

# PLANNED DEVELOPMENT (ZPD) CHECK LIST PLANNING SERVICES DIVISION



**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.**

## **PLANNED DEVELOPMENT (ZPD) SUBMITTAL 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. Tax statements in PDF format from Denton County or Tarrant County websites are acceptable in lieu of the original certificate(s).

- a. Denton County Tax Assessor/Collector: [www.dentoncounty.gov](http://www.dentoncounty.gov)
- b. Tarrant County Tax Assessor/Collector: [www.tarrantcounty.com](http://www.tarrantcounty.com)

**3. Letter of Intent:**

The Letter of Intent should:

- a. state why the applicant is proposing to rezone the subject property;
- b. specify existing zoning district(s);
- c. define acreage of subject property;
- d. indicate whether the proposed development will be in phases;
- e. specify any special considerations (i.e. requested modifications to the standard zoning districts, requested exceptions, and/or unique characteristics of subject property).

**4. Zoning Planned Development Package:**

**Residential:**

- a) Upload in the following order:
  1. Zoning Exhibit
  2. Conceptual Plan (1 PDF containing all Conceptual Plan sheets)
  3. Conceptual Landscape Plan (1 PDF containing all Landscape Plan sheets)
  4. Tree Survey
  5. Preliminary Engineering Plans (1 PDF containing all Engineering Plans)
  6. Metes and Bounds Description

**Non-residential:**

- a) Upload in the following order:
  1. Zoning Exhibit
  2. Conceptual Site Plan (1 PDF containing all Conceptual Site Plan sheets)
  3. Conceptual Landscape Plan (1 PDF containing all Landscape Plan sheets)
  4. Tree Survey
  5. Color Conceptual Elevations (1 PDF containing all Color Elevations sheets)
  6. Black and White Conceptual Elevations (1 PDF containing all B&W Elevations sheets)
  7. Preliminary Engineering Plans (1 PDF containing all Engineering Plans)
  8. Metes and Bounds Description

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### **APPLICATION FEES:**

For Zoning Planned Developments, a nonrefundable plan review deposit of \$500.00 is due at the time of application submittal, must be paid before reviews are assigned, and will be applied towards the total cost of the application. Remaining application balances must be paid prior to or at the time of second submittal uploads.

The Town of Flower Mound Fee Schedule can be found here:

[https://www.flower-mound.com/DocumentCenter/View/5048/Planning\\_Fees-041521?bidId=](https://www.flower-mound.com/DocumentCenter/View/5048/Planning_Fees-041521?bidId=)

### **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.

NOTE: Projects within the Lakeside Business District, Long Prairie District, Cross Timbers Conservation Development District, and Denton Creek District, shall demonstrate consistency with the Town's Urban Design Plan in regard to the design, architectural and landscaping requirements within those areas.

#### **1. Zoning Exhibit**

The Zoning 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 zoning classifications;
  - Proposed zoning classifications in a format that identifies boundaries between different zoning districts.
- 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).
- 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, including indication of phases on all plans/drawings.
- 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>

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- 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 subdivision in sufficient detail to show the existing streets and alleys and other features that may influence the layout and development of the proposed subdivisions. 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:** All applicable features of the Master Plan relative to the proposed planned development in table format, including: Land Use Plan; Urban Design Plan; Parks and Trails Plan; Open Space Plan; Thoroughfare Plan; Water Plan; Wastewater Plan; and Economic Impact (follow link to [Master Plan Features Table](#) on webpage).

