

Article Nine – Appendices

The appendices to this Code may be changed from time to time without amending this Code.

Table of Contents	Page
Section 9.01 - Development Review Committee Members (DRC)	9-2
Section 9.02 - Application Forms	9-3
• Zoning Change application	9-3
• Planned Development (PD) application	9-5
• Planned Development (PD) Amendment application	9-8
• Specific Use Permit (SUP) application	9-11
• Specific Use Permit (SUP) Amendment application	9-13
• Future Land Use Plan Amendment (LUP) application	9-15
• Zoning Board of Adjustment (ZBA) application	9-17
• Tree Preservation Appeal application	9-21
• Preliminary Site Evaluation application	9-23
• Minor Subdivision Plat application	9-26
• Major Subdivision Plat application	9-30
• Landscaping/Screening Wall Plan application	9-34
• Site Plan application	9-37
• Site Plan Amendment application	9-43
• Variance to the Unified Development Code (UDC) application	9-49
• Abandonment of Easements or Vacation of Rights-of-Way application	9-50
• Vacation of Plat application	9-52
• Grading Permit application	9-53
• Thoroughfare Plan Amendment application	9-54
• Gas Well Planned Development (PD) application	9-55
• Model Home application	9-60
• Temporary Batch Plant application	9-62
• Communication Tower application	9-63
Section 9.03 - Fees	9-78
Section 9.04 - Summary of Zoning District Regulations	9-82
Section 9.05 - Title Block Formats	9-83
Section 9.06 - Signature Blocks for Plats	9-86
Section 9.07 - Recommended List for Required Landscape Areas	9-88
Section 9.08 - Sign Formulas	9-92
Section 9.09 - Utility Companies Serving the City of Keller	9-93
Section 9.10 - Plan Folding Procedures	9-95
Section 9.11 - Keller CAD Standards Manual	9-96
• CAD Plat Requirements	9-96
• CAD Construction Plan Requirements	9-100
Section 9.12 – City of Keller Organizational Chart	9-106
Section 9.13 – Development Process Schedule	9-107

Section 9.01 - Development Review Committee Members (DRC)

Name, Title	Phone (area 817)	Fax
Planning Manager	743-4130	743-4195
Senior Planner	743-4130	743-4195
Planner I	743-4130	743-4195
Director of Public Works	743-4080	743-4195
City Engineer	743-4082	743-4195
Senior Project Engineer	743-4080	743-4195
Storm Water Engineer	743-4080	743-4195
Fire Marshal	743- 4472	743-4409
Fire Inspector	743-4470	743-4195
Director of Economic Development	743-4020	743-4195
Building Official	743-4110	743-4195
Police Officer	891-3470	
Park Maintenance and Development Manager	743-4057	743-4193

Section 9.02 - Application Forms

ZONING CHANGE APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION
Please Print or Type

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Applicant's Status: (Check One) Owner Tenant Prospective Buyer

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant
Date: _____

Signature of Owner Printed Name of Owner
Date: _____

Engineering Firm: _____ Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

SECTION 2. ZONING CHANGE REQUEST INFORMATION

Property Location: _____

Legal Description:
Lot(s): _____ Block(s): _____ Subdivision Name: _____

Unplatted Property Description:
Abstract Name & Number: _____ Tract Number(s): _____
If property is not platted, please attach a metes and bounds description.

Current Zoning: _____ Proposed Zoning: _____

Current Use of Property: _____

Proposed Use of Property: _____

Justification for Requested Zoning Change:

A detailed letter of justification and/or exhibits shall accompany this application.

ZONING CHANGE APPLICATION

SECTION 3. CHECKLIST

(Please provide each of the items below & initial next to each item or write N/A)

<input type="checkbox"/>	The application fee
<input type="checkbox"/>	Seven (7) 22" x 34" or 24" x 36" copies are needed, collated and folded to 9" x 12" paper size; electronic copy is recommended upon submittal date.
<input type="checkbox"/>	<p>A narrative statement that includes:</p> <ul style="list-style-type: none"> • Current and proposed zoning or use • A statement of the need for the proposed zoning change • Compatibility of proposed zoning with surrounding zoning and land uses. • Descriptions that show in what ways the proposal is consistent with the City's Master Plan. • You may also choose to address the decision criteria on with the Planning and Zoning Commission and City Council will base their decision. <ol style="list-style-type: none"> 1) Whether the uses permitted by the proposed change will be appropriate in the immediate area concerned and their relationship to the general area and the City as a whole, and in compliance with the Future Land Use Plan. 2) Whether the proposed change is in accord with any existing or proposed plans for providing streets, water supply, sanitary sewers, and other utilities to the area, and shall note the findings. 3) The amount of vacant land currently classified for similar development in the vicinity and elsewhere in the City, and any special circumstances which may make a substantial part of such vacant land unavailable for development. 4) The recent rate at which land is being developed in the same zoning classification as the request, particularly in the vicinity of the proposed change. 5) How other areas designated for similar development will be, or are unlikely to be, affected if the proposed amendment is approved. 6) Any other factors which will substantially affect the health, safety, morals, or general welfare.
<input type="checkbox"/>	A metes and bounds description of the property to be rezoned sealed by a surveyor.
<input type="checkbox"/>	A 24" by 36" scaled exhibit showing the subject property with metes and bounds labels and important physical features such as existing structures, topography, roadways, or creeks.
<input type="checkbox"/>	A 24" by 36" aerial exhibit of the subject property showing the locations of trees in accordance with Section 8.19
<input type="checkbox"/>	Any drawings the applicant considers necessary to demonstrate the case for rezoning. Drawings of the site should to scale.
<input type="checkbox"/>	Evidence of communicating the proposal with the adjacent neighborhood
<input type="checkbox"/>	Additional information or drawings, operations data, or expert evaluation when considering the application, including traffic studies and drainage studies as required by the Development Review Committee

PLANNED DEVELOPMENT (PD) APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION

Please Print or Type

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Applicant's Status: (Check One) Owner Tenant Prospective Buyer

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant _____

Date: _____

Signature of Owner Printed Name of Owner

Date: _____

Engineer/Surveyor: _____ Contact Name(s): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

SECTION 2. PLANNED DEVELOPMENT REQUEST INFORMATION

Property Location: _____

Legal Description: _____

Lot(s): _____ Block(s): _____ Subdivision Name: _____

Unplatted Property Description:

Abstract Name & Number: _____ Tract Number(s): _____

If property is not platted, please attach a metes and bounds description.

Current Zoning: _____ Proposed Zoning: _____

Current Use of Property: _____

Proposed Use of Property: _____

Written Proposal for PD:

A detailed letter of justification and/or exhibits shall accompany this application.

PLANNED DEVELOPMENT CHANGE APPLICATION

SECTION 3. CHECKLIST

(Please provide each of the items below & initial next to each item)

The application fee

Seven (7) 22" x 34" or 24" x 36" copies are needed, collated and folded to 9" x 12" paper size; electronic copy is recommended upon submittal date.

A narrative statement that includes:

- Current and proposed base zoning district
- Description of concept plan
- A statement of the need for the proposed zoning change
- Compatibility of proposed zoning with surrounding zoning and land uses.
- Descriptions that show in what ways the proposal is consistent with the City's Master Plan.
- You may also choose to address the decision criteria on with the Planning and Zoning Commission and City Council will base their decision.
 - 1) Whether the uses permitted by the proposed change will be appropriate in the immediate area concerned and their relationship to the general area and the City as a whole, and in compliance with the Future Land Use Plan.
 - 2) Whether the proposed change is in accord with any existing or proposed plans for providing streets, water supply, sanitary sewers, and other utilities to the area, and shall note the findings.
 - 3) The amount of vacant land currently classified for similar development in the vicinity and elsewhere in the City, and any special circumstances which may make a substantial part of such vacant land unavailable for development.
 - 4) The recent rate at which land is being developed in the same zoning classification as the request, particularly in the vicinity of the proposed change.
 - 5) How other areas designated for similar development will be, or are unlikely to be, affected if the proposed amendment is approved.
 - 6) Any other factors which will substantially affect the health, safety, morals, or general welfare

List of proposed development standards including, but not be limited to:

- Permitted uses,
- density, lot area, lot width, lot depth, yard depths and widths,
- building elevations, building material coverage, and building height,
- floor area ratio,
- parking ratios and parking locations,
- access points,
- screening and landscaping,
- accessory buildings,
- signs,
- lighting,
- hours of operation,
- project phasing or scheduling,
- management associations, and
- any other requirements.

A metes and bounds description of the property to be rezoned sealed by a surveyor.

An 24" by 36" aerial exhibit of the subject property showing the locations of trees in accordance with Section 8.19

Existing Conditions Exhibit. This 24" by 36" exhibit shall show the boundary of PD area with metes and bounds labels and important physical features such as existing structures, topography, existing streets, alleys and easements general use, thoroughfares.

Concept Plan. The plan shall be to scale, 24" by 36" in size, and show the following:

- the boundary of PD area with metes and bounds labels
- preliminary lot arrangements,
- access, proposed streets and thoroughfares,
- size, type and location of buildings with building density, building height,
- fire lanes,
- screening, landscaped areas/plans,
- other pertinent development data.

