



# Planning Department of the City of Farmers Branch Zoning Map Amendment Application

## INSTRUCTIONS FOR COMPLETING AN APPLICATION

The applicant must complete all forms prior to submission. Application will not be scheduled for review until all information is submitted and complete and then accepted by the Planning Department. Correspondence will be e-mailed, unless otherwise requested.

- Address:** If the subject property has an address, list address. If the property does not have an address, identify street property fronts and distance to nearest cross street.
- Applicant Information:** Identify by name the person(s) or company requesting the zoning amendment approval and list telephone number, including the area code. Identify the street address or post office box, along with city, state, and zip code of the person or company listed above.
- Owner Information:** Identify by name any person(s) or company that owns the subject property, and list telephone number, including the area code. Identify the street address or post office box, along with city, state, and zip code of the person or company listed above. If the applicant and owner are same, write "same as applicant."
- Legal Description:** If the subject site is part of a lot or an unplatted tract of land, submit a metes and bounds description with a copy of the perimeter survey drawn to scale. If the subject property is a legally platted lot, submit the legal description and attach a copy of the plat map.
- Current Zoning:** List the existing zoning classification(s).
- Proposed Zoning:** Describe the proposed zoning request.
- Comprehensive Plan and Subdistrict:** List the Comprehensive Plan governing the subject property, include the recommended subdistrict according to the respective Comprehensive Plan.
- Land Use Statement:** Indicate existing use of the site (i.e. restaurant, office, residence, etc); existing improvements on the site (i.e. buildings, garages, etc); detailed description of the proposed use; and the purpose of the request.
- Deed Restrictions:** To check if the site has any deed restrictions call the Index and Deeds Division of the Dallas County Clerk's Office at 214.653.7099.
- Other Information:**
- Farmers Branch Planning Department is located at 13000 William Dodson Parkway, Farmers Branch, 75234, phone number: 972.919.2542, website: <http://farmersbranchtx.gov/109/Planning-Zoning>
  - Unless otherwise scheduled, the Planning and Zoning Commission hearings are generally held every second and fourth Monday of the month, in the Council Chambers, beginning at 7:00 p.m. City Council hearings are generally held every first and third Tuesday of the month, in the Council Chambers, beginning at 6:00 p.m. Hearing dates are subject to change.
  - Prior to filing, the applicant is encouraged to contact and discuss infrastructure-related improvements of proposal with the Department of Public Works and the Fire Department. See attached list of agencies for contact information.
  - Prior to filing, the applicant is strongly encouraged to provide a separate copy of the conceptual site plan to ONCOR Electric Delivery Company and other franchise utility providers to ensure that adequate provisions are made for services in the proposed development.
  - Providing incorrect information on the application may result in delays and the application may be revoked.



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## ZONING AMENDMENT APPLICATION CHECKLIST REQUIREMENTS FOR FILING AN APPLICATION

- One completed checklist (*this form*)
- One completed application form, typewritten or legibly printed, signed by the owner of the subject property or an authorized agent and by the applicant; both signatures must be notarized.
- Consent form, signed by the owner of the subject property or an authorized agent and by the applicant; both signatures must be notarized.
- One (1) copy of the legal description that will include a drawn survey or plat.
  - *Metes and bounds descriptions shall include a copy of the perimeter survey, drawn to scale.*
  - or-
  - *Recorded subdivision legal description that includes lot number and subdivision name, and attach a copy of the plat map (plat maps are available from the Dallas County Real Property Records).*

One (1) copy of a written development proposal.

Conceptual site plan set:

Initial submittal shall include the Conceptual Site Plan, and Conceptual Building Elevations:

- Two (2) copies 24"x36" size for each exhibit; each exhibits will be folded individually to letter format, with the title block visible when folded
- One (1) copy of 11"x17" size for each exhibit
- One (1) flash drive (i.e. thumb drive) with all drawings in PDF format; the digital PDF exhibits shall be reduced in size to 11"x17" format.

Final Submittal:

- One (1) copy 24"x36" of the Final Exhibits shall be submitted to the Planning Department the day of the scheduled Planning and Zoning Commission meeting; each exhibit will be folded individually to letter size format, with the title block visible when folded

Non-refundable filing fee (see table below). Checks must be made payable to the "City of Farmers Branch."

