



City of Corinth

Development Application Handbook

Note: Most Submittals may be made electronically via email to submittals@cityofcorinth.com
Should you have any questions, please call 940-498-3206.



CITY OF CORINTH

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Universal Application Form



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Universal Application Form

All applications must be submitted with (1) a complete Universal Application Form, (2) a completed application checklist, and (3) all materials listed in the appropriate checklist. The Planning and Development Department staff is available to assist you in person at City Hall or by phone, please call 940-498-3206 for an appointment. Applications shall be processed based on the City's official submission dates.

Click or tap to enter a date.

| APPLICATION TYPE (Box 1 of 8) | | |
|--|--|---|
| Zoning Related Applications | Subdivision Related Applications | Miscellaneous Applications |
| <input type="checkbox"/> Reinstatement Nonconforming Rights | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Comprehensive Plan Amendment |
| <input type="checkbox"/> Zoning Map Amendment (Rezoning) | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Fence Variance |
| <input type="checkbox"/> PD, Planned Development Zoning Map Amendment (Rezoning) | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Sign Building Permit |
| <input type="checkbox"/> Specific Use Permit | <input type="checkbox"/> Replat | <input type="checkbox"/> Sign Building Permit (Conditional) |
| <input type="checkbox"/> Administrative Decision Appeal | <input type="checkbox"/> Amending Plat | <input type="checkbox"/> Sign Variance |
| <input type="checkbox"/> Zoning Variance | <input type="checkbox"/> Conveyance Plat | <input type="checkbox"/> Unified Sign Plan |
| <input type="checkbox"/> Zoning Special Exception | <input type="checkbox"/> Plat Vacation | |
| <input type="checkbox"/> Zoning Vested Rights | <input type="checkbox"/> Engineering Construction Plan | |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Park/Trail Dedication | |
| <input type="checkbox"/> Alternative Compliance | <input type="checkbox"/> Subdivision Waiver | |
| | <input type="checkbox"/> Proportionality Appeal | |
| | <input type="checkbox"/> Subdivision Vested Rights | |
| APPLICANT INFORMATION (Box 2 of 8) | | |
| Applicant Name: Click or tap here to enter text. | | Company: Click or tap here to enter text. |
| Address: Click or tap here to enter text. | | |
| City/State/Zip: Click or tap here to enter text. | | |
| Contact Number: Click or tap here to enter text. | | Secondary No.: Click or tap here to enter text. |
| Email: Click or tap here to enter text. | | |
| Project Name: Click or tap here to enter text. | | |
| POINT-OF-CONTACT INFORMATION (Box 3 of 8) | | |
| Name: Click or tap here to enter text. | | Company: Click or tap here to enter text. |
| Contact Number: Click or tap here to enter text. | | |
| Email: Click or tap here to enter text. | | |
| PROPERTY OWNER INFORMATION (Box 4 of 8) | | |
| Owner's Name: Click or tap here to enter text. | | Company: Click or tap here to enter text. |
| Address: Click or tap here to enter text. | | |
| City/State/Zip: Click or tap here to enter text. | | |
| Contact Number: Click or tap here to enter text. | | Secondary No: Click or tap here to enter text. |
| Email: Click or tap here to enter text. | | |
| SUBJECT PROPERTY INFORMATION (Box 5 of 8) | | |
| Address: Click or tap here to enter text. | | |
| Parcel Tax ID#: Click or tap here to enter text. | | |



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| | | |
|---|---|---------------------------------------|
| Legal Description: | Block: Click or tap here to enter text. | Lot: Click or tap here to enter text. |
| Subdivision Name: Click or tap here to enter text. | | |
| BILL FEES TO | | (Box 6 of 8) |
| Choose an item. (If Other, Fill out below) | | |
| Name: Click or tap here to enter text. | Company: Click or tap here to enter text. | |
| Address: Click or tap here to enter text. | | |
| City/State/Zip: Click or tap here to enter text. | | |
| Contact Number: Click or tap here to enter text. | | |
| Contact Email: Click or tap here to enter text. | | |
| PROPERTY OWNER CONSENT/ AGENT AUTHORIZATION | | (Box 7 of 8) |
| <p>By my signature, I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's fee schedule. This fee is non-refundable even in the event of application withdrawal. I have the power to authorize and hereby grant permission for City of Corinth officials to enter the property on official business as part of the application process.</p> <p>By signing this form, the owner of the property authorizes the City of Corinth to begin proceeding in accordance with the process for the type of application indicated on this application. The owner/applicant further requests a Waiver of Right to 30-Day Action. The owner acknowledges that submission of an application does not in any way obligate the City to approve the application, and, that although City staff may make certain recommendations regarding this application, the decision-making authority may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.</p> <p>We, the undersigned, being owners of subject real property, do hereby authorize:</p> | | |
| Printed Name: Click or tap here to enter text. | | |
| Address: Click or tap here to enter text. | | |
| ...to act as our Agent in the matter of this request. The term agent shall be construed to mean any lessee, developer, option holder, or authorized individual who is authorized to act in behalf of the owner(s) of said property. | | |
| <u>SIGNATURES OF ALL PROPERTY OWNERS</u> | | |
| Printed Name: Click or tap here to enter text. | | |
| Signature: | | |
| Address: Click or tap here to enter text. | | |
| Printed Name: Click or tap here to enter text. | | |
| Signature: | | |
| Address: Click or tap here to enter text. | | |



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Printed Name: Click or tap here to enter text.

Signature:

Address: Click or tap here to enter text.

NOTARY

(Box 8 of 8)

STATE OF TEXAS §
COUNTY OF §

BEFORE ME, the undersigned authority in and for _____ County, Texas, on this day personally appeared _____, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she is _____, and that he/she is authorized to execute the foregoing instrument for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____, 20__.

Notary Public in and for the State of Texas

Click or tap here to enter text.

Type or Print Notary's Name

My Commission Expires: Enter Date

STAFF USE ONLY BELOW

DATE APPLICATION RECEIVED BY CITY:

\$

FEES PAID

DATE FEES PAID



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Zoning-Related Application Checklists

Reinstate Nonconforming Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 2.07.06.J.** of the Unified Development Code for more information on requesting reinstatement of nonconforming rights.
- 2) Application must be made within ten (10) days after written notice from the City that a use has been abandoned.
- 3) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| Completed and Signed Universal Application Form – One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement of Intent - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate(s) from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of the written notice from the Director of Planning regarding the determination that a nonconforming use has been permanently abandoned - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof the nonconforming use was not discontinued for six (6) months or more - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional items as requested by the Zoning Board of Adjustment or City Staff | <input type="checkbox"/> | <input type="checkbox"/> |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date

Zoning Map Amendment (Rezoning) Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 2.10.04. Zoning Text and Map Amendments** of the Unified Development Code for more information on the Zoning Map Amendment (Rezoning) process.
- 2) Certain Zoning Map Amendments (Rezoning) require a site plan. See **Section 2.10.08. Site Plans, Subsection B. Applicability** to determine whether a site plan is required. If a site plan is required, see the Site Plan Checklist in addition to the requirements below.
- 3) A pre-application conference with City Staff is encouraged, but not required.
- 4) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement of Intent - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Official Plat or Legal Description (Metes and Bounds) if no Official Plat exists - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate(s) from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Site Plan, if required by Section 2.10.08. B. Applicability within the Unified Development Code - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Current Zoning and Land Use | <input type="checkbox"/> | <input type="checkbox"/> |
| Comprehensive Plan's Future Land Use Map Designation | <input type="checkbox"/> | <input type="checkbox"/> |
| Proposed Zoning and Land Use | <input type="checkbox"/> | <input type="checkbox"/> |
| Conditional Development Standards | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff | <input type="checkbox"/> | <input type="checkbox"/> |
| Traffic Threshold Worksheet - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date

PD, Planned Development Zoning Map (Rezoning) Amendment Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **2.10.09. - PD, Planned Development Application and Review** of the Unified Development Code for more information on the Planned Development Application and Review process.
- 2) Planned Developments require a PD Design Statement, PD Concept Plan, and Proposed Building Elevations. See **2.10.09. - PD, Planned Development Application and Review, Subsection B. Planned Development (PD) Submission Requirements**
- 3) A pre-application conference with City Staff is encouraged, but not required.
- 4) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement of Intent - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Official Plat or Legal Description (Metes and Bounds) if no Official Plat exists - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate(s) from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Components of the PD Design Statement: | <input type="checkbox"/> | <input type="checkbox"/> |
| Title of PD | <input type="checkbox"/> | <input type="checkbox"/> |
| List of the owners and/or Developers | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement of the general location and relationship to adjoining land uses, both existing and proposed | <input type="checkbox"/> | <input type="checkbox"/> |
| Description of the PD concept, including an acreage or square foot breakdown of land use areas and densities proposed, a general description proposed, a general description of building use types, proposed restrictions, and typical site layouts | <input type="checkbox"/> | <input type="checkbox"/> |
| The existing PD zoning districts in the development area and surrounding it | <input type="checkbox"/> | <input type="checkbox"/> |
| Selection of one conventional zoning district as a base zoning district to regulate all uses and development regulations not identified as being modified | <input type="checkbox"/> | <input type="checkbox"/> |
| A list of all applicable special development regulations or modified regulations to the base zoning district; plus a list of requested Subdivision Waivers to the Subdivision Regulations or other applicable development regulations | <input type="checkbox"/> | <input type="checkbox"/> |
| A statement identifying the existing and proposed streets, including Right-of-Way standards and street design concepts | <input type="checkbox"/> | <input type="checkbox"/> |
| The following physical characteristics: elevation, slope analysis, soil characteristics, tree cover, and drainage information | <input type="checkbox"/> | <input type="checkbox"/> |

| | | |
|--|--------------------------|--------------------------|
| A statement of utility lines and services to be installed, including lines to be dedicated to the City and those lines and services which will remain private | <input type="checkbox"/> | <input type="checkbox"/> |
| The proposed densities, and the use types and sizes of structures | <input type="checkbox"/> | <input type="checkbox"/> |
| A description of the proposed sequence and time frames of development | <input type="checkbox"/> | <input type="checkbox"/> |
| Components and Design of the PD Concept Plan: | <input type="checkbox"/> | <input type="checkbox"/> |
| Sheet Standards: | <input type="checkbox"/> | <input type="checkbox"/> |
| Sheet size of 24" x 36" | <input type="checkbox"/> | <input type="checkbox"/> |
| Scale of 1" = 100' or larger | <input type="checkbox"/> | <input type="checkbox"/> |
| Graphic scale and written scale | <input type="checkbox"/> | <input type="checkbox"/> |
| North arrow | <input type="checkbox"/> | <input type="checkbox"/> |
| Legend, if symbols used | <input type="checkbox"/> | <input type="checkbox"/> |
| Titled "PD Concept Plan" | <input type="checkbox"/> | <input type="checkbox"/> |
| Plan Data Elements: | <input type="checkbox"/> | <input type="checkbox"/> |
| Title block with the name of proposed development, subdivision name, lot and block numbers, survey name and abstract number, gross acreage, date of preparation, and date of any revisions | <input type="checkbox"/> | <input type="checkbox"/> |
| Site data table with existing zoning, proposed use, lot area and dimensions, building square footage and dimensions including height, floor area ratio, required and provided lot coverage percentage, required and provided parking spaces, required and provided landscaping | <input type="checkbox"/> | <input type="checkbox"/> |
| Residential Concept Plan Components: | <input type="checkbox"/> | <input type="checkbox"/> |
| Lot Layout, including street patterns and product locations | <input type="checkbox"/> | <input type="checkbox"/> |
| Topography (5 feet contours, or smaller if needed to understand natural features) and boundary of PD area | <input type="checkbox"/> | <input type="checkbox"/> |
| Thoroughfares | <input type="checkbox"/> | <input type="checkbox"/> |
| Size, type, height and location of buildings and building sites (attached residential i.e. apartments and townhomes) | <input type="checkbox"/> | <input type="checkbox"/> |
| Access | <input type="checkbox"/> | <input type="checkbox"/> |
| Density | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire lanes, attached townhomes and multifamily only | <input type="checkbox"/> | <input type="checkbox"/> |
| Screening | <input type="checkbox"/> | <input type="checkbox"/> |
| Landscaped areas and concepts | <input type="checkbox"/> | <input type="checkbox"/> |
| Project phasing | <input type="checkbox"/> | <input type="checkbox"/> |
| Existing and Proposed (FEMA approval required) 100-Year Floodplain | <input type="checkbox"/> | <input type="checkbox"/> |



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| | | |
|--|--------------------------|--------------------------|
| Existing tree cover | <input type="checkbox"/> | <input type="checkbox"/> |
| Any other pertinent development data as identified by the Director of Planning and Development | <input type="checkbox"/> | <input type="checkbox"/> |
| Non-Residential Concept Plan Components: | <input type="checkbox"/> | <input type="checkbox"/> |
| Types of uses | <input type="checkbox"/> | <input type="checkbox"/> |
| Topography (5 feet contours or smaller if needed to understand natural features) and boundary of PD area | <input type="checkbox"/> | <input type="checkbox"/> |
| Physical features of the site | <input type="checkbox"/> | <input type="checkbox"/> |
| Existing streets, alleys, and easements | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of current/future public facilities | <input type="checkbox"/> | <input type="checkbox"/> |
| Building height, locations and elevations | <input type="checkbox"/> | <input type="checkbox"/> |
| Architectural Elevations; including material type, class and percentage | <input type="checkbox"/> | <input type="checkbox"/> |
| Parking areas and ratios | <input type="checkbox"/> | <input type="checkbox"/> |
| Proposed driveway locations | <input type="checkbox"/> | <input type="checkbox"/> |
| Project scheduling and phasing | <input type="checkbox"/> | <input type="checkbox"/> |
| Landscaped areas and concepts | <input type="checkbox"/> | <input type="checkbox"/> |
| Screening | <input type="checkbox"/> | <input type="checkbox"/> |
| Existing and Proposed (FEMA approval required) 100-Year Floodplain | <input type="checkbox"/> | <input type="checkbox"/> |
| Existing tree cover | <input type="checkbox"/> | <input type="checkbox"/> |
| Any other pertinent development data as identified by the Director of Planning and Development | <input type="checkbox"/> | <input type="checkbox"/> |
| Current Zoning and Land Use | <input type="checkbox"/> | <input type="checkbox"/> |
| Comprehensive Plan's Future Land Use Map Designation | <input type="checkbox"/> | <input type="checkbox"/> |
| Proposed Zoning and Land Use | <input type="checkbox"/> | <input type="checkbox"/> |
| Conditional Development Standards | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff | <input type="checkbox"/> | <input type="checkbox"/> |
| Traffic Threshold Worksheet - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |

Site Data Summary Chart (by phase and in total) to include the following items:

| Site Data Summary | Existing | Proposed |
|---|----------|----------|
| Existing Zoning | | |
| Land Use Designation | | |
| Gross Acreage | | |
| Net Acreage | | |
| Number of Proposed Lots | | |
| Percentage of Site Coverage | | |
| Area of Open Space | | |
| Percentage of Open Space | | |
| Percentage of Landscape | | |
| Area of Impervious Coverage | | |
| Percentage of Impervious Coverage | | |
| Proposed Building Area (<i>square footage foot print</i>) | | |
| Number of Single-Story Buildings | | |
| Number of Two-Story Buildings | | |
| Maximum Building Height | | |
| Proposed Floor Area | | |
| Proposed Floor Area by Use | | |
| Required Parking | | |
| Provided Parking | | |
| Standard | | |
| Handicap | | |
| Total | | |
| Inventory Parking | | |
| Required Loading Spaces | | |
| Provided Loading Spaces | | |
| Area of Outside Storage | | |
| Percentage of Outside Storage | | |
| Start of Construction <i>Month/Year</i> | | |
| End of Construction <i>Month/Year</i> | | |



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Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date

Verification of Detailed Information

I hereby confirm that the above detailed information as required by the checklist is complete and accurate to the best of my knowledge. I understand that proper City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me or my firm may delay the proper review of this application.