Evidence of communicating the proposal with the adjacent neighborhood

Trip Generation Form and, if required per Section 5.03, a Traffic Impact Analysis

Additional information or drawings, operations data, or expert evaluation when considering the application, including traffic studies and drainage studies as required by the Development Review Committee

PLANNED DEVELOPMENT (PD) AMENDMENT APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION Please Print or Type

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Applicant's Status: (Check One) Owner Tenant Prospective Buyer

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant
Date: _____

Signature of Owner Printed Name of Owner
Date: _____

Engineer/Surveyor: _____ Contact Name(s): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

SECTION 2. PLANNED DEVELOPMENT REQUEST INFORMATION

Property Location: _____

Legal Description:

 Lot(s): _____ Block(s): _____ Subdivision Name: _____

Unplatted Property Description:

 Abstract Name & Number: _____ Tract Number(s): _____

If property is not platted, please attach a metes and bounds description.

Current Zoning: _____ Proposed Zoning: _____

Current Use of Property: _____

Proposed Use of Property: _____

PLANNED DEVELOPMENT (PD) AMENDMENT APPLICATION

SECTION 3. CHECKLIST

(Please provide each of the items below & initial next to each item)

The application fee

Seven (7) 22" x 34" or 24" x 36" copies are needed, collated and folded to 9" x 12" paper size; electronic copy is recommended upon submittal date.

A narrative statement that includes:

- Current and proposed base zoning district
- Description of concept plan
- A statement of the need for the proposed zoning change
- Compatibility of proposed zoning with surrounding zoning and land uses.
- Descriptions that show in what ways the proposal is consistent with the City's Master Plan.
- You may also choose to address the decision criteria on with the Planning and Zoning Commission and City Council will base their decision.
 - 1) Whether the uses permitted by the proposed change will be appropriate in the immediate area concerned and their relationship to the general area and the City as a whole, and in compliance with the Future Land Use Plan.
 - 2) Whether the proposed change is in accord with any existing or proposed plans for providing streets, water supply, sanitary sewers, and other utilities to the area, and shall note the findings.
 - 3) The amount of vacant land currently classified for similar development in the vicinity and elsewhere in the City, and any special circumstances which may make a substantial part of such vacant land unavailable for development.
 - 4) The recent rate at which land is being developed in the same zoning classification as the request, particularly in the vicinity of the proposed change.
 - 5) How other areas designated for similar development will be, or are unlikely to be, affected if the proposed amendment is approved.
 - 6) Any other factors which will substantially affect the health, safety, morals, or general welfare

List of proposed development standards including, but not be limited to:

- Permitted uses,
- density, lot area, lot width, lot depth, yard depths and widths,
- building elevations, building material coverage, and building height,
- floor area ratio,
- parking ratios and parking locations,
- access points,
- screening and landscaping,
- accessory buildings,
- signs,
- lighting,
- hours of operation,
- project phasing or scheduling,
- management associations, and
- any other requirements.

A metes and bounds description of the property to be rezoned sealed by a surveyor.

An 24" by 36" aerial exhibit of the subject property showing the locations of trees in accordance with Section 8.19

Existing Conditions Exhibit. This 24" by 36" exhibit shall show the boundary of PD area with metes and bounds labels and important physical features such as existing structures, topography, existing streets, alleys and easements general use, thoroughfares.

Concept Plan. The plan shall be to scale, 24" by 36" in size, and show the following:

- the boundary of PD area with metes and bounds labels
- preliminary lot arrangements,
- access, proposed streets and thoroughfares,
- size, type and location of buildings with building density, building height,
- fire lanes,
- screening, landscaped areas/plans,
- other pertinent development data.

Evidence of communicating the proposal with the adjacent neighborhood

Trip Generation Form and, if required per Section 5.03, a Traffic Impact Analysis

Additional information or drawings, operations data, or expert evaluation when considering the application, including traffic studies and drainage studies as required by the Development Review Committee

SPECIFIC USE PERMIT (SUP) APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION

Please Print or Type

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Applicant's Status: (Check One) Owner Tenant Prospective Buyer

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant
Date: _____

Signature of Owner Printed Name of Owner
Date: _____

SECTION 2. PERMIT REQUEST INFORMATION

Property Location: _____

Legal Description: _____

 Lot(s): _____ Block(s): _____ Subdivision Name: _____

Unplatted Property Description:

 Abstract Name & Number: _____ Tract Number(s): _____

If property is not platted, please attach a metes and bounds description.

Current Zoning: _____ Proposed Zoning: _____

Current Use of Property: _____

Proposed Use of Property: _____

SPECIFIC USE PERMIT (SUP) APPLICATION

SECTION 3. CHECKLIST

(Please provide each of the items below & initial next to each item)

<input type="checkbox"/>	The application fee
<input type="checkbox"/>	Seven (7) 22" x 34" or 24" x 36" copies are needed, collated and folded to 9" x 12" paper size; electronic copy is recommended upon submittal date.
<input type="checkbox"/>	<p>A written proposal outlining all special conditions and additional requirements for the property controlled by the SUP, including but not limited to:</p> <ul style="list-style-type: none"> • the paving of streets, alleys and sidewalks, • means of ingress and egress to public streets, • provisions for drainage, • adequate off-street parking, • screening and open space, • heights of structures, • compatibility of buildings, • hours of operation, and • time limits. <p>A letter justifying the request and addressing the decision criteria on with the Planning and Zoning Commission and City Council will base their decision.</p> <ol style="list-style-type: none"> 1) The use is harmonious and compatible with surrounding existing uses or proposed uses; 2) The activities requested by the applicant are normally associated with the permitted uses in the base district; 3) The nature of the use is reasonable and appropriate in the immediate area; 4) Any negative impact on the surrounding area has been mitigated; and 5) That any additional conditions specified ensure that the intent of the district purposes are being upheld.
<input type="checkbox"/>	A legal description or meets and bounds description of the property.
<input type="checkbox"/>	<p>Concept Plan. The plan shall be to scale and show the following:</p> <ul style="list-style-type: none"> • topography, • and boundary of SUP area; • physical features of the site; • existing streets, alleys and easements; • location of future public facilities; • parking ratios, the final Detailed Site Plan; • building height and location, elevations; • site landscaping; • off-street parking facilities; • size, height, construction materials, and locations of buildings and the uses to be permitted; • location and instruction of signs; • means of ingress and egress to public streets; • the type of visual screening such as walls, plantings and fences; • the relationship of the intended use to all existing properties and land uses in all directions to a minimum distance of two hundred feet (200') and; • other information to adequately describe the proposed development and to provide data for approval.
<input type="checkbox"/>	Evidence of communicating the proposal with the adjacent neighborhood
<input type="checkbox"/>	Trip Generation Form and, if required per Section 5.03, Traffic Impact Analysis
<input type="checkbox"/>	Additional information or drawings, operations data, or expert evaluation when considering the application, including traffic studies and drainage studies as required by the Development Review Committee.

**SPECIFIC USE PERMIT (SUP) AMENDMENT
APPLICATION**

SECTION 1. APPLICANT/OWNER INFORMATION
Please Print or Type

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Applicant's Status: (Check One) Owner Tenant Prospective Buyer

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant
Date: _____

Signature of Owner Printed Name of Owner
Date: _____

SECTION 2. PERMIT REQUEST INFORMATION

Property Location: _____

Legal Description:

Lot(s): _____ Block(s): _____ Subdivision Name: _____

Unplatted Property Description:

Abstract Name & Number: _____ Tract Number(s): _____

If property is not platted, please attach a metes and bounds description.

Current Zoning: _____ Proposed Zoning: _____

Current Use of Property: _____

Proposed Use of Property: _____

Justification for Specific Use Permit:

A detailed letter of justification and/or exhibits shall accompany this application.

SPECIFIC USE PERMIT (SUP) AMENDMENT APPLICATION

SECTION 3. CHECKLIST

(Please provide each of the items below & initial next to each item)

<input type="checkbox"/>	The application fee
<input type="checkbox"/>	Seven (7) 22" x 34" or 24" x 36" copies are needed, collated and folded to 9" x 12" paper size; electronic copy is recommended upon submittal date.
<input type="checkbox"/>	<p>A written proposal outlining all special conditions and additional requirements for the property controlled by the SUP, including but not limited to:</p> <ul style="list-style-type: none"> • the paving of streets, alleys and sidewalks, • means of ingress and egress to public streets, • provisions for drainage, • adequate off-street parking, • screening and open space, • heights of structures, • compatibility of buildings, • hours of operation, and • time limits. <p>A letter justifying the request and addressing the decision criteria on with the Planning and Zoning Commission and City Council will base their decision.</p> <ol style="list-style-type: none"> 1) The use is harmonious and compatible with surrounding existing uses or proposed uses; 2) The activities requested by the applicant are normally associated with the permitted uses in the base district; 3) The nature of the use is reasonable and appropriate in the immediate area; 4) Any negative impact on the surrounding area has been mitigated; and 5) That any additional conditions specified ensure that the intent of the district purposes are being upheld.
<input type="checkbox"/>	A legal description or meets and bounds description of the property.
<input type="checkbox"/>	<p>Concept Plan. The plan shall be to scale and show the following:</p> <ul style="list-style-type: none"> • topography, • and boundary of SUP area; • physical features of the site; • existing streets, alleys and easements; • location of future public facilities; • parking ratios, the final Detailed Site Plan; • building height and location, elevations; • site landscaping; • off-street parking facilities; • size, height, construction materials, and locations of buildings and the uses to be permitted; • location and instruction of signs; • means of ingress and egress to public streets; • the type of visual screening such as walls, plantings and fences; • the relationship of the intended use to all existing properties and land uses in all directions to a minimum distance of two hundred feet (200') and; • other information to adequately describe the proposed development and to provide data for approval.
<input type="checkbox"/>	Evidence of communicating the proposal with the adjacent neighborhood
<input type="checkbox"/>	Trip Generation Form and, if required per Section 5.03, Traffic Impact Analysis
<input type="checkbox"/>	Additional information or drawings, operations data, or expert evaluation when considering the application, including traffic studies and drainage studies as required by the Development Review Committee.

