

ZONING/PLANNED DEVELOPMENT APPLICATION COVER SHEETS

In combination with the Required Copies Checklist, these cover sheets are intended to help you collate the packets required for submission. Please add the applicable cover sheet at the top of each packet.

Submissions should include a Development Application, a Complete Application Checklist – Zoning Requests, the appropriate fee as outlined in the Required Fees, and packets collated with the following coversheets. All submissions should be delivered to the Department of Community Development by 5pm on Friday.

Deliver to:

**Department of Community Development, 2nd Floor
305 Century Parkway
Allen, TX 75013**

ZONING

ZONING APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # OF COPIES | DOCUMENTS |
|--------------------------|--------------------|---|
| <input type="checkbox"/> | 1 | APPLICATION |
| <input type="checkbox"/> | 1 | PLAN CHECKLISTS |
| <input type="checkbox"/> | 1 | CONSENT FORM |
| <input type="checkbox"/> | 1 | FEE |
| <input type="checkbox"/> | 1 | METES & BOUNDS LEGAL DESCRIPTION (8-½ X 11) |
| <input type="checkbox"/> | 1 | COGO / CLOSURE REPORT (8-½ X 11) |
| <input type="checkbox"/> | 1 | ZONING BOUNDARY (24 X 36) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

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| <input type="checkbox"/> | 3 | PLAN CHECKLISTS |
| <input type="checkbox"/> | 3 | METES & BOUNDS LEGAL DESCRIPTION (8-½ x 11) |
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PLANNED DEVELOPMENT
&
PLANNED DEVELOPMENT AMENDMENT

PLANNED DEVELOPMENT & PLANNED DEVELOPMENT AMENDMENT APPLICATION COVER SHEET

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| <input type="checkbox"/> | 1 | PLAN CHECKLISTS |
| <input type="checkbox"/> | 1 | FEE |
| <input type="checkbox"/> | 1 | TRAFFIC IMPACT ANALYSIS (IF APPLICABLE) |
| <input type="checkbox"/> | 1 | CONCEPT PLAN (24 x 36) |
| <input type="checkbox"/> | 1 | CONCEPT PLAN (11 x 17) |
| <input type="checkbox"/> | 1 | ELEVATIONS - B&W (24 x 36) |
| <input type="checkbox"/> | 1 | ELEVATIONS - COLOR (11 x 17) |
| <input type="checkbox"/> | 1 | LANDSCAPE & OPEN SPACE PLAN (24 x 36) (IF |
| <input type="checkbox"/> | 1 | TREE MITIGATION PLAN (24 x 36) |
| <input type="checkbox"/> | 1 | DEVELOPMENT REGULATIONS (8-½ x 11) |
| <input type="checkbox"/> | 1 | METES & BOUNDS LEGAL DESCRIPTION (8-½ x 11) |
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SPECIFIC USE PERMIT

SPECIFIC USE PERMIT (SUP) APPLICATION COVER SHEET

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| <input type="checkbox"/> | 1 | CONSENT FORM |
| <input type="checkbox"/> | 1 | FEE |
| <input type="checkbox"/> | 1 | TRAFFIC IMPACT ANALYSIS (IF APPLICABLE) |
| <input type="checkbox"/> | 1 | SUP SITE PLAN (24 x 36) |
| <input type="checkbox"/> | 1 | SUP SITE PLAN (11 x 17) |
| <input type="checkbox"/> | 1 | ELEVATIONS - B&W (24 x 36) |
| <input type="checkbox"/> | 1 | ELEVATIONS - COLOR (11 x 17) |
| <input type="checkbox"/> | 1 | LANDSCAPE & OPEN SPACE PLAN (24 x 36) (IF APPLICABLE) |
| <input type="checkbox"/> | 1 | METES & BOUNDS LEGAL DESCRIPTION (8-½ x 11) |
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| <input type="checkbox"/> | 3 | ELEVATIONS – B&W (24 x 36) |
| <input type="checkbox"/> | 3 | ELEVATIONS – COLOR (11 x 17) |
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FIRE MARSHAL