Design Engineer's Signature

Date

Firm

Specific Use Permit (SUP) Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 2.10.10. Specific Use Permit** of the Unified Development Code for more information on the Specific Use Permit (SUP) rezoning process.
- 2) Per **Section 2.10.08. Site Plans** within the Unified Development Code, a site plan is required with an SUP application. See the Site Plan Checklist in addition to the requirements below.
- 3) A pre-application conference with City Staff is encouraged, but not required.
- 4) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed and Signed Site Plan Checklist - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Digital File Submission: | | |
| All items must be submitted in Adobe PDF format | <input type="checkbox"/> | <input type="checkbox"/> |
| All items shall be saved on a CD/DVD or flash drive | <input type="checkbox"/> | <input type="checkbox"/> |
| Each file shall be labeled on the disc or drive as it appears on the checklist | <input type="checkbox"/> | <input type="checkbox"/> |
| Discs or drives must be clearly labeled with the project name on the outside of the media. | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement of Intent - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Official Plat or Legal Description (Metes and Bounds) if no Official Plat exists - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate(s) from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Current Zoning and Land Use | <input type="checkbox"/> | <input type="checkbox"/> |
| Proposed Land Use | <input type="checkbox"/> | <input type="checkbox"/> |
| Conditional Development Standards | <input type="checkbox"/> | <input type="checkbox"/> |
| Comprehensive Plan's Future Land Use Map Designation | <input type="checkbox"/> | <input type="checkbox"/> |
| Description of how the use will be harmonious and adaptable to building structures and uses of abutting property and other property in the vicinity of the premises | <input type="checkbox"/> | <input type="checkbox"/> |



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| | | |
|--|--------------------------|--------------------------|
| Description of any proposed conditions (i.e., landscape buffer) and safeguards necessary to protect adjoining property | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff | <input type="checkbox"/> | <input type="checkbox"/> |
| Traffic Threshold Worksheet - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date

Administrative Decision Appeal Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 2.11.01.A.1.** of the Unified Development Code for more information on appealing an administrative decision or interpretation.
- 2) See **Section 211.009(a)** of the Texas Local Government Code for more information on State law regarding appealing an administrative decision or interpretation.
- 3) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement of Intent - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate(s) from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Narrative of the administrative official's and the Applicant's interpretations of the Unified Development Code's Zoning Regulations which differ - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional items as requested by the Zoning Board of Adjustment or City Staff | <input type="checkbox"/> | <input type="checkbox"/> |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date

Zoning Variance Checklist

Please check the appropriate box(es) below

- | | | |
|--|---|--|
| <input type="checkbox"/> Setback (Yard) | <input type="checkbox"/> Lot Dimensions | <input type="checkbox"/> Floor Area |
| <input type="checkbox"/> Structure Height | <input type="checkbox"/> Building Coverage | <input type="checkbox"/> Accessory Building |

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 2.11.02.** of the Unified Development Code for more information on requesting a variance from the Zoning Regulations and the necessary conditions for consideration.
- 2) A pre-application conference with City Staff is encouraged, but not required.
- 3) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|--|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement of Intent - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Scaled drawing representing the proposed standard - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide a description of the alleged hardship and unique circumstance that necessitates the variance. Financial hardship to the applicant alone is not sufficient reason to approve a variance. - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Description of how the proposed zoning variance is not contrary to the public interest and is in harmony with the general purpose and intent of the UDC. - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional items as requested by the Zoning Board of Adjustment or City Staff. | <input type="checkbox"/> | <input type="checkbox"/> |

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Applicant's Signature

Date

Zoning Special Exception Checklist

Please check the appropriate box(es) below

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 2.11.03.** of the Unified Development Code for more information on requesting a special exception from the Zoning Regulations and the necessary conditions for consideration.
- 2) A pre-application conference with City Staff is encouraged, but not required.
- 3) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|--|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement of Intent - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Description of the requested Zoning Special Exception and how any potential adverse effects would be controlled - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional items as requested by the Zoning Board of Adjustment or City Staff | <input type="checkbox"/> | <input type="checkbox"/> |

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Applicant's Signature

Date

Zoning Vested Rights Petition Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 2.11.04. Zoning Vested Rights Petition** of the Unified Development Code for more information on the Zoning Vested Rights Petition process.
- 2) See **Chapter 245** of the Texas Local Government Code for more information on vesting of local permits.
- 3) A Zoning Vested Rights Petition cannot be submitted by an applicant along with submission of a request for a zoning text amendment, zoning map amendment (rezoning), or any other request for a legislative decision by the City Council.
- 4) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|--|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Identification of Property and Project, as outlined in 2.11.04.D.2. within the Unified Development Code - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Narrative description for the purpose of the petition, as outlined in 2.11.04.D.3. within the Unified Development Code - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Identification of Regulations, as outlined in 2.11.04.D.4. within the Unified Development Code | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of Applications, as outlined in 2.11.04.D.5. within the Unified Development Code - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Submittal Date of First Application, as outlined in 2.11.04.D.6. within the Unified Development Code | <input type="checkbox"/> | <input type="checkbox"/> |
| Submittal Date of Subsequent Application, as outlined in 2.11.04.D.7. within the Unified Development Code | <input type="checkbox"/> | <input type="checkbox"/> |
| Narrative Description of How Current Regulations Affect Proposed Use, as outlined in 2.11.04.D.8. within the Unified Development Code - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of Prior Vested Rights Determinations, as outlined in 2.11.04.D.9. within the Unified Development Code - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Benchmarking Project Progress for Expiring Permits or Applications, as outlined in 2.11.04.D.10. within the Unified Development Code | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff | <input type="checkbox"/> | <input type="checkbox"/> |



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Applicant's Signature

Date



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Site Plan Checklist

Please check the appropriate box below

Site Plan (Rezoning)

Site Plan (Building Permit)

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 2.10.08 Site Plans** of the Unified Development Code for more information on the Site Plan process.
- 2) A pre-application conference with City Staff is encouraged, but not required.
- 3) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|--|--------------------------|--------------------------|
| 1) Application Information: | | |
| Completed and Signed Universal Application - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Digital File Submission: | | |
| All items must be submitted in Adobe PDF format | <input type="checkbox"/> | <input type="checkbox"/> |
| All items shall be saved on a CD/DVD or flash drive | <input type="checkbox"/> | <input type="checkbox"/> |
| Each file shall be labeled on the disc or drive as it appears on the checklist | <input type="checkbox"/> | <input type="checkbox"/> |
| Discs or drives must be clearly labeled with the project name on the outside of the media and the submittal date. | <input type="checkbox"/> | <input type="checkbox"/> |
| Three (3) complete sets of the components of a site plan, 24" x 36" prints shall be folded | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Components and order of a Site Plan: | | |
| Cover Sheet | <input type="checkbox"/> | <input type="checkbox"/> |
| Dimensional Site Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| Landscape Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| Tree Survey and Tree Protection Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| Architectural Elevations; including material type, class and percentage | <input type="checkbox"/> | <input type="checkbox"/> |



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| | | |
|--|--------------------------|--------------------------|
| Preliminary Engineering (Water, Wastewater, Drainage Area Map, Drainage layout, Grading) | <input type="checkbox"/> | <input type="checkbox"/> |
| Plat or if no plat exists, then a legal description and boundary survey of the property | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Cover Sheet: | | |
| Sheet size of 24" x 36" | <input type="checkbox"/> | <input type="checkbox"/> |
| Name, address, phone number, and email address of the developer, engineer, or surveyor preparing the plan | <input type="checkbox"/> | <input type="checkbox"/> |
| Vicinity map at a scale of 1" = 2,000' or larger | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Dimensional Site Plan: | | |
| Sheet Standards: | | |
| Sheet size of 24" x 36" | <input type="checkbox"/> | <input type="checkbox"/> |
| Scale of 1" = 100' or larger | <input type="checkbox"/> | <input type="checkbox"/> |
| Graphic scale and written scale | <input type="checkbox"/> | <input type="checkbox"/> |
| North arrow | <input type="checkbox"/> | <input type="checkbox"/> |
| Legend, if symbols used | <input type="checkbox"/> | <input type="checkbox"/> |
| Titled "Site Plan" | <input type="checkbox"/> | <input type="checkbox"/> |
| Site Plan Data Elements: | | |
| Title block with the name of proposed development, subdivision name, lot and block numbers, survey name and abstract number, gross acreage, date of preparation, and date of any revisions | <input type="checkbox"/> | <input type="checkbox"/> |
| Site data table with existing zoning, proposed use, lot area and dimensions, building square footage and dimensions including height, floor area ratio, required and provided lot coverage percentage, required and provided parking spaces, required and provided landscaping | <input type="checkbox"/> | <input type="checkbox"/> |
| Graphic Elements to be shown on Site Plan: | | |
| Label contiguous and adjacent properties around proposed development (lots, blocks, tracts, abstracts, names, owners, platted or unplatted, existing zoning and proposed land use designation) | <input type="checkbox"/> | <input type="checkbox"/> |
| Lot area and dimensions | <input type="checkbox"/> | <input type="checkbox"/> |
| Required and provided building setback lines | <input type="checkbox"/> | <input type="checkbox"/> |
| Specific locations of all proposed uses and buildings dimensioned to the property lines | <input type="checkbox"/> | <input type="checkbox"/> |



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| | | |
|--|--------------------------|--------------------------|
| All easements on or adjacent to the site labeled and dimensioned | <input type="checkbox"/> | <input type="checkbox"/> |
| Location, height, and size of buildings | <input type="checkbox"/> | <input type="checkbox"/> |
| For residential buildings, number and size(s) of dwelling unit(s) | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of on-street/off-street parking areas and parking structures with parking stalls dimensioned | <input type="checkbox"/> | <input type="checkbox"/> |
| Location and distance to any existing or proposed fire hydrants | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of all loading/unloading areas, mechanical equipment, trash and recycling receptacles | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of all outside storage | <input type="checkbox"/> | <input type="checkbox"/> |
| Type, height, and construction materials of all screening devices | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of all sidewalks, trails, and open space areas for use by the tenants or the public | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of all fire lanes and adjacent curb radii dimensioned | <input type="checkbox"/> | <input type="checkbox"/> |
| Location and size of all existing and proposed points of ingress/egress to the site with width and stacking depth from the connecting ROW dimensioned and the distances between centerlines of all existing and proposed driveways and street ROW intersections dimensioned on-site and off-site (within 500') | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of fire hydrants, Fire Department Connection (FDC) & Riser Room dimensions | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) Landscape Plan | | |
| Sheet Standards: | | |
| Sheet size of 24" x 36" | <input type="checkbox"/> | <input type="checkbox"/> |
| Scale of 1" = 100' or larger | <input type="checkbox"/> | <input type="checkbox"/> |
| Graphic scale and written scale | <input type="checkbox"/> | <input type="checkbox"/> |
| North arrow | <input type="checkbox"/> | <input type="checkbox"/> |
| Legend, if symbols used | <input type="checkbox"/> | <input type="checkbox"/> |
| Titled "Landscape Plan" | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of all landscaping elements and landscaped areas: | <input type="checkbox"/> | <input type="checkbox"/> |
| Nonresidential Requirements: | | |
| Landscaping along street right-of-way (<i>Section 2.09.01.A.1</i>), which includes a landscape edge (buffer) and vehicle headlight screening. | <input type="checkbox"/> | <input type="checkbox"/> |



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| | | |
|--|--------------------------|--------------------------|
| Interior parking lot landscaping (<i>Section 2.09.01.A.2</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| Landscaping for corner lots (<i>Section 2.09.01.A.3</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| Landscaping/screening for parking lots adjacent to residential areas (<i>Section 2.09.01.A.4</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| Foundation plantings for buildings 50,000 square feet or larger (<i>Section 2.09.01.A.5</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| Landscaping for nonresidential areas adjacent to residential areas (<i>Section 2.09.01.A.6</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| Landscaping for below-grade open parking structures in the front yard (<i>Section 2.09.01.A.7</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| Residential Requirements: | | |
| Multi-family, single family attached and retirement housing landscaping requirements (<i>Section 2.09.01.B.1</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| Plant schedule with the number of each plant species | <input type="checkbox"/> | <input type="checkbox"/> |
| Spacing of plant material | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of trees to be preserved | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement as follows: "An irrigation system will be designed, installed, and functional prior to the approval of the Certificate of Occupancy." | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement as follows: "The owner shall be responsible for the maintenance, establishment, and performance of plant materials." | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) Tree Survey and Tree Protection Plan | | |
| Sheet Standards: | | |
| Sheet size of 24" x 36" | <input type="checkbox"/> | <input type="checkbox"/> |
| Scale of 1" = 100' or larger | <input type="checkbox"/> | <input type="checkbox"/> |
| Graphic scale and written scale | <input type="checkbox"/> | <input type="checkbox"/> |
| North arrow | <input type="checkbox"/> | <input type="checkbox"/> |
| Legend, if symbols used | <input type="checkbox"/> | <input type="checkbox"/> |
| Titled "Tree Survey" and "Tree Protection Plan," respectively | <input type="checkbox"/> | <input type="checkbox"/> |
| Tree Survey: | | |
| The Tree Survey shall graphically identify all trees, including "Protected Trees." Protected Trees are any tree having a trunk caliper of six inches (6") or more, | <input type="checkbox"/> | <input type="checkbox"/> |



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| | | |
|---|--------------------------|--------------------------|
| measured 4' 6" above natural grade level (some tree species are excluded from being a Protected Tree). | | |
| Tree Protection Plan: | | |
| A Tree Protection Plan shall graphically identify Protected Trees and identify those being preserved and those being removed. | <input type="checkbox"/> | <input type="checkbox"/> |
| All Protected Trees shall be replaced with new trees having a total tree caliper width equal to the width of the tree(s) removed. The Tree Protection Plan shall show the cumulative total of caliper of trees removed and the number and size of replacement trees to be used. | <input type="checkbox"/> | <input type="checkbox"/> |
| An application for the removal of a Protected Tree shall specify: | | |
| The location of the tree. | <input type="checkbox"/> | <input type="checkbox"/> |
| The caliper of the trunk of the tree, as measured 4' 6" above natural grade level. | <input type="checkbox"/> | <input type="checkbox"/> |
| The approximate crown size of the tree. | <input type="checkbox"/> | <input type="checkbox"/> |
| The species and/or common name of the tree. | <input type="checkbox"/> | <input type="checkbox"/> |
| The approximate size of the lot, tract, or parcel on which it is located. | <input type="checkbox"/> | <input type="checkbox"/> |
| The reason for the proposed removal. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) Architectural Elevations | | |
| Sheet size of 24" x 36" | <input type="checkbox"/> | <input type="checkbox"/> |
| Architectural elevations (labeled north, south, east, and west) of the proposed structures, noting the type and percentage of construction materials being used | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) Lighting Plans Sheet size of 24" x 36" | <input type="checkbox"/> | <input type="checkbox"/> |
| Include a schematic layout of all proposed exterior fixture locations, foot-candle data, and a plot demonstrating intensities and uniformities | <input type="checkbox"/> | <input type="checkbox"/> |
| All roadway, parking lot, and walkway luminaires shall be shielded so that substantially all the directly emitted luminous flux falls within the property line | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) Preliminary Engineering (Water, Wastewater, Drainage Area Map, Drainage layout, Grading) | | |
| Sheet Standards: | | |
| Sheet size of 24" x 36" | <input type="checkbox"/> | <input type="checkbox"/> |
| Scale of 1" = 100' or larger | <input type="checkbox"/> | <input type="checkbox"/> |
| Graphic scale and written scale | <input type="checkbox"/> | <input type="checkbox"/> |



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| | | |
|---|--------------------------|--------------------------|
| North arrow | <input type="checkbox"/> | <input type="checkbox"/> |
| Legend, if symbols used | <input type="checkbox"/> | <input type="checkbox"/> |
| Titled "Preliminary Utilities", "Preliminary Drainage Area Map" Etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| Proposed finished grade of the site plan to contour intervals not to exceed two (2) feet | <input type="checkbox"/> | <input type="checkbox"/> |
| Spot elevations at all critical points | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of the FEMA 1% Fully Developed floodplain, if applicable | <input type="checkbox"/> | <input type="checkbox"/> |
| Flow arrows and drainage structures as to size, type, and flow line elevations | <input type="checkbox"/> | <input type="checkbox"/> |
| Detention areas, Green Infrastructure, Water Quality Devices | <input type="checkbox"/> | <input type="checkbox"/> |
| Utility connections, meter locations, sizes, and meter and/or detector check valve vaults indicated | <input type="checkbox"/> | <input type="checkbox"/> |
| Water meter table, showing the number of water meters by size and notes if they are existing or proposed | <input type="checkbox"/> | <input type="checkbox"/> |
| Inlets, culverts, and other drainage structures on-site and immediately adjacent to the site | <input type="checkbox"/> | <input type="checkbox"/> |
| 10) Official/Filed plat or legal description and boundary survey with dimensions, bearings, and existing easements: | | |
| Sheet size of 24" x 36" | <input type="checkbox"/> | <input type="checkbox"/> |
| Official/Filed plat or legal description and boundary survey with dimensions, bearings, and existing easements | <input type="checkbox"/> | <input type="checkbox"/> |
| 11) Traffic Threshold Worksheet - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |



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Site Data Summary Chart *(by phase and in total) to include the following items:*

| Site Data Summary | Existing | Proposed |
|---|----------|----------|
| Existing Zoning | | |
| Land Use Designation | | |
| Gross Acreage | | |
| Net Acreage | | |
| Number of Proposed Lots | | |
| Percentage of Site Coverage | | |
| Area of Open Space | | |
| Percentage of Open Space | | |
| Percentage of Landscape | | |
| Area of Impervious Coverage | | |
| Percentage of Impervious Coverage | | |
| Proposed Building Area <i>(square footage foot print)</i> | | |
| Number of Single-Story Buildings | | |
| Number of Two-Story Buildings | | |
| Maximum Building Height | | |
| Proposed Floor Area | | |
| Proposed Floor Area by Use | | |
| Required Parking | | |
| Provided Parking | | |
| Standard | | |
| Handicap | | |
| Total | | |
| Inventory Parking | | |
| Required Loading Spaces | | |
| Provided Loading Spaces | | |
| Area of Outside Storage | | |
| Percentage of Outside Storage | | |
| Start of Construction <i>Month/Year</i> | | |
| End of Construction <i>Month/Year</i> | | |



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Certification of Submitted Information

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Applicant's Signature

Date

Verification of Detailed Information

I hereby confirm that the above detailed information as required by the checklist is complete and accurate to the best of my knowledge. I understand that proper City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me or my firm may delay the proper review of this application.