FUTURE LAND USE PLAN AMENDMENT APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION Please Print or Type

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Applicant's Status: (Check One) Owner Tenant Prospective Buyer

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant
Date: _____

Signature of Owner Printed Name of Owner
Date: _____

Engineering Firm: _____ Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

SECTION 2. FUTURE LAND USE AMENDMENT REQUEST INFORMATION

Property Location: _____

Legal Description:

Lot(s): _____ Block(s): _____ Subdivision Name: _____

Unplatted Property Description:

Abstract Name & Number: _____ Tract Number(s): _____

If property is not platted, please attach a metes and bounds description.

Current Land Use Designation: _____ Proposed Land Use Designation: _____

Current Use of Property: _____

Proposed Use of Property: _____

Justification for Requested Future Land Use Plan Amendment:

A detailed letter of justification and/or exhibits shall accompany this application.

FUTURE LAND USE PLAN AMENDMENT APPLICATION

SECTION 3. CHECKLIST

(Please provide each of the items below & initial next to each item)

The application fee

Seven (7) 22" x 34" or 24" x 36" copies are needed, collated and folded to 9" x 12" paper size; electronic copy is recommended upon submittal date.

A letter justifying the request and why the chosen category better suites the needs of the area. Include information on:

- Compatibility with adjacent developments or Future Land Use Plan designations
- Availability of city services including water, sewer, and roads,
- Anticipated impacts on city services.

A legal description or meets and bounds description of the property.

Exhibit showing to scale the area proposed to be amended on the suture land use plan with adjacent Future Land Use Plan and Zoning Designations labeled.

Evidence of communicating the proposal with the adjacent neighborhood or property owners.

Additional information or drawings, operations data, or expert evaluation when considering the application, including traffic studies and drainage studies as required by the Development Review Committee.

ZONING BOARD OF ADJUSTMENT (ZBA) APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION

Please Print or Type

Applicant: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Applicant's Status: (Check One) Owner Tenant Authorized Agent Prospective Buyer

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant _____
Date: _____

Signature of Owner _____ Printed Name of Owner _____
Date: _____

SECTION 2. PROPERTY INFORMATION

Address of Request: _____

Legal Lot(s): _____ Block(s): _____ Subdivision Name: _____

- A variance shall not be granted to relieve a self-created or personal hardship, nor shall it be based solely on economic gain or loss, nor shall it permit any person a privilege in developing a parcel of land not permitted by this Code to other parcels of land in the particular zoning district. No variance may be granted which results in undue hardship on another parcel of land.
- The applicant bears the burden of proof in establishing the facts justifying a variance.
- Provide exhibits that will help provide justification of this variance request.

Application fee: \$200

TREE PRESERVATION APPEAL APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION

Please Print or Type

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Applicant's Status: (Check One) Owner Tenant Prospective Buyer

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant _____

Signature of Owner _____

Date: _____

Date: _____

SECTION 2. APPEAL REQUEST INFORMATION

Address or Legal Description: _____

Lot(s): _____ Block(s): _____ Subdivision Name: _____

Unplatted Property Description:

Abstract Name & Number: _____ Tract Number(s): _____

If property is not platted, please attach a metes and bounds description.

Justification for Requested Variance: _____

A detailed letter of justification and/or exhibits shall accompany this application.

Protected Tree: A tree that is listed in Section 8.19 of the UDC and has a diameter of three inches (3") or greater measured at eighteen inches (18") above ground for large trees or two inches (2") or greater measured at eighteen inches (18") above ground for understory trees.

TREE PRESERVATION APPEAL APPLICATION

SECTION 3. CHECKLIST

(Please provide each of the items below & initial next to each item)

The application fee

Seven (7) 22" x 34" or 24" x 36" copies are needed, collated and folded to 9" x 12" paper size; electronic copy is recommended upon submittal date.

Grading plan showing current topography and proposed final grading.

Erosion control plan. In addition to other measures an erosion control seeded mat shall be placed over all graded areas to remain unimproved for more than five (5) calendar days post grading

Tree Removal Plan Exhibit

- Show property, lots, building pad sites, and easements
- Show all existing protected trees color coded to show:
 - trees being removed and exempt due to locations in a building pad, utility easement or Right-of-Way;
 - trees being removed and not exempt; and
 - trees preserved.
- Contains charts showing every tree by lot with
 - Tree ID Number
 - Caliper of tree(s)
 - Tree Species (both the common and Latin name)
 - Health of Tree (ie, healthy, diseased, dead)
 - Location (Building pad, easement, lot, landscape buffer, etc.)
 - List tree to be 'Preserved' or 'Removed'
 - List if mitigation is required. Once exempt trees are counted 20% percent of remaining trees may be removed and are exempt from mitigation
- Summary table
 - Total number of trees and caliper inches on site
 - Total number of trees and caliper inches to be removed
 - Total number of trees and caliper inches that must be mitigated
 - Explanation on how mitigation will be provided.

Example Tree Preservation Plan Table (missing Latin name):

Tree Survey Data for Lot 22, Block A							
Tree Number	DBH	Species	Condition	Multi-Trunk	Location	Remove or Remain	Mitigation Penalty (caliper inches)
303	10.1	Cedar Elm	Healthy		Lot	Remove	10.1
304	8.1	Cedar Elm	Healthy		Lot	Remove	8.1
305	7.8	Cedar Elm	Healthy	Yes	Pad	Remove	0
306	11.3	Cedar Elm	Healthy		Pad	Remove	0
307	10.2	Post Oak	Healthy		Lot	Remove	10.2
308	11.2	Post Oak	Healthy		Lot	Remove	0.0
309	7.5	Post Oak	Healthy		Lot	Remove	7.5
310	15.9	Cedar Elm	Damaged	Yes	Lot	Remove	0.0
467	14.0	Post Oak	Healthy	Yes	Lot	Remove	14.0
484	19.5	Post Oak	Healthy		Lot	Remove	19.5
	115.6						69.4
	Total Tree Population						Total Tree Mitigation Penalty (caliper inches)

PRELIMINARY SITE EVALUATION APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION

Please Print or Type

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Applicant's Status: (Check One) Owner Tenant Prospective Buyer

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant
Date: _____

Signature of Owner Printed Name of Owner
Date: _____

Surveyor: _____ Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Engineering Firm: _____ Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

SECTION 2: GENERAL SITE INFORMATION

Name of Proposed Subdivision: _____

Land Area/Acres: _____ Number of Lots: _____ Current Zoning: _____

Electricity: Check either - Atmos Tri-County Gas: Atmos

Approved: _____ Approved: _____

Telephone: Check either - Verizon SWB Cable: Check either – OneSource Other

Approved: _____ Approved: _____

PRELIMINARY SITE EVALUATION APPLICATION

SECTION 3. CHECKLIST

(Please provide each of the items below & initial next to each item)

<input type="checkbox"/>	The application fee
<input type="checkbox"/>	Five (5) 24" x 36" copies of the Preliminary Site Evaluation and five (5) 22" x 34" copies Proposed Utility and Drainage Plans, collated and folded to 9" x 12" paper size; electronic copy is recommended upon submittal date.
<input type="checkbox"/>	For all single-family residential subdivisions, a plan summary table to include: <ul style="list-style-type: none"> • Total number of lots. • Number of lots per zoning category. • Total acreage per phase. • Number of lots per phase. • Minimum lot size. • Minimum dwelling unit size. • Density per acre.
<input type="checkbox"/>	Title block (see Article Nine - Title Blocks Formats) in lower right hand corner of plat to include: <ul style="list-style-type: none"> • Project's name. • Address and/or legal description of the project, total number of lots and/or phases, total acreage, and zoning. • Name, address, and telephone number of the applicant. • Name, address, and telephone number of contact person of the developer. • Name, address and telephone number of the preparer (Engineer). • Date of preparation and dates of revisions, if any (As plats are revised, add dates of revision to each submittal).
<input type="checkbox"/>	Graphic Scale labeled with scale used.
<input type="checkbox"/>	North arrow oriented to the top or right of the sheet.
<input type="checkbox"/>	Vicinity map of the City Base Map with scale of 1" = 1000' with site location shaded.
<input type="checkbox"/>	Length and bearing of all straight lines; radii, arc length, tangent length, and central angles of all curves, indicated along the lines of each lot or in tables.
<input type="checkbox"/>	Diagram of a typical corner clip and visibility easement.
<input type="checkbox"/>	Cross-section of proposed streets and alleys, showing the width and type of pavement and the location and width of sidewalks.
<input type="checkbox"/>	Park Dedication requirements.
<input type="checkbox"/>	A list of requested variances from development requirements, if applicable.
<input type="checkbox"/>	Signature block labeled: "Preliminary Site Evaluation Approved by the City of Keller Planning and Zoning Commission for the Preparation of a Final Plat" or, if variances are requested, "Preliminary Site Evaluation Approved by the City of Keller City Council for the Preparation of a Final Plat" (see Article Nine - Signature Blocks for Plats)
<input type="checkbox"/>	Names and boundary lines of abstracts and surveys of the land being platted.
<input type="checkbox"/>	Description and location of all survey monuments placed or found.
<input type="checkbox"/>	Lines delineating the proposed phases of development, if applicable.

