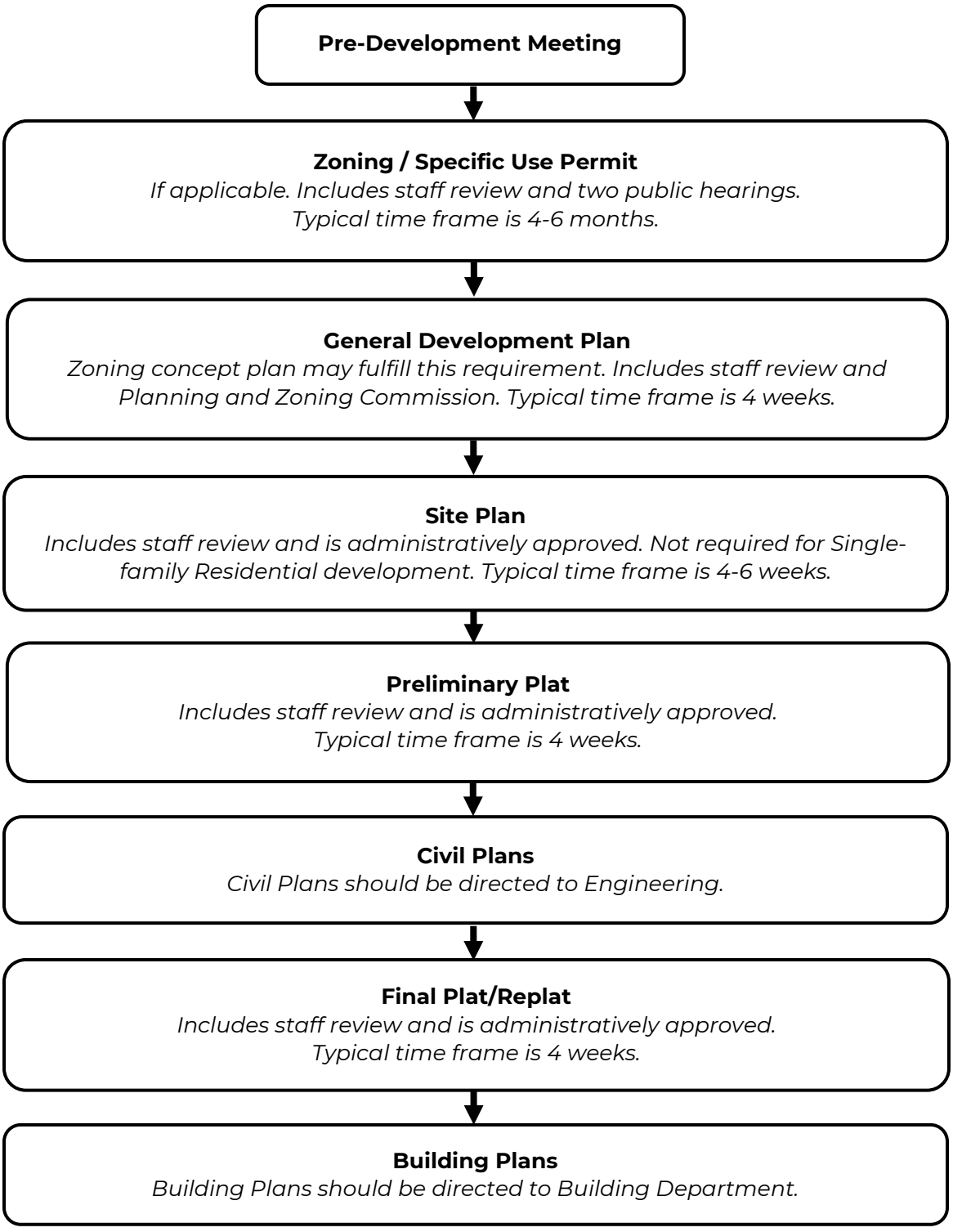
- **Filing of the Final Plat**

  Upon approval of the Plat, the City will file the Plat at the County and provide a 24" x 36" mylar copy of the recorded plat for the applicant.

- **Building Plans**

  The review of building plans begins after the filing of the Final Plat. These plans should be submitted to the Community Development Department, Building Inspections Division. Additional Engineering fees may be due at the time of a Building Permit.
  See Fee Summary on page 71.

DEVELOPMENT PROCESS FLOWCHART



PRE-DEVELOPMENT MEETING

❑ Schedule a pre-development meeting

Pre-development meetings are strongly encouraged and held virtually prior to submitting a formal development request. For information regarding scheduling a pre-development meeting contact Community Development, Planning Division, by phone at 214-509-4160 or email cdplanning@allentx.gov.

❑ Proposed Concept Plan Checklist

Prior to the scheduled pre-development meeting, a Proposed Concept Plan is required to be emailed to cdplanning@allentx.gov for staff review. The checklist below is provided as a guideline of general requirements for a proposed Concept Plan to allow for a more comprehensive review.

❑ Attend pre-development meeting

During the pre-development meeting, any missing requirements will be identified. These will need to be provided or corrected prior to a development request submittal being considered complete.

ATTACHMENT A – PROPOSED CONCEPT PLAN	
Included	**Item Description**
❑	Scale bar, street names, north arrow, and vicinity map.
❑	Address *(if applicable).*
❑	Property lines.
❑	Right-of-way dimensions.
❑	Driveways.
❑	Distance between driveways and intersection.
❑	Limits of the floodplain *(if applicable).*
❑	Building setbacks.
❑	Open space.
❑	Hike and bike trails *(if applicable).*
❑	Existing and/or proposed easements.
❑	Landscape buffer.
❑	Detention *(if applicable).*
COMMERCIAL	
❑	Type of land use.
❑	Building footprint.
❑	Distance between driveways and intersection.
❑	Refuse container and enclosure.
❑	Fire lane.
❑	Radii.
RESIDENTIAL	
❑	Number of dwelling units.
❑	Lot size, Lot width, and lot depth.
❑	Identify proposal - Single-Family Detached, Townhomes, or Duplex.
❑	Rear-loaded or Front-loaded Lots.
❑	Garage setback.
❑	Building height.
❑	Masonry wall.

APPLICATION SUBMITTAL PROCESS

CITIZEN SELF-SERVICE PORTAL (CSS)

All development request applications must be submitted using the Citizen Self-Service Portal (CSS).

- ❑ **Submit an Application**
  - Access CSS using the link above or copy and paste the following into the web browser: https://energovweb.cityofallen.org/EnerGov/SelfService#/home
  - An account is required to apply for any development request.
  - Once logged in, select apply and use the Application Assistant to select the appropriate plan application.
  - Enter all required information following the page prompts and upload all required documents. *Note: Multi-page documents need to be combined into a single PDF file per attachment type.*
  - Review and submit.
  - Receive and pay invoice.

- ❑ **After Submission**
  - A plan number will be assigned to the project.
  - Log in at any time to check for updates. This includes status, workflow, assigned staff, project comments, and additional document requests.

Detailed instructions for submitting a development request application via the CSS Portal are available here. For further assistance contact Community Development, Planning Division, at 214-509-4160 or cdplanning@allentx.gov.

SUBMITTAL & REVIEW CALENDARS

***ALL SUBMITTALS ARE DUE BY FRIDAY AT 12:00 PM (NOON)**

ZONING SUBMITTAL & REVIEW CALENDAR

Submittal	Comments Issued	TRC	Corrected Plans Complete	Zoning Sign Installed	Mailed Notices	Newspaper Legal Ad	Planning & Zoning Commission	City Council
Sep 11, 2026	Sep 23, 2026	Sep 29, 2026	Oct 16, 2026	Oct 23, 2026	Oct 23, 2026	Nov 4, 2026	Nov 3, 2026	Nov 24, 2026
Sep 18, 2026	Sep 30, 2026	Oct 6, 2026						
Sep 25, 2026	Oct 7, 2026	Oct 13, 2026	Oct 30, 2026	Nov 6, 2026	Nov 6, 2026	Nov 18, 2026	Nov 17, 2026	Dec 8, 2026
Oct 2, 2026	Oct 14, 2026	Oct 20, 2026						
Oct 9, 2026	Oct 21, 2026	Oct 27, 2026	Nov 13, 2026	Nov 20, 2026	Nov 20, 2026	Dec 2, 2026	Dec 1, 2026	Dec 22, 2026
Oct 16, 2026	Oct 28, 2026	Nov 3, 2026						
Oct 23, 2026	Nov 4, 2026	Nov 10, 2026	Nov 27, 2026	Dec 4, 2026	Dec 4, 2026	Dec 23, 2026	Dec 15, 2026	Jan 12, 2027
Oct 30, 2026	Nov 9, 2026	Nov 15, 2026						
Nov 6, 2026	Nov 18, 2026	Nov 24, 2026	Dec 18, 2026	Dec 23, 2026	Dec 23, 2026	Jan 6, 2027	Jan 5, 2027	Jan 26, 2027
Nov 13, 2026	Nov 25, 2026	Dec 1, 2026						
Nov 20, 2026	Dec 2, 2026	Dec 8, 2026	Jan 1, 2027	Jan 8, 2027	Jan 8, 2027	Jan 20, 2027	Jan 19, 2027	Feb 9, 2027
Nov 25, 2026	Dec 7, 2026	Dec 13, 2026						
Dec 4, 2026	Dec 16, 2026	Dec 22, 2026						
Dec 11, 2026	Dec 23, 2026	Dec 29, 2026	Jan 15, 2027	Jan 22, 2027	Jan 22, 2027	Feb 3, 2027	Feb 2, 2027	Feb 23, 2027
Dec 18, 2026	Dec 30, 2026	Jan 5, 2027						
Dec 23, 2026	Jan 4, 2027	Jan 10, 2027	Jan 29, 2027	Feb 5, 2027	Feb 5, 2027	Feb 17, 2027	Feb 16, 2027	Mar 9, 2027
Dec 31, 2026	Jan 12, 2027	Jan 18, 2027						
Jan 8, 2027	Jan 20, 2027	Jan 26, 2027	Feb 12, 2027	Feb 19, 2027	Feb 19, 2027	Mar 3, 2027	Mar 2, 2027	Mar 23, 2027
Jan 15, 2027	Jan 27, 2027	Feb 2, 2027						
Jan 22, 2027	Feb 3, 2027	Feb 9, 2027	Feb 26, 2027	Mar 5, 2027	Mar 5, 2027	Mar 24, 2027	Mar 16, 2027	Apr 13, 2027
Jan 29, 2027	Feb 10, 2027	Feb 16, 2027						

Notes

1. *Dates near holidays and marked with an * may be canceled at City Council's discretion.*

ZONING SUBMITTAL & REVIEW CALENDAR (PAGE 2)