Design Engineer's Signature

Date

Print Name & License Number

Firm & Registration Number

Alternative Compliance Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 2.10.02 Alternative Compliance** and related section off the Unified Development Code for more information on the Alternative Compliance process.
- 2) A pre-application conference with City Staff is encouraged, but not required.
- 3) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|--|--------------------------|--------------------------|
| 1) Application Information: | | |
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| An associated Site Plan Checklist with a site plan showing the requested alternative compliance - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Statement explaining why alternative compliance is being sought and what specific alternative standards are being requested. - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Is the alternative standard, at a minimum, equivalent to the standards of the UDC and does it meet the spirit and intent of UDC? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Landscaping Regulations: Alternative Compliance Standards (Section 2.09.01.F.) Check all of the following which alternative compliance is being sought. | | |
| Location or Type of Required Landscape Materials | | |
| Is a request for alternative compliance being sought for the above category? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request attempt to show compliance with the following? | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Applicability:</u> Alternatives to the location or type of required landscape materials may be sought due to unusual topographic constraints, sight restrictions, siting requirements, the preservation of existing standards of native trees, or to maintain consistency of established front yard setbacks. | | |
| <u>Provide the same amount of plant material:</u> These alternatives may vary the location of required landscape materials, but may not reduce the amount of required landscape area or the amount of landscape materials. | | |

| | | |
|---|--------------------------|--------------------------|
| Required Landscaping Edges and Buffers | | |
| Is a request for alternative compliance being sought for the above category? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request attempt to show compliance with the following? | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><u>Applicability:</u> Alternatives or minor changes to the required landscape edges and buffers may be sought along a street frontage if immediately adjacent properties on both sides (at side property lines) have a smaller or no landscape buffer strip, in order to maintain consistency between existing parking lot and drive aisle alignments.</p> | | |
| <p><u>Equal amount required:</u> If an alternative landscape edge or buffer exists, then an equal amount of landscaped area and trees shall be provided elsewhere on the site as may be deemed appropriate by the City Council.</p> | | |
| Landscaping for Nonresidential Areas Adjacent to Residential Areas | | |
| Is a request for alternative compliance being sought for the above category? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request attempt to show compliance with the following? | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><u>Applicability:</u> Partial or complete relief from the landscaping buffer requirement within 2.09.01. A.6, if the applicable lot is smaller than two (2) acres.</p> | | |
| <p><u>Adequate screening required:</u> If an alternative buffer is granted, adequate screening shall be provided to ensure an equivalent buffer effect.</p> | | |
| 5) Tree Preservation: Alternative Compliance Standards (Section 2.09.02.K.) | | |
| Replacement Tree Locations | | |
| Is a request for alternative compliance being sought for the above category? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request attempt to show compliance with the following? | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><u>Applicability:</u> The City Council may approve replacement tree(s) being planted either on the same property from which the tree was removed or on other property within the City Limits providing the replacement tree(s) will be adequately maintained on the new property. Trees may be planted on City property.</p> | | |
| <p><u>Timing of compliance:</u> Any such condition must be met within three (3) months after the Protected Tree removal.</p> | | |
| Fee in Lieu of Replacement Trees | | |



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| | | |
|---|--------------------------|--------------------------|
| Is a request for alternative compliance being sought for the above category? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request attempt to show compliance with the following? | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><u>Applicability:</u> The City Council may approve payment of a fee in lieu of replacement trees. The fee shall be equal to the cost of the replacement trees and shall include the installation or planting cost. The Applicant shall submit a written estimate from a nursery as verification of the cost.</p> | | |
| <p><u>Cases:</u> The fee in lieu shall be available for only the following cases:</p> | | |
| If the proposed subdivision is heavily treed and the existing tree canopy would prohibit the growth of the replacement trees, or | <input type="checkbox"/> | <input type="checkbox"/> |
| If the required replacement trees were to be installed, then the replacement trees would need to be planted under the canopy of any existing tree. | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>6) Vehicle Parking Regulations: Alternative Compliance Standards (Section 2.09.03.M.)</p> | | |
| Is a request for alternative compliance being sought for the above category? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request attempt to show compliance with the following? | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>An alternative parking ratio that differs from that specified within this Section 2.09.03., shall be based on a parking study conducted by a certified traffic planner or traffic engineer.</p> | | |
| <p>7) Building Façade Material: Alternative Compliance Standards (Section 2.09.04.D.)</p> | | |
| <p>Alternative materials for nonresidential and multi-family buildings, the following alternative materials or percentages may be approved:</p> | | |
| Is a request for alternative compliance being sought for the above category? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request attempt to show compliance with the following? | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Any new material not specified in the definition of masonry construction that the City Council determines is equal or superior in appearance, safety and quality to masonry.</p> | | |
| <p>Any use of a veneer that simulates a masonry material and that the City Council determines equal or superior in appearance, safety, and quality to masonry.</p> | | |
| <p>A reduction of the required masonry percentage by a maximum of ten percent (10%) when a unique and attractive architectural design is used.</p> | | |

| | | |
|--|--------------------------|--------------------------|
| Original Building Materials | | |
| Is a request for alternative compliance being sought for the above category? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request attempt to show compliance with the following? | <input type="checkbox"/> | <input type="checkbox"/> |
| For existing nonresidential buildings undergoing expansion, the use of materials used on the original building provided they are an integral part of the character of the building. | | |
| Transfer the Location of Masonry Materials | | |
| Is a request for alternative compliance being sought for the above category? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request attempt to show compliance with the following? | <input type="checkbox"/> | <input type="checkbox"/> |
| For existing nonresidential buildings undergoing expansion, the transfer of the required masonry materials to the front (i.e., more visible) façade(s) of the building in lieu of placing the required masonry materials on a side or rear façade. | | |
| Non-Masonry Building Materials | | |
| Is a request for alternative compliance being sought for the above category? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request attempt to show compliance with the following? | <input type="checkbox"/> | <input type="checkbox"/> |
| The use of non-masonry building materials for portable buildings, if extra landscaping is provided to offset any visual effects. | | |
| Cement Fiberboard Siding | | |
| Is a request for alternative compliance being sought for the above category? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request attempt to show compliance with the following? | <input type="checkbox"/> | <input type="checkbox"/> |
| The use of cement fiberboard siding (also commonly referred to as "HardiePlank" or "SmartBoard") for single family, two-family and townhouse residential buildings. | | |
| Supporting Evidence | | |
| It shall be the sole responsibility of the Applicant to provide evidence in support of the alternative compliance request. Has the Applicant provided this evidence? | <input type="checkbox"/> | <input type="checkbox"/> |
| The Applicant's evidence shall include any additional information and/or sample materials requested by the Director of Planning, Planning and Zoning Commission, or City Council that would assist in a decision to approve or deny the request. | | |

| | | |
|--|--------------------------|--------------------------|
| 8) Nonresidential Architectural Standards: Alternative Compliance Standards (Section 2.09.06.I.) | | |
| Nonresidential Design Elements | | |
| Is a request for alternative compliance being sought for the above category? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request attempt to show compliance with the following? | <input type="checkbox"/> | <input type="checkbox"/> |
| Alternatives to the nonresidential design elements are listed in Table 17 of the UDC. | | |
| Alternatives shall, in the determination of the City Council, produce a similar or greater level of architectural design than the elements listed in Table 17 of the UDC. | | |
| Nonresidential Building Articulation | | |
| Is a request for alternative compliance being sought for the above category? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request attempt to show compliance with the following? | <input type="checkbox"/> | <input type="checkbox"/> |
| Alternative articulation standards which differ from the requirement found in 2.09.06. F may be approved. | | |
| Alternative articulation standards shall, in the determination of the City Council, produce a similar or greater level of articulation than the requirement found in 2.09.06. F . | | |
| 9) Lighting and Glare Regulations: Alternative Compliance Standards (Section 2.09.07.K.) | | |
| Is a request for alternative compliance being sought for the above category? | <input type="checkbox"/> | <input type="checkbox"/> |
| Which of the following eligible standards are being sought for alternative compliance? | | |
| Height of free-standing lighting fixtures; | <input type="checkbox"/> | <input type="checkbox"/> |
| Style or illumination intensity of lighting fixtures (only if such fixtures are located at least three hundred feet (300') away from a residential zoning district or use); | <input type="checkbox"/> | <input type="checkbox"/> |
| Maximum wattage of accent lighting; or | <input type="checkbox"/> | <input type="checkbox"/> |
| Gaseous/electrified building lighting design. | <input type="checkbox"/> | <input type="checkbox"/> |



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Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date

Verification of Detailed Information

I hereby confirm that the above detailed information as required by the checklist is complete and accurate to the best of my knowledge. I understand that proper City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me or my firm may delay the proper review of this application.

Design Engineer's Signature

Date

Print Name & License Number

Firm & Registration Number



Subdivision-Related Application Checklists



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Preliminary Plat Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 3.03.02. Preliminary Plat** of the Unified Development Code for more information on the preliminary platting process.
- 2) A pre-application conference with City Staff is encouraged, but not required.
- 3) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement of Intent - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificates from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Current title commitment issued by a title insurance company, a title opinion letter or some other acceptable proof of ownership - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Required Documentation | | |
| Three (3) sets of folded preliminary plat prints 24" x 36" size sheets | <input type="checkbox"/> | <input type="checkbox"/> |
| Three (3) sets of preliminary water, wastewater, and drainage plans 24" x 36" size sheets | <input type="checkbox"/> | <input type="checkbox"/> |
| Formatting Requirements | | |
| Scale of 1" = 100' or larger | <input type="checkbox"/> | <input type="checkbox"/> |
| Graphic scale of the drawing | <input type="checkbox"/> | <input type="checkbox"/> |
| North arrow | <input type="checkbox"/> | <input type="checkbox"/> |
| Legend, if symbols used | <input type="checkbox"/> | <input type="checkbox"/> |
| Vicinity map with a scale of 1" = 2,000' or larger covering area of at least one (1) mile | <input type="checkbox"/> | <input type="checkbox"/> |



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| | | |
|---|--------------------------|--------------------------|
| All Park and Trail dedication must be approved by City Council. For residentially zoned properties, proof of the City Council's approval of the Park and Trail Dedications (<i>see UDC Section 3.05.10.</i>). | <input type="checkbox"/> | <input type="checkbox"/> |
| Preliminary Plat Title Block Elements | | |
| Name of proposed development | <input type="checkbox"/> | <input type="checkbox"/> |
| Subdivision name | <input type="checkbox"/> | <input type="checkbox"/> |
| Lot and block numbers | <input type="checkbox"/> | <input type="checkbox"/> |
| Survey name and abstract number | <input type="checkbox"/> | <input type="checkbox"/> |
| Gross acreage | <input type="checkbox"/> | <input type="checkbox"/> |
| Date of preparation and date of any revisions | <input type="checkbox"/> | <input type="checkbox"/> |
| Graphic Elements to be shown on Preliminary Plat | | |
| Titled "Preliminary Plat" | <input type="checkbox"/> | <input type="checkbox"/> |
| Signature block for the Planning and Zoning Commission Chairman | <input type="checkbox"/> | <input type="checkbox"/> |
| Seal and signature of the licensed Professional Engineer in the State of Texas who prepared the plat | <input type="checkbox"/> | <input type="checkbox"/> |
| Name, address, phone number, and email address of the developer, engineer, or surveyor | <input type="checkbox"/> | <input type="checkbox"/> |
| Label continuous and adjacent properties around proposed development (lots, blocks, tracts, abstracts, names, owners, platted or unplatted, existing zoning and proposed land use designation) | <input type="checkbox"/> | <input type="checkbox"/> |
| City and County limit lines, if applicable | <input type="checkbox"/> | <input type="checkbox"/> |
| Existing structures, indicating whether any structures will be removed | <input type="checkbox"/> | <input type="checkbox"/> |
| Legal description of the property (metes and bounds description) | <input type="checkbox"/> | <input type="checkbox"/> |
| Monument locations, materials, and size | <input type="checkbox"/> | <input type="checkbox"/> |
| Lot area and dimensions | <input type="checkbox"/> | <input type="checkbox"/> |
| Lot and block numbers | <input type="checkbox"/> | <input type="checkbox"/> |
| Required building setback lines | <input type="checkbox"/> | <input type="checkbox"/> |
| Use the current City of Corinth benchmarks (https://www.cityofcorinth.com/planning-development/page/city-benchmarks) | <input type="checkbox"/> | <input type="checkbox"/> |
| Name the responsible entity for the operation and maintenance of any building, park, equipment, pools, planting, lawns, or legal interests if it is proposed that they are to be shared by owners of the real property within the subdivision | <input type="checkbox"/> | <input type="checkbox"/> |



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|---|--------------------------|--------------------------|
| Subdivision boundary lines accurate in scale indicated by heavy lines | <input type="checkbox"/> | <input type="checkbox"/> |
| Bearing and length of each boundary line | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of numbers and dimensions of existing blocks, lots, building lines, water courses, ravines, bridges, culverts, and present structures | <input type="checkbox"/> | <input type="checkbox"/> |
| Boundary line, accurate to scale, of the subject tract | <input type="checkbox"/> | <input type="checkbox"/> |
| Tract designation | <input type="checkbox"/> | <input type="checkbox"/> |
| Primary control points of descriptions, and ties to such control points to which all dimensions, angles, bearings, block numbers, and similar data shall be referred | <input type="checkbox"/> | <input type="checkbox"/> |
| Location, dimensions and names of all existing and proposed ROW's alleys, reservations, easements, or other ROWs within the proposed subdivision | <input type="checkbox"/> | <input type="checkbox"/> |
| All existing, recorded and proposed residential lots, parks, public areas, permanent structures within or contiguous with the proposed subdivision | <input type="checkbox"/> | <input type="checkbox"/> |
| ROW dedication in conformance with the Comprehensive Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| Layout, building setback lines. including setbacks for water, sanitary sewer, drainage easements and approximate dimensions of lots and blocks, etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| Identify all lots and blocks | <input type="checkbox"/> | <input type="checkbox"/> |
| Identify zoning of subject land and adjacent properties and boundary lines of respective zoning | <input type="checkbox"/> | <input type="checkbox"/> |
| Proposed densities, lot sizes, and number of residential lots and blocks | <input type="checkbox"/> | <input type="checkbox"/> |
| Acreage of the individual lots | <input type="checkbox"/> | <input type="checkbox"/> |
| Approximate area in parks and in other nonresidential uses | <input type="checkbox"/> | <input type="checkbox"/> |
| Square footage of each lot in the proposed subdivision/development | <input type="checkbox"/> | <input type="checkbox"/> |
| Streets and Access Elements | | |
| Label all existing and proposed streets in the proposed and abutting subdivision | <input type="checkbox"/> | <input type="checkbox"/> |
| All streets shall conform to Corinth Design Criteria and the Comprehensive Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| Radius of the curve shall be shown, lots facing on curved streets, the chord width of the lot at the front building setback line shall be shown | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide cross-sections of proposed streets showing the width of pavement, type of pavement, and location and width of sidewalks | <input type="checkbox"/> | <input type="checkbox"/> |
| For any property to be subdivided, the City may require that the Owner provides, at the Owner's expense, a traffic study of the proposed development. One (1) paper copy and one (1) PDF of this study shall be submitted for review concurrently with the submittal of the Preliminary Plat. | <input type="checkbox"/> | <input type="checkbox"/> |
| Traffic Threshold worksheet , if warranted - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |



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| Traffic Impact Analysis (TIA), if required by Section 3.05.04.D. | <input type="checkbox"/> | <input type="checkbox"/> |
| All proposed sidewalks shall be shown on the Preliminary Plat in accordance with the City of Corinth Design Criteria | <input type="checkbox"/> | <input type="checkbox"/> |
| Drainage Elements (Preliminary Drainage Plan) | | |
| All proposed grading and drainage improvements for the proposed subdivision shall be in accordance with the City of Corinth drainage requirements | <input type="checkbox"/> | <input type="checkbox"/> |
| All drainage must be planned in accordance with the City's drainage requirements and the best interests of the immediate and adjacent properties | <input type="checkbox"/> | <input type="checkbox"/> |
| Label all existing and proposed drainage patterns | <input type="checkbox"/> | <input type="checkbox"/> |
| Include existing contour lines on basis of two (2) foot intervals or less in terrain with a slope of five (5) percent or more and on a basis of one (1) foot intervals in terrain with a slope of less than five (5) percent | <input type="checkbox"/> | <input type="checkbox"/> |
| All elevations shall be reference to a City benchmark on the same datum and indicate which benchmarks were used on the drawing | <input type="checkbox"/> | <input type="checkbox"/> |
| Any proposed changes in topography shall be shown by proposed contour lines on a basis of five (5) foot intervals in terrain with a slope of five (5) percent or more, and on a basis of one (1) foot intervals in terrain with a slope of less than five (5) percent | <input type="checkbox"/> | <input type="checkbox"/> |
| Description of contributing drainage areas or basins which drain to the proposed subdivision | <input type="checkbox"/> | <input type="checkbox"/> |
| Area, slope, soil types and type of development in the contributing area | <input type="checkbox"/> | <input type="checkbox"/> |
| All calculations shall be based on ultimate development (based on the zoning designation) of the contributing drainage areas of basins | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of existing drainage facilities or appurtenances for drainage such as pipes, inlets, culverts, and bridges | <input type="checkbox"/> | <input type="checkbox"/> |
| Drainage area map indicating drainage areas, and calculated run-off, and points of concentration from proposed development | <input type="checkbox"/> | <input type="checkbox"/> |
| Location, dimension, description, and flow line of existing drainage structures and the location, flow line and floodplain boundaries of existing water courses within the subdivision or contiguous tracts | <input type="checkbox"/> | <input type="checkbox"/> |
| Width of all existing and proposed drainage easements | <input type="checkbox"/> | <input type="checkbox"/> |
| All easements for proposed on and off drainage facilities shall be sized to accommodate those facilities required for ultimate development within the watershed | <input type="checkbox"/> | <input type="checkbox"/> |
| A Preliminary Storm Water Management Plan (SWMP) identifying permanent water quality feature opportunities for the development. The Preliminary SWMP and the Preliminary Drainage Plan may be shown on the same sheet. The Preliminary SWMP must comply with the standards and criteria outlined in the UDC, Engineering Standards Manual, and the Municipal Code. | <input type="checkbox"/> | <input type="checkbox"/> |
| Public Utilities Elements (Preliminary Utility Plan) | | |
| Location of all existing sanitary sewer, water mains, storm sewers, gas mains, electric lines, telephone lines, culverts, or other underground and overhead structures or utilities within the tract and immediately adjacent thereto with pipe sizes, grades and locations indicated. | <input type="checkbox"/> | <input type="checkbox"/> |
| Size and location of all proposed water distribution mains, including valves and fire hydrants. | <input type="checkbox"/> | <input type="checkbox"/> |



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| Location and size of all proposed sanitary sewer mains, including manholes, preliminary grades for each main between manholes, and the depth at each manhole. | <input type="checkbox"/> | <input type="checkbox"/> |
| Franchise Utilities Elements (Preliminary Utility Plan) | | |
| The developer shall provide the City of Corinth letters from the franchise utility companies (telephone, electric, cable, gas, etc.) confirming that the franchise utility companies have been provided adequate easements for their utilities. These letters shall be submitted with the Preliminary Plat. | <input type="checkbox"/> | <input type="checkbox"/> |
| Floodplain Study | | |
| The City may require that the owner provide, at the owner's expense, a floodplain study of the proposed development. If proposed development lies within a flood hazard area as delineated by the current Flood Insurance Rate Maps as provided by FEMA, then a Floodplain permit is required. | <input type="checkbox"/> | <input type="checkbox"/> |
| Tree survey or tree protection plan as outlined by Section 2.09.02. Tree Preservation | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff | <input type="checkbox"/> | <input type="checkbox"/> |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date

Verification of Detailed Information

I hereby confirm that the above detailed information as required by the checklist is complete and accurate to the best of my knowledge. I understand that proper City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me or my firm may delay the proper review of this application.