ARTICLE NINE
Unified Development Code

Adopted: July 7, 2015



<input type="checkbox"/>	Property lines, including lot and block numbers and date recorded if applicable, of land within the area being platted.
<input type="checkbox"/>	<p>The layout and approximate dimensions of proposed lots and blocks, with:</p> <ul style="list-style-type: none"> • Front building setback lines and a note that reads, "All setbacks shall be in accordance with the zoning district, as described in the Keller Unified Development Code." • Lot number and block letter designations. • Acreage or square footage of each lot. • Proposed use. <p>Existing and/or proposed streets and alleys, showing proposed street names and the widths of right-of-way and pavement. Where a development abuts a street shown on the City's Thoroughfare Plan, the Preliminary Plat shall include a proposed dedication of right-of-way in accordance with the requirements of the Thoroughfare Plan.</p>
<input type="checkbox"/>	Median openings, turning lanes, acceleration lanes, deceleration lanes, and proposed driveway locations with dimensions.
<input type="checkbox"/>	Traffic control signals, devices, and striping, if applicable.
<input type="checkbox"/>	Other features that impact the land being platted - including, but not limited to, buildings, cemeteries, parks, landfills, and monuments.
<input type="checkbox"/>	Easements, deed restrictions, or other encumbrances that impact development of the property.
<input type="checkbox"/>	<p>Names and recording information of adjoining subdivisions, municipalities, counties, special districts, and parcels of unsubdivided land, including:</p> <ul style="list-style-type: none"> • Names of owners of record. • Boundary lines. • Zoning designations. • Names and accurate location of all adjacent streets. • Dimensions of all abutting lots. • Reference ties to courses and distances of at least one recognized land corner. • Easements on all abutting lots.
<input type="checkbox"/>	Land proposed for dedication to public use, or for reservation for the common use of property owners, including parks and linear trails, labeled with a separate lot and block designation. Also include a list of the conditions of or limitations on the use of this land.
<input type="checkbox"/>	<p>Drainage Plan sheet showing existing and proposed systems, including:</p> <ul style="list-style-type: none"> • Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of the proposed development. • Location of lines and inlets. • Location of all existing and proposed utility and/or drainage easements, or right-of-way and detention/retention structures. • Proposed drainage rights-of-way. • Delineation of the 100-year floodplain, if applicable. • Easements, deed restrictions, or other encumbrances that impact development of the property. • Contours at intervals of two feet (2') or less, referred to the latest USC or GS sea level datum, including benchmark.
<input type="checkbox"/>	<p>Utility Plan sheet showing existing and proposed systems, including:</p> <ul style="list-style-type: none"> • Location and size of all existing and proposed water systems and sanitary sewer lines shown for the distance which impacts the land being platted. • Location and size of other existing and/or proposed utility lines which may impact the land development. • Identification of proposed lots that will be served by septic tanks, if applicable. • Easements, deed restrictions, or other encumbrances that impact development of the property.
<input type="checkbox"/>	Aerial photo with overlay of plan in accordance with Article Eight - Tree Preservation, as applicable.
<input type="checkbox"/>	UDC Variance Request as described in Section 2.08 - Procedures for Variances from the Regulations of the Code, if applicable.

MINOR SUBDIVISION PLAT APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION

Please Print or Type

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Applicant's Status: (Check One) Owner Tenant Prospective Buyer

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant _____

Date: _____

Signature of Owner Printed Name of Owner

Date: _____

Surveyor: _____ Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Engineering Firm: _____ Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

SECTION 2: GENERAL SITE INFORMATION

Name of Proposed Subdivision: _____

Land Area/Acres: _____ Number of Lots: _____ Current Zoning: _____

Electricity: Check either - Oncor Tri-County Gas: Oncor

Approved: _____ Approved: _____

Telephone: Check either - Verizon SWB Cable: Check either – OneSource Other

Approved: _____ Approved: _____

MINOR SUBDIVISION PLAT APPLICATION

SECTION 3. CHECKLIST

(Please provide each of the items below & initial next to each item)

<input type="checkbox"/>	The application fee
<input type="checkbox"/>	Seven (7) 24" x 36" copies are needed, collated and folded to 9" x 12" paper size; electronic copy is recommended upon submittal date.
Plat sheet at 24" by 36" and containing the following information:	
<input type="checkbox"/>	Title Block (see Article Nine - Title Blocks Formats) in lower right hand corner of plat to include: <ul style="list-style-type: none"> • Project's name. • Address and/or legal description of the project, total number of lots and/or phases, total acreage and zoning. • Name, address, and telephone number of the applicant. • Name, address, and telephone number of contact person of the developer. • Name, address, and telephone number of the preparer (Surveyor). • Date of preparation and dates of revisions, if any (As plats are revised, add dates of revision to each submittal).
<input type="checkbox"/>	For all single-family residential subdivisions, a plan summary table to include: <ul style="list-style-type: none"> • Total number of lots. • Number of lots per zoning category. • Total acreage per phase. • Number of lots per phase. • Minimum lot size. • Minimum dwelling unit size. • Density per acre.
<input type="checkbox"/>	Graphic Scale labeled with scale used.
<input type="checkbox"/>	North arrow oriented to the top or right of the sheet.
<input type="checkbox"/>	Map of the City Base Map with scale of 1"=1000' with site location shaded
<input type="checkbox"/>	Length and bearing of all straight lines; radii, arc length, tangent length, and central angles of all curves, indicated along the lines of each lot or in tables.
<input type="checkbox"/>	Diagram of a typical corner clip and visibility easement.
<input type="checkbox"/>	Park Dedication requirements.
<input type="checkbox"/>	A list of variances from development requirements, if applicable.
<input type="checkbox"/>	Signature block labeled: "Approved by the City of Keller Community Development Department" or if variance is requested "Approved by the City of Keller City Council" (see Article Nine - Signature Blocks for Plats).
<input type="checkbox"/>	The following statement when City sewer will not be utilized: "This subdivision is subject to all of the terms and conditions of Tarrant County Commissioner Court Order Number 42703 (Sewage Regulations). Prior to the issuance of a building permit, a license must be obtained by the owner for any private sewage facility (septic tank or aerobic system) to be constructed in the subdivision. A sewage disposal plan will be filed with Tarrant County and areas suitable for septic tanks or aerobic systems will be defined."

<input type="checkbox"/>	An Owner's Certificate, see section 4.07 of the UDC for language.
<input type="checkbox"/>	Notary Public's Certificate with a signature line, see section 4.07 of the UDC for language.
<input type="checkbox"/>	Surveyor's Certificate with a signature line, see section 4.07 of the UDC for language.
<input type="checkbox"/>	Names and boundary lines of abstracts and surveys of the land being platted.
<input type="checkbox"/>	Lines delineating the proposed phases of development, if applicable.
<input type="checkbox"/>	The layout and exact dimensions of proposed lots and blocks, with: <ul style="list-style-type: none"> • Front building setback lines and a note that reads, "All setbacks shall be in accordance with the zoning district, as described in the Keller Unified Development Code." • Lot number and block letter designations. • Acreage or square footage of each lot and minimum finished floor elevation (minimum finished floor elevation is required only if lot is located within 100-year floodplain or near natural drainage feature).
<input type="checkbox"/>	Land proposed for dedication to public use or for reservation for the common use of property owners, labeled with a separate lot and block designation. Also include a list of the conditions of or limitations on the use of this land.
<input type="checkbox"/>	Deed restrictions or other encumbrances that impact development of the property.
<input type="checkbox"/>	Rights-of-way and public property to be abandoned should be identified on the plat, but information is to be provided separately for the creation of an abandonment certificate (see Section 4.11).
<input type="checkbox"/>	Existing and/or proposed streets and alleys, showing street names and the widths of rights-of-way and pavement. Where a development abuts a street shown on the City's Thoroughfare Plan, the Final Plat must include the dedication of rights-of-way in accordance with the requirements of the Thoroughfare Plan.
<input type="checkbox"/>	Location and size of all existing and proposed utility, access, and/or drainage easements for electric, telephone, gas, cable, and solid waste disposal, with a note regarding responsibility for maintenance.
<input type="checkbox"/>	Delineation of the 100-year floodplain, if applicable.
<input type="checkbox"/>	Names and recording information of adjoining subdivisions, municipalities, counties, special districts, and parcels of unsubdivided land, including: <ul style="list-style-type: none"> • Names of owners of record. • Boundary lines. • Zoning designations. • Names and accurate location of all adjacent streets. • Dimensions of all abutting lots. • Reference ties to courses and distances of at least one recognized land corner.

Other Documents

Exhibit of Existing Conditions sheet showing existing and proposed systems, including:

- Location of all existing above-ground structures, driveways, sheds, fences, etc., if applicable.
- Location and size of all existing and proposed utility, access, and/or drainage easements, with a note regarding responsibility for maintenance.
- Location and size of all other utilities existing and/or proposed, underground or overhead, including private transmission lines.
- Location and size of all public and private service lines and meters for water and sanitary sewer or septic tanks, if applicable.
- Location and distance of nearest existing fire hydrant.
- Proposed grading, and a description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of the proposed development.
- Delineation of the 100-year floodplain, if applicable.

A drainage study shall be provided for each development in accordance with Article Five - Design and Technical Construction Standards (DTCS). The study shall be provided to ensure that all upstream and downstream watershed components are accounted for and will not be adversely impacted. The study shall include a pre-development versus post development runoff analysis and a storm water runoff routing analysis designed to predict the post development runoff rate and the downstream drainage system ability to accommodate post development runoff.