Submittal	Comments Issued	TRC	Corrected Plans Complete	Zoning Sign Installed	Mailed Notices	Newspaper Legal Ad	Planning & Zoning Commission	City Council
Feb 5, 2027	Feb 17, 2027	Feb 23, 2027	Mar 19, 2027	Mar 26, 2027	Mar 26, 2027	Apr 7, 2027	Apr 6, 2027	Apr 27, 2027
Feb 12, 2027	Feb 24, 2027	Mar 2, 2027						
Feb 19, 2027	Mar 3, 2027	Mar 9, 2027	Apr 2, 2027	Apr 9, 2027	Apr 9, 2027	Apr 21, 2027	Apr 20, 2027	May 11, 2027
Feb 26, 2027	Mar 10, 2027	Mar 16, 2027						
Mar 5, 2027	Mar 17, 2027	Mar 23, 2027	Apr 16, 2027	Apr 23, 2027	Apr 23, 2027	May 5, 2027	May 4, 2027	May 25, 2027
Mar 12, 2027	Mar 24, 2027	Mar 30, 2027						
Mar 19, 2027	Mar 31, 2027	Apr 6, 2027	Apr 30, 2027	May 7, 2027	May 7, 2027	May 19, 2027	May 18, 2027	Jun 8, 2027
Mar 26, 2027	Apr 7, 2027	Apr 13, 2027						
Apr 2, 2027	Apr 14, 2027	Apr 20, 2027						
Apr 9, 2027	Apr 21, 2027	Apr 27, 2027	May 14, 2027	May 21, 2027	May 21, 2027	Jun 2, 2027	Jun 1, 2027	Jun 22, 2027
Apr 16, 2027	Apr 28, 2027	May 4, 2027						
Apr 23, 2027	May 5, 2027	May 11, 2027	May 28, 2027	Jun 4, 2027	Jun 4, 2027	Jun 23, 2027	Jun 15, 2027	Jul 13, 2027
Apr 30, 2027	May 12, 2027	May 18, 2027						
May 7, 2027	May 19, 2027	May 25, 2027	Jun 18, 2027	Jun 25, 2027	Jun 25, 2027	Jul 7, 2027	Jul 6, 2027	Jul 27, 2027
May 14, 2027	May 26, 2027	Jun 1, 2027						
May 21, 2027	Jun 2, 2027	Jun 8, 2027	Jul 2, 2027	Jul 9, 2027	Jul 9, 2027	Jul 21, 2027	Jul 20, 2027	Aug 10, 2027
May 28, 2027	Jun 9, 2027	Jun 15, 2027						
Jun 4, 2027	Jun 16, 2027	Jun 22, 2027	Jul 16, 2027	Jul 23, 2027	Jul 23, 2027	Aug 4, 2027	Aug 3, 2027	Aug 24, 2027
Jun 11, 2027	Jun 23, 2027	Jun 29, 2027						

Notes

1. *Dates near holidays and marked with an * may be canceled at City Council's discretion.*

ZONING SUBMITTAL & REVIEW CALENDAR (PAGE 3)

Submittal	Comments Issued	TRC	Corrected Plans Complete	Zoning Sign Installed	Mailed Notices	Newspaper Legal Ad	Planning & Zoning Commission	City Council
Jun 17, 2027	Jun 29, 2027	Jul 5, 2027	Jul 30, 2027	Aug 6, 2027	Aug 6, 2027	Aug 25, 2027	Aug 17, 2027	Sep 14, 2027
Jun 25, 2027	Jul 7, 2027	Jul 13, 2027						
Jul 2, 2027	Jul 14, 2027	Jul 20, 2027						
Jul 9, 2027	Jul 21, 2027	Jul 27, 2027	Aug 20, 2027	Aug 27, 2027	Aug 27, 2027	Sep 8, 2027	Sep 7, 2027	Sep 28, 2027
Jul 16, 2027	Jul 28, 2027	Aug 3, 2027						
Jul 23, 2027	Aug 4, 2027	Aug 10, 2027	Sep 3, 2027	Sep 10, 2027	Sep 10, 2027	Sep 22, 2027	Sep 21, 2027	Oct 12, 2027
Jul 30, 2027	Aug 11, 2027	Aug 17, 2027						
Aug 6, 2027	Aug 18, 2027	Aug 24, 2027	Sep 17, 2027	Sep 24, 2027	Sep 24, 2027	Oct 6, 2027	Oct 5, 2027	Oct 26, 2027
Aug 13, 2027	Aug 25, 2027	Aug 31, 2027						
Aug 20, 2027	Sep 1, 2027	Sep 7, 2027	Oct 1, 2027	Oct 8, 2027	Oct 8, 2027	Oct 20, 2027	Oct 19, 2027	Nov 9, 2027
Aug 27, 2027	Sep 8, 2027	Sep 14, 2027						
Sep 3, 2027	Sep 15, 2027	Sep 21, 2027						
Sep 10, 2027	Sep 22, 2027	Sep 28, 2027	Oct 15, 2027	Oct 22, 2027	Oct 22, 2027	Nov 3, 2027	Nov 2, 2027	Nov 23, 2027
Sep 17, 2027	Sep 29, 2027	Oct 5, 2027						
Sep 24, 2027	Oct 6, 2027	Oct 12, 2027	Oct 29, 2027	Nov 5, 2027	Nov 5, 2027	Nov 24, 2027	Nov 16, 2027	Dec 14, 2027
Oct 1, 2027	Oct 13, 2027	Oct 19, 2027						
Oct 8, 2027	Oct 20, 2027	Oct 26, 2027	Nov 19, 2027	Nov 26, 2027	Nov 26, 2027	Dec 8, 2027	Dec 7, 2027	Dec 28, 2027
Oct 15, 2027	Oct 27, 2027	Nov 2, 2027						

Notes

1. *Dates near holidays and marked with an * may be canceled at City Council's discretion.*

PLATTING SUBMITTAL & REVIEW CALENDAR

Submittal	Comments Issued	TRC	Corrected Plans Complete	Approve/Disapprove Date
Sep 11, 2026	Sep 23, 2026	Sep 22, 2026	Sep 30, 2026	Oct 6, 2026
Sep 25, 2026	Oct 7, 2026	Oct 6, 2026	Oct 14, 2026	Oct 20, 2026
Oct 9, 2026	Oct 21, 2026	Oct 20, 2026	Oct 28, 2026	Nov 3, 2026
Oct 23, 2026	Nov 6, 2026	Nov 5, 2026	Nov 13, 2026	Nov 17, 2026
Nov 6, 2026	Nov 18, 2026	Nov 17, 2026	Nov 25, 2026	Dec 1, 2026
Nov 20, 2026	Dec 3, 2026	Dec 2, 2026	Dec 10, 2026	Dec 15, 2026
Dec 11, 2026	Dec 23, 2026	Dec 22, 2026	Dec 30, 2026	Jan 5, 2027
Dec 23, 2026	Jan 4, 2027	Jan 3, 2027	Jan 11, 2027	Jan 19, 2027
Jan 8, 2027	Jan 20, 2027	Jan 19, 2027	Jan 27, 2027	Feb 2, 2027
Jan 22, 2027	Feb 3, 2027	Feb 2, 2027	Feb 10, 2027	Feb 16, 2027
Feb 5, 2027	Feb 17, 2027	Feb 16, 2027	Feb 24, 2027	Mar 2, 2027
Feb 19, 2027	Mar 3, 2027	Mar 2, 2027	Mar 10, 2027	Mar 16, 2027
Mar 5, 2027	Mar 17, 2027	Mar 16, 2027	Mar 24, 2027	Mar 30, 2027
Mar 19, 2027	Mar 31, 2027	Mar 30, 2027	Apr 7, 2027	Apr 13, 2027
Apr 2, 2027	Apr 14, 2027	Apr 13, 2027	Apr 21, 2027	Apr 27, 2027
Apr 16, 2027	Apr 28, 2027	Apr 27, 2027	May 5, 2027	May 11, 2027
May 7, 2027	May 19, 2027	May 18, 2027	May 26, 2027	Jun 1, 2027
May 21, 2027	Jun 2, 2027	Jun 1, 2027	Jun 9, 2027	Jun 15, 2027

Notes

1. *This deadline also includes plats to be resubmitted subsequent to an approval with conditions or disapproval by Planning & Zoning Commission.*

PLATTING SUBMITTAL & REVIEW CALENDAR (PAGE 2)

Submittal	Comments Issued	TRC	Corrected Plans Complete	Approve/Disapprove Date
Jun 11, 2027	Jun 23, 2027	Jun 22, 2027	Jun 30, 2027	Jul 6, 2027
Jun 25, 2027	Jul 7, 2027	Jul 6, 2027	Jul 14, 2027	Jul 20, 2027
Jul 9, 2027	Jul 21, 2027	Jul 20, 2027	Jul 28, 2027	Aug 3, 2027
Jul 23, 2027	Aug 4, 2027	Aug 3, 2027	Aug 11, 2027	Aug 17, 2027
Aug 6, 2027	Aug 18, 2027	Aug 17, 2027	Aug 25, 2027	Aug 31, 2027
Aug 20, 2027	Sep 1, 2027	Aug 31, 2027	Sep 8, 2027	Sep 14, 2027
Sep 10, 2027	Sep 22, 2027	Sep 21, 2027	Sep 29, 2027	Oct 5, 2027
Sep 24, 2027	Oct 6, 2027	Oct 5, 2027	Oct 13, 2027	Oct 19, 2027

Notes

1. *This deadline also includes plats to be resubmitted subsequent to an approval with conditions or disapproval by Planning & Zoning Commission.*

PLAN CHECKLISTS

STRAIGHT ZONING CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Zoning Request submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department.

All initial Zoning Request submittals (Planned Development Zoning, Planned Development Amendment, or Zoning) shall include the following materials uploaded via the CSS Portal:

- ❑ A completed, signed, and notarized Consent Form.
- ❑ A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- ❑ A copy of the legal description in Word format.
- ❑ One copy of the 24" x 36" Zoning Exhibit.
- ❑ Payment of all applicable fees (see Schedule of Fees).

Resubmittals of Zoning materials shall be accompanied by the following:

- ❑ A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

All initial submittal and resubmittal materials must be uploaded via the Citizen Self Service (CSS) Portal. https://energovweb.cityofallen.org/EnerGov/SelfService#/home.
For assistance see page 16 or contact the Planning Division at 214.509.4160 or cdplanning@allentx.gov.

STRAIGHT ZONING CHECKLIST (PAGE 2)

ATTACHMENT A – LEGAL DESCRIPTION	
Included	**Item Description**
❑	8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating "Legal Description."
❑	Closure report.
ATTACHMENT B – ZONING EXHIBIT	
Included	**Item Description**
❑	A title block, in the bottom right hand corner of the sheet, with: • "Zoning Exhibit" • Project name • Acreage • Subdivision name, lot and block, or survey name, abstract number • City of Allen, Collin County • Submission date
❑	The name or names, address, and phone number of the owner, developer, engineer, and/or surveyor.
❑	North arrow, scale ratio, and scale bar.
❑	Legend, if abbreviations or symbols are used.
❑	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
❑	The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and signed and sealed by a surveyor.
❑	Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83.
❑	Abstract lines, survey lines, and corporate boundaries are correctly shown and clearly labeled.
❑	All copyrights removed from the exhibit.

PLANNED DEVELOPMENT/AMENDMENT REQUEST CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Planned Development or Planned Development Amendment Request submission. A submittal is incomplete unless all applicable information noted below is submitted to the Community Development Department.

All initial Zoning Requests (Planned Development Zoning, Planned Development Amendment, or Zoning) shall include the following materials uploaded via the CSS Portal:

- ❑ A completed, signed, and notarized Consent Form.
- ❑ A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- ❑ A copy of the legal description in Word format.
- ❑ A copy of the development regulations in Word format.
- ❑ One copy of each 24" x 36" exhibit.
    - PD/PD Amendment Zoning Exhibit.
    - Concept Plan.
    - Tree Survey (if applicable).
    - Building Elevations.
- ❑ Payment of all applicable fees (see Schedule of Fees).

Resubmittals of Zoning Request materials shall be accompanied by the following:

- ❑ A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

All initial submittal and resubmittal materials must be uploaded via the Citizen Self Service Portal. https://energovweb.cityofallen.org/EnerGov/SelfService#/home.
For assistance see page 16 or contact the Planning Division at 214.509.4160 or cdplanning@allentx.gov.

ATTACHMENT A – LEGAL DESCRIPTION	
Included	**Item Description**
❑	8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating "Legal Description."
❑	Closure report.