Zoning Amendment Application Fee	
Less than 5 acres	\$750
5 to 10 acres	\$1000
Greater than 10 acres	\$1500

- Traffic Impact Analysis completed form. The Public Works Department will make a determination if a Traffic Impact Analysis will be necessary.
- Economic Development Data Sheet.
- Contact person to be notified to provide additional information, and to receive written staff comments and report:

Name (print): \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**All forms must be typewritten or legibly printed.**



## Zoning Map Amendment Application

# GUIDELINES FOR PREPARING THE CONCEPTUAL SITE PLAN SET

**Each conceptual site plan set shall include the following items:**

### A. Conceptual Site Plan (separate sheet)

1. Title and Identification:

- Project title and address (if applicable)
- Legal description of the property by lot, block, or subdivision name, or by metes and bounds (if recorded, indicate the volume and page number)
- Property owner, address, telephone number
- North arrow
- Engineering scale shall be 1"=10', 1"=20', 1"=30', or 1"=40'; if the project is too large, 1"=50', with details at 1"=20'
- Designer(s) company name, addresses, and telephone number (include same for planner, architect, landscape architect, and engineer)
- If revised concept site plan, state the purpose of the revision

2. City Action Block

Will be completed by staff and shall be placed above the title and identification block and shall contain:

	DATE	ACTION
2.5"	Planning and Zoning Commission Date:	
	City Council Date:	
	Ordinance No.:	
	Resolution No.:	
	Administrative Approval Date:	

5"

3. Vicinity Map:

- Site location map that clearly indicates the precise location of the tract within a 1,000 ft radius (5"x5" minimum size)

4. Site Information:

- Boundary lines with bearings and dimensions
- City limit line, when located near the site
- Boundary of all zoning districts on or near the site with the zoning districts labeled; all existing adjoining land uses labeled
- Existing street names and address
- All streets, frontage roads, intersections, entrance/exit ramps, and driveways abutting and adjacent to subject property within 300 feet of property lines (or indicate that there are none)
- Label all existing roadway (full right-of-way and pavement widths, except for regional highways) and proposed right-of-way dedications, drives, overpasses, bridges, culverts, and pavement materials; show street center line
- Location of all buildings and other physical features within 50 feet of site
- Proposed buildings and other physical features on the subject site
- Show general location of existing and proposed parking areas, vehicle use areas, loading areas, loading docks, landscape islands and medians, amenities, walls, fences, sidewalks, pedestrian sidewalk ramps, and all other land improvements
- Locations, types, and limits of existing site improvements (structure, parking lots, planted areas, etc.) to be retained
- Location of all existing water, sanitary sewer, and storm water lines; and including existing city utilities and franchise (gas, cable, fiber, electric) and adjacent to the site; and existing easements associated with these utilities including recording information
- Location of existing drainage ways and significant natural features, and the impact(s) of proposed improvements
- All driveway dimensions and design specifications, driveway curb return radii
- Physical obstructions (utility poles, trees, storm sewer inlets, etc.) in right-of-way which could affect sidewalk/driveway locations
- Existing tree masses / canopies, if a Conceptual Landscape Plan is not provided

- Overall phasing, if applicable. Show proposed phasing lines and street connectivity to separate subdivisions and sections.

5. Information Tables:

- In tabular form, indicate the following information about the site:
  - Total area of site
  - Total impervious cover in square feet
  - Percentage of site covered by impervious cover
  - Total building coverage
- In tabular form indicate the following general information for the building:
  - Proposed use and the gross square footage for each building
  - Number of stories
- Indicate number of required and proposed off-street parking spaces

6. Refer to attachment “Standard Site Plan Notes (if applicable)” for additional information that may need to be included on the Conceptual Site Plan

**B. Conceptual Building Elevations** (separate sheets - color copy, black & white copy)

Conceptual Building Elevations shall be provided for all street facing building elevations.