## 2. Conceptual Plan – Residential

- a. **Refer to sections b through n of the Zoning Exhibit details.**
- b. **Intersecting Streets:** The angle of intersection of the centerlines of all intersecting streets.
- c. **Access, Streets, Alleys and Easements:** The concept plan shall indicate the location, dimension and name of all proposed access, streets, cul-de-sacs, alleys, easements and ways, and all known rights-of-way and/or easements within or affecting the area to be subdivided. Any easements shall clearly indicate to whom they are dedicated for public or private ownership, operation or maintenance purposes. Existing and proposed median breaks and distances between median breaks, both off-site and on-site, including left turn storage space and transition length shall also be required.
- d. **Proposed Phase Lines:** If the subdivision is to be developed in sections or phases, any proposed phase lines shall be indicated. Each phase indicated shall individually comply with Section 90-304, Street layout, and Section 90-305, Street connections.
- e. **Proposed Blocks, Lots, and Zoning Setback Lines:** The subdivision shall show all proposed blocks, lots, front yard zoning setback lines, and rear or side yard zoning setback lines adjacent to rights-of-way, with principal dimensions.
- f. **Preliminary Lot and Block Analysis:** A preliminary lot and block analysis shall be provided indicating, at a minimum, that the square footage or acreage of each proposed lot meets the minimum applicable zoning standards. The plan shall also indicate the maximum number of lots in the proposed development.
- g. **Proposed Uses:** A designation of the proposed uses of land within the subdivision.
- h. **Specific Use Permit:** Designation of the area(s) where an SUP is requested or existing, as applicable.
- i. **Major geographical features:** A scaled drawing of the site showing major geographical features: creeks, ditches, wetlands, lakes, and other prominent topographical features (USGS or regional planning council maps and tax maps may be used).
- j. **Flood Plain Notation:** A statement identifying the existence and general location and elevation of any flood zones.
- k. **Detention/Retention Pond:** A general area of the site to be used for storm water management facilities.
- l. **Dedicated Parks, Playgrounds and Other Public Uses:** Sites, if any, to be reserved or dedicated for parks, playgrounds, trails, pedestrian access easements, or other public uses shall be indicated by a legal description (i.e., a lot and block designation) and shall clearly indicate to whom they are dedicated for ownership, operating and maintenance purposes.
- m. **Notation of Avigation Easement:** A notation of a blanket "Avigation Easement", if applicable. See the Land Development Regulations of the Town's Code of Ordinances.
- n. **Oil and/or Gas collection lines:** If there are oil/gas collection lines located within the area to be subdivided, then the concept plan shall clearly indicate the location and dimension of those oil/gas collection lines, as well as indicate the name of the oil/gas company operating within the lines.

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### 3. Conceptual Site Plan – Non-residential

- a. **Refer to sections b through n of the Zoning Exhibit details.**
- b. **Intersecting Streets:** The angle of intersection of the centerlines of all intersecting streets.
- c. **Access, Streets, Alleys, and Easements:** The concept plan shall indicate the location, dimension and name of all proposed access, streets, cul-de-sacs, alleys, easements and ways, and all known rights-of-way and/or easements within or affecting the area to be subdivided. Any easements shall clearly indicate to whom they are dedicated for public or private ownership, operation or maintenance purposes. Existing and proposed median breaks and distances between median breaks, both off-site and on-site, including left turn storage space and transition length shall also be required.
- d. **Proposed Phase Lines:** If the subdivision is to be developed in sections or phases, any proposed phase lines shall be indicated. Each phase indicated shall individually comply with Section 90-304, Street layout, and Section 90-305, Street connections.
- e. **Proposed Blocks, Lots, and Zoning Setback Lines:** The subdivision shall show all proposed blocks, lots, front yard zoning setback lines, and rear or side yard zoning setback lines adjacent to rights-of-way, with principal dimensions.
- f. **Proposed Uses:** A designation of the proposed uses of land within the subdivision.
- g. **Specific Use Permit:** Designation of the area(s) where an SUP is requested, or existing, as applicable.
- h. **Major geographical features:** A scaled drawing of the site showing major geographical features: creeks, ditches, wetlands, lakes, and other prominent topographical features (USGS or regional planning council maps and tax maps may be used).
- i. **Buildings:** General location, size and number of stories of proposed building(s).
- j. **Parking:** General parking lot layout with approximate number of spaces, basic traffic flow, and proposed circulation patterns, including proposed pedestrian and trail network connections.
- k. **Refuse:** General location of refuse areas.
- l. **Signage:** General location of proposed signage, ONLY if processing in conjunction with a Comprehensive Sign Package. Otherwise, sign locations are not needed.
- m. **Flood Plain Notation:** A statement identifying the existence and general location and elevation of any flood zones.
- n. **Detention/Retention Pond:** A general area of the site to be used for storm water management facilities.
- o. **Notation of Avigation Easement:** A notation of a blanket "Avigation Easement", if applicable. See the Land Development Regulations of the Town's Code of Ordinances.
- p. **Oil and/or Gas collection lines:** If there are oil/gas collection lines located within the development area, then the concept site plan shall clearly indicate the location and dimension of those oil/gas collection lines, as well as indicate the name of the oil/gas company operating within the lines.