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SITE PLAN

SITE PLAN APPLICATION COVER SHEET

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| <input type="checkbox"/> | 1 | APPLICATION |
| <input type="checkbox"/> | 1 | PLAN CHECKLISTS |
| <input type="checkbox"/> | 1 | CONSENT FORM |
| <input type="checkbox"/> | 1 | FEE |
| <input type="checkbox"/> | 1 | TRAFFIC IMPACT ANALYSIS (IF APPLICABLE) |
| <input type="checkbox"/> | 1 | SITE PLAN (24 x 36) |
| <input type="checkbox"/> | 1 | SITE PLAN (11 x 17) |
| <input type="checkbox"/> | 1 | LANDSCAPE PLAN (24 x 36) |
| <input type="checkbox"/> | 1 | TREE MITIGATION PLAN (24 x 36) |
| <input type="checkbox"/> | 1 | ELEVATIONS - B&W (24 x 36) |
| <input type="checkbox"/> | 1 | ELEVATIONS - COLOR (11 x 17) |
| <input type="checkbox"/> | 1 | PHOTOMETRIC PLAN (24 x 36) |
| <input type="checkbox"/> | 1 | PRELIMINARY GRADING & UTILITY PLAN (24 x 36) |
| <input type="checkbox"/> | 1 | DUMPSTER ENCLOSURE DETAIL (11 x 17) |
| <input type="checkbox"/> | 1 | COGO / CLOSURE REPORT (8-½ x 11) |
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FILE COPY

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| <input type="checkbox"/> | 3 | PLAN CHECKLISTS |
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| <input type="checkbox"/> | 3 | PRELIMINARY GRADING & UTILITY PLAN (24 x 36) |
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FIRE MARSHAL

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| <input type="checkbox"/> | 1 | SITE PLAN (24 x 36) |
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PRELIMINARY PLAT

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| <input type="checkbox"/> | 1 | PRELIMINARY PLAT (24 x 36) |
| <input type="checkbox"/> | 1 | PRELIMINARY PLAT (11 x 17) |
| <input type="checkbox"/> | 1 | PRELIMINARY ENGINEERING/UTILITIES (24 x 36) |
| <input type="checkbox"/> | 1 | DEED RESTRICTIONS AND/OR HOA DOCUMENTS (IF APPLICABLE) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

PRELIMINARY PLAT APPLICATION COVER SHEET

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|--------------------------|--------------------|----------------------------------|
| <input type="checkbox"/> | 1 | PRELIMINARY PLAT (11 X 17) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

PRELIMINARY PLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|-------------|----------------------------------|
| <input type="checkbox"/> | 1 | PRELIMINARY PLAT (11 x 17) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

PRELIMINARY PLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|-------------|----------------------------------|
| <input type="checkbox"/> | 1 | PRELIMINARY PLAT (11 x 17) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

FINAL PLAT/REPLAT

FINAL PLAT/REPLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # OF COPIES | DOCUMENTS |
|--------------------------|--------------------|--|
| <input type="checkbox"/> | 1 | APPLICATION |
| <input type="checkbox"/> | 1 | PLAN CHECKLISTS |
| <input type="checkbox"/> | 1 | CONSENT FORM |
| <input type="checkbox"/> | 1 | FEE |
| <input type="checkbox"/> | 1 | COGO / CLOSURE REPORT (8-½ x 11) |
| <input type="checkbox"/> | 1 | PLAT (24 x 36) |
| <input type="checkbox"/> | 1 | PLAT (11 x 17) |
| <input type="checkbox"/> | 1 | DEED RESTRICTIONS AND/OR HOA DOCUMENTS (IF APPLICABLE) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

FINAL PLAT/REPLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|---|
| <input type="checkbox"/> | 3 | PLAN CHECKLISTS |
| <input type="checkbox"/> | 3 | PLAT (24 x 36) |
| <input type="checkbox"/> | 3 | METES & BOUNDS LEGAL DESCRIPTION (8 ½ x 11) |
| <input type="checkbox"/> | 3 | RESPONSE LETTER (IF RESUBMITTAL) |

FINAL PLAT/REPLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|------------------------|----------------------------------|
| <input type="checkbox"/> | 2 | PLAT (24 x 36) |
| <input type="checkbox"/> | 2 | RESPONSE LETTER (IF RESUBMITTAL) |

FINAL PLAT/REPLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|----------------------------------|
| <input type="checkbox"/> | 2 | PLAT (24 x 36) |
| <input type="checkbox"/> | 2 | RESPONSE LETTER (IF RESUBMITTAL) |

FINAL PLAT/REPLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|----------------------------------|
| <input type="checkbox"/> | 3 | PLAT (24 x 36) |
| <input type="checkbox"/> | 3 | RESPONSE LETTER (IF RESUBMITTAL) |

FINAL PLAT/REPLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|------------------------|----------------------------------|
| <input type="checkbox"/> | 1 | PLAT (24 x 36) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

FIRE MARSHAL

FINAL PLAT/REPLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|------------------------|----------------------------------|
| <input type="checkbox"/> | 1 | PLAT (24 x 36) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

FINAL PLAT/REPLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|---|
| <input type="checkbox"/> | 1 | COGO / CLOSURE REPORT (8-½ x 11) |
| <input type="checkbox"/> | 1 | PLAT (24 x 36) |
| <input type="checkbox"/> | 1 | METES & BOUNDS LEGAL DESCRIPTION (8 ½ x 11) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