1. Title and Identification:

- Project title and address (if applicable)
- Legal description of the property by lot, block, or subdivision name, or by metes and bounds (if recorded, indicate the volume and page number)
- Property owner, address, telephone number
- North arrow
- Engineering scale shall be 1”=10’, 1”=20’, 1”=30’, or 1”=40’; if the project is too large, 1”=50’, with details at 1”=20’
- Designer(s) company name, addresses, and telephone number (include same for planner, architect, landscape architect, and engineer)
- If revised elevations, state the purpose of the revision

2. City Action Block

Will be completed by staff and shall be placed above the title and identification block and shall contain:

	DATE	ACTION
Planning and Zoning Commission Date:		
City Council Date:		
Ordinance No:		
Resolution No:		
Administrative Approval Date:		

3. Site Plan as a key:

- Show reduction site plan as a key with corresponding building elevations. Include the building outline with north arrow

4. Elevations:

- Elevations shall be labeled North, South, East, and West. The front elevation(s) shall be designated as such.
- General building dimensions (length, width)
- General overall height
- General design features, building materials, color, and texture
- Do not show any signs on the building elevations
- Colored exhibits shall reflect as accurately as possible the actual finish color of the exterior materials.

5. General Information Table:

- Note the general calculation for the percentage of primary and secondary materials for each elevation (include square footage calculation)

**C. Conceptual Landscape Plan** (separate sheets - color copy, black & white copy) – optional

1. Title and Identification:

- Project title and address (if applicable)
- Legal description of the property by lot, block, or subdivision name, or by metes and bounds (if recorded, indicate the volume and page number)
- Property owner, address, telephone number
- North arrow
- Engineering scale shall be 1"=10', 1"=20', 1"=30', or 1"=40'; if the project is too large, 1"=50', with details at 1"=20'
- Landscape company name, addresses, and telephone number (include same for planner, architect, and engineer)
- If revised conceptual landscape plan, state the purpose of the revision

2. City Action Block

Will be completed by staff and shall be placed above the title and identification block and shall contain:

	DATE	ACTION
Planning and Zoning Commission Date:		
City Council Date:		
Ordinance No:		
Resolution No:		
Administrative Approval Date:		

3. Site Information:

- Conceptual Landscape Plan should include the conceptual site plan base information
- General location, caliper, type of all existing trees 8" in diameter or larger on site (ex. trees proposed to be removed and retained)
- General location, caliper, type of the proposed trees
- Landscape islands or medians

4. Information Tables:

- Existing and proposed overall landscape percentage (include square footage calculations)
- Other general landscape provisions to be met (street landscape buffer, off-street loading screening, visibility triangles, parking lot screening, interior parking lot landscaping, proposed retention / detention areas, permeable paving, etc.)

- 5. Refer to attachment "Standard Site Plan Notes (if applicable)" for additional information that may need to be included on the Conceptual Landscape Plan

**All conceptual site plan and conceptual landscape plan drawings shall be oriented in the same direction and shall be drawn to the same scale; north shall be "up" or "to the left" in landscape view. All exhibits shall be clear and legible. Use a variety of line types and line weights. Do not use grey-scale shading; use stipple shading instead. Offsite information and onsite existing conditions may be screened for clarity.**

**Upon initial review of the above information, staff may request studies on the proposed development's impact on traffic, drainage, environment, erosion control, water, and sewer facilities.**

**Initial submittal:**

- Two (2) copies 24"x36" size for each exhibit; each exhibits will be folded individually to letter format, with the title block visible when folded
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**Final Submittal:**

- One (1) copy 24"x36" of the Final Exhibits shall be submitted to the Planning Department the day of the scheduled Planning and Zoning Commission meeting; each exhibit will be folded individually to letter size format, with the title block visible when folded.

## Standard Site Plan Notes (If Applicable)

### A. Fire Codes

#### 1. Fire Lanes:

- a) For details concerning the requirement, location, and enforcement of fire lanes refer to the 2015 Uniform Fire Code and City Ordinance 3414.
- b) Fire lanes shall be a minimum of 24 feet in width.
- c) A minimum of 14 feet of clear height shall be available for all fire lanes.
- d) Fire lanes shall be constructed of an all-weather driving surface having the capability to support a 80,000 pound vehicle.
- e) Dead end fire lanes without approved turn around installations shall not exceed 150 feet in length.
- f) All fire lanes shall have a minimum 26-foot inside radius and a minimum 50-foot outside radius.