Design Engineer's Signature

Date

Print Name & License Number

Firm & Registration Number



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Final Plat, Minor Plat, Replat, Amending Plat, Conveyance Plat, and Plat Vacation Checklist

Please check the appropriate box below

- Final Plat
- Minor Plat
- Replat

- Amending Plat
- Conveyance Plat
- Plat Vacation

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 3.03.03. Final Plat** of the UDC for more information on the final plat process.
- 2) See **Section 3.03.04. Minor Plat** of the UDC for more information on the minor plat process.
- 3) See **Section 3.03.05. Replat** of the UDC for more information on the replat process.
- 4) See **Section 3.03.06. Amending Plat** of the UDC for more information on the amending plat process.
- 5) See **Section 3.03.07. Conveyance Plat** of the UDC for more information on the conveyance plat process.
- 6) See **Section 3.03.08. Plat Vacation** of the UDC for more information on the plat vacation process.
- 7) A pre-application conference with City Staff is encouraged, but not required.
- 8) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement of Intent - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Current title commitment issued by a title insurance company, a title opinion letter or some other acceptable proof of ownership - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate(s) from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Required Documentation | | |
| Three (3) sets <u>folded</u> (24" x 36") final plat | <input type="checkbox"/> | <input type="checkbox"/> |
| One (1) paper copy and one (1) PDF sets of water, wastewater, and drainage plans 24" x 36" sheet size | <input type="checkbox"/> | <input type="checkbox"/> |



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| | | |
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| One (1) sheet size of 24" x 36" of the approved preliminary plat (if a preliminary plat was prepared) | <input type="checkbox"/> | <input type="checkbox"/> |
| Formatting Requirements | | |
| Scale of 1" = 100' or larger | <input type="checkbox"/> | <input type="checkbox"/> |
| Graphic scale of the drawing | <input type="checkbox"/> | <input type="checkbox"/> |
| North arrow | <input type="checkbox"/> | <input type="checkbox"/> |
| Legend, if symbols used | <input type="checkbox"/> | <input type="checkbox"/> |
| Vicinity map with a scale of 1" = 2,000' or larger covering area of at least one (1) mile | <input type="checkbox"/> | <input type="checkbox"/> |
| For residentially zoned properties, proof of the City Council's approval of the Park and Trail Dedications (see UDC Section 3.05.10.) | <input type="checkbox"/> | <input type="checkbox"/> |
| Final Plat Title Block Elements | | |
| Name of proposed development | <input type="checkbox"/> | <input type="checkbox"/> |
| Subdivision name | <input type="checkbox"/> | <input type="checkbox"/> |
| Lot and block numbers | <input type="checkbox"/> | <input type="checkbox"/> |
| Survey name and abstract number | <input type="checkbox"/> | <input type="checkbox"/> |
| Gross acreage | <input type="checkbox"/> | <input type="checkbox"/> |
| Date of preparation and date of any revisions | <input type="checkbox"/> | <input type="checkbox"/> |
| Graphic Elements to be shown on Final Plat | | |
| Titled "Final Plat" | <input type="checkbox"/> | <input type="checkbox"/> |
| Signature Blocks | <input type="checkbox"/> | <input type="checkbox"/> |
| Seal and signature of the licensed Professional Engineer in the State of Texas who prepared the plat | <input type="checkbox"/> | <input type="checkbox"/> |
| Name, address, phone number, and email address of the developer, engineer, or surveyor | <input type="checkbox"/> | <input type="checkbox"/> |
| Label continuous and adjacent properties around proposed development (lots, blocks, tracts, abstracts, names, owners, platted or unplatted, existing zoning and proposed land use designation) | <input type="checkbox"/> | <input type="checkbox"/> |
| City and County limit lines, if applicable | <input type="checkbox"/> | <input type="checkbox"/> |



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| | | |
|--|--------------------------|--------------------------|
| Signature Blocks, as shown in Section 3.03.03. M. of the UDC | <input type="checkbox"/> | <input type="checkbox"/> |
| Acreage of the individual lots | <input type="checkbox"/> | <input type="checkbox"/> |
| Legal description of the property (metes and bounds description) | <input type="checkbox"/> | <input type="checkbox"/> |
| Location of numbers and dimensions of existing blocks, lots, building lines, water courses, ravines, bridges, culverts, present structures | <input type="checkbox"/> | <input type="checkbox"/> |
| Boundary line, accurate to scale, of the subject tract | <input type="checkbox"/> | <input type="checkbox"/> |
| Tract designation | <input type="checkbox"/> | <input type="checkbox"/> |
| Primary control points or descriptions, and ties to such control points to which all dimensions, angles, bearings, block numbers and similar data shall be referred | <input type="checkbox"/> | <input type="checkbox"/> |
| Subdivision boundary lines accurate in scale indicated by heavy lines | <input type="checkbox"/> | <input type="checkbox"/> |
| Bearing and length of each boundary line | <input type="checkbox"/> | <input type="checkbox"/> |
| Location, dimensions and names of all existing and proposed ROW's alleys, reservations, easements, or other ROWs within the proposed subdivision | <input type="checkbox"/> | <input type="checkbox"/> |
| All existing, recorded and proposed residential lots, parks, public areas, permanent structures within or contiguous with the proposed subdivision | <input type="checkbox"/> | <input type="checkbox"/> |
| ROWs in conformance with the Comprehensive Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| Layout, building setback lines including setbacks for water, sanitary sewer, drainage easements and approximate dimensions of lots and blocks, etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| Number or letter to identify all lots and blocks | <input type="checkbox"/> | <input type="checkbox"/> |
| City and County limit lines, if applicable | <input type="checkbox"/> | <input type="checkbox"/> |
| Zoning of subject land and adjacent property and boundary lines of zone | <input type="checkbox"/> | <input type="checkbox"/> |
| Proposed densities, lot sizes, and number of residential lots and blocks | <input type="checkbox"/> | <input type="checkbox"/> |
| Engineering Construction Plan Checklist (to be accompanied with any plat that does not have approved Engineering Construction Plans). Note: plans should be approved prior to the submittal of the final plat | | |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date



CITY OF CORINTH

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Verification of Detailed Information

I hereby confirm that the above detailed information as required by the checklist is complete and accurate to the best of my knowledge. I understand that proper City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me or my firm may delay the proper review of this application.

Design Engineer's Signature

Date

Print Name & License Number

Firm & Registration Number



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Final Plat Recordation Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 3.03.03.J. Procedures for Final Plat Recordation upon Approval** of the UDC for more information on the final plat recording process.
- 2) See **Section 3.03.03.M. Signature Blocks** of the UDC for more information on the final plat recording process.

CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| 1) County Filing Fee: \$50.00 per page (a two page plat would be \$100.00; a three page plat would be \$150.00). If you need file-stamped copies of the plat, each sticker is \$0.25. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Tax certificates: any and all plats must have original tax certificates, issued within 90 days from filing, from ALL taxing units with jurisdiction of the real property indicating that no delinquent ad valorem taxes are owed and that taxes imposed for the current year have been paid. Refer to Sec 12.002 (e) Texas Property Code for complete list of legal requirements. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Current title commitment: (dated within 90 days) issued by a title insurance company, a title opinion letter or some other acceptable proof of ownership identifying all persons having an ownership interest in the property subject to the Final Plat. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Seals: must be original and affixed by whoever approves the plat, whether it is the city or the county, as well as the surveyor and notary. All stamps and seals must be legible. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) Signatures: must be original and acknowledged. Notary's name must be printed under notary's signature. Notary's seal must be affixed and legible, and the notary expiration date must be shown. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) Property Owners Associations Deeds and Covenants: shall be filed prior to Final Plat approval, if applicable—must be submitted to the Planning Department for review prior to filing. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) City Required Documentation | | |
| Two (2) sets (24" x 36") blue or black line prints | <input type="checkbox"/> | <input type="checkbox"/> |
| One (1) sets(24" x 36") Mylar | <input type="checkbox"/> | <input type="checkbox"/> |
| One (1) CAD drawing digital copy | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) County Required Documentation | | |
| One (1) set (24" x 36") black line print | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) Formatting Requirements | | |
| Certification and Dedication by the owner | <input type="checkbox"/> | <input type="checkbox"/> |
| Certification by a Registered Professional Land Surveyor | <input type="checkbox"/> | <input type="checkbox"/> |
| Certification and Approval by the City | <input type="checkbox"/> | <input type="checkbox"/> |



Must provide a 3" x 3" filing block

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials.

Applicant's Signature

Date

Engineering Construction Plan Checklist

Please check the appropriate box below

Residential

Nonresidential

Project Name: Click or tap here to enter text.

Engineering Submittal #: 1 2 3 4 5 6

GENERAL INFORMATION

- 1) See [Section 3.04. Construction Plans & Procedures](#) of the Unified Development Code for more information on the construction process. As described in this Section, Engineering Construction Plans are submitted following approval of a Preliminary Plat and prior to submitting a Final Plat.
- 2) All required materials shall be submitted in electronic formats (Adobe PDF flatten and reduce the document), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| Completed and Signed Universal Application Form | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) (None unless outside review is necessary) | <input type="checkbox"/> | <input type="checkbox"/> |
| Note: plans may be approved prior to the submittal of the final plat) | | |
| Statement of Intent - one (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Approved Preliminary Plat and/or detailed site plan - one (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Formatting Requirements | | |
| Scale of 1" = 100' or larger | <input type="checkbox"/> | <input type="checkbox"/> |
| Graphic scale of the drawing | <input type="checkbox"/> | <input type="checkbox"/> |
| North arrow | <input type="checkbox"/> | <input type="checkbox"/> |
| Legend, of symbols used | <input type="checkbox"/> | <input type="checkbox"/> |
| Plan and Profiles (1":40' H & 1":5' V) on same sheet of: storm drain lines longer than 100', water lines 12" or greater, sewer lines offsite and/or larger than 12". | <input type="checkbox"/> | <input type="checkbox"/> |
| •Cover Sheet •Plat (recorded or pending version) •General Notes and Sheet Index •Right-of-way Strip map (if applicable) •Dimensional Control Plan •Grading •Paving | | |



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•Drainage/Detention •Utility •Erosion Control Plan •Lighting •Landscape •Site Specific Detail Sheet(s)

| Required Documentation | | |
|--|--------------------------|--------------------------|
| One (1) set of engineering construction plans with sheet size of 24" x 36" or 22" x 34" | <input type="checkbox"/> | <input type="checkbox"/> |
| Title blocks on each sheet | <input type="checkbox"/> | <input type="checkbox"/> |
| Seal and signature of the licensed Professional Engineer in the State of Texas who prepared the plans | <input type="checkbox"/> | <input type="checkbox"/> |
| Specifications, engineering calculations, and detailed cost projections, for streets, drainage, sanitary sewer, water distribution, retaining walls greater than 4', and any other improvements | <input type="checkbox"/> | <input type="checkbox"/> |
| Notation of any revisions (Since first/last engineering submittal) | <input type="checkbox"/> | <input type="checkbox"/> |
| Clearly note the nature of the revision and the date that the revision was made in the appropriate title block | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide a comment response letter with each re-submittal. | <input type="checkbox"/> | <input type="checkbox"/> |
| Individual cost estimates for site improvements for both public and private (totaled separately), water, sanitary sewer, and storm sewer and paving improvements shall be prepared and submitted – this can be submitted after the first or 2 nd review | <input type="checkbox"/> | <input type="checkbox"/> |
| Use the current City of Corinth benchmarks (https://www.cityofcorinth.com/planning-development/page/city-benchmarks) | <input type="checkbox"/> | <input type="checkbox"/> |
| All public works improvements shall be designed in accordance with the City of Corinth Design Criteria, NCTCOG Public Works Construction Standards (5 th Edition) | <input type="checkbox"/> | <input type="checkbox"/> |
| Paving Plans: | | |
| Plan and profile of each street with stationing, top of curb grades, existing and proposed ground lines, TC elevations at all curb returns, vertical curves where AD > 2%, PCI, PCR grades and spot elevations | <input type="checkbox"/> | <input type="checkbox"/> |
| Typical cross-sections of proposed streets and the width of roadway | <input type="checkbox"/> | <input type="checkbox"/> |
| Include the pavement type, location and width of sidewalk | <input type="checkbox"/> | <input type="checkbox"/> |
| Plans and Specifications shall conform to the City of Corinth Design Criteria and shall use a (1" = 40') horizontally and (1" = 5') vertically | <input type="checkbox"/> | <input type="checkbox"/> |
| Water and Wastewater Plans: | | |
| Plan and profiles (same sheet if sewer lines offsite and/or larger than 12) of proposed sanitary sewer, with stationing, grades and pipe sizes | <input type="checkbox"/> | <input type="checkbox"/> |
| Locations of manholes, cleanouts, etc. and a plan of the proposed water distribution system showing pipe sizes and location of valves, fire hydrants and fittings, in conformance with the City of Corinth Design Criteria | <input type="checkbox"/> | <input type="checkbox"/> |
| Scales shall be one inch equals forty feet (1" = 40') horizontally and one inch equals four feet (1" = 5') vertically | <input type="checkbox"/> | <input type="checkbox"/> |
| Drainage Plans: | | |



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| | | |
|---|--------------------------|--------------------------|
| Plan and profile of proposed storm sewer and/or channels showing stationing, hydraulic data and gradients, pipe grades and sizes, manholes, inlets, pipe connections, outlet structures, etc. and must meet all of the City of Corinth Design Criteria | <input type="checkbox"/> | <input type="checkbox"/> |
| General location map of the subdivision showing the entire watershed 1" = 500' max | <input type="checkbox"/> | <input type="checkbox"/> |
| Calculations showing the anticipated storm water flow, including watershed area, percent runoff time of concentrations, rainfall intensity, duration, and other data showing basis for design | <input type="checkbox"/> | <input type="checkbox"/> |
| Detailed plan for any bridges, culverts, catch basins, any other drainage structures or any other improvements to be made | <input type="checkbox"/> | <input type="checkbox"/> |
| Scales shall be one inch equals forty feet (1" = 40') horizontally and one inch equals four feet (1"= 5') vertically | <input type="checkbox"/> | <input type="checkbox"/> |
| Grading Plan: | | |
| Grading plan of each building pad on each lot with flow arrows | <input type="checkbox"/> | <input type="checkbox"/> |
| Existing ground contours dashed light | <input type="checkbox"/> | <input type="checkbox"/> |
| Detailed proposed ground contours solid w/5' interval bold | <input type="checkbox"/> | <input type="checkbox"/> |
| No lot-to-lot drainage | <input type="checkbox"/> | <input type="checkbox"/> |
| Erosion Control Plan | | |
| Developer must submit an erosion control plan that complies with the City of Corinth Design Criteria, TCEQ and the EPA | <input type="checkbox"/> | <input type="checkbox"/> |
| If public improvements are to be constructed after the approval of the final plat, then a development agreement and provision of security shall be required, in accordance with <i>UDC Section 3.04.05</i> . | <input type="checkbox"/> | <input type="checkbox"/> |
| Traffic Threshold Worksheet - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Development Agreement, if necessary, if plat is to be recorded prior to constructing the public improvements (<i>UDC Section 3.04.05</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| Provisions (performance or payment bonds) from a surety company holding a license to do business in the State of Texas to guarantee proper construction of postponed public improvements and payment of all claimants supplying labor and materials for the construction of the public improvements | <input type="checkbox"/> | <input type="checkbox"/> |
| 110% - 2 year Maintenance Bond for any and all public improvements (improvements that the City would be responsible for maintaining) Follow form provided by staff. City to be named as Dual Obligee. | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff | <input type="checkbox"/> | <input type="checkbox"/> |



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Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date

Print Name & Organization/Company

Verification of Detailed Information

I hereby confirm that the above detailed information as required by the checklist is complete and accurate to the best of my knowledge. I understand that proper City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me or my firm may delay the proper review of this application.