Tree survey and aerial photo with overlay of plan in accordance with Article Eight - Tree Preservation, as applicable.

UDC Variance Request as described in Section 2.08 - Procedures for Variances from the Regulations of the Code, if applicable

The Planning Manager, Planning and Zoning Commission, or City Council may require additional information or drawings, operations data, or expert evaluation when considering the application, including traffic studies and drainage studies.

MAJOR SUBDIVISION PLAT APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION

Please Print or Type

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Applicant's Status: (Check One) Owner Tenant Prospective Buyer

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant
Date: _____

Signature of Owner Printed Name of Owner
Date: _____

Surveyor: _____ Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Engineering Firm: _____ Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

SECTION 2: GENERAL SITE INFORMATION

Name of Proposed Subdivision: _____

Land Area/Acres: _____ Number of Lots: _____ Current Zoning: _____

Electricity: Check either - Oncor Tri-County Gas: Oncor

Approved: _____ Approved: _____

Telephone: Check either - Verizon SWB Cable: Check either – OneSource Other

Approved: _____ Approved: _____

MAJOR SUBDIVISION PLAT APPLICATION SECTION 3. CHECKLIST (Please provide each of the items below & initial next to each item)	
<input type="checkbox"/>	The application fee
<input type="checkbox"/>	Seven (7) 24" x 36" copies are needed, collated and folded to 9" x 12" paper size; electronic copy is recommended upon submittal date.
Plat sheet at 24" by 36" and containing the following information:	
<input type="checkbox"/>	Title Block (see Article Nine - Title Blocks Formats) in lower right hand corner of plat to include: <ul style="list-style-type: none"> • Project's name. • Address and/or legal description of the project, total number of lots and/or phases, total acreage and zoning. • Name, address, and telephone number of the applicant. • Name, address, and telephone number of contact person of the developer. • Name, address, and telephone number of the preparer (Surveyor). • Date of preparation and dates of revisions, if any (As plats are revised, add dates of revision to each submittal).
<input type="checkbox"/>	For all single-family residential subdivisions, a plan summary table to include: <ul style="list-style-type: none"> • Total number of lots. • Number of lots per zoning category. • Total acreage per phase. • Number of lots per phase. • Minimum lot size. • Minimum dwelling unit size. • Density per acre.
<input type="checkbox"/>	Graphic Scale labeled with scale used.
<input type="checkbox"/>	North arrow oriented to the top or right of the sheet.
<input type="checkbox"/>	Vicinity map of the City Base Map with scale of 1" = 1000' with site location shaded.
<input type="checkbox"/>	Length and bearing of all straight lines; radii, arc length, tangent length, and central angles of all curves, indicated along the lines of each lot or in tables.
<input type="checkbox"/>	Diagram of a typical corner clip and visibility easement.
<input type="checkbox"/>	A note that a Park Dedication Agreement exists, if applicable.
<input type="checkbox"/>	A list of variances from development requirements, if applicable.
<input type="checkbox"/>	Signature block labeled: "Approved by the City of Keller Planning and Zoning Commission" or "Approved by the City of Keller City Council" if variance is requested (see Article Nine - Signature Blocks for Plats).
<input type="checkbox"/>	The following statement when City sewer will not be utilized: "This subdivision is subject to all of the terms and conditions of Tarrant County Commissioner Court Order Number 42703 (Sewage Regulations). Prior to the issuance of a building permit, a license must be obtained by the owner for any private sewage facility (septic tank or aerobic system) to be constructed in the subdivision. A sewage disposal plan will be filed with Tarrant County and areas suitable for septic tanks or aerobic systems will be defined."

<input type="checkbox"/>	An Owner's Certificate, see section 4.08 of the UDC for language.
<input type="checkbox"/>	Notary Public's Certificate with a signature line, see section 4.08 of the UDC for language.
<input type="checkbox"/>	Surveyor's Certificate with a signature line, see section 4.08 of the UDC for language.
<input type="checkbox"/>	Names and boundary lines of abstracts and surveys of the land being platted.
<input type="checkbox"/>	Lines delineating the proposed phases of development, if applicable.
<input type="checkbox"/>	The layout and exact dimensions of proposed lots and blocks, with: <ul style="list-style-type: none"> • Front building setback lines and a note that reads, "All setbacks shall be in accordance with the zoning district, as described in the Keller Unified Development Code." • Lot number and block letter designations. • Acreage or square footage of each lot and minimum finished floor elevation (minimum finished floor elevation is required only if lot is located within 100-year floodplain or near natural drainage feature).
<input type="checkbox"/>	Land proposed for dedication to public use or for reservation for the common use of property owners, labeled with a separate lot and block designation. Also include a list of the conditions of or limitations on the use of this land.
<input type="checkbox"/>	Deed restrictions or other encumbrances that impact development of the property.
<input type="checkbox"/>	Rights-of-way and public property to be abandoned should be identified on the plat, but information is to be provided separately for the creation of an abandonment certificate (see Section 4.11 - Abandonment of Easements or Rights-of-Way for procedures).
<input type="checkbox"/>	Existing and/or proposed streets and alleys, showing street names and the widths of rights-of-way and pavement. Where a development abuts a street shown on the City's Thoroughfare Plan or a proposed Thoroughfare is within the development, the Final Plat shall include the dedication of rights-of-way in accordance with the requirements of the Thoroughfare Plan.
<input type="checkbox"/>	Location of all existing and proposed utility, access, and/or drainage easements, with a note regarding responsibility for maintenance.
<input type="checkbox"/>	Delineation of the 100-year floodplain, if applicable.
<input type="checkbox"/>	Names and recording information of adjoining subdivisions, municipalities, counties, special districts, and parcels of unsubdivided land, including: <ul style="list-style-type: none"> • Names of owners of record. • Boundary lines. • Zoning designations. • Names and accurate location of all adjacent streets. • Dimensions of all abutting lots. • Reference ties to courses and distances of at least one recognized and corner.

Other Documents

Exhibit of Existing Conditions (if Construction Plans are not required) showing the following:

- Location of all existing and proposed utility, access, and/or drainage easements, with a note regarding responsibility for maintenance.
- Proposed grading, and a description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of the proposed development.
- Delineation of the 100-year floodplain, if applicable.
- Location of all public and private service lines for natural gas, water, sanitary sewer or septic tanks, and other buried utilities, if applicable.

Tree survey and aerial photo with overlay of plan in accordance with Article Eight - Tree Preservation, as applicable.

UDC Variance Request as described in Section 2.08 - Procedures for Variances from the Regulations of the Code, if applicable.

The Planning Manager, Planning and Zoning Commission, or City Council may require additional information or drawings, operations data, or expert evaluation when considering the application, including traffic studies and drainage studies.

LANDSCAPING/SCREENING WALL PLAN APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION

Please Print or Type

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant _____

Date: _____

Signature of Owner _____ Printed Name of Owner _____

Date: _____

Engineer/Architect: _____ Contact Name(s): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Landscape Architect: _____ Contact Name(s): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

SECTION 2: GENERAL SITE INFORMATION

Legal Description: Lot(s): _____ Block(s): _____ Subdivision: _____

Name: _____

Street Address: _____

Current Zoning: _____

Proposed Use of Property: _____

LANDSCAPING/SCREENING WALL PLAN APPLICATION

SECTION 3. CHECKLIST

(Please provide each of the items below & initial next to each item)

<input type="checkbox"/>	The application fee
<input type="checkbox"/>	Seven (3) 24" x 36" copies are needed, collated and folded to 9" x 12" paper size; electronic copy is recommended upon submittal date.
<input type="checkbox"/>	<p>Title Block to include:</p> <ul style="list-style-type: none"> • Project's name. • Address and/or legal description of the project. • Name, address, and telephone number of the applicant. • Name, address, and telephone number of contact person of the developer. • Name, address, and telephone number of the preparer (Landscape Architect and/or Engineer). ▪ Date of preparation and dates of revisions, if any (As plans are revised, add dates of revision to each submittal).
<input type="checkbox"/>	North arrow oriented to the top or right of the sheet.
<input type="checkbox"/>	A typical section showing the lot, street, parkway, sidewalk, screening wall easement, landscaping, and screening wall (include dimensions).
<input type="checkbox"/>	Paving and design detail (sidewalks, streets, parking, etc.).
<input type="checkbox"/>	A typical elevation of the screening wall including signage and landscaping (show dimensions, materials, colors, plant types, etc.)
<input type="checkbox"/>	Structural design for the wall, including column, drainage, and footing design, and stamped by a Structural Engineer. Wall design shall accommodate drainage.
<input type="checkbox"/>	A note placed on all sheets stating that upon completion of the screening wall construction, a letter will be submitted to the City signed and sealed by a Licensed Engineer or contractor responsible for the construction of the wall stating that the screening wall was built in accordance with the approved Landscaping and Screening Wall Plans and specifications.
<input type="checkbox"/>	Location of the required sidewalks and trails to be constructed with the subdivision. Sidewalks are required along all thoroughfares and are to be located at the property line or one-foot (1') from the property line. Trails are required in accordance with the City Parks and Trails Master Plan. Other sidewalk and trail locations must be approved by the Development Review Committee.
<input type="checkbox"/>	Location, size, and species of all trees to be preserved in accordance with this code (see Section 8 for Tree Preservation Requirements). "Tree stamps" are not to be used unless they indicate the true size and location of trees.
<input type="checkbox"/>	Location, size, species, and spacing of all required trees and plant material to be used. (see Section 5.10 - Residential Subdivisions Thoroughfare Screening and Landscaping for requirements). Existing trees credited toward the requirements must also be shown. Proposed trees must be located within the landscaping and screening wall easement.
<input type="checkbox"/>	Location of all other landscaping material to be used, including paving, benches, screens, fountains, statues, earthen berms, and ponds (marked with water depth).
<input type="checkbox"/>	Additional landscaping amenities provided by the developer or required as part of a Planned Development zoning.