### 4. Conceptual Landscape/Screening Plans – Residential and Non-residential as applicable

- a. The landscape plans shall meet the provisions of the Land Development Regulations of the Town's Code of Ordinances.
- b. Projects within the Town's Area Plans shall demonstrate consistency with the Town's Urban Design Plan in regard to the landscaping requirements within these areas.
- c. When detailing the Town's landscape requirements, please place the [Landscape Tabulation Table](#) (follow link on webpage) on the face of the landscape plan(s).
- d. For projects that include open space amenities and detention/retention ponds, details of the proposed landscaping and the materials used will need to be provided.

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- e. The landscape plans shall include the following as applicable to residential and non-residential developments:
  - the type and location of all proposed landscaping and screening, including any areas to be irrigated;
  - the proposed grading for the site;
  - the location of trails per the Parks and Trails Master Plan;
  - a plan of entryway and common area landscaping, indicating turf areas and noting that all landscaped areas will be irrigated;
  - location of street buffer trees;
  - location of street yard trees, compatibility buffer landscaping, and parking lot trees;
  - a list of all quantities, scientific / common names, and sizes of all plant materials (including turf);
  - a plan showing the location and type of any screening walls/fences, detailed elevations specifically referencing materials;
  - an engineered sectional drawing of any masonry wall showing interior wall construction and anchoring of posts/ columns;
  - if applicable, details of any proposed entryway features and any enhanced landscaped or hardscaped areas.

### 5. Tree Survey – Residential and Non-residential as applicable

- a. The location of all specimen trees and historic trees on the subject site.
- b. The location of the trunk and the extent of the canopy spread of each specimen tree and historic tree on the subject site.
- c. A table containing the following information for each specimen tree and historic tree:
  - Tree number;
  - Common and scientific name of each tree;
  - Diameter (DBH) of each tree measured in accordance with Section 94-4 of the Town's tree ordinance;
  - General health/condition of each tree;
  - Average canopy spread;
  - Status (specimen or historic) of each tree;
  - Whether each identified tree will remain or be removed; and
  - Location coordinates (northings and eastings, State Plane – NAD 1983) for each tree.
- d. Each specimen tree and historic tree shall be affixed with a permanent tag bearing the corresponding number on the tree survey. This tag shall be placed on the trunk of the tree, between five and six feet in height on the south face of the tree's trunk.
- e. Each tree survey shall contain a count of all protected trees located on the property.
- f. Each tree survey shall contain a count of all protected trees that will be removed from the buildable area on the property. The phrase "buildable area" is defined in Section 94-10 of the Town's tree ordinance.
- g. Protected trees designated for preservation shall be flagged in a distinguishing manner approved by the Town. In addition, those trees designated for removal shall be flagged in a different distinguishing manner as approved by the Town.
- h. The tree survey must be signed, and stamped or sealed, by a certified arborist, certified forester, or a registered landscape architect.
- i. Each tree survey submitted shall contain:
  - one sheet of the tree survey described in points (a) through (g) above;
  - one sheet with the tree survey data overlain with the site information; and
  - one sheet with the site information overlain on an aerial photo for the site.
  - The tree survey shall be on drawings measuring 24" x 36" and shall be drawn to a scale of no less than 100 feet to one inch, unless otherwise approved by the tree preservation and enforcement officer.
  - When necessary the tree survey shall be on several sheets accompanied by an index sheet, showing the entire area of the survey.
  - Necessary site information includes:
    - The location and dimensions of all existing or proposed public streets, alleys, rights-of-way, utility easements, drainage easements, fence easements, pedestrian access easements or other public rights-

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- of-way or easements;
- o The location and dimensions of the designated parking area and designated stockpile area required in this subdivision and of any site proposed or anticipated to be proposed for a temporary batching plant permit;
- o The location of all existing or proposed property lines, lot lines, building lines, setback and yard requirements, any proposed building footprint or floor plan, and other special relationships or significant features of the proposed development plan, record plat or site plan of the development.