Design Engineer's Signature

Date

_____, P.E.,

Print Name & License Number

Firm & Registration Number

Utility Easement Dedication Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 3.05.17. Easements and Dedications** of the Unified Development Code for more information on the dedication process.
- 2) A pre-application conference with City Staff is encouraged, but not required.
- 3) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Title Commitment (dated within 90 days) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement of Intent - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate(s) from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Components and order of instrument: | | |
| Dedication instrument (City to provide) | <input type="checkbox"/> | <input type="checkbox"/> |
| Exhibit A – legal description of easement (metes and bounds) sealed by a licensed professional engineer or registered professional surveyor | <input type="checkbox"/> | <input type="checkbox"/> |
| Exhibit B – boundaries of easement dedication sealed by a licensed professional engineer or registered professional surveyor | <input type="checkbox"/> | <input type="checkbox"/> |
| Required Elements: | | |
| Three (3) sheet size of 8 ½ " x 11" of grantor's name, title, address, corporate resolution and/or joinder lienholder, if applicable, with name, address, and phone number surveyor/engineer | <input type="checkbox"/> | <input type="checkbox"/> |
| Three (3) sheet size of 8 ½ " x 11" of Exhibit A | <input type="checkbox"/> | <input type="checkbox"/> |
| Three (3) sheet size of 8 ½ " x 11" of Exhibit B, including easement boundaries, labels, dimensions and acreage | <input type="checkbox"/> | <input type="checkbox"/> |
| Floodplain line, if applicable | <input type="checkbox"/> | <input type="checkbox"/> |
| Delineated areas proposed for dedication | <input type="checkbox"/> | <input type="checkbox"/> |



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| | | |
|--|--------------------------|--------------------------|
| Additional items as requested by City Staff | <input type="checkbox"/> | <input type="checkbox"/> |
| Indication of the type of dedication (select one of the following) | | |
| Dedication of an easement for a utility | <input type="checkbox"/> | <input type="checkbox"/> |
| Dedication of an easement for sanitary sewer | <input type="checkbox"/> | <input type="checkbox"/> |
| Dedication of an easement for drainage | <input type="checkbox"/> | <input type="checkbox"/> |
| Dedication of an easement for temporary construction | <input type="checkbox"/> | <input type="checkbox"/> |
| Dedication of an easement for a waterline | <input type="checkbox"/> | <input type="checkbox"/> |
| Any combination of the above | <input type="checkbox"/> | <input type="checkbox"/> |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date

Verification of Detailed Information

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Design Engineer's Signature

Date

Print Name & License Number

Firm & Registration Number

Park/Trail Dedication Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 3.05.10. Park and Trail Dedications for Residentially Zoned Property** of the Unified Development Code for more information on the dedication process.
- 2) A pre-application conference with City Staff is encouraged, but not required.
- 3) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement of Intent - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate(s) from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Required Elements: | | |
| One (1) sheet size of 24" x 36" | <input type="checkbox"/> | <input type="checkbox"/> |
| Site boundaries, dimensions, lot lines, and acreage | <input type="checkbox"/> | <input type="checkbox"/> |
| Name, address, and phone number of surveyor/engineer | <input type="checkbox"/> | <input type="checkbox"/> |
| Floodplain line, if applicable | <input type="checkbox"/> | <input type="checkbox"/> |
| Delineated areas proposed for dedication | <input type="checkbox"/> | <input type="checkbox"/> |
| Indication of the type of dedication (select one of the following) | | |
| Dedication of land for a park | <input type="checkbox"/> | <input type="checkbox"/> |
| Dedication of land for a trail | <input type="checkbox"/> | <input type="checkbox"/> |
| Dedication of money in lieu of the land dedication | <input type="checkbox"/> | <input type="checkbox"/> |
| Any combination of the above | <input type="checkbox"/> | <input type="checkbox"/> |



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Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date

Verification of Detailed Information

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Design Engineer's Signature

Date

Print Name & License Number

Firm & Registration Number



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Subdivision Waiver Checklist and Questionnaire

Please check the appropriate box(es) below

Minor Subdivision Waiver (must specify type)

- Alley Length
- Side Lot Line Angles
- Traffic Impact Analysis
- Water Lines
- Wastewater Lines

Major Subdivision Waiver

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 3.06.01. Petition for Subdivision Waiver** of the Unified Development Code for more information on the Major and Minor Subdivision Waivers process and requirements. As described in this Section, a request for a Subdivision Waiver shall be submitted with the Plat.
- 2) A pre-application conference with City Staff is encouraged, but not required.
- 3) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement of Intent - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate(s) from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Scaled drawing representing the proposed standard - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Description of the alleged undue hardship and special circumstances that necessitate the Subdivision Waiver - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff | <input type="checkbox"/> | <input type="checkbox"/> |
| For properties not in a recorded subdivision, submit a copy of a current survey or plat showing the properties proposed to be changed, and a complete legal field note description | <input type="checkbox"/> | <input type="checkbox"/> |



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UDC SECTION(s) you are requesting a waiver from:

| | | |
|--|--|--|
| | | |
| | | |

BOX 1 of 3

In accordance with the provisions of the Subdivision Waiver regulations within the Unified Development Code, appeal is made to the Planning and Zoning Commission and City Council to grant the following waiver request:

| |
|--|
| |
| |
| |

BOX 2 of 3

In order to grant a major waiver, the Planning and Zoning Commission and City Council must determine that **ALL of the following conditions exist. Financial hardship to the applicant alone is not a sufficient reason to approve a waiver request.** State how your request meets these conditions.

- a. That there are special circumstances or conditions affecting the land that when provisions of the ordinance are applied would deprive the applicant of reasonable use of the land.

| |
|--|
| |
| |
| |
| |

- b. That the waiver is necessary for the preservation and enjoyment of a substantial property right.

| |
|--|
| |
| |
| |
| |



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| BOX 3 of 3 |
|---|
| <p>c. That granting the waiver will not be detrimental to the public health, safety, or welfare, or injurious to the other property in the area.</p> |
| |
| |
| |
| |
| <p>d. That the waiver when granted is in harmony with the general purpose and intent of the ordinance or its amendments.</p> |
| |
| |
| |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date



Proportionality Appeal Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 3.06.02 Subdivision Proportionality Appeal** of the Unified Development Code for more information on the proportionality appeal process.
- 2) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement of Intent (including the identification of the standard/requirement that is not roughly proportional to the nature and extent of the impacts created by the proposed development) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate(s) from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Study with the information outlined in Section 3.06.02.B.2. | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff | <input type="checkbox"/> | <input type="checkbox"/> |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date

Verification of Detailed Information

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Design Engineer's Signature

Date

Print Name & License Number



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Firm & Registration Number



CITY OF CORINTH

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Subdivision Vested Rights Petition Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 3.06.03. Subdivision Vested Rights Petition** of the Unified Development Code for more information on the Subdivision Vested Rights Petition process.
- 2) See **Chapter 245** of the Texas Local Government Code for more information on vesting of local permits.
- 3) A Subdivision Vested Rights Petition cannot be submitted by an applicant along with submission of a request for a text amendment to the UDC, zoning map amendment (rezoning), or any other request for a legislative decision by the City Council.
- 4) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement of Intent - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate(s) from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Information outlined in Section 3.06.03.E. of the Unified Development Code | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff | <input type="checkbox"/> | <input type="checkbox"/> |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date



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Miscellaneous Application Checklists



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Comprehensive Plan Amendment Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 1.03.03. Comprehensive Plan Adoption or Amendment** of the Unified Development Code for more information on the comprehensive planning process.
- 2) See **Section 213.003 Adoption or Amendment of Comprehensive Plan** of the Texas Local Government Code for more information on State law regarding comprehensive plans.
- 3) A pre-application conference with City Staff is encouraged, but not required.
- 4) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|--|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement of Intent - One (1) paper copy and one (1) PDF | | |
| Existing Use of the property | <input type="checkbox"/> | <input type="checkbox"/> |
| Proposed use of the property (attach supporting information) | <input type="checkbox"/> | <input type="checkbox"/> |
| State why the applicant is proposing to change the land use for the subject property | <input type="checkbox"/> | <input type="checkbox"/> |
| Specify existing zoning districts | <input type="checkbox"/> | <input type="checkbox"/> |
| Define acreage of the subject property | <input type="checkbox"/> | <input type="checkbox"/> |
| Specify any special considerations for the property (i.e. requested waivers from the base zoning districts, variances and any other unique characteristics of the subject property). | <input type="checkbox"/> | <input type="checkbox"/> |
| Explanation of how proposed amendment provides a benefit to the public health, safety, and welfare | <input type="checkbox"/> | <input type="checkbox"/> |
| Comprehensive Master Plan Exhibit - One (1) paper copy and one (1) PDF | | |
| Existing land use categories for the property and adjacent properties | <input type="checkbox"/> | <input type="checkbox"/> |
| Zoning classifications | <input type="checkbox"/> | <input type="checkbox"/> |
| Proposed land use categories in a format that identifies boundaries between different land use categories | <input type="checkbox"/> | <input type="checkbox"/> |



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| | | |
|---|--------------------------|--------------------------|
| <p>Comprehensive Master Plan Information: All applicable features of the Comprehensive Plan relative to proposed site plan including:</p> <ul style="list-style-type: none"> o Land Use Plan o Housing and Livability o Parks and Trails Plan o Thoroughfare and Mobility Plan o Water Plan o Wastewater Plan o Economic Impact o Any Specific Design Plans | <input type="checkbox"/> | <input type="checkbox"/> |
| Official Plat or Legal Description - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| For text amendment, include section reference, existing text, and proposed text - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff | <input type="checkbox"/> | <input type="checkbox"/> |
| Traffic Threshold Worksheet - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date

Sign Building Permit Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 4.01.05. Sign Building Permit Application** of the Unified Development Code for more information on the sign permitting process.
- 2) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate(s) from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| General plan that illustrates - One (1) paper copy and one (1) PDF: | | |
| Location of the building, structure, or tract to which or upon which the sign is to be attached | <input type="checkbox"/> | <input type="checkbox"/> |
| Position of the sign in relation to right-of-way, easements, buildings, structures, existing signs, etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| Drawing of the sign that illustrates the height, length, width, and all other dimensions associated with the sign | <input type="checkbox"/> | <input type="checkbox"/> |
| Letter from the owner of the property stating that the applicant has permission to erect such sign(s) | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof that all electrical components of signage installation comply with the electrical code in effect at the time of application | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of compliance with the applicable building codes (i.e., building, plumbing, foundation, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff | <input type="checkbox"/> | <input type="checkbox"/> |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.



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Applicant's Signature

Date

Sign Building Permit (Conditional) Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 4.01.07. Conditional Sign Building Permit** of the Unified Development Code for more information on the conditional sign permitting process.
- 2) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate(s) from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| General plan, as described in 4.01.05.A. - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Drawing of the sign, as described in 4.01.05.A. - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Letter from the property owner granting permission for the sign, as described in 4.01.05.A. - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of compliance with Electrical Code, as described in 4.01.05.A. - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of compliance with Building Codes, as described in 4.01.05.A. - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Engineering Construction plans and renderings, as described in 4.01.07.B.2. - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff | <input type="checkbox"/> | <input type="checkbox"/> |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date

Sign Variance Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 4.01.14. Sign Variance** of the Unified Development Code for more information on the sign variance process.
- 2) A pre-application conference with City Staff is encouraged, but not required.
- 3) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed and Signed Sign Building Permit Checklist - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Exhibits depicting the proposed alternative - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Description of the alleged hardship and unique circumstance that necessitates the variance - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff | <input type="checkbox"/> | <input type="checkbox"/> |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date



Sign Variance Worksheet

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 4.01.14.** of the Unified Development Code for more information on requesting a sign variance.

In order to grant a variance, the City Council must determine that ALL of the following conditions exist. *Financial hardship to the applicant alone is not sufficient reason to approve a variance. State how your request meets these conditions.

| BOX 1 OF 7 |
|---|
| In accordance with the provisions of the Sign Regulations within the Unified Development Code, appeal is made to the City Council to grant the following variance request: |
| |
| |
| |
| |

| BOX 2 of 7 |
|--|
| The literal enforcement of the sign regulations will create an undue hardship or practical difficulty on the Applicant: |
| |
| |
| |
| |

| BOX 3 of 7 |
|---|
| The situation causing the unnecessary hardship or practical difficulty is unique to the affected property and is not self-imposed: |
| |
| |
| |



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| |
|--|
| BOX 4 of 7 |
| That granting the variance will not injure and will be wholly compatible with the use and permitted development of adjacent properties. |
| |
| |
| |
| |

| |
|---|
| BOX 5 of 7 |
| That the variance when granted is in harmony with the general purpose and intent of the ordinance or its amendments. |
| |
| |
| |
| |

| |
|---|
| PROPERTY OWNER CONSENT/ AGENT AUTHORIZATION (Box 6 of 7) |
| By my signature, I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's fee schedule. This fee is non-refundable even in the event of application withdrawal. I have the power to authorize and hereby grant permission for City of Corinth officials to enter the property on official business as part of the application process. |
| Signature: |
| Printed Name: Date: |
| By signing this form, the owner of the property authorizes the City of Corinth to begin proceeding in accordance with the process for the type of application indicated on this application. The owner acknowledges that submission of an application does not in any way obligate the City to approve the application, and, that although City staff may make certain recommendations regarding this application, the decision making authority may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation. |



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NOTARY (Box 7 of 7)

STATE OF TEXAS §
COUNTY OF §

BEFORE ME, the undersigned authority in and for _____ County, Texas, on this day personally appeared _____, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she is _____, and that he/she is authorized to execute the foregoing instrument for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____, 20__.

Notary Public in and for the State of Texas

Type or Print Notary's Name

My Commission Expires: _____

Fence Variance Checklist

Project Name:

GENERAL INFORMATION

- 1) See **Section 4.02.07. Fence Variance** of the Unified Development Code for more information on the fence variance process.
- 2) A pre-application conference with City Staff is encouraged, but not required.
- 3) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of a denied, suspended, or revoked Fence Building Permit or Application and the date the permit or application was denied, suspended, or revoked – One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax Certificate(s) from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Exhibits depicting the proposed alternative – One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Description of the alleged hardship and unique circumstance that necessitates the variance – One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Posted sign, per Section 4.02.07.C. | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff | <input type="checkbox"/> | <input type="checkbox"/> |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date



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Plat Signature Blocks Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 3.03.03.M. Signature Blocks** of the Unified Development Code for more information on signature blocks.
- 2) Unless otherwise modified by the Director of Planning, the following signature blocks shall be used.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|--|--------------------------|--------------------------|
| Certificate of Surveyor | <input type="checkbox"/> | <input type="checkbox"/> |
| Owner's Statement for Fire Lane Easement | <input type="checkbox"/> | <input type="checkbox"/> |
| Owner's Acknowledgement and Dedication | <input type="checkbox"/> | <input type="checkbox"/> |
| Lienholder's Ratification of Plat Dedication | <input type="checkbox"/> | <input type="checkbox"/> |
| Certificate of Final Plat Approval (For Final Plats with Required Public Improvements Installed After Approval) | <input type="checkbox"/> | <input type="checkbox"/> |
| Certificate of Final Plat Approval (For Final Plats with Required Public Improvements Installed Before Approval) | <input type="checkbox"/> | <input type="checkbox"/> |
| Certificate of Completion and Authorization to File | <input type="checkbox"/> | <input type="checkbox"/> |
| Certificate of Amending Replat Approval | <input type="checkbox"/> | <input type="checkbox"/> |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date



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Certificate of Surveyor

CERTIFICATE OF SURVEYOR

STATE OF TEXAS §
COUNTY OF DENTON §

I, the undersigned, a (Licensed Professional Engineer/ Registered Professional Surveyor) in the State of Texas, hereby certify that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.

(Engineer or Surveyor's Seal)

Licensed Professional Engineer
or Registered Professional Surveyor

Date

STATE OF TEXAS §
COUNTY OF DENTON §

BEFORE ME, the undersigned authority, on this day personally appeared, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein stated.

Given under my hand and seal of office this _____ day of _____, _____.

NOTARY PUBLIC

_____ County, Texas



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Owner's Statement for Fire Lane Easement

OWNER'S STATEMENT FOR FIRE LANE EASEMENT

The undersigned covenants and agrees that he (they) shall construct upon the fire lane easements, as dedicated and shown hereon, a fire lane in accordance with the Fire Code and City standards and that he (they) shall maintain the same in a state of good repair at all times in accordance with City Ordinance. The fire lane easement shall be kept free of obstructions in accordance with the City Ordinance. The maintenance of pavement in accordance to City Ordinance of the fire lane easements is the responsibility of the owner. The owner shall identify the fire lane in accordance with City Ordinance. The Chief of Police or his/her duly authorized representative is hereby authorized to cause such fire lane and utility easements to be maintained free and unobstructed at all times for fire department and emergency use

Owner (Printed Name): _____

Owner (Signature): _____

Date: _____

Certificate of Amending Replat Approval

CERTIFICATE OF AMENDING REPLAT APPROVAL

Approved

Director of Planning and Development
City of Corinth, Texas

Date

Witness by hand this _____ day of _____, _____.