FINAL PLAT/REPLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|----------------------------------|
| <input type="checkbox"/> | 1 | PLAT (11 x 17) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

FINAL PLAT/REPLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|----------------------------------|
| <input type="checkbox"/> | 1 | PLAT (11 x 17) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

FINAL PLAT/REPLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|----------------------------------|
| <input type="checkbox"/> | 1 | PLAT (11 x 17) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

FINAL PLAT/REPLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|----------------------------------|
| <input type="checkbox"/> | 1 | PLAT (11 x 17) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

MINOR (RE)PLAT OR AMENDING PLAT

MINOR (RE)PLAT/AMENDING PLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # OF COPIES | DOCUMENTS |
|--------------------------|----------------|--|
| <input type="checkbox"/> | 1 | APPLICATION |
| <input type="checkbox"/> | 1 | PLAN CHECKLISTS |
| <input type="checkbox"/> | 1 | CONSENT FORM |
| <input type="checkbox"/> | 1 | FEE |
| <input type="checkbox"/> | 1 | COGO / CLOSURE REPORT (8-½ x 11) |
| <input type="checkbox"/> | 1 | PLAT (24 x 36) |
| <input type="checkbox"/> | 1 | PLAT (11 x 17) |
| <input type="checkbox"/> | 1 | REDLINE VERSION OF PLAT (11 x 17) |
| <input type="checkbox"/> | 1 | DEED RESTRICTIONS AND/OR HOA DOCUMENTS (IF APPLICABLE) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

MINOR (RE)PLAT/AMENDING PLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|-----------------------------------|
| <input type="checkbox"/> | 1 | PLAN CHECKLISTS |
| <input type="checkbox"/> | 1 | PLAT (24 x 36) |
| <input type="checkbox"/> | 1 | PLAT (11 x 17) |
| <input type="checkbox"/> | 1 | REDLINE VERSION OF PLAT (11 x 17) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

MINOR (RE)PLAT/AMENDING PLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|-----------------------------------|
| <input type="checkbox"/> | 1 | PLAT (24 x 36) |
| <input type="checkbox"/> | 1 | PLAT (11 x 17) |
| <input type="checkbox"/> | 1 | REDLINE VERSION OF PLAT (11 x 17) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

MINOR (RE)PLAT/AMENDING PLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|-----------------------------------|
| <input type="checkbox"/> | 1 | PLAT (24 x 36) |
| <input type="checkbox"/> | 1 | PLAT (11 x 17) |
| <input type="checkbox"/> | 1 | REDLINE VERSION OF PLAT (11 x 17) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

FIRE MARSHAL

MINOR (RE)PLAT/AMENDING PLAT APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|-----------------------------------|
| <input type="checkbox"/> | 1 | COGO / CLOSURE REPORT (8-½ x 11) |
| <input type="checkbox"/> | 1 | PLAT (24 x 36) |
| <input type="checkbox"/> | 1 | PLAT (11 x 17) |
| <input type="checkbox"/> | 1 | REDLINE VERSION OF PLAT (11 x 17) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

GENERAL DEVELOPMENT PLAN

GENERAL DEVELOPMENT PLAN APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # OF COPIES | DOCUMENTS |
|--------------------------|-------------|---|
| <input type="checkbox"/> | 1 | APPLICATION |
| <input type="checkbox"/> | 1 | PLAN CHECKLISTS |
| <input type="checkbox"/> | 1 | CONSENT FORM |
| <input type="checkbox"/> | 1 | TRAFFIC IMPACT ANALYSIS (IF APPLICABLE) |
| <input type="checkbox"/> | 1 | METES & BOUNDS LEGAL DESCRIPTION (8-½ x 11) |
| <input type="checkbox"/> | 1 | COGO / CLOSURE REPORT (8-½ x 11) |
| <input type="checkbox"/> | 1 | GENERAL DEVELOPMENT PLAN (24 x 36) |
| <input type="checkbox"/> | 1 | GENERAL DEVELOPMENT PLAN (11 x 17) |
| <input type="checkbox"/> | 1 | TREE MITIGATION PLAN (24 x 36) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

GENERAL DEVELOPMENT PLAN APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|---|
| <input type="checkbox"/> | 3 | PLAN CHECKLISTS |
| <input type="checkbox"/> | 3 | METES & BOUNDS LEGAL DESCRIPTION (8-½ x 11) |
| <input type="checkbox"/> | 3 | GENERAL DEVELOPMENT PLAN (24 x 36) |
| <input type="checkbox"/> | 3 | TREE MITIGATION PLAN (24 x 36) |
| <input type="checkbox"/> | 3 | RESPONSE LETTER (IF RESUBMITTAL) |