PD/PD AMENDMENT CHECKLIST (PAGE 2)

ATTACHMENT B – PD/PD AMENDMENT ZONING EXHIBIT	
Included	**Item Description**
❑	A title block, in the bottom right hand corner of the sheet, with: • "PD/ PD Amendment Zoning Exhibit" • Project name • Acreage • Subdivision name, lot and block, or survey name, abstract number • City of Allen, Collin County • Submission date
❑	The name or names, address, and phone number of the owner, developer, engineer, and/or surveyor.
❑	North arrow, scale ratio, and scale bar.
❑	Legend, if abbreviations or symbols are used.
❑	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
❑	The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and signed and sealed by a surveyor.
❑	Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83.
❑	Abstract lines, survey lines, and corporate boundaries are correctly shown and clearly labeled.
❑	All copyrights removed from the exhibit.
ATTACHMENT C – CONCEPT PLAN	
Included	**Item Description**
❑	A title block, in the bottom right hand corner of the sheet, with: • "PD/PD Amendment Concept Plan" • Project name • Acreage • Subdivision name, lot and block, or survey name, abstract number • City of Allen, Collin County • Submission date
❑	The name or names, address, and phone number of the owner, developer, engineer, and/or architect.
❑	North arrow, scale ratio, and scale bar.
❑	Legend, if abbreviations or symbols are used.
❑	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
❑	Adjacent properties' information, including subdivision, lot, block or abstract and tract, recordation information, zoning, and the name of record of owners (if non-residential).
❑	Topography at two-foot contours.
❑	Floodplain area, both the existing FEMA 100-year floodplain and the fully developed ultimate floodplain, with flood studies cited as necessary.
❑	Land uses and acreage of each use.

PD/PD AMENDMENT CHECKLIST (PAGE 3)

ATTACHMENT C – CONCEPT PLAN (continued)	
Included	**Item Description**
❑	Site Data Summary Table, including: • Proposed Use(s) • Existing Zoning District • Proposed Base Zoning District • Gross Site Area (ac. & sq. ft.) • Lot Coverage • FAR • Maximum Height (in ft. & stories)
❑	For residential development, the Site Data Summary Table should also include the following: • Required Open Space (ac. & %) • Provided Open Space (ac. & %) • Total Gross Density (du/ac.) • Total Net Density (du/ac.) • Total Number of Dwelling Units by Type • Lot Count by Typical Lot Size
❑	For commercial development, the Site Data Summary Table should also include the following: • Required Landscape Area (ac. & %) • Provided Landscape Area (ac. & %) • Parking Ratio by Use • Parking Required • Parking Provided
❑	Building sites or lots.
❑	Parking and circulation areas.
❑	Identification of major access points and any proposed traffic improvements.
❑	Right-of-way or other area to be dedicated to the City.
❑	Existing right-of-way, dimensioned from property line to property line and property line to centerline.
❑	Existing streets to be labeled and include an abbreviated suffix and no directional prefix.
❑	Location of building setbacks along the site boundaries.
❑	Off street parking and loading.
❑	Indication of each phase of development if separate phases are proposed.
❑	Hike and bike trails.
❑	Location of existing/proposed easements, setbacks from easements, land conveyance, overhead utility lines, if applicable.
❑	Screening (can provide on a separate exhibit if necessary).
❑	Landscape Buffer
❑	All copyrights removed from the exhibit.

PD/PD AMENDMENT CHECKLIST (PAGE 4)

ATTACHMENT D – TREE SURVEY (if applicable)	
Included	**Item Description**
❑	Property Legal Description.
❑	Date of Preparation.
❑	North Arrow.
❑	Name, address, and phone number of owner.
❑	Name, address, and phone number of preparer.
❑	Caliper of all trees 6" in caliper or larger.
❑	Location and common name of tree species.
❑	Is the species "Protected" or "Unprotected."
❑	Identification of all trees.
❑	Identification of caliper, common name of species, and location of trees that are to be used as replacement trees.
❑	Identification of caliper, common name of species, and location of existing trees that are to be used for credits.
❑	Zoning of Property.
❑	Documentation of agricultural tax status if exemption is requested.
❑	Tree loss mitigation plan which identifies species, location, and schedule for planting replacement trees.
❑	Mitigation trees identified on landscape plans and guaranteed to survive three years.
❑	All copyrights removed from the exhibit.
ATTACHMENT E – BUILDING ELEVATIONS	
Included	**Item Description**
❑	Elevations, from each direction, of the existing or proposed building(s).
❑	Label the maximum building height per elevation.
❑	Include the cardinal direction (north, south, east, or west) in the label for each elevation.
❑	Label each building material.
❑	A building material table, per elevation, that includes the area (sq-ft) and percent of each building material. Do not include glazing, doors, roofs, or awnings. Per the *Allen Land Development Code*, EIFS cannot exceed 10%, and can only be used as an accent material.
❑	All copyrights removed from the exhibit.
ATTACHMENT F – DEVELOPMENT REGULATIONS	
Included	**Item Description**
❑	A chart detailing the proposed deviations from the *Allen Land Development Code* or existing Planned Development. It should include the existing regulations and the proposed regulations for comparison. An example is provided at the end of the Zoning and Development Handbook. Possible deviations from existing regulations include: • Base Zoning • Permitted Uses • Minimum Setbacks (Front Yard, Side Yard, Side Yard (Corner Lots), Rear Yard) • Minimum Lot Width, Depth, and Area • Maximum Height • Building Materials

SPECIFIC USE PERMIT (SUP) CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Specific Use Permit submission. A submittal is incomplete unless all applicable information noted below is submitted to the Community Development Department.

All initial Specific Use Permit submittals shall include the following materials uploaded via the CSS Portal.

- ❑ A completed, signed, and notarized Consent Form.
- ❑ A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- ❑ A copy of the legal description in Word format.
- ❑ One copy of each 24" x 36" exhibit.
  - SUP Zoning Exhibit.
  - SUP Site Plan.
  - Building Elevations.
- ❑ Payment of all applicable fees (see Schedule of Fees).

Resubmittals of Specific Use Permit materials shall be accompanied by the following:

- ❑ A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

All initial submittal and resubmittal materials must be uploaded via the Citizen Self Service Portal. https://energovweb.cityofallen.org/EnerGov/SelfService#/home.
For assistance see page 16 or contact the Planning Division at 214.509.4160 or cdplanning@allentx.gov.

ATTACHMENT A – LEGAL DESCRIPTION	
Included	**Item Description**
❑	8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating "Legal Description."
❑	Closure report.

SPECIFIC USE PERMIT (SUP) CHECKLIST (PAGE 2)

ATTACHMENT B – SUP ZONING EXHIBIT	
Included	**Item Description**
❑	A title block, in the bottom right hand corner of the sheet, with: • "SUP Zoning Exhibit" • Project name • Acreage • Subdivision name, lot and block, or survey name, abstract number • City of Allen, Collin County • Submission date
❑	The name or names, address, and phone number of the owner, developer, engineer, and/or surveyor.
❑	North arrow, scale ratio, and scale bar.
❑	Legend, if abbreviations or symbols are used.
❑	Location/vicinity map showing the location of the proposed SUP. Indicate scale or not to scale (NTS) and provide north arrow.
❑	The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and signed and sealed by a surveyor.
❑	Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83.
❑	Abstract lines, survey lines, and corporate boundaries are correctly shown and clearly labeled.
❑	Adjacent property within 200 feet - subdivision name or owner's name and recording information, land use, and zoning.
❑	All copyrights removed from the exhibit.
ATTACHMENT C – SUP SITE PLAN	
Included	**Item Description**
❑	A title block, in the bottom right hand corner of the sheet, with: • "SUP Site Plan" • Project name • Acreage • Subdivision name, lot, block or survey name and abstract; • City of Allen, Collin County • Submission date
❑	North arrow, scale ratio, and scale bar.
❑	Location/vicinity map showing the location of the subject property. Indicate scale or not to scale (NTS) and provide north arrow.
❑	The name or names, address, and phone number of the owner, developer, engineer, and/or architect.
❑	Legend, if abbreviations or symbols are used.
❑	Concrete sidewalks; label as existing or proposed and dimension the width(s).
❑	On-site and off-site circulation (including truck loading and pickup areas). Public streets, private drives and fire lanes with pavement widths, right-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii, surface type, and distances between driveways.
❑	Existing streets to be labeled and include an abbreviated suffix and no directional prefix.

SPECIFIC USE PERMIT (SUP) CHECKLIST (PAGE 3)

ATTACHMENT C – SUP SITE PLAN (continued)	
Included	**Item Description**
❑	Site Data Summary Table, including: • Proposed Use(s) • Existing Zoning District • Gross Site Area (ac. & sq. ft.) • Required Landscape Area (ac. & %) • Provided Landscape Area (ac. & %) • Lot Coverage • Parking Ratio per Use • Parking Required • Parking Provided • Maximum Height (in ft. and stories) • FAR • Setbacks (front, side interior, side street, and rear)
❑	Location of off-site improvements including adjacent drives, existing and proposed median cuts, parking, buildings or other structures within 200 feet of subject property.
❑	Parking areas and structures, including the number of parking spaces provided and required, and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type.
❑	Dumpster and trash compactor locations and screening.
❑	Location of existing/proposed easements, setbacks from easements, land conveyance, overhead utility lines, if applicable.
❑	Landscape Buffers
❑	All copyrights removed from the exhibit.
ATTACHMENT D – BUILDING ELEVATIONS	
Included	**Item Description**
❑	Elevations, from each direction, of the existing and/or proposed building(s).
❑	Label the maximum building height per elevation.
❑	Include the cardinal direction (north, south, east, or west) in the label for each elevation.
❑	Label each building material.
❑	A building material table, per elevation, that includes the square foot and percent of each building material. Please do not include glazing, doors, roofs, or awnings. Per the *Allen Land Development Code*, EIFS cannot exceed 10%, and can only be used as an accent material.
❑	All copyrights removed from the exhibit.

General Development Plan Checklist

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a General Development Plan submission. A submittal is incomplete unless all applicable information noted below is submitted to the Community Development Department

Please note a Concept Plan submitted for the purpose of securing zoning approvals may be accepted as a General Development Plan if it meets the requirements of this section.

All initial General Development Plan submittals shall include the following materials uploaded via the CSS Portal.:

- ❑ A completed, signed, and notarized Consent Form.
- ❑ A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- ❑ A copy of the boundary description.
- ❑ One copy of each 24" x 36" exhibit.
    - General Development Plan.
    - Tree Survey.

Resubmittals of General Development Plan materials shall be accompanied by the following:

- ❑ A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

All initial submittal and resubmittal materials must be uploaded via the Citizen Self Service Portal. https://energovweb.cityofallen.org/EnerGov/SelfService#/home.
For assistance see page 16 or contact the Planning Division at 214.509.4160 or cdplanning@allentx.gov.

GENERAL DEVELOPMENT PLAN (GDP) CHECKLIST (PAGE 2)

ATTACHMENT A – BOUNDARY DESCRIPTION	
Included	**Item Description**
❑	Letter size (8½ x 11) copy of the boundary description (metes and bounds) of the property to considered in the request signed and sealed by a surveyor with labeling at top of the document indicating "Boundary Description".
❑	Digital copy of the boundary description in the Microsoft Word suitable for editing and copying the description digitally.
❑	Closure report.
ATTACHMENT B – GENERAL DEVELOPMENT PLAN	
Included	**Item Description**
❑	A title block in the bottom right hand corner of the sheet, with: • "General Development Plan" • Project name • Acreage • Proposed Subdivision name, lot and block, or survey name, abstract number • City of Allen, Collin County • Submission date
❑	A proposed layout drawn to a scale of 1" = 200' or larger.
❑	North arrow, scale bar, and scale ratio.
❑	Site Data Summary Table, including: • Proposed Use(s) (with type, number, and acreage) • Existing Zoning District • Proposed Base Zoning District • Gross Site Area (ac. & sq. ft.) • Lot Coverage • FAR • Maximum Height (in ft. & stories) • Required Landscape Area (ac. & %) • Provided Landscape Area (ac. & %) • Parking Ratio by Use • Parking Required • Parking Provided
❑	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
❑	The names of adjacent additions or subdivisions or the name of record of owners adjoining parcels of unplatted land.
❑	For all recorded instruments referenced on the General Development Plan, the recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT).
❑	General location and size of school sites, park and recreation areas, and other public areas.
❑	Arrangement and connection of streets with adjacent properties.
❑	All shown streets to be labeled and include an abbreviated suffix and no directional prefix.