Topography of the site.

Irrigation Plans should contain the following information:

- a. Description of maintenance provisions and specific models/materials used.
- b. Layout and description of irrigation, sprinkler, or water systems and the placement of water sources.
- c. Location and size of all water and irrigation meters.
- d. Location and type of backflow prevention device.
- e. Location and type of rain and freeze sensor.
- f. Irrigation plans shall be designed by a licensed irrigator. Irrigator shall sign and seal the plans submitted.

UDC Variance Request as described in Section 2.08 - Procedures for Variances from the Regulations of the Code, if applicable.

SITE PLAN APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION

Please Print or Type

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Applicant's Status: (Check One) Owner Tenant Prospective Buyer

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant
Date: _____

Signature of Owner Printed Name of Owner
Date: _____

Engineer/Architect: _____ Contact Name(s): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

SECTION 2: GENERAL SITE INFORMATION

Legal Description: Lot(s): _____ Block(s): _____ Subdivision: _____

Name: _____

Street Address: _____

Current Zoning: _____ Proposed Zoning: _____

Current Use of Property: _____

Proposed Use of Property: _____

Square Footage of Existing Building(s): _____

Square Footage of Proposed Building(s): _____

Note: A special drainage meeting may be required.

SITE PLAN APPLICATION

SECTION 3. CHECKLIST (Please provide each of the items below & initial next to each item)

Site Plan Sheet

The application fee

Seven (7) 22" x 34" or 24" x 36" copies are needed, collated and folded to 9" x 12" paper size; electronic copy is recommended upon submittal date.

Site Plan Sheet

- Title Block in lower right hand corner of site plan to include:
 - Project's name.
 - Name, address, telephone number, fax number, and contact person of the Applicant.
 - Name, address, telephone number, fax number, and contact person of the Owner.
 - Name, address, telephone number, fax number, and contact person of the preparer (Architect or Engineer).
 - Address and/or legal description of the project (addition's name, lots, and blocks).
 - Total acreage and zoning.
 - Date of preparation and dates of revisions, if any (as the site plan is revised, add dates of revision to each submittal)

A summary table showing:

- Total building square footage.
- Number of required parking spaces (show calculations based on building usage).
- Number of provided parking spaces (number of handicapped parking spaces shall not be included as part of required parking spaces).

Graphic Scale labeled with scale used.

North arrow oriented to the top or right of sheet.

Vicinity map of the City Base Map with scale of 1" = 1,000' with site location shaded.

Distances and bearings of all lots.

Cross section of proposed streets, alleys, and parking lots, showing the width and type of pavement and the location and width of sidewalks.

The footprints of all proposed buildings or structures.

Setback lines as required by the respective zoning district.

The names and widths of rights-of-way and pavement of existing and proposed streets and alleys.

All curbs or pavement edge and lane striping on adjacent streets with dimensions.

Driveway and sidewalk locations with dimensions and curve radii labeled.

Parking layout, including maneuvering, loading, and unloading areas.

<input type="checkbox"/>	Easements, deed restrictions, or other encumbrances that impact development of the lot.
<input type="checkbox"/>	Location, type, material, and height of: <ul style="list-style-type: none"> • Required screening walls or fences, including elevations. • Site lighting showing the height and location of exterior light fixtures. • Signs locations (All signs shall be permitted separately and meet the sign requirements of this Code at the time of permit).
<input type="checkbox"/>	Location and screening of trash receptacles with materials clearly identified (Trash receptacles/dumpsters are required for all non-single family-residential developments unless other acceptable alternative is proposed).
<input type="checkbox"/>	Zoning, legal description, and owner of record for all adjacent lots or tracts.
<input type="checkbox"/>	Park/Trail location and improvements, if applicable.
<input type="checkbox"/>	Location of all utility boxes, cabinets, or meters, which shall be located at rear or side of building, if practical.
Preliminary Utility Plan	
<input type="checkbox"/>	All property lines and easements.
<input type="checkbox"/>	The footprints of all proposed buildings or structures
<input type="checkbox"/>	Driveway and sidewalk locations with dimensions and curve radii labeled.
<input type="checkbox"/>	Parking layout, including maneuvering, loading, and unloading areas.
<input type="checkbox"/>	Location and size of all existing and proposed water and sewer lines.
<input type="checkbox"/>	Location and size of all other utilities existing and proposed, underground or overhead.
<input type="checkbox"/>	Fire protection, including locations of existing and proposed fire hydrants, fire lanes, and fire lines, with all dimensions clearly designated.
<input type="checkbox"/>	Distances to closest existing fire hydrants, on-site or off-site, which would provide water access for this property in the event of a fire.
Preliminary Grading and Drainage Plan	
<input type="checkbox"/>	All property lines and easements.
<input type="checkbox"/>	The footprints of all proposed buildings or structures.
<input type="checkbox"/>	Driveway and sidewalk locations with dimensions and curve radii labeled.
<input type="checkbox"/>	Parking layout, including maneuvering, loading, and unloading areas.
<input type="checkbox"/>	Existing and proposed contours.

<input type="checkbox"/>	Location of existing and proposed drainage structures with sizes and dimensions clearly labeled.
<input type="checkbox"/>	Location of 100-year floodplain and floodway.
<input type="checkbox"/>	Location of proposed improvements in relation to Areas of Special Flood Hazard.
<input type="checkbox"/>	Elevation from mean sea level of new or substantially improved structures.
<input type="checkbox"/>	A certificate from a Texas-registered Professional Engineer or Architect that states non-residential flood proofed structures meet the criteria contained in the Flood Plain Ordinance.
<input type="checkbox"/>	Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of the proposed development.
Landscape Plan - prepared by a Texas Registered Landscape Architect	
<input type="checkbox"/>	A minimum scale of 1" = 50'
<input type="checkbox"/>	Name of preparer.
<input type="checkbox"/>	Date of preparation.
<input type="checkbox"/>	North arrow oriented to the top or right of the sheet.
<input type="checkbox"/>	Location and spacing of all plants and landscaping materials and features to be used, including paving, benches, and fountains.
<input type="checkbox"/>	Species, quantity, and size of all plant materials to be used.
<input type="checkbox"/>	Location, size, and species of all trees to be preserved ("tree stamps" may not be used unless they indicate the true size and location of trees).
<input type="checkbox"/>	Depth of pond, if applicable.
<input type="checkbox"/>	Topography.
<input type="checkbox"/>	Description of provisions for maintenance.
<input type="checkbox"/>	A note that states that all landscaped areas will be irrigated and that detailed irrigation plans will be submitted with construction plans.
<input type="checkbox"/>	A note that all landscaped areas are to be maintained in accordance with City regulations.
<input type="checkbox"/>	Location and size of all other utilities existing and/or proposed, underground or overhead, including private transmission lines.
<input type="checkbox"/>	Any required mitigation trees are marked with an "M" and are in addition to required landscaping trees.

<input type="checkbox"/>	<p>Landscape table listing landscaping requirements per Section 8.08 and showing how these requirements are met. Basic criteria listed below, see Section 8.08 for detailed landscaping requirements.</p> <ul style="list-style-type: none"> • Foundation planting a minimum of five feet (5') in width shall be provided at the fronts and sides of buildings. • Parking lots shall be 100% screened with shrubs or berms adjacent to all public streets. • No more than twelve (12) consecutive parking spaces shall be allowed without the interruption of a nine foot by twelve foot landscaped island and all parking rows ending with a landscape island. • Required 15% of parking area landscaped. • For large parking lots with several rows of parking spaces, a minimum ten-foot (10') wide continuous landscaped island shall be provided at various locations. • Parking lots shall be 100% screened with shrubs or berms adjacent to all public streets. • Minimum thirty-foot (30') landscape buffer adjacent to all thoroughfares with four (4) or more lanes as classified on the current Comprehensive Thoroughfare Plan Buffers along other Rights-of-Way with Minimum four inch (4") caliper canopy trees spaced twenty-five feet (25') and two (2) ornamental trees per fifty linear feet (50') of frontage planted in clusters or linear arrangement. • Minimum fifteen-foot (15') landscape buffer adjacent to all other public streets with minimum three inch (3") caliper canopy trees spaced thirty feet (30') on center in a straight line. • Minimum thirty-foot (30') landscape buffer adjacent to all properties with residential uses or zoning or when residential zoning or uses are across the street from the side or rear yard of a non-residential or multi-family development with minimum three inch (3") caliper canopy trees spaced thirty feet (30') on center in a straight line. • Minimum ten-foot (10') landscape buffer adjacent to side and rear property lines when adjacent to non-residential uses or zoning with minimum three inch (3") caliper canopy trees spaced thirty feet (30') on center in a straight line. <p><i>Some additional or varied standards apply in Special Zoning Districts including Old Town and Town Center.</i></p>
Elevations	
<input type="checkbox"/>	<p>Architectural elevations showing all sides of the proposed building and labeled north, south, east and west.</p>
<input type="checkbox"/>	<p>The height of the proposed building clearly dimensioned.</p>
<input type="checkbox"/>	<p>All exterior finishes and roofing materials clearly identified.</p>
<input type="checkbox"/>	<p>A table showing the percent of each building material per elevation and for the entire building, exclusive of windows and doors.</p>
<input type="checkbox"/>	<p>One 11" x 17" sheet with all elevations in color with labels and dimensions removed to serve as a color sample of exterior finishes.</p>
Photometric Plans	
<input type="checkbox"/>	<p>All property lines and easements.</p>
<input type="checkbox"/>	<p>The footprints of all proposed buildings or structures.</p>
<input type="checkbox"/>	<p>Parking layout, including maneuvering, loading, and unloading areas.</p>
<input type="checkbox"/>	<p>Type, location, and height of all proposed light poles and fixtures.</p>

Aerial Overlay

- A recent aerial photograph must be submitted (if applicable) in either 11" x 17" or 8.5" x 11" format with an attached transparent overlay.
- All property lines and easements.
The footprints of all proposed buildings or structures.
- Driveway and sidewalk locations.