GENERAL DEVELOPMENT PLAN APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|------------------------|------------------------------------|
| <input type="checkbox"/> | 2 | GENERAL DEVELOPMENT PLAN (24 x 36) |
| <input type="checkbox"/> | 2 | RESPONSE LETTER (IF RESUBMITTAL) |

GENERAL DEVELOPMENT PLAN APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|---|
| <input type="checkbox"/> | 2 | TRAFFIC IMPACT ANALYSIS (IF APPLICABLE) |
| <input type="checkbox"/> | 2 | GENERAL DEVELOPMENT PLAN (24 X 36) |
| <input type="checkbox"/> | 2 | RESPONSE LETTER (IF RESUBMITTAL) |

GENERAL DEVELOPMENT PLAN APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|------------------------------------|
| <input type="checkbox"/> | 3 | GENERAL DEVELOPMENT PLAN (24 x 36) |
| <input type="checkbox"/> | 3 | TREE MITIGATION PLAN (24 x 36) |
| <input type="checkbox"/> | 3 | RESPONSE LETTER (IF RESUBMITTAL) |

GENERAL DEVELOPMENT PLAN APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|------------------------|------------------------------------|
| <input type="checkbox"/> | 1 | GENERAL DEVELOPMENT PLAN (24 x 36) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

FIRE MARSHAL

GENERAL DEVELOPMENT PLAN APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|------------------------------------|
| <input type="checkbox"/> | 1 | GENERAL DEVELOPMENT PLAN (24 x 36) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

GENERAL DEVELOPMENT PLAN APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|---|
| <input type="checkbox"/> | 1 | METES & BOUNDS LEGAL DESCRIPTION (8-½ x 11) |
| <input type="checkbox"/> | 1 | COGO (CLOSURE REPORT) (8-½ x 11) |
| <input type="checkbox"/> | 1 | GENERAL DEVELOPMENT PLAN (24 x 36) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

GENERAL DEVELOPMENT PLAN APPLICATION COVER SHEET

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|--------------------------|--------------------|------------------------------------|
| <input type="checkbox"/> | 1 | GENERAL DEVELOPMENT PLAN (11 x 17) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

GENERAL DEVELOPMENT PLAN APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|------------------------|------------------------------------|
| <input type="checkbox"/> | 1 | GENERAL DEVELOPMENT PLAN (11 x 17) |
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GENERAL DEVELOPMENT PLAN APPLICATION COVER SHEET

PROJECT NAME: _____

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|--------------------------|--------------------|------------------------------------|
| <input type="checkbox"/> | 1 | GENERAL DEVELOPMENT PLAN (11 x 17) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

GENERAL DEVELOPMENT PLAN APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|------------------------------------|
| <input type="checkbox"/> | 1 | GENERAL DEVELOPMENT PLAN (11 x 17) |
| <input type="checkbox"/> | 1 | RESPONSE LETTER (IF RESUBMITTAL) |

CENTRAL BUSINESS DISTRICT (CBD)
DESIGN PLAN

CENTRAL BUSINESS DISTRICT DESIGN PLAN APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # OF COPIES | DOCUMENTS |
|--------------------------|--------------------|--|
| <input type="checkbox"/> | 1 | APPLICATION |
| <input type="checkbox"/> | 1 | PLAN CHECKLISTS |
| <input type="checkbox"/> | 1 | CONSENT FORM |
| <input type="checkbox"/> | 1 | CBD SITE PLAN (24 x 36) |
| <input type="checkbox"/> | 1 | ARCHITECTURAL RENDERING OF CONSTRUCTION - COLOR (11 x 17) |
| <input type="checkbox"/> | 1 | ARCHITECTURAL RENDERING DEPICTING ADJACENCY - COLOR (11 x 17) |
| <input type="checkbox"/> | 1 | ELEVATIONS - B&W (24 x 36) |

CENTRAL BUSINESS DISTRICT DESIGN PLAN APPLICATION COVER SHEET

PROJECT NAME: _____

| Included? | # of copies | DOCUMENTS |
|--------------------------|--------------------|---|
| <input type="checkbox"/> | 9 | PLAN CHECKLISTS |
| <input type="checkbox"/> | 9 | CBD SITE PLAN (24 x 36) |
| <input type="checkbox"/> | 9 | ARCHITECTURAL RENDERING OF CONSTRUCTION - COLOR (11 x 17) |
| <input type="checkbox"/> | 9 | ARCHITECTURAL RENDERING DEPICTING ADJACENCY - COLOR (11 x 17) |
| <input type="checkbox"/> | 9 | ELEVATIONS - B&W (24 x 36) |

ZONING (includes DRC)