GENERAL DEVELOPMENT PLAN (GDP) CHECKLIST (PAGE 3)

ATTACHMENT B – GENERAL DEVELOPMENT PLAN (CONTINUED)	
❑	Existing driveways within 200 feet of the property.
❑	Existing and proposed median openings within 500 feet of the property.
❑	Location of proposed shopping centers, multifamily residential, and other land uses.
❑	Proposals for water, sewer, and drainage systems in relation to master plans where they exist for these facilities.
❑	Location of existing/proposed easements, setbacks from easements, land conveyance, overhead utility lines, if applicable.
❑	Identification of any flood prone areas and general proposals for such areas.
❑	Identification of any tree cover containing 6 or more trees with a caliper of 6 inches or more that is outside the floodplain that may be disturbed by proposed streets or alleys in order to reduce the destruction of trees.
❑	Hike and bike trails with widths dimensioned and labeled as existing or proposed.
❑	Landscape Buffers
❑	All copyrights removed from the exhibit.
ATTACHMENT C – TREE SURVEY	
Included	**Item Description**
❑	Property Boundary Description.
❑	Date of Preparation.
❑	North Arrow.
❑	Name, address, and phone number of owner.
❑	Name, address, and phone number of preparer.
❑	Caliper of all trees with a trunk diameter of six inches (6”) in caliper or larger, and any tree for which tree preservation credits will be requested.
❑	Location and common name of tree species.
❑	Identification of all trees to be removed.
❑	Identification of caliper, common name of species, and location of trees that are to be used as replacement trees.
❑	Identification of caliper, common name of species, and location of existing trees that are to be used for credits.
❑	Zoning of Property.
❑	Documentation of agricultural/open space tax status if exemption is requested.
❑	Tree loss mitigation plan which identifies species, location, and schedule for planting replacement trees.
❑	All copyrights removed from the exhibit.

SITE PLAN OR REVISED SITE PLAN CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Site Plan or Revised Site Plan submission. A submittal is incomplete unless all applicable information noted below is submitted to the Community Development Department.

All initial Site Plan or Revised Site Plan submittals shall include the following materials uploaded via the CSS Portal:

- ❑ A completed, signed, and notarized Consent Form.
- ❑ A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- ❑ A copy of the boundary description.
- ❑ A copy of each 24" x 36" exhibit.
  - Site Plan.
  - Landscape Plan.
  - Tree Survey/Tree mitigation Plan.
  - Building Elevations.
  - Photometric Plan.
  - Preliminary Grading and Utility Plan.
  - Dumpster Enclosure Detail.
- ❑ Payment of all applicable fees (see Schedule of Fees).

Resubmittals of Site Plan materials shall be accompanied by the following:

- ❑ A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

All initial submittal and resubmittal materials must be uploaded via the Citizen Self Service Portal. https://energovweb.cityofallen.org/EnerGov/SelfService#/home.
For assistance see page 16 or contact the Planning Division at 214.509.4160 or cdplanning@allentx.gov.

SITE PLAN OR REVISED SITE PLAN CHECKLIST (PAGE 2)

ATTACHMENT A – BOUNDARY DESCRIPTION	
Included	**Item Description**
❑	8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating "Boundary Description".
❑	Closure report.
ATTACHMENT B – SITE PLAN	
Included	**Item Description**
❑	A title block with: • "Site Plan or Revised Site Plan" • Project name • Acreage • Subdivision name, lot, block or survey name and abstract • City of Allen, Collin County • Submission date
❑	North arrow, scale ratio, and scale bar.
❑	Location/vicinity map showing the location of the subject property. Indicate scale or not to scale (NTS) and provide north arrow.
❑	The name or names, address, and phone number of the owner, developer, engineer, and/or architect.
❑	Site Data Summary Table, including: • Proposed Use(s) • Existing Zoning District • Gross Site Area (ac. & sq. ft.) • Required Landscape Area (ac. & %) • Provided Landscape Area (ac. & %) • Lot Coverage • Parking Ratio per Use • Parking Required • Parking Provided • Maximum Height (in ft. and stories) • FAR • Setbacks (front, side interior, side street, and rear)
❑	Adjacent property subdivision name/owner, property lines, zoning, and ownership with recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT).
❑	Setbacks as required by zoning.
❑	All shown streets to be labeled and include an abbreviated suffix and no directional prefix.
❑	Location of proposed building(s) and structures.
❑	Concrete sidewalks; label as existing or proposed and dimension the width(s).
❑	On-site and off-site circulation (including truck loading and pickup areas). Public streets, private drives and fire lanes with pavement widths, right-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii, surface type, and distances between driveways.

SITE PLAN OR REVISED SITE PLAN CHECKLIST (PAGE 3)

ATTACHMENT B – SITE PLAN (continued)	
Included	**Item Description**
❑	Location of off-site improvements including adjacent drives, existing and proposed median cuts, parking, buildings or other structures within 200 feet of subject property.
❑	Parking areas and structures, including the number of parking spaces provided and required, and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type.
❑	Dumpster and trash compactor locations and screening.
❑	Location of existing/proposed easements, setbacks from easements, land conveyance, overhead utility lines, if applicable.
❑	Turning exhibit for all trucks (dumpster, fire truck-50' long., etc.).
❑	Location and size of the grease trap(s).
❑	Screening (including heights and materials).
❑	Location of all fire hydrants, Fire Department Connections (FDC), and location of the fire riser room.
❑	Landscape Buffers
❑	Hike and Bike Trails
❑	All copyrights removed from the exhibit.
ATTACHMENT C – LANDSCAPE PLAN	
Included	**Item Description**
❑	Final submission of a Landscape Plan should be sealed, signed, and dated by a Registered Landscape Architect
Site Landscape Area	
❑	Clearly reflect the required percentage of area devoted to landscaping, based on the property zoning.
❑	The proper landscape buffer provided adjacent to public street right-of-way.
❑	All easements located on this site shown on the landscape plan.
❑	Shade and ornamental trees provided in the landscape buffer (based on the length of the property's street frontage including drive aisles).
Parking Lot Landscaping	
❑	Retail development: 1 shade tree plus 1 ornamental tree for every 40 parking spaces.
❑	Non-retail development: 1 shade tree plus 1 ornamental tree for every 30 parking spaces.
❑	If the parking lot has over 200 spaces, subdivided into areas of no more than 200 spaces by a 10' landscaped island.
❑	All landscape areas are protected by a raised 6-inch concrete curb.
❑	Root barriers required per Article 7.05.3.6.j of the *Allen Land Development Code*.
❑	All parking spaces within 50 feet of the center of an approved parking lot tree.
❑	All parking rows must end in a parking lot island
❑	All islands must be a minimum of eight feet (8') by seventeen (17') from back-of curb to back-of-curb.
❑	An island is required every ten spaces around the perimeter of the site.

SITE PLAN OR REVISED SITE PLAN CHECKLIST (PAGE 4)

ATTACHMENT C – LANDSCAPE PLAN (continued)	
Included	**Item Description**
❑	All parking must be screened from the ROW.
❑	A two foot (2') strip of non-vegetative permeable material around all parking
❑	All landscape areas to be irrigated with a fully automatic irrigation system and this requirement is noted on the landscape plan.
❑	Trees listed in the approved plant lists follow in Appendix C of the *Allen Land Development Code*.
❑	For multi-family, A minimum of eight (8) square feet of landscape area provided for each parking space and one shade tree within the parking lot for every 10 spaces.
Corner Lot Landscaping	
❑	A 20-foot landscape buffer provided at the corner street frontage for 175 feet or to nearest driveway
❑	A 900 square foot or larger landscape area provided at the intersection corner of the lot.
❑	All copyrights removed from the exhibit.
ATTACHMENT D – TREE SURVEY/TREE MITIGATION PLAN	
Included	**Item Description**
❑	Property Boundary Description.
❑	Date of Preparation.
❑	North Arrow.
❑	Name, address, and phone number of owner.
❑	Name, address, and phone number of preparer.
❑	Zoning of Property.
❑	Documentation of agricultural/open space tax status if exemption is requested.
❑	Caliper of all trees with a trunk diameter of six-inches (6") in caliper or larger.
❑	Location and common name of tree species.
❑	Identification of all trees.
❑	Identification of caliper, common name of species, and location of trees that are to be used as replacement trees.
❑	The Tree Survey should be set up in a tabular format with the following as column headers: (1) Tree # (2) Common Name (3) Caliper (DBH) (4) Protected (Y/N) (5) Positive Credits (6) Negative Credits
❑	Identification of caliper, common name of species, and location of existing trees that are to be used for credits.
❑	A tree mitigation plan, if applicable shall include the following: (1) Species of replacement trees. (2) The proposed location of replacement trees. (3) The proposed schedule for replacement of trees. (4) Proposals for payment in lieu of planting replacement trees
❑	All copyrights removed from the exhibit.

SITE PLAN OR REVISED SITE PLAN CHECKLIST (PAGE 5)

ATTACHMENT E – BUILDING ELEVATIONS	
Included	**Item Description**
❑	Elevations, from each direction, of the existing and/or proposed building(s).
❑	Label the maximum building height per elevation.
❑	Include the cardinal direction (north, south, east, or west) in the label for each elevation.
❑	Label each building material.
❑	A building material table, per elevation, that includes the square foot and percent of each building material. Please do not include glazing, doors, roofs, or awnings.
❑	All copyrights removed from the exhibit.
ATTACHMENT F – PHOTOMETRIC PLAN	
Included	**Item Description**
❑	Foot-candles as generated by lighting across the property.
❑	Height of light pole.
❑	Bolded property line.
❑	North arrow.
❑	Location/vicinity map showing the location of the subject property.
❑	All copyrights removed from the exhibit.
ATTACHMENT G – PRELIMINARY GRADING AND UTILITY PLAN	
Included	**Item Description**
❑	Preliminary Grading and Utility Plan.
❑	All copyrights removed from the exhibit.
ATTACHMENT H – DUMPSTER ENCLOSURE DETAIL	
Included	**Item Description**
❑	Dumpster enclosure detail and service detail in conformance with Section 6.05.3.8.a and 6.05.3.8.b of the *Allen Land Development Code*.
❑	All copyrights removed from the exhibit.

SITE PLAN AMENDMENT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Site Plan Amendment submission. A Site Plan Amendment differs from a Revised Site Plan in scale – only the exhibits impacted by a change are required to be submitted. Consult Planning staff on the exhibits needed and refer to the Site Plan or Revised Site Plan checklist for all required components of an exhibit.

A submittal is incomplete unless all applicable information noted below is submitted to the Community Development Department.

All initial Site Plan Amendment submittals shall include the following materials uploaded via the CSS Portal:

- ❑ A completed, signed, and notarized Consent Form.
- ❑ A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- ❑ One copy of each 24" x 36" impacted exhibit.
- ❑ Payment of all applicable fees (see Schedule of Fees).

Resubmittals of Site Plan materials shall be accompanied by the following:

- ❑ A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

All initial submittal and resubmittal materials must be uploaded via the Citizen Self Service Portal. https://energovweb.cityofallen.org/EnerGov/SelfService#/home.
For assistance see page 16 or contact the Planning Division at 214.509.4160 or cdplanning@allentx.gov.