#### 2. Fire Hydrants:

- a) Required fire hydrants and water supply lines shall be located within the dedicated utility easements.
- b) When fire lane and utility easements are required, the utility easement may be located within the fire lane easement.
- c) Fire hydrants shall be spaced at intervals of 300 feet along the length of the fire lanes and non-residential streets.
- d) Fire hydrants shall not be located closer than 3 feet nor further than 6 feet from streets or fire lanes.
- e) Dead end water lines shall meet the following requirements for minimum pipe sizes:
  - 1) One hydrant, maximum 150 feet 6 inches
  - 2) One hydrant, maximum 500 feet 8 inches
  - 3) One hydrant and fire sprinkler system, maximum 150 feet 8 inches
  - 4) One hydrant and fire sprinkler system, maximum 500 feet 12 inches
  - 5) Two hydrants, maximum 500 feet 12 inches
  - 6) Two or three hydrants and fire sprinkler system are not permitted on a dead end main.

### B. Landscaping (include these notes on the conceptual site plan and/or conceptual landscape plan)

1. Approval of irrigation plan is required prior to the issuance of a building permit. An irrigation plan must be prepared and sealed by a licensed irrigator in the State of Texas.
2. All landscaped and turf areas must be irrigated by an automated irrigation system, unless an alternative water wise irrigation system is approved by the city.
3. All landscape beds shall be separated from turf areas by steel edging.

### C. Utilities

1. The minimum utility easement width shall be 15 feet wide.
2. For trash receptacles the following notes shall be included:
  - a) The sanitation container walls shall be masonry, and the exterior wall finish shall be the same color, material, and texture as the exterior walls of the proposed building and shall be installed with metal gates.
  - b) Property owner is responsible for maintaining trash receptacle enclosures and adequate access and egress.
  - c) Dumpster pads and enclosure shall not be located in right-of-way or fire lanes.



**FARMERS  
BRANCH**

## Planning Department of the City of Farmers Branch Zoning Map Amendment Application

# ECONOMIC DEVELOPMENT ASSESSMENT FORM

The completion of this form is voluntary. If certain items are unknown, not applicable, or confidential at the time of filing, you may leave them blank. When submitted, this form will be accessible to the public and subject to open records requests. The information on this form will assist staff in making a comprehensive evaluation of the application, and will assist the Planning and Zoning Commission and the City Council in making an informed decision.

### Site and Applicant Information:

Address of the Subject Site: _____	
Name of Applicant: _____	Phone: _____
Address of Applicant: _____	E-mail: _____

### Owner Information:

Name of Owner: _____	Phone: _____
Address of Owner: _____	Fax: _____
<i>(If different than applicant)</i> _____	E-mail: _____

### Economic Impact Data for Residential Projects:

Description of how the property will be developed (e.g. include construction costs, average lot size, unit size, parking accommodations, amenities): \_\_\_\_\_

\_\_\_\_\_

<b>Proposed Improvements</b>	When will construction begin:
	When will construction be completed:
	Name and address of developer:
<b>Proposed Investment</b>	Site preparation: \$
	Real property investment: \$

### Economic Impact Data for Commercial/Industrial Projects:

Description of how the property will be used: \_\_\_\_\_

\_\_\_\_\_

<b>Proposed Improvements</b>	Square footage:
	When will construction begin:
	When will construction be completed:
<b>Proposed Investment</b>	Site preparation: \$
	Real property investment: \$
	Personal property investment: \$
	Total proposed investment: \$
<b>Employment Information</b>	Number of new jobs to be created:
	Average hourly wage rate for new jobs (excluding benefits):
	Number of jobs to be retained:
	Average hourly wage rate for retained jobs (excluding benefits):

Questions regarding the completion of this form and the type of requested information should be directed to Economic Development Office: City of Farmers Branch, 13000 Wm. Dodson Parkway, P.O. Box 819010, Farmers Branch, Texas 75234-9010.  
Phone: (972) 919-2510.