City Secretary
City of Corinth, Texas



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Owner's Acknowledgement and Dedication

OWNER'S ACKNOWLEDGEMENT AND DEDICATION

STATE OF TEXAS §
COUNTY OF DENTON §

I (we), the undersigned, owner(s) of the land shown on this plat within the area described by metes and bounds as follows:

(Metes and Bounds Description of Boundary)

and designated herein as the _____ Subdivision to the City of Corinth, Texas, and whose name is subscribed hereto, hereby dedicate to the public use forever by fee simple title, free and clear of all liens and encumbrances, all streets, thoroughfares, alleys, parks, and trails, and to the public use forever easements for sidewalks, storm drainage facilities, floodways, water mains, wastewater mains and other utilities, and any other property necessary to serve the plat and to implement the requirements of the platting ordinances, rules, and regulations thereon shown for the purpose and consideration therein expressed.

Owner: _____
Date: _____

STATE OF TEXAS §
COUNTY OF §

BEFORE ME, the undersigned authority in and for _____ County, Texas, on this day personally appeared _____, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she is _____, and that he/she is authorized to execute the foregoing instrument for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____, 20__.

Notary Public in and for the State of Texas

Type or Print Notary's Name

My Commission Expires: _____



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Lienholder's Ratification of Plat Dedication

LIENHOLDER'S RATIFICATION OF PLAT DEDICATION

STATE OF TEXAS §
COUNTY OF DENTON §

Whereas, _____, acting by and through the undersigned, its duly authorized agent, is the lienholder of the property described hereon, does hereby ratify all dedications and provisions of this plat as shown.

Lienholder: _____

Date: _____

STATE OF TEXAS §
COUNTY OF DENTON §

BEFORE ME, the undersigned authority in and for _____ County, Texas, on this day personally appeared _____, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she is _____, and that he/she is authorized to execute the foregoing instrument for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____, 20__.

Notary Public in and for the State of Texas

Type or Print Notary's Name

My Commission Expires: _____



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Certificate of Final Plat Approval (For Final Plats with Required Public Improvements Installed After Approval)

CERTIFICATE OF FINAL PLAT APPROVAL (FOR FINAL PLATS WITH REQUIRED PUBLIC IMPROVEMENTS INSTALLED AFTER APPROVAL)

Approved

Chairman, Planning and Zoning Commission
City of Corinth, Texas

Date

The undersigned, the City Secretary of the City of Corinth, Texas, hereby certifies that the foregoing Final Plat of the _____ Subdivision or Addition to the City of Corinth was submitted to the Planning and Zoning Commission on the _____ day of _____, _____, and the Commission, by formal action, then and there accepted the Final Plat and hereby authorizes the developer to proceed with the construction of public works improvements and infrastructure as indicated on the accompanying construction plans, and said Commission further authorizes the Chairman of the Planning and Zoning Commission to note the acceptance thereof by signing his/her name as hereinabove subscribed.

Witness by hand this _____ day of _____, _____.

City Secretary
City of Corinth, Texas



CITY OF CORINTH

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Certificate of Final Plat Approval (For Final Plats with Required Public Improvements Installed Before Approval)

CERTIFICATE OF FINAL PLAT APPROVAL (FOR FINAL PLATS WITH REQUIRED PUBLIC IMPROVEMENTS INSTALLED BEFORE APPROVAL)

Approved

Chairman, Planning and Zoning Commission
City of Corinth, Texas

Date

The undersigned, the City Secretary of the City of Corinth, Texas, hereby certifies that the foregoing Final Plat of the _____ Subdivision or Addition to the City of Corinth was submitted to the Planning and Zoning Commission on the _____ day of _____, _____, and the Commission, by formal action, then and there accepted the Final Plat and public works improvements and infrastructure, and said Commission further authorizes the Chairman of the Planning and Zoning Commission to note the acceptance thereof by signing his/her name as hereinabove subscribed.

Witness by hand this _____ day of _____, _____.

City Secretary
City of Corinth, Texas



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Certificate of Completion and Authorization to File

CERTIFICATE OF COMPLETION AND AUTHORIZATION TO FILE

Approved

Chairman, Planning and Zoning Commission
City of Corinth, Texas

Date

The undersigned, the City Secretary and the City of Corinth, Texas, hereby certifies that the foregoing Final Plat of the _____ Subdivision or Addition to the City of Corinth was submitted to the Planning and Zoning Commission on the _____ day of _____, _____, and the Commission, by formal action, then and there accepted the fee simple dedication of streets, thoroughfares, alleys, and parks to the public use forever and dedication of easements for trails, sidewalks, storm drainage facilities, floodways, water mains, wastewater mains and other utilities, and any other property necessary to serve the plat and to implement the requirements of the platting ordinances, rules, and regulations as shown and set forth in and upon said plat, that the public works and infrastructure improvements have been completed in accordance with the construction plans, have been tested and have been accepted by the City, that the Final Plat is now acceptable for filing with Denton County and said Commission further authorized the Chairman of the Planning and Zoning Commission to note the acceptance thereof by signing his/her name as hereinabove subscribed.

Witness by hand this _____ day of _____, _____.

City Secretary
City of Corinth, Texas



Traffic Impact Analysis

Project Name: [Click or tap here to enter text.](#)

Threshold Worksheet

The City of Corinth’s Unified Development Code provides that a Traffic Study may be required with preliminary plat applications. *If the proposed development exceeds one or more of the three threshold criteria listed below, a traffic study will be required to be submitted with the preliminary plat application.* Otherwise, for projects that do not exceed any of the three criteria, a Traffic Study Threshold Worksheet must be submitted and approved by the City’s Engineer *prior to submittal* of the preliminary plat application. Please describe in detail your evaluation of each criteria listed below. Additional sheets may be attached if necessary.

Criteria #1: The development exceeds parking 100 spaces average per driveway.

Criteria #2: Any driveway or roadway in the development is projected to serve 1000 or more vehicles per day.*

Criteria #3: Any driveway in the development is projected to serve 100 ingress vehicles or more in the design hour.*

* Unless approved otherwise, trip generation rates should be based on the most recent edition of the Institute of Transportation Engineers (ITE) *Trip Generation Manual*.

I hereby certify that this project does not exceed any of the three threshold criteria shown above and therefore the development would not warrant a Traffic Study in accordance with Section 3.05.04.(D) Traffic Impact Analysis of the Unified Development Code of the City of Corinth.

Design Engineer’s Signature

Date

Print Name & License Number

Firm & Registration Number

For City Use Only: The requirement for a Traffic Study with this submittal is hereby waived:

Name: _____

Title: _____ Date: _____



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Floodplain Permit Application

The City may require that the owner provide, at the owner's expense, a floodplain study of the proposed development. If the proposed development lies within a flood hazard area as delineated by the current Flood Insurance Rate Maps as provided by FEMA, then a Floodplain permit is required. Development includes, but is not limited to; new structures, mining, dredging, filling, grading, paving, clearing, repairs to a building that do not involve structural members, fences, excavation, drilling or storage. Exempt development includes: farming, gardens, roofing repairs, mailboxes, flagpoles, etc... All development must conform to the City of Corinth Code of Ordinance, Chapter 152 – Floodplain Damage Prevention.

| DEVELOPMENT INFORMATION | | (BOX 1 OF 8) | |
|---|--|--------------------------|--|
| Development Type | | Construction Type | |
| <input type="checkbox"/> | Residential | <input type="checkbox"/> | New Construction |
| <input type="checkbox"/> | Non-Residential | <input type="checkbox"/> | Substantial Improvement to an existing structure |
| <input type="checkbox"/> | Placement of Fill | <input type="checkbox"/> | Creebank Stabilization |
| <input type="checkbox"/> | Alteration of Natural Drainage Course/Floodway | <input type="checkbox"/> | Commercial Building |
| <input type="checkbox"/> | Other | <input type="checkbox"/> | Mobile Home |
| <input type="checkbox"/> | | <input type="checkbox"/> | Accessory Structure |
| <input type="checkbox"/> | | <input type="checkbox"/> | Fence |
| <input type="checkbox"/> | | <input type="checkbox"/> | Other |
| APPLICANT INFORMATION | | (BOX 2 OF 8) | |
| Applicant Name: | | Company: | |
| Address: | | | |
| City/State/Zip: | | | |
| Contact Number Primary: | | Secondary No.: | |
| Email: | | | |
| Project Name: Click or tap here to enter text. | | | |
| POINT-OF-CONTACT INFORMATION | | (BOX 3 OF 8) | |
| Name: | | Company: | |
| Contact Number: | | | |
| Email: | | | |
| PROPERTY OWNER INFORMATION | | (Box 4 of 8) | |
| Owner's Name: | | Company: | |
| Address: | | | |
| City/State/Zip: | | | |
| Contact Number Primary: | | Secondary No.: | |
| Email: | | | |
| SUBJECT PROPERTY INFORMATION | | (Box 5 of 8) | |
| Address: | | | |
| Parcel Tax ID#: | | | |
| Legal Description: | | Block: | Lot: |
| Subdivision Name: | | | |



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| | | |
|---|--|---------------------|
| BILL FEES TO | | (Box 6 of 8) |
| Name: | | Company: |
| Address: | | |
| City/State/Zip: | | |
| Contact Number: | | |
| Contact Email: | | |
| Property Owner Consent/ Agent Authorization | | (Box 7 of 8) |
| <p>By my signature, I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's fee schedule. This fee is non-refundable even in the event of application withdrawal. I have the power to authorize and hereby grant permission for City of Corinth officials to enter the property on official business as part of the application process.</p> <p>By signing this form, the owner of the property authorizes the City of Corinth to begin proceeding in accordance with the process for the type of application indicated on this application. The owner/applicant further requests a Waiver of Right to 30-Day Action. The owner acknowledges that submission of an application does not in any way obligate the City to approve the application, and, that although City staff may make certain recommendations regarding this application, the decision making authority may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.</p> <p>We, the undersigned, being owners of subject real property, do hereby authorize:</p> | | |
| Printed Name: | | |
| Address: | | |
| <p>...to act as our Agent in the matter of this request. The term agent shall be construed to mean any lessee, developer, option holder, or authorized individual who is authorized to act in behalf of the owner(s) of said property.</p> | | |
| <u>SIGNATURES OF ALL PROPERTY OWNERS</u> | | |
| Printed Name: | | |
| Signature: | | |
| Address: | | |
| Printed Name: | | |
| Signature: | | |
| Address: | | |
| Printed Name: | | |
| Signature: | | |
| Address: | | |



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NOTARY

(Box 7 of 8)

STATE OF TEXAS §
COUNTY OF §

BEFORE ME, the undersigned authority in and for _____ County, Texas, on this day personally appeared _____, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she is _____, and that he/she is authorized to execute the foregoing instrument for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____, 20__.

Notary Public in and for the State of Texas

Type or Print Notary's Name

My Commission Expires: _____

FOR USE BY FLOODPLAIN ADMINISTRATOR

Flood Insurance Rate Map Determination:

Watercourse Name: _____

Panel Number: _____ Panel Date: _____ Zone: _____

- Floodplain
- Elevation Certificate Required
- LOMR
- LOMA
- Floodway
- CLOMR
- LOMF

Notes:

Floodplain Permit Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Title XV, Section §152.20**, of the City of Corinth Code of Ordinances for more information on requesting reinstatement of nonconforming rights.
- 2) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|--|--------------------------|--------------------------|
| Completed and Signed Floodplain Permit Application | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Statement of Intent | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Plans shall be drawn to scale, and to include:</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| the location, dimensions, and elevation of proposed landscape alterations | <input type="checkbox"/> | <input type="checkbox"/> |
| existing and proposed structures, including placement of manufactured homes, and the location of the foregoing in relation to areas of special flood hazard | <input type="checkbox"/> | <input type="checkbox"/> |
| elevation (in relation to mean sea level), of the lowest floor (including basement) of all new and substantially improved structures | <input type="checkbox"/> | <input type="checkbox"/> |
| elevation in relation to mean sea level to which any nonresidential structure shall be flood proofed | <input type="checkbox"/> | <input type="checkbox"/> |
| a certificate from a Texas registered professional engineer or architect that each nonresidential structure meets the flood proofing criteria of Section §152.31 (B) | <input type="checkbox"/> | <input type="checkbox"/> |
| description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development | <input type="checkbox"/> | <input type="checkbox"/> |



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| | | |
|---|--------------------------|--------------------------|
| establish the floodplain boundaries, FIRM zones, floodway boundaries and Base Flood Elevation (BFE) from the Flood Insurance Rate Map (FIRM). Where the BFE is not established on the FIRM, the applicant shall establish the BFE and delineate the floodplain through additional engineering analysis | <input type="checkbox"/> | <input type="checkbox"/> |
| provide a topographic survey to establish the location of the BFE contour line | <input type="checkbox"/> | <input type="checkbox"/> |
| provide grading plan to show how the lot will drain and where walls will be constructed | <input type="checkbox"/> | <input type="checkbox"/> |
| plat the property | <input type="checkbox"/> | <input type="checkbox"/> |
| stake the 100-year old floodplain, and show on the plat | <input type="checkbox"/> | <input type="checkbox"/> |
| stake and show on the plat—any additional information and details for a driveway constructed in the floodplain to the pad site | <input type="checkbox"/> | <input type="checkbox"/> |
| provide copies of any state or federal permits <ul style="list-style-type: none"> state permits may be required for: construction in floodways, stream crossings, septic systems, tie-downs for manufactured housing, landfills, hazardous materials storage federal permits may be required for: 404 permit for filling wetlands, permits for work in navigable waterways, compliance with endangered species act the applicant must provide documentation indicating a state or federal agency has issues or will issue the permit | <input type="checkbox"/> | <input type="checkbox"/> |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials.

Applicant's Signature

Date

Design Engineer's Signature

Date

Print Name & License Number

Firm & Registration Number



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City Right of Way/Utility Work Permit Application

Project Name: [Click or tap here to enter text.](#)

| APPLICANT INFORMATION (Box 1 of 4) | | |
|--|---|--|
| Contractor: | | |
| Contact Name: | | |
| City/State/Zip: | | |
| Contact Number Primary: Contact Number (24-Hour): | | |
| Contact Email: | | |
| Applicant Signature: Date: | | |
| UTILITY COMPANY INFORMATION (Box 3 of 4) | | |
| Contact Name: | | |
| Contact Number Primary: | | |
| Contact Email: | | |
| UTILITY COMPANY REPRESENTED (B | | |
| <input type="checkbox"/> AT&T | <input type="checkbox"/> Atmos | <input type="checkbox"/> Charter |
| <input type="checkbox"/> Denton Municipal Electric | <input type="checkbox"/> Oncor | <input type="checkbox"/> Verizon |
| <input type="checkbox"/> Coserv | <input type="checkbox"/> CentruyLink | <input type="checkbox"/> Grande |
| <input type="checkbox"/> Spectrum | <input type="checkbox"/> Other _____ | |
| PROJECT INFORMATION (Box 4 of 4) | | |
| Project Name: | | |
| Project Location: | | |
| MAPSCO Coordinate: | | |
| General Project Description: | | |
| | | |
| | | |
| Approximate Work Dimensions: | <i>Length</i> | <i>Width</i> |
| | | <i>Depth</i> |
| | | |
| Proposed Project Start Date: | Proposed Project End Date: | |
| CHECK ALL THAT APPLY | | |
| <input type="checkbox"/> Sidewalk | <input type="checkbox"/> Loading Zone | <input type="checkbox"/> Parking Lane |
| <input type="checkbox"/> Utility Easement | <input type="checkbox"/> ROW | <input type="checkbox"/> Crossing Water |
| <input type="checkbox"/> Full Street Closure | <input type="checkbox"/> Partial Street Closure | <input type="checkbox"/> Crossing Wastewater |
| <input type="checkbox"/> Other _____ | | |



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City Right of Way/Utility Work Checklist

Project Name: [Click or tap here to enter text.](#)

| Item | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| Completed and signed City Right of Way/Utility Work Permit Application | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Profile for any bores across City facilities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Traffic control plan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of insurance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Contact City Public Works and utility company for utility locates | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Site plan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If your scope of work in this submittal includes work on private property you shall either provide the City with the existing easement document – Denton County Clerk’s Office site: https://dentontx.search.kofile.com/48121/Home/Index/1 – or, secure an easement and provide the City a copy of the filed easement or provide the City with a Letter of Permission from the property owner that allows you to perform work or install facilities on the property in the location indicated on your drawings. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

GENERAL NOTES

1. Notify a City inspector at 940-498-3268 48 hours before starting work; at completion of initial backfill and at project completion
2. For multiple, unconnected locations, provide a separate permit for each location
3. Time of day traffic control plans will be applicable and what is to be done outside allowed times for work in the right of way (barricades to be removed or remain in place, trench plates to be utilized, advance warning signs to be removed or put in place, etc...)
4. Provide/allow three (3) business days for a completed application to be processed
5. All required traffic control devices shall be at the sole expense of the applicant/contractor
6. Certificate of insurance in the amount of \$1 million general liability and \$1 million for auto is required and must list the City as additional insured with a 30-day cancellation notice
7. Provide access at all times to affected business and property owners
8. A copy of the valid, approved TDXOT (if the work is within a TXDOT ROW) and City of Corinth City Right of Way/Utility Work Permit is required to be on the job site at all times
9. Proper erosion control measures shall be taken
10. Follow Texas Manual on Uniform Traffic Control Devices measures for work in traffic zones



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- 11. The area shall be returned to a condition as good as or better than it was prior to its disturbance
- 12. Disturbed areas shall be regraded with suitable top soil and sod placed as needed
- 13. Irrigation repairs are to be performed by a licensed irrigation installer, without undue delays
- 14. Follow all Occupational Safety and Health Administration standards at all times
- 15. All damages in disturbed areas shall be repaired or replaced immediately
- 16. Repair any damages to existing utilities including clean-outs, water valves, sewer manholes, etc...
- 17. Densities may be required for trench backfill or other excavations
- 18. No work shall be performed on collector roadways except between the hours of 9:00AM to 4:00 PM
- 19. Streets, sidewalk and alleys shall be kept free of debris and construction materials

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials.

