

AMENDED SITE PLAN CHECK LIST PLANNING SERVICES DIVISION



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

**THIS APPLICATION IS ONLY FOR MINOR AMENDMENTS TO AN APPROVED SITE PLAN. FOR
SIGNIFICANT AMENDMENTS, INCLUDING SIGNIFICANT CHANGES TO LANDSCAPE PLANS AND/OR
ELEVATIONS, A SITE PLAN APPLICATION IS REQUIRED.**

The definition of minor changes, per the Town's Code of Ordinances, is:

"Sec. 82-37 Minor changes

Subsequent to approval of a site plan, minor changes may be authorized by the town manager or director of community development when such minor changes will not cause any of the following circumstances to occur:

1. *A change in the character of the development.*
2. *An increase in the maximum authorized ratio of the gross floor areas in structures to the area of the lot.*
3. *An increase in the intensity of use.*
4. *A reduction in the originally approved separations between buildings.*
5. *An increase in the external effects on adjacent property.*
6. *A reduction in the originally approved setbacks from property lines.*
7. *An increase in the problems of circulation, safety and utilities.*
8. *An increase of more than 20 percent or 5,000 square feet, whichever is less, in ground coverage by structures.*
9. *A reduction in the ratio of off-street parking and loading space to gross floor area in structures.*
10. *A change in the subject, size, lighting or orientation of originally approved signs.*
11. *A decrease in the percentage of landscaping required."*

AMENDED SITE PLAN 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
- b. Tarrant County Tax Assessor/Collector: www.tarrantcounty.com

3. Letter of Intent:

At a minimum, the letter of intent should provide a detailed description of the elements of the site you are requesting to amend, as well as any other information applicable to the amendment request.

4. Amended Site Plan Package:

- a) Upload in the following order:
 1. Amended Site Plan (1 PDF containing all Amended Site Plan sheets)
 2. Amended Landscape/Screening Plans (1 PDF containing all Landscape/Screening Plan sheets)
 3. Amended Elevations (1 PDF containing all Amended Elevation sheets)

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NOTE: ANY SITE PLAN and/or LANDSCAPE/SCREENING PLAN and/or ELEVATIONS SUBMITTED FOR PROPOSED AMENDMENT(S) MUST:

- contain all of the same information of the original approved plan/s as well as information for all amendment/s that have been approved since the plan's original approval; and
- have the elements proposed for amendment clearly notated and also highlighted with "bubbling."

APPLICATION FEES:

Amended Site Plan application fees are applied when requested changes require review by more than one department or impact how or whether a site complies with minimum zoning or development standards. For Amended Site Plans, a nonrefundable plan review deposit of \$250.00 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=

This document contains a summary list of requirements for an Amended Site Plan 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 32: Engineering Design Criteria & Construction Standards
Chapter 82: Article II. Site Plans and Article V. Landscaping Screening
Chapter 94: Div. 3 Planning Standards

Master Plan

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

SMARTGrowth Manual:

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