



# MASTER PLAN AMENDMENT CHECK LIST

PLANNING SERVICES DIVISION

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**BEFORE SUBMITTING AN APPLICATION, PLEASE CONTACT THE TOWN'S PLANNING SERVICES DIVISION AT [PLANNING@FLOWER-MOUND.COM](mailto:PLANNING@FLOWER-MOUND.COM) OR 972-874-6350.**

## **MASTER PLAN AMENDMENT REQUIREMENTS**

### **INITIAL SUBMITTAL REQUIREMENTS (upload PDFs):**

**1. Letter signed by the property owner(s) indicating their consent:**

If the property owner information does not match the Denton Central Appraisal District and/or Tarrant Appraisal District record, the information verifying the change in ownership (purchase of the property) must be provided.

**2. Tax certificate(s):**

Submit current tax certificate(s) indicating all taxes for the subject property have been paid to the current year (available from Denton Central Appraisal District and Tarrant County District). Tax statements on PDF format from DCAD and TAD websites are acceptable in lieu of the original certificate(s).

**3. Letter of Intent:**

The Letter of Intent should

- a. state why the applicant is proposing to change the land use for the subject property;
- b. specify existing land use designations and zoning district(s);
- c. define acreage of subject property;
- d. specify any special considerations (i.e. requested waivers, variances, unique characteristics of subject property).

**4. Master Plan Amendment Package:**

Upload in the following order:

1. Master Plan Exhibit (1 PDF containing all exhibits)
2. Metes and Bounds Description

### **DETAILS FOR REQUIRED PLANS:**

The plan drawings shall include, where applicable, but not be limited to, the following requirements, together with any other requirements provided for by the Land Development Regulations or other valid ordinances of the Town of Flower Mound.

**1. Master Plan Exhibit**

The Master Plan Exhibit must indicate the following:

- a. **Survey:** certified by a registered professional land surveyor, showing property boundary lines and dimensions, easements, roadways, rail lines and public rights-of-way on or adjacent to the subject property. This includes the location and dimensions of high voltage electrical lines, transmission pipelines and associated easements. Include the following information:
  - Existing land use designations;
  - Zoning classifications;
  - Proposed land use categories in a format that identifies boundaries between different land use categories.
- b. **North Arrow:** North arrow shall be provided for orientation on all plans/drawings.
- c. **Scale:** A graphic scale, which must be an engineering scale (not less than 1"=100' unless otherwise approved by the Executive Director of Development Services).



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- d. **Vicinity map:** A vicinity map with the subject site clearly indicated.
- e. **Legend:** A legend for any graphic symbols used.
- f. **Dates:** Date of preparation and subsequent revisions.
- g. **Acres:** Total number of acres in the proposed development.
- h. **County:** County or counties in which the development is located.
- i. **Title:** Proposed development name.
- j. **Ownership:** Name, address, and phone number of owner and all lenders or lien holders. If owner is a corporation or similar entity, a contact name must be provided.
- k. **Preparation:** Name, address, and phone number of the engineer, surveyor, land planner or architect who prepared the document and his/her legal interest in the subject property. If applicant is a corporation or similar entity, a contact name must be provided.
- l. **Property Description:** Boundary lines, bearings and distances sufficient to locate the exact area proposed for development/subdivision. At least one (1) corner shall be referenced to a survey (abstract) corner. The area, in acres, shall also be shown. Two (2) coordinated points must be tied to a monument in the Town's geodetic control network. You can download the Town's Geodetic Control Network (Benchmark) at <http://www.flower-mound.com/index.aspx?nid=428>
- m. **Adjacent Subdivisions:** The name and location of a portion of all adjoining subdivisions shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for amendment in sufficient detail to show the existing streets and alleys and other features that may influence the layout and development of the subject property. Where adjacent land is not subdivided, the owner's name of the adjacent tract shall be shown with the most recently recorded volume and page number from the appropriate County deed records.
- n. **Master Plan Information:** All applicable features of the Master Plan relative to proposed land use, including Land Use Plan, Area Plan, Urban Design Plan, Parks and Trails Plan, Open Space Plan, Thoroughfare Plan, Water Plan, Wastewater Plan, and Economic Impact. This information can be provided in a table similar to the [Master Plan Features Table](#) (follow link on webpage).

## LATER REQUIREMENTS:

**Pictures of on-site Notification Sign(s):** Provide pictures of the on-site notification sign (in PDF format).

## NOTIFICATION REQUIREMENTS FOR A MASTER PLAN AMENDMENT:

1. **Property Owner Notifications:** The fee for property owner notices (sent to adjacent property owners, notifying them of the application and upcoming public hearing(s)) is \$2.50 per notice per mailing. All property owner notice fees are collected before the project is placed on the agenda for the first public hearing. (Planning staff determine who should receive the notice, calculate the fee and notify the applicant.)
2. **Newspaper Legal Notifications:** The fee for a legal notice to be placed in the newspaper to advertise a public hearing is \$40 per notice. Legal notification fees are collected at the time the application is submitted.



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## **ON-SITE NOTIFICATION REQUIREMENTS:**

### **1. Information Signs required for Master Plan Amendments:**

Upon filing an application to amend the Comprehensive Master Plan land use category on a lot/tract of property, the owner/developer/applicant shall be required to place an information sign on said lot/tract of property **within five (5) calendar days after the date that the application was filed**, as follows:

- a. The size of the sign shall be three feet (3') by four feet (4').
- b. The sign shall be made of aluminum or corrugated plastic material.
- c. The sign shall be mounted on stakes/poles.
- d. The sign shall be visible from the street.
- e. There shall be one (1) sign for each street frontage.
- f. The sign shall have a white background, with the letters and borders being blue in color.
- g. The call number on the sign shall be Planning Services Office number, 972-874-6350.
- h. The sign should state the following:

“TOWN OF FLOWER MOUND, TEXAS  
A MASTER PLAN AMENDMENT REQUEST  
IS BEING MADE ON THIS PROPERTY.  
FOR MORE INFORMATION, CALL 972-874-6350.”

### **2. Sign Removal:**

The owner/developer/applicant shall remove informational signs from said lot or tract of land or property within ten (10) calendar days after the date of the final action of the requested change or amendment as stated in the Land Development Regulations of the Town Code of Ordinances.

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This document contains a summary list of requirements for a Master Plan Amendment submittal. The information contained within has been compiled from the Town of Flower Mound Land Development Regulations. For detailed information, visit our website at [www.flower-mound.com](http://www.flower-mound.com). Below is a quick reference guide to help in your navigation to more detailed information:

#### **Code of Ordinances (Land Development Regulations) link:**

<http://www.municode.com/resources/gateway.asp?pid=13329&sid=43>

Chapter 78: Div. 2. Comprehensive Master Plan Amendment  
Chapter 98: Zoning & SMARTGrowth

#### **Master Plan link:**

<http://www.flower-mound.com/index.aspx?nid=329>

#### **SMARTGrowth Manual link:**

<http://www.flower-mound.com/index.aspx?nid=945>