Applicant's Signature

Date



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Pre-Application Conference Checklist and Worksheet

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- (1) The Pre-Application Conference is intended to allow for the exchange of non-binding information between the Applicant and City Staff to ensure that the Applicant is informed of pertinent City development regulations and processes.
- (2) The Pre-Application Conference provides an opportunity for the Applicant and City Staff to discuss major development considerations such as utilities, roadways, drainage concerns, Comprehensive Plan elements, specific neighborhood characteristics, and historic information.
- (3) This exchange of information is intended to promote an efficient and orderly review process.

PRE-APPLICATION CONFERENCE CHECKLIST

1. Contact City Staff to schedule your Pre-Application Conference – 940-498-3262 – Planning@cityofcorinth.com
2. Provide a digital copy the preliminary site layout
3. Research the Corinth Unified Development Code – https://www.municode.com/library/tx/corinth/codes/unified_development_code
4. Research the City of Corinth Engineering Design Standards <https://www.cityofcorinth.com/engineering/page/2019-engineering-design-standards>
5. Research the maps of the City of Corinth – *Zoning, Sewer, Water, etc...* – <https://www.cityofcorinth.com/gis-maps>
6. Complete this worksheet and the **Vested Rights Waiver** and submit to staff a minimum of two (2) business days prior to your scheduled conference – Planning@cityofcorinth.com

APPLICATION TYPE:

- Plat
 Site Plan
 Planned Development
 Zoning Map Amendment (Rezoning)
 Specific Use Permit
 Zoning Variance
 Zoning Special Exception
 Comprehensive Plan Amendment
 Other _____

PROJECT INFORMATION:

| | | |
|-----------------------------------|--------|--------------------|
| Applicant: | Phone: | Email: |
| Project Parcel Tax ID#: | | |
| Subdivision: | Block: | Lot: Address: |
| Project Location (if applicable): | | |

PROJECT SUMMARY:

| |
|--|
| |
| |
| |



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PRE-APPLICATION MEETING

Vested Rights Waiver

The undersigned are all the owners or authorized agents of the owners of a tract of land located within Corinth or its extraterritorial jurisdiction, more particularly described as follows:

The undersigned requested to meet with City representatives on the date noted below for the sole purpose of obtaining information from the City about the development process. The undersigned do not intend this meeting and the information presented at the meeting to constitute the filing of a plan for development for the tract or a platting or zoning or other permit application as set forth in Tex. Local Gov't Code §245.002(a-1) or for any statutory review deadlines to commence at this time.

The undersigned owners understand and agree that a separate application process on forms provided by the City and payment of fees are required to process a plan for development.

Owner(s)/Authorized Agent(s):

 Print Name

 Print Name

 Signature

 Signature

Location/Project: _____

| |
|--|
| <p>ACCEPTED BY THE CITY:</p> <p>By: _____</p> <p>DATE: _____</p> |
|--|

Development Review Committee Checklist

GENERAL INFORMATION

- (1) The purpose of the Development Review Committee (DRC) is to utilize the expertise of various City departments to review all Site Plans to ensure that City regulations are met and to provide a recommendation for either approval or denial in a written report to the Director of Planning.
- (2) Per the Director of Planning's discretion, the DRC shall review Plats to ensure that City regulations are met and provide a recommendation for either approval or denial in a written report, on an as-needed basis.

PRE-APPLICATION CONFERENCE CHECKLIST

1. Contact City Staff to schedule your Development Review Committee meeting – 940-498-3262 – Planning@cityofcorinth.com
2. Provide a digital copy of your proposed site plan
3. Bring a copy of the latest review comments and revisions

Unified Sign Plan Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 4.01. Sign Regulations** of the Unified Development Code for more information on the Unified Sign Plan.
- 2) A pre-application conference with City Staff is encouraged, but not required.
- 3) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed and Signed Unified Sign Plan Checklist - One (1) paper copy and one (1) PDF | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| Unified Sign Plan Exhibit Package – one (1) paper copy and one (1) PDF – to include: | | |
| A map showing the location of proposed signs. | <input type="checkbox"/> | <input type="checkbox"/> |
| Signs dimensioned and showing the distance from the nearest public right-of-way. | <input type="checkbox"/> | <input type="checkbox"/> |
| Elevations (renderings) dimensioned and labeled, including text, materials, material finishes, colors, lighting and proposed landscaping. | <input type="checkbox"/> | <input type="checkbox"/> |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date

Gas Well Permit Application Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Title XI: - Business Regulations – Chapter 114, Gas Drilling**, of the Code of Ordinances for more information on the Gas Well Permit process.
- 2) A pre-application conference with City Staff is encouraged, but not required.
- 3) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

| Item | Applicant | Staff |
|---|--------------------------|--------------------------|
| 1) Application Information: | | |
| Completed and Signed Gas Well Permit Application | <input type="checkbox"/> | <input type="checkbox"/> |
| Every item, study, plan or document required by Chapter 114 or other applicable ordinances | <input type="checkbox"/> | <input type="checkbox"/> |
| Digital File Submission: | | |
| All items must be submitted in Adobe PDF format | <input type="checkbox"/> | <input type="checkbox"/> |
| All items shall be saved on a CD/DVD or flash drive | <input type="checkbox"/> | <input type="checkbox"/> |
| Each file shall be labeled on the disc or drive as it appears on the checklist | <input type="checkbox"/> | <input type="checkbox"/> |
| Discs or drives must be clearly labeled with the project name on the outside of the media and the submittal date. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Paid Application Fee (Page 89) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Confirmation by the City Manager that there is no dispute or proceeding pending before the Railroad Commission regarding the status of the operator. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Components of the application: | | |
| Date of Application | <input type="checkbox"/> | <input type="checkbox"/> |
| Accurate legal description of the surface lease property to be used for the gas operation, the pooled parcels included in the plat(s), the P-12 list of the property owners in the lease pool(s) and the production unit and name of the geologic formation as used by the Commission. Property recorded by plat should reference subdivision, block and lot numbers. | <input type="checkbox"/> | <input type="checkbox"/> |



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| | | |
|--|--------------------------|--------------------------|
| Accurate legal description of the proposed well development site. | <input type="checkbox"/> | <input type="checkbox"/> |
| A detailed site plan that includes specific details regarding the projected location of the major components of the well development site, impacted vegetation, proximity to the 100-year floodplain, creeks and other topographic features, temporary and permanent fencing and landscaping, adjacent building and other structures and the distance from the edge of the well development site nearest to these buildings and structures, measured in the manner required by § 114.30. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) A site plan of the proposed well development site showing the following: | <input type="checkbox"/> | <input type="checkbox"/> |
| The height, size, bulk and location of all improvements and equipment, including the location of the proposed well(s) and other facilities, including, but not limited to, tanks, pipelines, compressors, separators, and storage sheds. | <input type="checkbox"/> | <input type="checkbox"/> |
| The distances between the wellhead and property lines. | <input type="checkbox"/> | <input type="checkbox"/> |
| The location of all proposed underground pipelines and the point of connection with an off-site pipeline or a statement that there is no off-site pipeline. | <input type="checkbox"/> | <input type="checkbox"/> |
| All ingress and egress points to the well development site. | <input type="checkbox"/> | <input type="checkbox"/> |
| The proposed location of all fuel and power sources, including steam generation. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) The following information regarding the proposed well(s): | <input type="checkbox"/> | <input type="checkbox"/> |
| The exact and correct acreage and number of wells in the current application. | <input type="checkbox"/> | <input type="checkbox"/> |
| Whether the application is for the first well to be drilled on the well development site and whether venting or flaring is proposed. | <input type="checkbox"/> | <input type="checkbox"/> |
| If gas produces in paying quantities, the total number of wells planned for the well development site, and their proposed locations, including bore path. | <input type="checkbox"/> | <input type="checkbox"/> |
| The total number of currently permitted wells on the well development site. | <input type="checkbox"/> | <input type="checkbox"/> |
| The total number of currently operating wells on the well development site. | <input type="checkbox"/> | <input type="checkbox"/> |
| The total number of abandoned wells on the well development site. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) A site plan depicting the proposed location of the well bore, tanks, fracturing trucks, and other equipment and the distances between these objects and protected uses. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) Map showing proposed transportation route and roads, both public and private, to be used for equipment, chemicals or waste products used or produced by the gas operation. (Route shall be limited to collectors and thoroughfares as defined by the City Comprehensive Plan.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) Evidence of permission from the surface owners for the operator to access the well development site. | <input type="checkbox"/> | <input type="checkbox"/> |



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| | | |
|---|--------------------------|--------------------------|
| 10) Agreement signed by the applicant, agreeing that as a condition of the gas well permit, the roads identified in division (C)(8) of this section are the only roads that the operator and its employees, agents and subcontractors may use unless an amended route plan is filed with and approved by the city. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11) A list of all trucking contractors or employees of the operator who will travel to and from the well development site and operation site and evidence of required registrations, licenses, and insurance coverages. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12) Proposed well name. | <input type="checkbox"/> | <input type="checkbox"/> |
| 13) Surface owner name(s) and address(es) of the lease property. | <input type="checkbox"/> | <input type="checkbox"/> |
| 14) Mineral lessee's name and address, and if the lessee is a corporation, the state of incorporation, and if the applicant is a partnership, the names and addresses of the general partners. | <input type="checkbox"/> | <input type="checkbox"/> |
| 15) If the applicant is not the mineral lessee, the applicant's name and address and if the applicant is a corporation, the state of incorporation, and if the applicant is a partnership, the names and addresses of the general partners. | <input type="checkbox"/> | <input type="checkbox"/> |
| 16) Name and physical and mailing address of the individual agent designated by the applicant to receive notice. | <input type="checkbox"/> | <input type="checkbox"/> |
| 17) Names, physical addresses and local telephone numbers of two representatives of the applicant who are authorized and responsible to ensure compliance with all conditions of the gas well permit, and other applicable ordinances, together with a sworn statement from each representative that he or she agrees to be responsible for ensuring that the operator's employees, contractors and subcontractors comply with all conditions of the gas well permit, and applicable laws and ordinances. | <input type="checkbox"/> | <input type="checkbox"/> |
| 18) Location and description of all improvements and structures within 1,000 feet of the proposed wellbore and 1,000 feet of the proposed locations of the tanks. | <input type="checkbox"/> | <input type="checkbox"/> |
| 19) Owner and address of each parcel of property within 1,000 feet of the boundaries of proposed well development site. | <input type="checkbox"/> | <input type="checkbox"/> |
| 20) A circulation plan showing internal drives and circulation. | <input type="checkbox"/> | <input type="checkbox"/> |
| 21) A sign plan which meets the requirements of this chapter. | <input type="checkbox"/> | <input type="checkbox"/> |
| 22) A detailed noise abatement study, which meets the requirements of § 114.37, performed by a noise consultant or acoustic engineer. | <input type="checkbox"/> | <input type="checkbox"/> |
| 23) An ambient air quality study which meets the requirements of § 114.40. | <input type="checkbox"/> | <input type="checkbox"/> |
| 24) Fence, wall and gate specifications. | <input type="checkbox"/> | <input type="checkbox"/> |
| 25) A landscape plan prepared by a landscape architect. | <input type="checkbox"/> | <input type="checkbox"/> |
| 26) A tree survey meeting the requirements of Ordinance No. 07-03-15-09, as the same may be amended from time to time. | <input type="checkbox"/> | <input type="checkbox"/> |



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| | | |
|--|--------------------------|--------------------------|
| 27) Copies of the operations reports as required by the Commission and TCEQ. | <input type="checkbox"/> | <input type="checkbox"/> |
| 28) A signed road repair agreement as required by § 114.20. | <input type="checkbox"/> | <input type="checkbox"/> |
| 29) If applicable, the names and addresses of owners within the setback distance prescribed by this chapter for a well bore, tanks, or other equipment and evidence of their consent to the proposed location of the same. | <input type="checkbox"/> | <input type="checkbox"/> |
| 30) A dust mitigation plan detailing measures to be implemented to mitigate and suppress dust generated at the drill site and the private vehicle access route, or, if a gas well permit has already been approved for the well development site, a copy of the approved plan. | <input type="checkbox"/> | <input type="checkbox"/> |
| 31) A videotape documentary of the existing roads to the proposed well site, of sufficient quality, as determined by the city, to permit the city to document the condition of the roads at issue. | <input type="checkbox"/> | <input type="checkbox"/> |
| 32) A description of the water source to be used during drilling, the estimated quantity of water to be used, and evidence of permits or approvals for such water source and the method of transporting. | <input type="checkbox"/> | <input type="checkbox"/> |
| 33) All material safety data sheets (MSDSs) detailing the hazardous materials that will be located, stored, transported and/or used at the drill site shall be provided to the gas inspector and Fire Chief. | <input type="checkbox"/> | <input type="checkbox"/> |
| 34) A description of all chemicals to be used in drilling and operation, including a description of the substances contained in the fracturing fluid to be utilized. | <input type="checkbox"/> | <input type="checkbox"/> |
| 35) A waste management plan that addresses management of human, solid and drilling production waste, including the method to be used for removal of produced water. | <input type="checkbox"/> | <input type="checkbox"/> |
| 36) A description of all fuel and power sources, including steam generation, to be used at the proposed well development and operation site, including but not limited to all public utilities needed during drilling and operation. | <input type="checkbox"/> | <input type="checkbox"/> |
| 37) A description of the method to transport the water from the water source to the drilling site. | <input type="checkbox"/> | <input type="checkbox"/> |
| 38) A copy of the approved permit issued by the Commission to drill together with attachments and survey plats which are applicable to the drill and operation sites. | <input type="checkbox"/> | <input type="checkbox"/> |
| 39) A copy of the Storm Water Pollution Prevention Plan as required by the Environmental Protection Agency. A copy of the notice of intent shall be submitted to the Director of Public Works three days prior to the commencement of any onsite activity. | <input type="checkbox"/> | <input type="checkbox"/> |
| 40) A copy of the erosion control plan required by the city. | <input type="checkbox"/> | <input type="checkbox"/> |
| 41) A copy of the determination by the Texas Commission on Environmental Quality of the depth of useable quality ground water. | <input type="checkbox"/> | <input type="checkbox"/> |
| 42) Evidence of satisfaction of insurance and financial security requirements of this chapter. | <input type="checkbox"/> | <input type="checkbox"/> |
| 43) All required application and gas well permit fees. | <input type="checkbox"/> | <input type="checkbox"/> |



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44) The proposed gathering pipeline route from the well to the transmission pipeline, to include:

| | | |
|--|--------------------------|--------------------------|
| Evidence of easements to cross private property along the route, and | <input type="checkbox"/> | <input type="checkbox"/> |
| An approved pipeline license from the city to utilize any public right-of-way shown on the route. | <input type="checkbox"/> | <input type="checkbox"/> |
| 45) The name, address and phone number of the pipeline owner and of the pipeline operator. | <input type="checkbox"/> | <input type="checkbox"/> |
| 46) An emergency response plan which meets the requirements of § 114.42. | <input type="checkbox"/> | <input type="checkbox"/> |
| 47) A detailed evacuation plan addressing the evacuation strategy for a public or private school, hospital or daycare facility if any such facility will be located within 2,000 feet of the proposed drill site. | <input type="checkbox"/> | <input type="checkbox"/> |
| 48) A hazardous materials management plan meeting the requirements of the Fire Code, or, if a plan has already been approved for the well development site, a copy of the hazardous materials management plan previously approved. | <input type="checkbox"/> | <input type="checkbox"/> |
| 49) A lighting plan, depicting all nighttime lighting to be used or occurring on the well development site and the measures to be taken to reduce glare on the properties adjacent to the site. The lighting plan shall meet the requirements of the Business Overlay District Ordinance, Section 3.08 of Ordinance No. 03-03-13-07, as amended. | <input type="checkbox"/> | <input type="checkbox"/> |
| 50) A statement, under oath, signed by the applicant, or the applicant's agent—if the agent signs the application—that the information submitted with the application is, to the best knowledge and belief of the applicant or the applicant's designated agent, true and correct. | <input type="checkbox"/> | <input type="checkbox"/> |

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date

Verification of Detailed Information

I hereby confirm that the above detailed information as required by the checklist is complete and accurate to the best of my knowledge. I understand that proper City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me or my firm may delay the proper review of this application.

Design Engineer's Signature

Date

Firm



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Gas Well Application Form

The Planning and Development Department staff is available to assist you in person at City Hall or by phone, please call 940-498-3206 for an appointment.