### 6. Conceptual Elevation Drawings (Black/White and Color) – Non-residential

- a. Projects within the Town's Area Plans shall demonstrate consistency with the Town's Urban Design Plan in regard to the architectural requirements within these areas.
- b. The elevations shall show all of the proposed structures, indicating and labeling all materials, including East, West, North and South elevations, colors of materials, and the mean and peak height of the building(s).
- c. For proposals that include multiple non-residential buildings, a concept elevation will be required for each building. Otherwise a note will need to be on the plans stating that the architecture, design, colors and construction of all subsequent buildings will substantially conform to the elevations depicted.
- d. To show conformance with the Town's Urban Design Plan's material standards, place the [Material Calculation Table](#) (follow link on webpage) on the face of the elevation(s).
- e. Details of all monument signs, ONLY if processing in conjunction with a Comprehensive Sign Package. Otherwise, sign details are not needed.
- f. Include [Dumpster Enclosure Details](#) (follow link on webpage) on the face of the elevation(s) or landscape plan(s). Note that the gate for the dumpster enclosure must be solid and cannot be wood construction.

### 7. Preliminary Engineering Plans – Residential and Non-residential

- a. Schematic Water and Sewer Plan
- b. Preliminary Drainage Plan: Show existing and proposed drainage area maps with flow arrows, schematic storm design and proposed detention areas (if needed)

### LATER REQUIREMENTS:

1. **PD Development Standards:** Submit a Word copy of the PD development standards. Contact Project Manager to obtain a document template.
2. **Pictures of On-site Notification Signs:** Provide pictures (in PDF format) of the on-site notification sign.
3. **Material Sample Board:** A sample of all of the materials proposed for the building(s) shall be submitted on a board 22" x 17" or smaller.

### NOTIFICATION REQUIREMENTS FOR A ZONING PLANNED DEVELOPMENT:

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 before the project is placed on the agenda for the first public hearing.

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

#### **Informational Signs are required for Zoning Planned Developments:**

Upon the filing of an application to change the zoning on a lot/tract of property (including Planned Developments), the owner/developer/applicant shall be required to place an informational sign on such lot or tract of land. The Town will fabricate all required signage, at the cost of \$200.00 per sign, and notify the applicant when the sign(s) are available to be picked up. First round project reviews will not be assigned until the sign fees are paid. Second round project review comments will not be provided until the sign(s) are posted and photos uploaded to the project.

- a. The sign shall be mounted on two stakes/poles and the bottom of the sign shall be at least one foot above grade and not be obstructed by high weeds or grass.
- b. The sign shall be visible from and placed perpendicular to the street. Please do not place the sign in the TXDOT Right-Of-Way.
- c. There shall be one sign for each 500 feet of street frontage.
- d. The owner/developer/applicant shall be required to remove informational signs from the lot or tract of land within ten days after the date of the final action of the requested change or amendment.
- e. The owner/developer/applicant shall also be required to replace missing informational signs within two weeks of staff notifying them of the absence.

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This document contains a summary list of requirements for a Zoning Planned Development submittal. The information contained within has been compiled from the Town of Flower Mound Land Development Regulations. Below is a quick reference guide to help navigate to more detailed information.

**Code of Ordinances (Land Development Regulations) link:**  
<http://www.municode.com/resources/gateway.asp?pid=13329&sid=43>

**Chapter 98: Zoning District Regulations:**  
[https://library.municode.com/tx/flower\\_mound/codes/code\\_of\\_ordinances?nodeld=SPBLADERE\\_CH98ZO\\_ARTIIDIRE](https://library.municode.com/tx/flower_mound/codes/code_of_ordinances?nodeld=SPBLADERE_CH98ZO_ARTIIDIRE)

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

**Chapter 98: Zoning SMARTGrowth Program:**  
[https://library.municode.com/tx/flower\\_mound/codes/code\\_of\\_ordinances?nodeld=SPBLADERE\\_CH98ZO\\_ARTIISMPR](https://library.municode.com/tx/flower_mound/codes/code_of_ordinances?nodeld=SPBLADERE_CH98ZO_ARTIISMPR)