PRELIMINARY PLAT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Preliminary Plat submission. A submittal is incomplete unless all applicable information noted below is submitted to the Community Development Department

All initial Preliminary Plat submittals shall include the following materials uploaded via the CSS Portal:

- ❑ A completed, signed, and notarized Consent Form.
- ❑ A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- ❑ One copy of each 24" x 36" exhibit.
    - Preliminary Plat
    - Preliminary Engineering and Utilities.
- ❑ A copy of deed restrictions/HOA documents.
- ❑ Payment of all applicable fees (see Schedule of Fees).

Resubmittals of Plat materials shall be accompanied by the following:

- ❑ A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

All initial submittal and resubmittal materials must be uploaded via the Citizen Self Service Portal. https://energovweb.cityofallen.org/EnerGov/SelfService#/home.
For assistance see page 16 or contact the Planning Division at 214.509.4160 or cdplanning@allentx.gov.

PRELIMINARY PLAT CHECKLIST (PAGE 2)

ATTACHMENT A – PRELIMINARY PLAT	
Included	**Item Description**
❑	A title block with • "Preliminary Plat" • Proposed subdivision name, lot, block • Acreage • Number of lots (if residential project, residential and HOA lots) • Survey name and abstract • City of Allen, Collin County • Submission date
❑	North arrow, scale ratio, and scale bar, drawn to a scale of one-inch equals one hundred feet or larger.
❑	Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83.
❑	Location/vicinity map indicating scale or not to scale (NTS) and provide north arrow.
❑	The name or names, address, and phone number of the owner, developer, and surveyor.
❑	The outline of the tract that is proposed to be subdivided, with boundary dimensions.
❑	Land contours at not more than two-foot (2'0") intervals.
❑	The names of subdivisions; lot patterns; location, widths, and names of existing or planned streets and intersections, driveways, median openings (within five hundred feet), and any blocks, lots, alleys, easements, building lines, water courses, floodplain, or other natural features, with principal dimensions; and any other significant information on all sides for a distance of not less than two hundred feet.
❑	The proposed plan of subdivision, showing streets, blocks, lots, alleys, easements (including landscape buffers), building lines, parks, existing and proposed sewers, water mains, culverts, or other underground structures with pipe sizes, grades, and locations indicated
❑	For all recorded instruments referenced on the General Development Plan, the recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT).
❑	All shown streets to be labeled and include an abbreviated suffix and no directional prefix.
❑	Trails and trail crossings of creeks, tributaries and ravines.
❑	The location of the nearest existing sewers, water and gas mains, and other public utilities, if any.
❑	Location of existing/proposed easements, setbacks from easements, land conveyance, overhead utility lines, if applicable.
❑	The location of any existing or proposed school site or other public facility.

PRELIMINARY PLAT CHECKLIST (PAGE 3)

ATTACHMENT A – PRELIMINARY PLAT (CONTINUED)	
❑	The names of proposed streets. The use of the words North, South, East, and West shall be consistent with the city's block numbering system. a) All through streets shall have a suffix such as "Street", "Drive", "Lane", or "Way." All suffixes shall have abbreviations limited to not more than four (4) letters. b) New streets shall be named so as to provide continuity of name with existing or stubbed out streets and to prevent conflict with identical or similar names in other parts of the city or within the same zip code. c) Street names are subject to the approval of the City. The City may require the name of a street to change in some locations to avoid confusion in addressing. Street names, not including directional information or suffix, shall not be longer than thirteen (13) characters, including spaces.
❑	A table of lot sizes for all single-family residential plats (on the plat or on a separate document).
❑	All copyrights removed from the exhibit.
ATTACHMENT B – PRELIMINARY ENGINEERING/UTILITIES	
Included	**Item Description**
❑	The proposed plan of subdivision, showing streets, blocks, lots, alleys, easements (including landscape easements), building lines, parks, existing and proposed sewers, water mains, culverts, or other underground structures with pipe sizes, grades, and locations indicated
❑	The proposed plan of improvements and utilities to be constructed in the subdivision, prepared by a registered professional engineer, shall be shown with indication of street widths and utility line sizes. The accurate location of any existing utilities within the subdivision will be shown on the Preliminary Plat.
❑	A proposed plan for drainage, to include approximate delineation of the ultimate 100-year storm event. The proposed drainage plan shall include a topographical map in sufficient detail showing all abutting drainage areas either contributing to the storm water flows within the proposed subdivisions or receiving storm water flows from the proposed subdivision.
ATTACHMENT C – DEED RESTRICTIONS/HOA DOCUMENTS	
❑	Copies of all deed restrictions, restrictive covenants, homeowner's association requirements, or any other limitation or requirement governing the use of the property.

FINAL PLAT/REPLAT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Final Plat/Replat submission. A submittal is incomplete unless all applicable information noted below is submitted to the Community Development Department

Both the Departments of Engineering and Parks and Recreation must approve the submission of a Final Plat/Replat before it will be accepted by the Community Development Department. Final Plats and Replats are reviewed and approved according to the standards set forth in the *Allen Land Development Code* Section 8.03.4.3.

All initial Final Plat/Replat submittals shall include the following materials uploaded via the CSS Portal:
A completed, signed, and notarized Consent Form.

- ❑ A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- ❑ One copy of the 24" x 36" Final Plat/Replat exhibit.
- ❑ A copy of deed restrictions/HOA documents.
- ❑ Payment of all applicable fees (see Schedule of Fees).

Resubmittals of Plat materials shall be accompanied by the following:

- ❑ A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

All initial submittal and resubmittal materials must be uploaded via the Citizen Self Service Portal. https://energovweb.cityofallen.org/EnerGov/SelfService#/home.
For assistance see page 16 or contact the Planning Division at 214.509.4160 or cdplanning@allentx.gov.

When staff has determined the plat submittal is complete and is ready for administrative approval, the following materials will be required:
Important: If an approved plat is not filed with the County within 90 days of approval, an extension must be filed with Planning and Zoning Commission or the approval expires.

To file at the County, staff will need the following:

- ❑ 2 – 24" x 36" blacklines with original seals and signatures.
- ❑ 2 – 24" x 36" mylars with original seals and signatures.
- ❑ Original tax certificates.
- ❑ Any applicable fees (see Schedule of Fees).

FINAL PLAT/REPLAT CHECKLIST (PAGE 2)

ATTACHMENT A – FINAL PLAT	
Included	**Item Description**
❑	A title block with: • "Final Plat/Replat" • Subdivision name, lot, block • Acreage • Number of lots (if residential project, residential and HOA lots • Right-of-Way Dedication (square feet and acreage) • Survey name and abstract • City of Allen, Collin County • Submission Date
❑	North arrow, written and bar graph scale, less than or equal to 1" = 100' are shown.
❑	North arrow shall be oriented to the top or right side of the sheet.
❑	Submittal Log including dates of submittals/revisions.
❑	Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83.
❑	The name or names, address, and phone number of the owner, developer, and surveyor.
❑	Location/vicinity map indicating scale or not to scale (NTS) and provide north arrow.
❑	Property boundary is indicated by a heavy solid line, intermittent with two dashed lines; dimensioned with bearing and distance.
❑	The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information: • Curve number • Delta • Radius • Tangent length • Tangent offset • Arc length • Chord • Chord direction
❑	An accurate outline description, and area to the nearest hundredth of an acre, of all parcels of land which is offered for dedication or reserved for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, or reservations for other uses, together with the purpose and conditions or limitations of such reservations and/or dedications, if any.
❑	All survey monuments.
❑	Standard Plat Language, including Owner's Certificate, Surveyor's Certificate and signature blocks for appropriate approval authority.
❑	Location of property lines, owner or subdivision name(s) and recording information of abutting properties within 200-feet.
❑	Location of existing/proposed easements, setbacks from easements, land conveyance, overhead utility lines, if applicable.

FINAL PLAT/REPLAT CHECKLIST (PAGE 3)

ATTACHMENT A – FINAL PLAT (continued)	
Included	**Item Description**
❑	For all recorded instruments referenced on the General Development Plan, the recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT).
❑	All shown streets to be labeled and include an abbreviated suffix and no directional prefix.
❑	Existing right-of-way, dimensioned from property line to property line and property line to centerline of adjacent right-of-way.
❑	A table of lot sizes for all single-family residential plats on a separate document.
❑	The systematic assignment of numbers to lots and letters to blocks. All open space and common area lots should be identified as Block "X".
❑	The location of floodplain boundaries and state or federally protected areas, such as wetlands are indicated.
❑	Any reservation for future public school sites or rights-of-way dedication shall be platted in accordance with the approved preliminary plat.
❑	Original tax certificates from each taxing entity, signed by the City tax assessor, stating that all taxes and assessments then due and payable on the land described in the final plat application have been paid.
❑	Final engineering drawings for all public improvements and all utility and access easements and all fire lanes have been approved by the City Engineer.
❑	All copyrights removed from the exhibit.
ATTACHMENT A – REPLAT	
Included	**Item Description**
❑	All requirements for the Final Plat, above.
❑	A statement of the proposed revisions in numerical format on 8 ½" x 11" sheet of letterhead. Statement shall include verification that proposed revisions are limited to those identified and that no other modifications to the plat are taking place.
❑	A separate redline drawing of the proposed changes.
❑	A purpose statement, on the plat, that summarizes the proposed revisions.
❑	Proposed revisions shall be shown on the replat with the final plat configuration ghosted in.
❑	All copyrights removed from the exhibit.
ATTACHMENT B – DEED RESTRICTIONS/HOA DOCUMENTS	
❑	Copy of documents approved by the City Attorney that establish the Mandatory Homeowner's Association, and any proposed deed restrictions, declarations, covenants, conditions or restrictions.

MINOR PLAT/MINOR REPLAT/ AMENDING PLAT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for Minor Replat, Minor Plat, or Amending Plat submission. A submittal is incomplete unless all applicable information noted below is submitted to the Community Development Department.

Both the Departments of Engineering and Parks and Recreation must approve the submission of a Minor Replat/Minor Plat/Amending Plat before it will be accepted by the Community Development Department.

Please check the box that is applicable to the plat being filed:

- ❑ Amending plat described by V.T.C.A., Local Government Code § 212.016.
- ❑ Minor Plats involving four or fewer lots fronting an existing street and not requiring the creation of any new street or extension of municipal facilities.
- ❑ A replat under V.T.C.A., Local Government Code § 212.014, that does not require the creation of any new street or the extension of municipal facilities.

All initial Amending Plat, Minor Replat, or Minor Plat submittals shall include the following materials uploaded via the CSS Portal:

- ❑ A completed, signed, and notarized Consent Form.
- ❑ A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- ❑ One copy of each 24" x 36" exhibit.
    - Minor Plat/Minor Replat/Amending Plat.
    - Redline version.
- ❑ Payment of all applicable fees (see Schedule of Fees).

Resubmittals of Plat materials shall be accompanied by the following:

- ❑ A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

All initial submittal and resubmittal materials must be uploaded via the Citizen Self Service Portal. https://energovweb.cityofallen.org/EnerGov/SelfService#/home.
For assistance see page 16 or contact the Planning Division at 214.509.4160 or cdplanning@allentx.gov.

To file at the County, staff will need the following:

- ❑ 2 – 24" x 36" blacklines with original seals and signatures.
- ❑ 2 – 24" x 36" mylars with original seals and signatures.
- ❑ Original tax certificates.
- ❑ Any Applicable fees (see Schedule of Fees).