Tree Survey/Preservation Plan

- Show location of trees on property with individual tree identification number
- Footprint of proposed structures, fire lanes, future and existing grading contours, all rights-of-way, utility and drainage easements.
- Add corresponding table with tree identification number, species common name, species Latin name, status of tree "protect" or not-protected", status of tree "remove" or "preserve"
- Summary table including: total number of trees, total number of trees removed, total number of trees exempt from mitigation requirements due to location, 20% of remaining trees (once those exempt are factored out), mitigation required based on removing more than the 20% allowance.
- All tree surveys and preservation plans shall be in accordance with Article 8.11.

Additional Information

- UDC Variance Request as described in Section 2.08 - Procedures for Variances from the Regulations of the Code, if applicable.
- The Planning Manager, Planning and Zoning Commission, or City Council may require additional information or drawings, operations data, or expert evaluation when considering the application, including traffic studies and drainage studies.

SITE PLAN AMENDMENT APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION

Please Print or Type

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Applicant's Status: (Check One) Owner Tenant Prospective Buyer

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant _____

Date: _____

Signature of Owner Printed Name of Owner

Date: _____

Engineer/Architect: _____ Contact Name(s): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

SECTION 2: GENERAL SITE INFORMATION

Legal Description: Lot(s): _____ Block(s): _____ Subdivision: _____

Name: _____

Street Address: _____

Current Zoning: _____ Proposed Zoning: _____

Current Use of Property: _____

Proposed Use of Property: _____

Square Footage of Existing Building(s): _____

Square Footage of Proposed Building(s): _____

SITE PLAN AMENDMENT APPLICATION

SECTION 3. CHECKLIST

(Please provide each of the items below & initial next to each item)

Site Plan Sheet

The application fee

Seven (7) 22" x 34" or 24" x 36" copies are needed, collated and folded to 9" x 12" paper size; electronic copy is recommended upon submittal date.

Site Plan Sheet

- Title Block in lower right hand corner of site plan to include:
 - Project's name.
 - Name, address, telephone number, fax number, and contact person of the Applicant.
 - Name, address, telephone number, fax number, and contact person of the Owner.
 - Name, address, telephone number, fax number, and contact person of the preparer (Architect or Engineer).
 - Address and/or legal description of the project (addition's name, lots, and blocks).
 - Total acreage and zoning.
 - Date of preparation and dates of revisions, if any (as the site plan is revised, add dates of revision to each submittal)

A summary table showing:

- Total building square footage.
- Number of required parking spaces (show calculations based on building usage).
- Number of provided parking spaces (number of handicapped parking spaces shall not be included as part of required parking spaces).

Graphic Scale labeled with scale used.

North arrow oriented to the top or right of sheet.

Vicinity map of the City Base Map with scale of 1"=1,000' with site location shaded.

Distances and bearings of all lots.

Cross section of proposed streets, alleys, and parking lots, showing the width and type of pavement and the location and width of sidewalks.

The footprints of all proposed buildings or structures.

Setback lines as required by the respective zoning district.

The names and widths of rights-of-way and pavement of existing and proposed streets and alleys.

All curbs or pavement edge and lane striping on adjacent streets with dimensions.

Driveway and sidewalk locations with dimensions and curve radii labeled.

Parking layout, including maneuvering, loading, and unloading areas.

<input type="checkbox"/>	Easements, deed restrictions, or other encumbrances that impact development of the lot.
<input type="checkbox"/>	Location, type, material, and height of: <ul style="list-style-type: none"> • Required screening walls or fences, including elevations. • Site lighting showing the height and location of exterior light fixtures. • Signs locations (All signs shall be permitted separately and meet the sign requirements of this Code at the time of permit).
<input type="checkbox"/>	Location and screening of trash receptacles with materials clearly identified (Trash receptacles/dumpsters are required for all non-single family-residential developments unless other acceptable alternative is proposed).
<input type="checkbox"/>	Zoning, legal description, and owner of record for all adjacent lots or tracts.
<input type="checkbox"/>	Park/Trail location and improvements, if applicable.
<input type="checkbox"/>	Location of all utility boxes, cabinets, or meters, which shall be located at rear or side of building, if practical.
Preliminary Utility Plan	
<input type="checkbox"/>	All property lines and easements.
<input type="checkbox"/>	The footprints of all proposed buildings or structures
<input type="checkbox"/>	Driveway and sidewalk locations with dimensions and curve radii labeled.
<input type="checkbox"/>	Parking layout, including maneuvering, loading, and unloading areas.
<input type="checkbox"/>	Location and size of all existing and proposed water and sewer lines.
<input type="checkbox"/>	Location and size of all other utilities existing and proposed, underground or overhead.
<input type="checkbox"/>	Fire protection, including locations of existing and proposed fire hydrants, fire lanes, and fire lines, with all dimensions clearly designated.
<input type="checkbox"/>	Distances to closest existing fire hydrants, on-site or off-site, which would provide water access for this property in the event of a fire.
Preliminary Grading and Drainage Plan	
<input type="checkbox"/>	All property lines and easements.
<input type="checkbox"/>	The footprints of all proposed buildings or structures.
<input type="checkbox"/>	Driveway and sidewalk locations with dimensions and curve radii labeled.
<input type="checkbox"/>	Parking layout, including maneuvering, loading, and unloading areas.
<input type="checkbox"/>	Existing and proposed contours.

<input type="checkbox"/>	Location of existing and proposed drainage structures with sizes and dimensions clearly labeled.
<input type="checkbox"/>	Location of 100-year floodplain and floodway.
<input type="checkbox"/>	Location of proposed improvements in relation to Areas of Special Flood Hazard.
<input type="checkbox"/>	Elevation from mean sea level of new or substantially improved structures.
<input type="checkbox"/>	A certificate from a Texas-registered Professional Engineer or Architect that states non-residential flood proofed structures meet the criteria contained in the Flood Plain Ordinance.
<input type="checkbox"/>	Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of the proposed development.
Landscape Plan - prepared by a Texas Registered Landscape Architect	
<input type="checkbox"/>	A minimum scale of 1" = 50'
<input type="checkbox"/>	Name of preparer.
<input type="checkbox"/>	Date of preparation.
<input type="checkbox"/>	North arrow oriented to the top or right of the sheet.
<input type="checkbox"/>	Location and spacing of all plants and landscaping materials and features to be used, including paving, benches, and fountains.
<input type="checkbox"/>	Species, quantity, and size of all plant materials to be used.
<input type="checkbox"/>	Location, size, and species of all trees to be preserved ("tree stamps" may not be used unless they indicate the true size and location of trees).
<input type="checkbox"/>	Depth of pond, if applicable.
<input type="checkbox"/>	Topography.
<input type="checkbox"/>	Description of provisions for maintenance.
<input type="checkbox"/>	A note that states that all landscaped areas will be irrigated and that detailed irrigation plans will be submitted with construction plans.
<input type="checkbox"/>	A note that all landscaped areas are to be maintained in accordance with City regulations.
<input type="checkbox"/>	Location and size of all other utilities existing and/or proposed, underground or overhead, including private transmission lines.
<input type="checkbox"/>	Any required mitigation trees are marked with an "M" and are in addition to required landscaping trees.