GAS WELL NAME: _____ **APPLICATION DATE:** _____

Project Name: [Click or tap here to enter text.](#)

| | | | | | | | | | |
|---|--|--|--|--|------------------------|---|--|--|--|
| <input type="checkbox"/> New Gas Well | | <input type="checkbox"/> Well Workover | | <input type="checkbox"/> Drilling or Re-drilling | | <input type="checkbox"/> Drill Site Preparation | | <input type="checkbox"/> Amend Existing Permit | |
| <input type="checkbox"/> Operator Transfer | | <input type="checkbox"/> Fracturing | | <input type="checkbox"/> Refracturing | | <input type="checkbox"/> Gas Production | | <input type="checkbox"/> Other _____ | |
| PERMIT LEASE INFORMATION | | | | | | | | (Box 1 of 8) | |
| Lease Name: | | | | | | | | | |
| Abstract: | | | | | Survey Name: | | | | |
| Number of Pad Sites: | | | | | Total Number of Wells: | | | | |
| Number of wells currently on the lease: | | | | | | | | | |
| APPLICANT/OPERATOR INFORMATION | | | | | | | | (Box 2 of 8) | |
| Operator: | | | | | RRC Operator No.: | | | | |
| Incorporation State: | | | | | Partnership: | | | | |
| Operator Contact: | | | | | | | | | |
| Address: | | | | | Primary Contact No.: | | | | |
| City/State/Zip: | | | | | Email: | | | | |
| OPERATOR CONTACT INFORMATION | | | | | | | | (Box 3 of 8) | |
| Operator Contact: | | | | | | | | | |
| Address: | | | | | Primary Contact No.: | | | | |
| City/State/Zip: | | | | | Email: | | | | |
| CONTACT INFORMATION | | | | | | | | (Box 4 of 8) | |
| Agent to receive notice (if different from operator): | | | | | | | | | |
| Address: | | | | | Primary Contact No.: | | | | |
| City/State/Zip: | | | | | Email: | | | | |
| 24-HOUR EMERGENCY CONTACT INFORMATION | | | | | | | | (Box 5 of 8) | |
| Contact: | | | | | | | | | |
| Address: | | | | | Primary Contact No.: | | | | |
| City/State/Zip: | | | | | Email: | | | | |



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| SURFACE/MINERAL OWNER INFORMATION | | | (Box 6 of 8) |
|-----------------------------------|----------------------|-----------------|--------------|
| Surface Owner's Name: | | | |
| Address: | Primary Contact No.: | | |
| City/State/Zip: | Email: | | |
| Mineral Lessee: | | | |
| Address: | Primary Contact No.: | | |
| City/State/Zip: | Email: | | |
| Mineral Owner's Lessee: | | | |
| Address: | Primary Contact No.: | | |
| City/State/Zip: | Email: | | |
| WELL SITE INFORMATION | | | (Box 7 of 8) |
| Production Unit: | | | |
| City/State/Zip: | Parcel(s) Tax ID: | | |
| Lots: | Blocks: | Current Zoning: | |
| Survey Name(s): | | | |
| Abstract(s): | | | |
| Tract(s): | | | |
| Well Name: | | | |
| Pad Site: | Well No.: | | |
| Well API: 42- | — | RRC Permit No.: | |
| Abstract: | Survey: | | |
| X-Coordinate: | Y-Coordinate: | | |
| Well Name: | | | |
| Pad Site: | Well No.: | | |
| Well API: 42- | — | RRC Permit No.: | |
| Abstract: | Survey: | | |
| X-Coordinate: | Y-Coordinate: | | |
| Well Name: | | | |
| Pad Site: | Well No.: | | |
| Well API: 42- | — | RRC Permit No.: | |
| Abstract: | Survey: | | |
| X-Coordinate: | Y-Coordinate: | | |



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NOTARY

(Box 8 of 8)

STATE OF TEXAS §
COUNTY OF DENTON §

BEFORE ME, the undersigned authority in and for _____ County, Texas, on this day personally appeared

known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me

that he/she is _____, and that he/she is authorized to execute the

foregoing instrument for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____, 20_____.

Notary Public in and for the State of Texas

Type or Print Notary's Name

My Commission Expires: _____



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Additional Information

Frequently Asked Questions

1. **What is zoning?**

Zoning is the regulation of how land and buildings can be designed and used. Minimum lot sizes, height regulations, building setbacks, landscaping regulations, parking standards are some examples typically regulated by zoning.

2. **What is platting (i.e., subdivision regulations)?**

Platting is the process of subdividing a piece of land and recording the resulting subdivision. Typically, the construction of roads and other public improvements occur at this time. For example, if a property owner has 50 acres and wants to create a residential subdivision with 200 lots for single-family homes, then the owner would plat the land into individual lots and construct the roads, water lines, sewer lines, and other needed facilities. Once the new subdivision has been reviewed and streets inspected by the city, then the developer would begin to sell lots.

3. **How do I know what my property is zoned?**

Every property within the city is zoned according to the current, official zoning map. In order to know what zoning district applies to your property, please download the current, official zoning map. The zoning map shows the city's zoning districts and locations. If you would like to know the standards that apply to your zoning district, please download the Unified Development Code (UDC).

4. **How do I change my zoning?**

The first step is to download the Development Application Handbook. The applicant must properly fill out a "Universal Application Form" and "Zoning Map Amendment (Rezoning) Checklist" and submit the application to the Planning and Development Department. All rezoning applications require a public hearing before the Planning and Zoning Commission and a public hearing before the City Council. The Planning and Zoning Commission makes a recommendation either approval or denial of the rezoning request and the City Council makes the final decision.

5. **What is a zoning variance and how do I get one?**

A zoning variance is a modification or adjustment to a zoning regulation. The Board of Adjustment (BOA) is authorized to grant variances to the following zoning standards: (1) yard/setback dimensions, (2) lot dimensions, (3) floor area, (4) structure height, and (5) building coverage. The BOA must find that an undue hardship is present and may only grant the minimum necessary relief (modification) required to alleviate the undue hardship. In order to start the variance process, please download the Development Application Handbook and fill out the appropriate forms.

6. **What is the "Universal Application Form" and why do I need one?**

The "Universal Application Form" is the form that accompanies all applications related to the Unified Development Code. This form provides the basic information necessary to process all applications.

7. **What do I need to submit with my application?**

All applications must be submitted with (1) a complete Universal Application Form, (2) a completed application checklist, and (3) all materials listed in the appropriate checklist.

8. **When do I submit my application?**

Applications are accepted on all business days during regular business hours at Corinth City Hall.

9. What is a pre-application conference and how can it help me?

A pre-application conference is a courtesy meeting between an applicant and city staff before the applicant submits a formal application.

The pre-application conference provides an opportunity for the applicant and city staff to discuss major development considerations such as utilities, roadways, drainage, comprehensive plan elements, specific neighborhood characteristics, and historic information.

This meeting is intended to allow for the exchange of non-binding information between the applicant and city staff to ensure that the applicant is informed of pertinent city development regulations and processes. This exchange of information is intended to promote an efficient and orderly review process.

10. How long will it take to get a decision on my application?

It depends on the type of application submitted; and the completeness of the submittal. Most platting applications are decided within 30 days from the submittal date, as required by state law. Zoning and other applications do not have time frames for approval. The city works with each applicant to quickly and efficiently work through the review and approval process.

11. Who can I ask for help?

If you have any questions, please feel free to contact the Planning and Development Department.

- Phone: 940-498-3262.
- Email: Planning@cityofcorinth.com
- Address: 3300 Corinth Parkway, Corinth, TX 76208 (Please check our website for hours.)
Typically, Monday-Thursday 8am to 5pm and Friday 8am to 11am

12. Who makes a decision on my application?

The decision-maker depends on the type of application. The UDC contains a summary of different approval process. Also, feel free to contract city staff for more information.

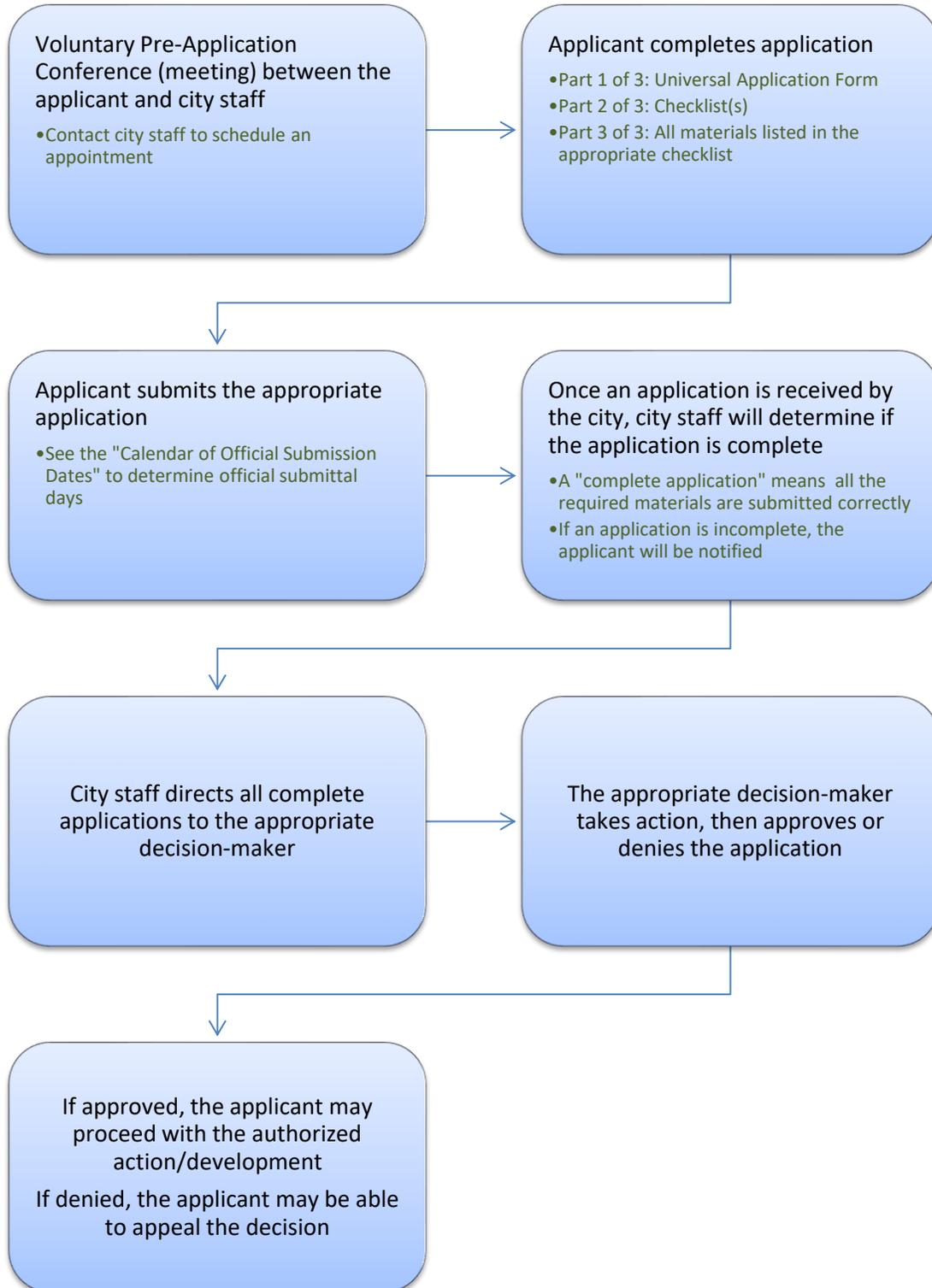
13. Can I appeal a decision?

If the applicant desires, some decisions may be appealed. However, not all decisions can be appealed. Most appeals either go to the City Council or Board of Adjustment.

14. Why is there an application fee and how much does it cost?

Fees help offset some of the cost of reviewing applications. In order to calculate the fee, please refer to the city's fee schedule, which is available either in person or online.

Application Process Flow Chart





CITY OF CORINTH

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2020 Development Calendar

Zoning submittals are accepted daily and are distributed for review each Thursday at noon. Subdivision/Platting submittals are accepted only on the dates specified in the Development Calendar.

| JANUARY | | | | | | |
|---------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

| FEBRUARY | | | | | | |
|----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

| MARCH | | | | | | |
|-------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |

| APRIL | | | | | | |
|-------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |

| MAY | | | | | | |
|-----|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

| JUNE | | | | | | |
|------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |

| JULY | | | | | | |
|------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

| AUGUST | | | | | | |
|--------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

| SEPTEMBER | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

| OCTOBER | | | | | | |
|---------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

| NOVEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |

| DECEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

*Deadlines and meeting dates are subject to change.

Legend

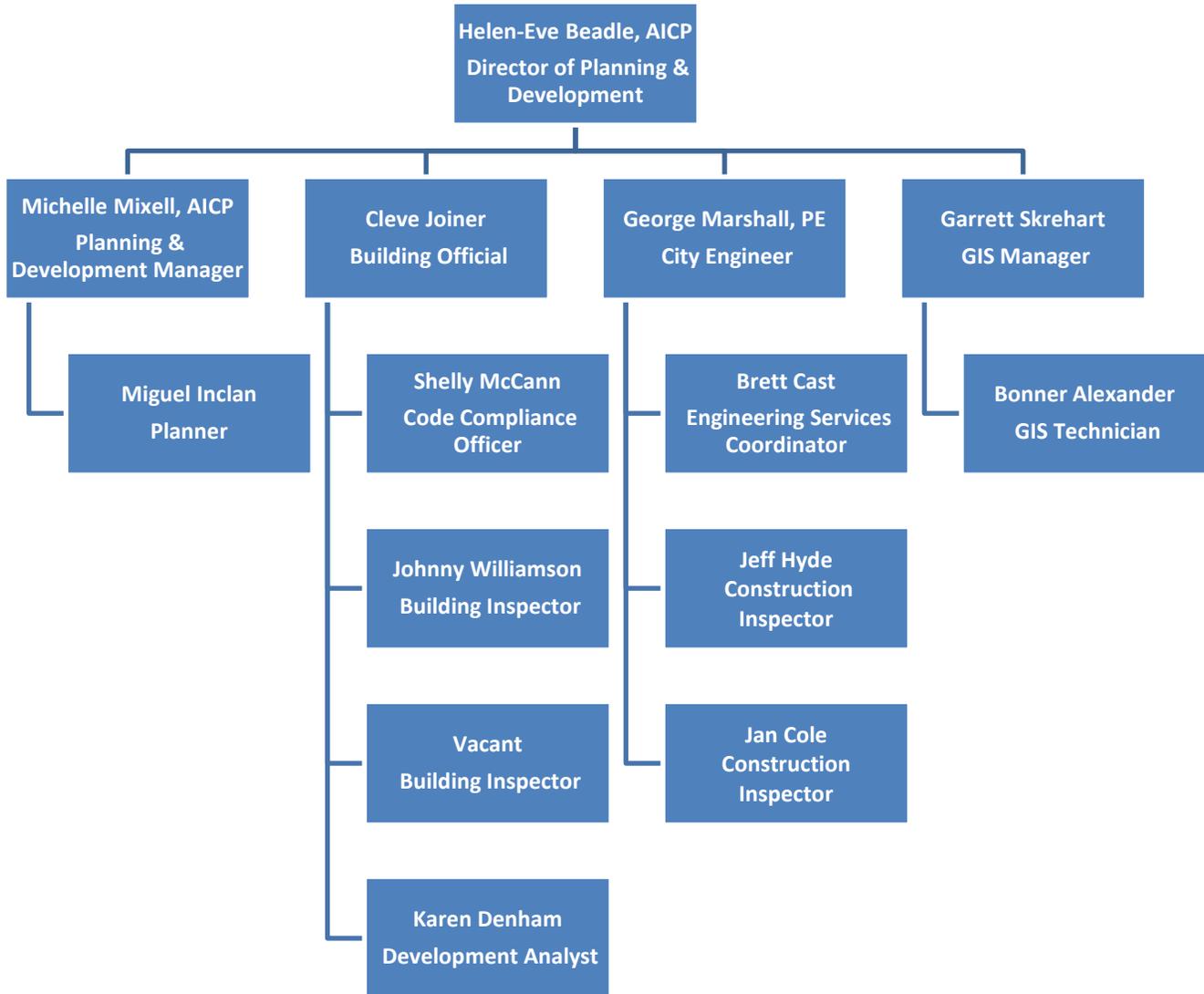
- Plat Submittal Day (Planning and Zoning Commission Meeting within 30 days)
- Plat Resubmittal for Planning & Zoning Commission Agenda ONLY
- Planning & Zoning Commission Meeting
- City Council Workshop Meeting
- City Council Regular Meeting
- City Holiday

*Meeting agendas are available online at the following link:

CityofCorinth.com/meetings

City Hall Hours: 7:30AM - 5:30PM, M-Th / F 7:30AM - 11:30AM (doors close at 5:00PM M-Th and 11:00AM F)

Organizational Chart Planning and Development Services



DEVELOPMENT FEE SCHEDULE

| PROCESS: | FEES: |
|---|--|
| ZONING. | |
| 1. Zoning Changes (other than PD) | 49.9 acres or less \$750 50 acres or more \$1,200 |
| 2. Planned Development Zoning | \$500.00 plus \$50.00/acre (Maximum: \$2,000.00) plus 100% of legal and engineering costs |
| 3. Zoning Verification Letter | \$50 |
| 4. Specific Use Permits | \$300 + \$5 per acre |
| 5. Conceptual or Detailed Site Plans (each) | \$250 + \$10 per acre, plus 100% of legal and engineering costs. |
| 6. Board of Adjustment | \$150.00 |
| PLATTING. | |
| 1. Subdivision Preliminary Plat | \$200.00 plus \$5/lot or \$30/acre, whichever is greater, plus 100% of engineering costs |
| 2. Subdivision Final Plat, Conveyance Plat, & Plat Vacation | \$300.00 plus \$5/lot or \$25.00/acre, whichever is greater, plus 100% of engineering costs and county filing fees |
| 3. Subdivision Replat | \$350.00 plus \$5/lot or \$25.00/acre, whichever is greater, plus 100% of engineering costs and county filing fees |
| 4. Minor Plat & Amending Plat | \$400.00 plus 100% of engineering costs and county filing fees |

Notes:

- Click [here](#) to reference complete Fee Schedule - ORDINANCE NO. 20 - 03-05-06
- Engineering fees of 3% of the public and private infrastructure not charged until scheduling pre-construction meeting. For an estimate of Impact Fees and Tap fees contact engineer@cityofcorinth.com.
- Fees paid via credit card shall be assessed 2% processing fee per [Section 38.21 of the Code of Ordinances](#)

Public Hearing Sign Template