MINOR REPLAT/MINOR PLAT/AMENDING PLAT CHECKLIST (PAGE 2)

ATTACHMENT A - MINOR REPLAT/MINOR PLAT/AMENDING PLAT	
Included	**Item Description**
❑	A title block with: • "Final Plat/Replat" • Subdivision name, lot, block • Acreage • Number of lots (if residential project, residential and HOA lots • Right-of-Way Dedication (square feet and acreage) • Survey name and abstract • City of Allen, Collin County • Submission Date
❑	North arrow, written and bar graph scale, less than or equal to 1" = 100' are shown.
❑	North arrow shall be oriented to the top or right side of the sheet.
❑	Submittal Log including dates of submittals/revisions.
❑	Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83.
❑	The name or names, address, and phone number of the owner, developer, and surveyor.
❑	Location/vicinity map indicating scale or not to scale (NTS) and provide north arrow.
❑	Property boundary is indicated by a heavy solid line, intermittent with two dashed lines; dimensioned with bearing and distance.
❑	The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information: • Curve number • Delta • Radius • Tangent length • Tangent offset • Arc length • Chord • Chord direction
❑	An accurate outline description, and area to the nearest hundredth of an acre, of all parcels of land which is offered for dedication or reserved for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, or reservations for other uses, together with the purpose and conditions or limitations of such reservations and/or dedications, if any.
❑	All survey monuments.
❑	Standard Plat Language, including Owner's Certificate, Surveyor's Certificate and signature blocks for appropriate approval authority.
❑	Location of property lines, owner or subdivision name(s) and recording information of abutting properties within 200-feet.
❑	Location of existing/proposed easements, setbacks from easements, land conveyance, overhead utility lines, if applicable.

MINOR REPLAT/MINOR PLAT/AMENDING PLAT CHECKLIST (PAGE 3)

ATTACHMENT A - MINOR REPLAT/MINOR PLAT/AMENDING PLAT (continued)	
Included	**Item Description**
❑	For all recorded instruments referenced on the General Development Plan, the recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT).
❑	All shown streets to be labeled and include an abbreviated suffix and no directional prefix.
❑	Existing right-of-way, dimensioned from property line to property line and property line to centerline of adjacent right-of-way.
❑	A table of lot sizes for all single-family residential plats on a separate document.
❑	The systematic assignment of numbers to lots and letters to blocks. All open space and common area lots should be identified as Block "X".
❑	The location of floodplain boundaries and state or federally protected areas, such as wetlands are indicated.
❑	Any reservation for future public school sites or rights-of-way dedication shall be platted in accordance with the approved preliminary plat.
❑	Copy of documents approved by the City Attorney that establish the Mandatory Homeowner's Association, and any proposed declarations, covenants, conditions or restrictions.
❑	Original tax certificates from each taxing entity, signed by the City tax assessor, stating that all taxes and assessments then due and payable on the land described in the final plat application have been paid.
❑	Final engineering drawings for all public improvements and all utility and access easements and all fire lanes have been approved by the City Engineer.
❑	All copyrights removed from the exhibit.
ATTACHMENT B – REDLINE VERSION	
❑	A separate redline drawing of the proposed changes.

CONVEYANCE PLAT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Conveyance Plat submission. A submittal is incomplete unless all applicable information noted below is submitted to the Community Development Department.

Both the Departments of Engineering and Parks and Recreation must approve the submission of a Conveyance Plat before it will be accepted by the Community Development Department. Conveyance Plats are reviewed and approved according to the standards set forth in the *Allen Land Development Code* Section 8.03.9.

All initial Conveyance Plat submittals shall include the following materials uploaded via the CSS Portal:

- ❑ A completed, signed, and notarized Consent Form.
- ❑ A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- ❑ One copy of the 24" x 36" Conveyance Plat.
- ❑ Payment of all applicable fees (see Schedule of Fees).

Resubmittals of Plat materials shall be accompanied by the following:

- ❑ A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

All initial submittal and resubmittal materials must be uploaded via the Citizen Self Service Portal. https://energovweb.cityofallen.org/EnerGov/SelfService#/home.
For assistance see page 16 or contact the Planning Division at 214.509.4160 or cdplanning@allentx.gov.

When staff has determined the plat submittal is complete and is ready for administrative approval, the following materials will be required:
Important: Pursuant to Section 8.03.9.7.b, these items must be submitted prior to approval and within the 30 day review time frame.

To file at the County, staff will need the following:

- ❑ 2 – 24" x 36" blacklines with original seals and signatures.
- ❑ 2 – 24" x 36" mylars with original seals and signatures.
- ❑ Original tax certificates.
- ❑ Any applicable fees (see Schedule of Fees).

CONVEYANCE PLAT CHECKLIST (PAGE 2)

ATTACHMENT A – CONVEYANCE PLAT	
Included	**Item Description**
❑	A title block with: • "Conveyance Plat" • Subdivision name, lot, block • Acreage • Number of lots • Right-of-Way Dedication (square feet and acreage) • Survey name and abstract • City of Allen, Collin County • Submission Date
❑	North arrow, written and bar graph scale, less than or equal to 1" = 100' are shown.
❑	North arrow shall be oriented to the top or right side of the sheet.
❑	Submittal Log including dates of submittals/revisions.
❑	Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83.
❑	The name or names, address, and phone number of the owner, developer, and surveyor.
❑	Location/vicinity map indicating scale or not to scale (NTS) and provide north arrow.
❑	Property boundary is indicated by a heavy solid line, intermittent with two dashed lines; dimensioned with bearing and distance.
❑	The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information: • Curve number • Delta • Radius • Tangent length • Tangent offset • Arc length • Chord • Chord direction
❑	An accurate outline description, and area to the nearest hundredth of an acre, of all parcels of land which is offered for dedication or reserved for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, or reservations for other uses, together with the purpose and conditions or limitations of such reservations and/or dedications, if any.
❑	All survey monuments.
❑	Standard Plat Language, including Owner's Certificate, Surveyor's Certificate and signature blocks for appropriate approval authority.
❑	The conveyance plat certification required by Section 8.03.9.4.
❑	Location of property lines, owner or subdivision name(s) and recording information of abutting properties within 200-feet.

CONVEYANCE PLAT CHECKLIST (PAGE 3)

ATTACHMENT A – CONVEYANCE PLAT	
Included	**Item Description**
❑	For all recorded instruments referenced on the General Development Plan, the recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT).
❑	All shown streets to be labeled and include an abbreviated suffix and no directional prefix.
❑	Existing right-of-way, dimensioned from property line to property line and property line to centerline of adjacent right-of-way.
❑	The systematic assignment of numbers to lots and letters to blocks.
❑	Original tax certificates from each taxing entity, signed by the City tax assessor, stating that all taxes and assessments then due and payable on the land described in the conveyance plat application have been paid.
❑	All copyrights removed from the exhibit.

SPECIAL EVENT PERMIT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Special Event Permit submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department

All initial Special Event Permit submittals shall include the following materials uploaded via the CSS Portal:
A completed, signed, and notarized Consent Form.

- ❑ A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- ❑ Payment of all applicable fees (see Schedule of Fees).

All initial submittal and resubmittal materials must be uploaded via the Citizen Self Service Portal. https://energovweb.cityofallen.org/EnerGov/SelfService#/home.
For assistance see page 16 or contact the Planning Division at 214.509.4160 or cdplanning@allentx.gov.

In addition to the required application fee, the following fees may be required depending upon the scope of the proposed Special Event:

- ❑ All fees for permits and licenses required by other city ordinances to conduct specific activities in conjunction with or as part of the special event.
- ❑ A rental fee for city equipment and property, including but not limited to barricades and street fixtures, used by the applicant for the special event *(Note: to be determined during permit review and due prior to permit issuance).*
- ❑ A fee for the number of Allen police officers required to provide security, crowd control, and traffic control at the special event *(Note: to be determined during permit review and due prior to permit issuance).*
- ❑ A fee to reimburse the city for direct costs incurred by the city in providing services at the special event; direct costs include, but are not limited to, the reasonable costs of setup, cleanup, electrical services, construction, placement of signs and other traffic control devices, and other related services beyond what the city would provide to the general public in the ordinary course of its daily operations *(Note: to be determined during permit review and due prior to permit issuance).*
- ❑ A fee for the number of Allen emergency medical personnel and emergency medical vehicles required to provide first aid and emergency medical services at the special event *(Note: to be determined during permit review and due prior to permit issuance).*

SPECIAL EVENT PERMIT CHECKLIST (PAGE 2)

Included	Item Description
❑	Name, address and telephone number of the applicant and of any other person responsible for the conduct of the special event included on application.
❑	Description of the special event, including any historical and promotional information, and requested dates and hours of operation for the event.
❑	Estimated number of participants and spectators at the special event.
❑	Drawing showing the area or route to be used during the special event, along with proposed structures, tents, fences, barricades, signs, banners, and restroom facilities.
❑	Provisions for parking with a designation of where "No Parking" signs or other signs will be used.
❑	Details of how applicant proposes to provide for security, crowd control, and traffic control and for any medical or other emergency, including an emergency evacuation plan.
❑	The time and location of street closings, if any are requested.
❑	Details of the sale of merchandise or the sale or serving of food or alcoholic or nonalcoholic beverages at the special event, designating any street vendors or peddlers involved.
❑	Description of animals to be used in the special event, if any.
❑	Description of each motor vehicle to be used in the special event and proof that each vehicle is covered by insurance meeting the minimum requirements of state law.
❑	Name of each person who will operate a motor vehicle as part of the special event and proof that each person holds a valid driver's license.
❑	Details of how the applicant will clean up the area used after the special event, if on public property.
❑	Proof that the applicant possesses or can obtain all licenses and permits required by this Article or other City ordinance or by state law for the conduct of the special event.
❑	If the applicant is a corporation, copies of a current certificate of account status issued by the Texas Comptroller's Office and a current certificate of existence issued by the Texas Secretary of State's Office, or, if the corporation is not incorporated in or holding a certificate of authorization in the State of Texas, copies of similar current certificates from the state in which the corporation is incorporated.
❑	Description (including but not limited to the name, date, location, and size) of each special event that the applicant conducted or sponsored, or participated in conducting or sponsoring, within the preceding two years.

TEMPORARY EVENT / TEMPORARY USE PERMIT CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for Temporary Event / Temporary Use Permit submission. A submittal is incomplete unless all applicable information noted below is submitted to the Community Development Department

All initial Temporary Event / Temporary Use Permit submittals shall include the following materials uploaded via the CSS Portal:

- ❑ A completed, signed, and notarized Consent Form.
- ❑ A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- ❑ Payment of all applicable fees (see Schedule of Fees).

All initial submittal and resubmittal materials must be uploaded via the Citizen Self Service Portal. https://energovweb.cityofallen.org/EnerGov/SelfService#/home.
For assistance see page 16 or contact the Planning Division at 214.509.4160 or cdplanning@allentx.gov.

Please refer to Section 6.04 of the *Allen Land Development Code* for additional requirements pertaining to Temporary Use Permits.

TEMPORARY EVENT / TEMPORARY USE PERMIT CHECKLIST (PAGE 2)

Included	Item Description
❑	Name, address and telephone number of the applicant and of any other person responsible for the conduct of the special event to be included on application
❑	Property address and location included on application
❑	Written letter of approval from the property owner, including authorization/signature from property owner on application
❑	Site Plan showing the existing property, location of event, proposed activities, signage, and location of tent(s)
❑	Health Permit for food sales (if applicable)
❑	Sales Tax Permit (if applicable)
❑	Application Type: ◻ Temporary Event ◻ Temporary Use/Building *(*Note: Only complete applicable section below based on Application Type)*
FOR TEMPORARY EVENTS ONLY	
❑	Identification of the type of event: ◻ Temporary Event (e.g., parking lot sales, sporting events, religious events, community garage sales) ◻ Seasonal Sales (e.g., firewood, plants) **Note: Farmer's Markets/Flea Markets Not Permitted* ◻ Christmas Tree Sales (Valid November 15 - January 1) ◻ Carnival / Circus / Fairgrounds (Maximum of five days) ◻ Food Truck Site
❑	Description of the proposed event, including all activities: Begin Date: _____ End Date: _____
❑	List of all food vendors (if applicable)
❑	Tent _____ sq-ft (if over 200 sq-ft, fire retardant certificate required)
❑	Canopy _____ sq-ft (if over 400 sq-ft, fire retardant certificate required)
❑	List of all food vendors (if applicable)
FOR TEMPORARY USES/BUILDINGS ONLY	
❑	Identification of the type of use/building: ◻ Construction Office ◻ Real Estate Sales Office ◻ Church / School Accessory Building ◻ Concrete Batch Plant ◻ Helistop ◻ Other _____

Downtown District-Culturally Significant Structure Designation Checklist

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Downtown District Culturally Significant Structure Designation submission. A submittal is incomplete unless all applicable information noted below is submitted to the Community Development Department.

All initial Downtown District Culturally Significant Structure Designation submittals shall include the following materials uploaded via the CSS Portal:

- ❑ A completed, signed, and notarized Consent Form.
- ❑ A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- ❑ One copy of the 24" x 36" Building Elevations exhibit.
- ❑ A Culture Significant Structure Request Letter.
- ❑ Payment of all applicable fees (see Schedule of Fees).

All initial submittal and resubmittal materials must be uploaded via the Citizen Self Service Portal. https://energovweb.cityofallen.org/EnerGov/SelfService#/home.
For assistance see page 16 or contact the Planning Division at 214.509.4160 or cdplanning@allentx.gov.

Downtown District Culturally Significant Structure Designation Checklist (Page 2)

ATTACHMENT A—BUILDING ELEVATIONS	
Included	**Item Description**
❑	Elevations, from each direction, of the existing and/or proposed building(s).
❑	Label the maximum building height per elevation.
	Include the cardinal direction (north, south, east, or west) in the label for each elevation.
❑	Label each building material.
❑	A building material table, per elevation, that includes the square foot and percent of each building material. Please do not include glazing, doors, roofs, or awnings.
❑	All copyrights removed from the exhibit.
ATTACHMENT B—CULTURALLY SIGNIFICANT STRUCTURE REQUEST LETTER	
Included	**Item Description**
❑	Property location
❑	History of cultural significance

Cottonwood Creek Overlay District Density Bonus Up To 38 DU/Acre Checklist

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Cottonwood Creek Overlay District Density Bonus (up to 38 dwelling units per acre) submission. A submittal is incomplete unless all applicable information noted below is submitted to the Community Development Department.

All initial Cottonwood Creek Overlay District Density Bonus (up to 38 dwelling units) submittals shall include the following materials uploaded via the CSS Portal:

- ❑ A completed, signed, and notarized Consent Form.
- ❑ A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- ❑ One copy of each 24" x 36" exhibit.
  - Site Plan.
  - Landscape Plan.
  - Building Elevations.
- ❑ Payment of all applicable fees (see Schedule of Fees).

Resubmittals of Density Bonus materials shall be accompanied by the following:

- ❑ A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

All initial submittal and resubmittal materials must be uploaded via the Citizen Self Service Portal. https://energovweb.cityofallen.org/EnerGov/SelfService#/home.
For assistance see page 16 or contact the Planning Division at 214.509.4160 or cdplanning@allentx.gov.

COTTONWOOD CREEK DENSITY BONUS (38 DWELLINGS) CHECKLIST (PAGE 2)

DENSITY BONUS—ELIGIBILITY & CRITERIA FOR UP TO 38-Units per Acre	
Included	**Item Description**
	Eligibility for Density Bonus must be in compliance with Section 4.08.19.6.C.i.1) or Section 4.08.19.6.i.2). Indicate which is applicable below.
❑	Compliance with Structured Parking pursuant to Section 4.08.19.6.C.i.1)
❑	Compliance with Public Open Space pursuant to Section 4.08.19.6.C.2)
	After eligibility, development must be compliant with at least **one** of the following criteria. Indicate only met criteria below.
❑	Land Donation pursuant with Section 4.08.19.6.C.ii.1)
❑	Trail Connection pursuant with Section 4.08.19.6.C.ii.2)
❑	Ground Level pursuant with Section 4.08.19.6.C.ii.3)
❑	Senior Independent Living pursuant with Section 4.08.19.C.ii.4)
ATTACHMENT A—SITE PLAN	
Included	**Item Description**
❑	A title block with: • "Site Plan or Revised Site Plan" • Project name • Acreage • Subdivision name, lot, block or survey name and abstract • City of Allen, Collin County • Submission date
❑	North arrow, scale ratio, and scale bar.
❑	Location/vicinity map showing the location of the subject property. Indicate scale or not to scale (NTS) and provide north arrow.
❑	The name or names, address, and phone number of the owner, developer, engineer, and/or architect.
❑	Site Data Summary Table, including: • Proposed Use(s) • Existing Zoning District • Gross Site Area (ac. & sq. ft.) • Lot Coverage • Density (du/ac.) • Required Building Frontage (%) • Provided Building Frontage (%) • Parking Ratio per Use • Required Parking • Provided Parking • Maximum Height (in ft. and stories) • FAR • Build-to zones (Arterial, Primary, and Secondary streets)
❑	In case of compliance with Structured Parking eligibility requirement, include percentage of publicly accessible parking provided in Site Data Summary Table, and ensure overall compliance with Section 4.08.19.6.C.i.1) of Downtown Zoning District Ordinance
❑	In case of compliance with Public Open Space eligibility requirement, include publicly accessible open space area provided, or indicate payment to Downtown Improvement Fund by including "Downtown Improvement Fund payment provided" on plan notes
❑	In case of publicly accessible open space donation, ensure compliance with Section 4.08.19.6.C.i.2) of Downtown Zoning District Ordinance

COTTONWOOD CREEK DENSITY BONUS (38 DWELLINGS) CHECKLIST (PAGE 3)

ATTACHMENT A—SITE PLAN (continued)	
Included	**Item Description**
❑	Adjacent property subdivision name/owner, property lines, zoning, and ownership with recording information (e.g., Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT).
❑	Build-to zones pursuant with Section 4.08.16.9.B.ii
❑	All shown streets to be labeled and include an abbreviated suffix and no directional prefix.
❑	Location of proposed building(s) and structures.
❑	Concrete sidewalks: label as existing or proposed and dimension the width(s).
❑	On-site and off-site circulation (including truck loading and pickup areas). Public streets, private drives and fire lanes with pavement widths, right-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii, surface type, and distances between driveways.
❑	Location of off-site improvements including adjacent drives, existing and proposed median cuts, parking, buildings or other structures within 200 feet of subject property.
❑	Parking areas and structures, including the number of parking spaces provided and required, and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type.
❑	Dumpster and trash compactor locations and screening.
❑	Location of existing/proposed easements, setbacks from easements, land conveyance, overhead utility lines, if applicable.
❑	Turning exhibits for all trucks (dumpster, fire truck-50' long., etc.).
❑	Location and size of the grease trap(s).
❑	Screening (including heights and materials).
❑	Location of all fire hydrants, Fire Department Connections (FDC), and location of the fire riser room.
❑	Landscape Buffers
❑	Hike and Bike Trails
❑	All copyrights removed from the exhibit.
ATTACHMENT B—LANDSCAPE PLAN	
Included	**Item Description**
❑	Final submission of a Landscape Plan should be sealed, signed, and dated by a Registered Landscape Architect
❑	Indicate which items from the Density Bonus are being met. Include notes, percentages, or required/provided numbers as necessary.
❑	All easements located on this site shown on the landscape plan.
❑	Compliance with minimum trees required based on classification of right-of-way (based on the length of the property's street frontage including drive aisles).
❑	All landscape areas are protected by a raised 6-inch concrete curb.
❑	Article 7.05.3.6.j on *Allen Land Development Code* - Root barriers.
❑	A two-foot (2') strip of non-vegetative permeable material around all parking
❑	An island is required every ten spaces around the perimeter of the site.
❑	All landscape areas to be irrigated with a fully automatic irrigation system and this requirement is noted on the landscape plan.

COTTONWOOD CREEK DENSITY BONUS (38 DWELLINGS) CHECKLIST (PAGE 4)

ATTACHMENT B—LANDSCAPE PLAN (continued)	
Included	**Item Description**
❑	**Downtown District Code:** Section 4.08.19.11.c through 4.08.19.11.e – Ensure correct landscaping per street type. Indicate which street type followed on plan.
❑	**Downtown District Code:** Section 4.08.19.11.f – Ensure compliance with parking lots landscape requirements.
❑	**Downtown District Code:** Section 4.08.19.11.g – Downtown Districts shall be subject to the following landscape standards.
❑	**Downtown District Code:** Section 4.08.19.12 – Ensure compliance with screening requirements
❑	Trees listed in the approved plant lists follow in Appendix C of the *Allen Land Development Code*.
❑	All copyrights removed from the exhibit.
ATTACHMENT C—BUILDING ELEVATIONS	
Included	**Item Description**
❑	Elevations, from each direction, of the existing and/or proposed building(s).
❑	Label the maximum building height per elevation.
❑	Include the cardinal direction (north, south, east, or west) in the label for each elevation.
❑	Label each building material.
❑	A building material table, per elevation, that includes the square foot and percent of each building material, including floor transparency, . Please do not include doors, roofs, or awnings. Additionally, follow Section 4.08.19.9.d.
❑	All copyrights removed from the exhibit.

COTTONWOOD CREEK OVERLAY DISTRICT DENSITY BONUS UP TO 45 DU/ACRE CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Cottonwood Creek Overlay District Density Bonus (up to 45 dwelling units per acre) submission. A submittal is incomplete unless all applicable information noted below is submitted to the Community Development Department.

All initial Cottonwood Creek Overlay District Density Bonus (up to 45 dwelling units) submittals shall include the following materials uploaded via the CSS Portal:
A completed, signed, and notarized Consent Form.

- ❑ A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- ❑ One copy of each 24" x 36" exhibit.
  - Site Plan.
  - Landscape Plan.
  - Building Elevations.
- ❑ Payment of all applicable fees (see Schedule of Fees).

All initial submittal and resubmittal materials must be uploaded via the Citizen Self Service Portal. https://energovweb.cityofallen.org/EnerGov/SelfService#/home.
For assistance see page 16 or contact the Planning Division at 214.509.4160 or cdplanning@allentx.gov.

COTTONWOOD CREEK DENSITY BONUS (45 DWELLINGS) CHECKLIST (PAGE 2)

DENSITY BONUS—ELIGIBILITY & CRITERIA FOR UP TO 45-Units per Acre	
Included	**Item Description**
	Eligibility for Density Bonus must be in compliance with Section 4.08.19.6.C.i.1) or Section 4.08.19.6.i.2). Indicate which is applicable below.
❑	Compliance with Structured Parking pursuant to Section 4.08.19.6.C.i.1)
❑	Compliance with Public Open Space pursuant to Section 4.08.19.6.C.2)
	After eligibility, development must be compliant with at least **two** of the following criteria. Indicate only met criteria below.
❑	Land Donation pursuant with Section 4.08.19.6.C.ii.1)
❑	Trail Connection pursuant with Section 4.08.19.6.C.ii.2)
❑	Ground Level pursuant with Section 4.08.19.6.C.ii.3)
❑	Senior Independent Living pursuant with Section 4.08.19.C.ii.4)
ATTACHMENT A—SITE PLAN	
Included	**Item Description**
❑	A title block with: • "Site Plan or Revised Site Plan" • Project name • Acreage • Subdivision name, lot, block or survey name and abstract • City of Allen, Collin County • Submission date
❑	North arrow, scale ratio, and scale bar.
❑	Location/vicinity map showing the location of the subject property. Indicate scale or not to scale (NTS) and provide north arrow.
❑	The name or names, address, and phone number of the owner, developer, engineer, and/or architect.
❑	Site Data Summary Table, including: • Proposed Use(s) • Existing Zoning District • Gross Site Area (ac. & sq. ft.) • Lot Coverage • Density (du/ac) • Required Building Frontage (%) • Provided Building Frontage (%) • Parking Ratio per Use • Parking Required • Parking Provided • Maximum Height (in ft. and stories) • FAR • Build-to zones (Arterial, Primary, and Secondary streets)
❑	In case of compliance with Structured Parking eligibility requirement, include percentage of publicly accessible parking provided in Site Data Summary Table, and ensure overall compliance with Section 4.08.19.6.C.i.1) of Downtown Zoning District Ordinance
❑	In case of compliance with Public Open Space eligibility requirement, include publicly accessible open space area provided, or indicate payment to Downtown Improvement Fund by including "Downtown Improvement Fund payment provided" on plan notes
❑	In case of publicly accessible open space donation, ensure compliance with Section 4.08.19.6.C.i.2) of Downtown Zoning District Ordinance

COTTONWOOD CREEK DENSITY BONUS (45 DWELLINGS) CHECKLIST (PAGE 3)

ATTACHMENT A—SITE PLAN (continued)	
Included	**Item Description**
❑	Adjacent property subdivision name/owner, property lines, zoning, and ownership with recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Collin County, Texas (DRCCT), Plat Records, Collin County, Texas (PRCCT), Map Records, Collin County, Texas (MRCCT), or Official Public Records, Collin County, Texas (OPRCCT).
❑	Build-to zones pursuant with Section 4.08.16.9.B.ii
❑	All shown streets to be labeled and include an abbreviated suffix and no directional prefix.
❑	Location of proposed building(s) and structures.
❑	Concrete sidewalks: label as existing or proposed and dimension the width(s).
❑	On-site and off-site circulation (including truck loading and pickup areas). Public streets, private drives and fire lanes with pavement widths, right-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii, surface type, and distances between driveways.
❑	Location of off-site improvements including adjacent drives, existing and proposed median cuts, parking, buildings, or other structures within 200 feet of subject property.
❑	Parking areas and structures, including the number of parking spaces provided and required, and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type.
❑	Dumpster and trash compactor locations and screening.
❑	Location of existing/proposed easements, setbacks from easements, land conveyance, overhead utility lines, if applicable.
❑	Turning exhibit for all trucks (dumpster, fire truck-50' long., etc.).
❑	Location and size of the grease trap(s).
❑	Screening (including heights and materials).
❑	Location of all fire hydrants, Fire Department Connections (FDC), and location of the fire riser room.
❑	Hike and Bike Trails
❑	Landscape Buffers
❑	All copyrights removed from the exhibit.
ATTACHMENT B—LANDSCAPE PLAN	
Included	**Item Description**
❑	Final submission of a Landscape Plan should be sealed, signed, and dated by a Registered Landscape Architect
❑	Indicate which items from the Density Bonus are being met. Include notes, percentages, or required/provided numbers as necessary.
❑	The proper landscape buffer provided adjacent to public street right-of-way.
❑	All easements located on this site shown on the landscape plan.
❑	Compliance with minimum trees required based on classification of right-of-way (based on the length of the property's street frontage including drive aisles).
❑	All landscape areas are protected by a raised 6-inch concrete curb.
❑	Article 7.05.3.6.j on *Allen Land Development Code* - Root barriers.
❑	A two-foot (2') strip of non-vegetative permeable material around all parking
❑	An island is required every ten spaces around the perimeter of the site.
❑	All landscape areas to be irrigated with a fully automatic irrigation system and this requirement is noted on the landscape plan.

COTTONWOOD CREEK DENSITY BONUS (45 DWELLINGS) CHECKLIST (PAGE 4)

ATTACHMENT B—LANDSCAPE PLAN (continued)	
Included	**Item Description**
❑	**Downtown District Code:** Section 4.08.19.11.c through 4.08.19.11.e – Ensure correct landscaping per street type. Indicate which street type followed on plan.
❑	**Downtown District Code:** Section 4.08.19.11.f – Ensure compliance with parking lots landscape requirements.
❑	**Downtown District Code:** Section 4.08.19.11.g – Downtown Districts shall be subject to the following landscape standards.
❑	**Downtown District Code:** Section 4.08.19.12 – Ensure compliance with screening requirements
❑	Trees listed in the approved plant lists follow in Appendix C of the *Allen Land Development Code*.
❑	All copyrights removed from the exhibit.
ATTACHMENT C—BUILDING ELEVATIONS	
Included	**Item Description**
❑	Elevations, from each direction, of the existing and/or proposed building(s).
❑	Label the maximum building height per elevation.
❑	Include the cardinal direction (north, south, east, or west) in the label for each elevation.
❑	Label each building material.
❑	A building material table, per elevation, that includes the square foot and percent of each building material, including glazing Please do not include , doors, roofs, or awnings. Additionally, please follow Section 4.08.19.9.d.
❑	All copyrights removed from the exhibit.

APPEAL TO CITY COUNCIL OF A DECISION OF THE DOWNTOWN DESIGN REVIEW BOARD CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for an Appeal to City Council of a Decision of the Downtown Design Review Board submission. A submittal is incomplete unless all applicable information noted below is submitted to the Community Development Department.

All initial Appeal to City Council submittals shall include the following materials uploaded via the CSS Portal:

- ❑ A completed, signed, and notarized Consent Form.
- ❑ A letter requesting the Appeal to City Council.
- ❑ A copy of the most recent deed designating ownership and documentation of signatory authority if applicable.
- ❑ Payment of all applicable fees (see Schedule of Fees).

Resubmittals of Appeal to City Council materials shall be accompanied by the following:

- ❑ A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

All initial submittal and resubmittal materials must be uploaded via the Citizen Self Service Portal. https://energovweb.cityofallen.org/EnerGov/SelfService#/home
For assistance see page 16 or contact the Planning Division at 214.509.4160 or cdplanning@allentx.gov.

ATTACHMENT A—LETTER OF APPEAL TO CITY COUNCIL	
Included	**Item Description**
❑	Case number
❑	Previous Board decisions
❑	Reason for appeal

OTHER FORMS AND MATERIALS

CONSENT FORM

Project Name: _____ Submittal Date: _____

I hereby give CONSENT to _____(type, stamp or print clearly full name of agent/representative) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the City of Allen, Texas, and will not be returned. I understand that any false, inaccurate or incomplete information provided by me or my agent/representative will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I acknowledge that additional information may be required to process this application. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

Current Property Owner Information

Name: _____ Signature: _____

Address: _____ City, State, ZIP: _____

NOTARY PUBLIC INFORMATION

THE STATE OF TEXAS

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20___ by _____ (name of person acknowledging). He/she is personally known to me or has produced (type of identification) _____as identification.

_____

(Name - type, stamp or print clearly) (Signature)

NOTARY'S SEAL OR STAMP

Agent/Representative Information

Name: _____

Address: _____ City, State, ZIP: _____

FEE SUMMARY

See Fee Schedule here

See *Allen Land Development Code* – Chapter 11 for Impact Fees

See the latest Land Development Fees on Engineering's Land Development Website, or found here

STANDARD PLAT LANGUAGE

THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL PLATS APPROVED BY THE DIRECTOR OF COMMUNITY DEVELOPMENT.

This Plat for _____ Subdivision or Addition is hereby approved pursuant to section 212 of the Texas Local Government Code and section 8.03 of the *Allen Land Development Code.*

Approved

_____
Director of Community Development

_____
Date

Attest

_____
Planner

_____
Date

***Provide a 2" X 2" space for the Collin County stamp. ***

STANDARD PLAT LANGUAGE (CONTINUED)

THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL PLATS.

KNOW ALL MEN BY THESE PRESENTS:

That _____ , through the undersigned authority, does hereby adopt this plat designating the described property as " _____ ", an addition to the City of Allen, Texas, and does hereby dedicate to the public use forever the streets and alleys thereon; and does hereby dedicate the easement strips shown on the plat for mutual use and accommodation of all public utilities desiring to use, or using same. No buildings, fences, trees, shrubs or other improvements shall be constructed or placed upon, over or across the easement strips on said plat. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements, or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective system on any of these easement strips, and any public utility shall at all times have the right of ingress and egress to and from and upon any of said easement strips for the purpose of construction, reconstruction, inspecting, patrolling, maintaining and adding to or removing all or part of its respective system without the necessity at any time of procuring the permission of anyone.

This plat is approved subject to all platting ordinances, rules, regulations, and resolutions of the City of Allen, Texas.

Witness my hand this _____ day of _____, 20 _____

_____
Owner, Printed Name

_____
Notary

STANDARD PLAT LANGUAGE (CONTINUED)

THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL PLATS REQUIRING PLANNING & ZONING COMMISSION

Approved

_____
Chair
Planning and Zoning Commission

_____
Date

Attest

_____
Secretary
Planning and Zoning Commission

_____
Date

Executed Pro Forma

_____
Mayor

_____
Date

The undersigned, the City Secretary of the City of Allen, Texas, hereby certifies that the foregoing _____ Plat of the _____ Subdivision or Addition to the City of Allen was submitted to the Planning and Zoning Commission and approved by it on the _____ day of _____, 20 _____.

_____
City Secretary, City of Allen

***Provide a 2" X 2" space for the City Secretary seal. ***
***Provide a 2" X 2" space for the Collin County stamp. ***

EXAMPLE OF DEVELOPMENT REGULATIONS

Each Planned Development or Planned Development Amendment request will include Development Regulations. The Development Regulations should include any deviation from the *Allen Land Development Code* and the base zoning district (existing or proposed) for the property. The chart below is provided as the basis for a request, and it is encouraged to add any unlisted deviations from the *Allen Land Development Code*.

Proposed Development Regulations		
	Existing	**Proposed**
Base Zoning		
Uses		
Setbacks (Minimum)		
Front Yard		
Side Yard		
Side Yard (Corner Lots)		
Rear Yard		
Lot Width (Minimum)		
Lot Depth (Minimum)		
Lot Area (Minimum)		
Height (Maximum)		
Building Materials		
Screening		
Open Space		
Other Deviations		

VOLUNTARY EXTENSION REQUEST FOR PLAT (SAMPLE)

[Date]

City of Allen
Community Development Department
305 Century Parkway
Allen, TX 75013

RE: Project Name (Case Number)

Please allow this letter to serve as a voluntary 30-day extension request for the above referenced plat application. This request is being made in conformance with Sec. 212.009(b-2) of the Texas Local Government Code.

Please feel free to contact me if you have any questions.

Sincerely,

Insert Printed Name and Signature of Applicant and/or Representative

REQUEST TO TABLE ITEM (SAMPLE)

This request will still be at the discretion of the appropriate body (e.g., Planning and Zoning Commission or City Council.

[Date]

City of Allen
Community Development Department
305 Century Parkway
Allen, TX 75013

RE: Request to Table Zoning or Specific Use Permit Request

{Case Manager}:

As the applicant and/or representative of ***(insert case name)***, I hereby request that this case be tabled by the Planning and Zoning Commission/City Council ***(include appropriate body)*** to their ***(insert date)*** meeting. I request that the item be tabled until the [date] Planning and Zoning Commission Regular Meeting/City Council Regular Meeting ***(include appropriate body)***.

Sincerely,

Insert Printed Name and Signature of Applicant and/or Representative

REQUEST TO WITHDRAW A ZONING APPLICATION (SAMPLE)

[Date]

City of Allen
Community Development Department
305 Century Parkway
Allen, TX 75013

RE: Project name; Withdrawal of Zoning Application

{Case Manager}:

Through working with your staff and based on internal discussions with our team, we have decided to withdraw the above-referenced zoning application.

Please feel free to contact me if you have any questions.

Sincerely,

Insert Printed Name and Signature of Applicant and/or Representative