<input type="checkbox"/>	<p>Landscape table listing landscaping requirements per Section 8.08 and showing how these requirements are met. Basic criteria listed below, see Section 8.08 for detailed landscaping requirements.</p> <ul style="list-style-type: none"> • Foundation planting a minimum of five feet (5') in width shall be provided at the fronts and sides of buildings. • Parking lots shall be 100% screened with shrubs or berms adjacent to all public streets. • No more than twelve (12) consecutive parking spaces shall be allowed without the interruption of a nine foot by twelve foot landscaped island and all parking rows ending with a landscape island. • Required 15% of parking area landscaped. • For large parking lots with several rows of parking spaces, a minimum ten-foot (10') wide continuous landscaped island shall be provided at various locations. • Parking lots shall be 100% screened with shrubs or berms adjacent to all public streets. • Minimum thirty-foot (30') landscape buffer adjacent to all thoroughfares with four (4) or more lanes as classified on the current Comprehensive Thoroughfare Plan Buffers along other Rights-of-Way with Minimum four inch (4") caliper canopy trees spaced twenty-five feet (25') and two (2) ornamental trees per fifty linear feet (50') of frontage planted in clusters or linear arrangement. • Minimum fifteen-foot (15') landscape buffer adjacent to all other public streets with minimum three inch (3") caliper canopy trees spaced thirty feet (30') on center in a straight line. • Minimum thirty-foot (30') landscape buffer adjacent to all properties with residential uses or zoning or when residential zoning or uses are across the street from the side or rear yard of a non-residential or multi-family development with minimum three inch (3") caliper canopy trees spaced thirty feet (30') on center in a straight line. • Minimum ten-foot (10') landscape buffer adjacent to side and rear property lines when adjacent to non-residential uses or zoning with minimum three inch (3") caliper canopy trees spaced thirty feet (30') on center in a straight line. <p><i>Some additional or varied standards apply in Special Zoning Districts including Old Town and Town Center.</i></p>
Elevations	
<input type="checkbox"/>	<p>Architectural elevations showing all sides of the proposed building and labeled north, south, east and west.</p>
<input type="checkbox"/>	<p>The height of the proposed building clearly dimensioned.</p>
<input type="checkbox"/>	<p>All exterior finishes and roofing materials clearly identified.</p>
<input type="checkbox"/>	<p>A table showing the percent of each building material per elevation and for the entire building, exclusive of windows and doors.</p>
<input type="checkbox"/>	<p>One 11" x 17" sheet with all elevations in color with labels and dimensions removed to serve as a color sample of exterior finishes.</p>
Photometric Plans	
<input type="checkbox"/>	<p>All property lines and easements.</p>
<input type="checkbox"/>	<p>The footprints of all proposed buildings or structures.</p>
<input type="checkbox"/>	<p>Parking layout, including maneuvering, loading, and unloading areas.</p>

Type, location, and height of all proposed light poles and fixtures.

Aerial Overlay

A recent aerial photograph must be submitted (if applicable) in either 11" x 17" or 8.5" x 11" format with an attached transparent overlay.

All property lines and easements.
The footprints of all proposed buildings or structures.

Driveway and sidewalk locations.

Tree Survey/Preservation Plan

Show location of trees on property with individual tree identification number

Footprint of proposed structures, fire lanes, future and existing grading contours, all rights-of-way, utility and drainage easements.

Add corresponding table with tree identification number, species common name, species Latin name, status of tree "protect" or not-protected", status of tree "remove" or "preserve"

Summary table including: total number of trees, total number of trees removed, total number of trees exempt from mitigation requirements due to location, 20% of remaining trees (once those exempt are factored out), mitigation required based on removing more than the 20% allowance.

All tree surveys and preservation plans shall be in accordance with Article 8.11.

Additional Information

UDC Variance Request as described in Section 2.08 - Procedures for Variances from the Regulations of the Code, if applicable.

The Planning Manager, Planning and Zoning Commission, or City Council may require additional information or drawings, operations data, or expert evaluation when considering the application, including traffic studies and drainage studies.

VARIANCE TO THE UNIFIED DEVELOPMENT CODE (UDC) APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION

Please Print or Type

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Applicant's Status: (Check One) Owner Tenant Prospective Buyer

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant _____
Date: _____

Signature of Owner Printed Name of Owner
Date: _____

SECTION 2. VARIANCE REQUEST(S) INFORMATION

Address or Legal Description: _____

Lot(s): _____ Block(s): _____ Subdivision Name: _____

Justification for Requested Variance(s): _____

***A detailed letter of justification and/or exhibits shall accompany this application.
One or more variances can be requested with this application.***

ABANDONMENT OF EASEMENTS OR VACATION OF RIGHTS-OF-WAY APPLICATION

SECTION 1: APPLICATION/OWNER INFORMATION Please Print or Type

Applicant/Developer: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Fax: _____

E-mail Address: _____

Right-of-way owner or Easement grantee: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Fax: _____

E-mail Address: _____

Signature of Applicant
Date: _____

Signature of Owner
Date: _____

Engineer/Surveyor: _____ Contact Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Fax: _____

E-mail Address: _____

SECTION 2: GENERAL SITE INFORMATION

Property Location: _____

Legal Description:

Lot(s): _____ Block(s): _____ Subdivision Name: _____

Reason for request: _____

Application Fee of \$100.00 paid on: _____

A metes and bounds description and exhibit shall accompany this application (see Article Ten - Abandonment Exhibit Sample). The Certificate of Abandonment shall also be completed and submitted with this application.



CERTIFICATE OF ABANDONMENT

STATE OF TEXAS
COUNTY OF TARRANT

Whereas certain easement(s) and/or rights- of- way was granted on the Final Plat of _____, an addition to the City of Keller, Texas, according to the plat recorded in Cabinet_____, Slide_____, in the plat records of Tarrant County, Texas, or granted by separate instrument filed of record in Volume_____, Page_____, and whereas such easements(s) or right-of-way is no longer necessary and the property is served with adequate easement(s) or right-of-way, then;

This certificate is filed for the purpose of abandoning.

Owner, Name

Registered Surveyor, Name
Registration Number, Signed, Sealed and Dated

STATE OF TEXAS
COUNTY OF _____

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 consideration therein expressed, in the capacity therein stated and as the act and deed of said individual/partnership/corporation.

Given under my hand and seal of office on this the ___ day of _____, 20___.

Notary Public, Name

Expiration Date

STATE OF TEXAS
COUNTY OF _____

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 consideration therein expressed, in the capacity therein stated and as the act and deed of said individual/partnership/corporation.

Given under my hand and seal of office on this the ___ day of _____, 20___.

Notary Public, Name

Expiration Date

Approved: _____
Mayor, City of Keller
_____ Date

Approved: _____
City Manager, City of Keller
_____ Date

Attested: _____
City Secretary, City of Keller
_____ Date

VACATION OF PLAT

Date: _____

I/We, _____
being the owner(s) of all land included in the plat entitled _____
filed for record in Volume/Cabinet _____ Page/Slide _____ of the
Plat Records, Tarrant County, Texas, do hereby declare said plat to be vacated, and do request the
Planning and Zoning Commission of the City of Keller to approve said vacation.

- The owner's signature is required on this application, and must be notarized, whether a single owner or a corporation.
- This is to certify that I/We the undersigned, am/are the sole owner(s) of the property described above on the date of this application

Owner Signature

Owner Signature

Owner Signature

STATE OF TEXAS
COUNTY OF _____

BEFORE ME, the undersigned authority, on this day personally
appeared _____, known to me to be the person(s) whose name(s)
is/are subscribed to the foregoing instrument, and acknowledged to me that he/she executed the
same for the purposes and consideration therein expressed, in the capacity therein stated and as the
act and deed of said individual/partnership/corporation.

Given under my hand and seal of office on this the ____ day of _____, 20____.

Notary Public, Name

Expiration Date

Seal:

Approved by the Planning and Zoning Commission of the City of Keller, Texas

Chairman

Secretary

Approval Date



GRADING PERMIT APPLICATION

DEVELOPMENT NAME: _____ LOT: _____ BLOCK: _____

STREET ADDRESS: _____

OWNER

CONTRACTOR/BUILDER

NAME: _____

ADDRESS: _____

PHONE: _____

I hereby certify that this application meets the requirements of the Tree Preservation section within this Code and further certify that all construction pertaining to this project shall meet the requirements of the Tree Preservation section within this Code.

Signed: _____ Title: _____ Date: _____

For City Use Only: I hereby acknowledge receipt of this application and the application fee in the amount of \$ _____ on this the _____ day of _____, _____.

Signed: _____ Title: _____ Date: _____

The following shall be included with permit application:

- 1) Grading plans (3 copies) submitted with application shall be prepared, signed, sealed, and dated by Licensed Professional Engineer or Land Surveyor, Licensed State Land Surveyor, or Registered Landscape Architect (licensed or registered in Texas) and include:
 - a) Existing labeled contours with elevations* extending a minimum of 20'-0" from the property lines
 - b) Proposed labeled contours with elevations and/or spot elevations
 - c) Flow arrows indicating proposed direction of flow for all areas
 - d) Rights-of-way (R.O.W.), property, floodplain, building, and city limit lines clearly labeled and dimensioned
 - e) Size, location, and type of all easements clearly labeled
 - f) Caliper and common name of tree(s) to be removed
 - g) Location of proposed and existing buildings, structures, pools, retaining walls, fences, and other improvements dimensioned from two (2) nearest property lines
 - h) Finished pad or floor of all proposed and existing buildings
 - i) Retaining walls shall be dimensioned from property line, indicate length and top of wall elevations at beginning, end, and corners as minimum (separate permit needed)
 - 2) Erosion Control Plan (3 copies)
 - 3) Tree Survey with details and Preservation Plan (3 copies)
 - 4) Tree Removal Permit is required prior to issuance of a grading permit.
- *All elevations to be based on mean sea level NAD 83 elevation (not assumed 100)

Permit for grading approved the _____ day of _____, 20____.

Permit expires on the _____ day of _____, 20____.

By: _____ Title: _____

Notes: _____

Effective Feb. 23, 2004

THOROUGHFARE PLAN AMENDMENT APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION

Please Print or Type

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Applicant's Status: (Check One) Owner Tenant Prospective Buyer

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant
Date: _____

Signature of Owner
Date: _____

Engineering Firm: _____ Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

SECTION 2. THOROUGHFARE PLAN AMENDMENT REQUEST INFORMATION

Property Location: _____

Legal Description:

Lot(s): _____ Block(s): _____ Subdivision Name: _____

Unplatted Property Description:

Abstract Name & Number: _____ Tract Number(s): _____

If property is not platted, please attach a metes and bounds description.

Current Thoroughfare Designation: _____ Proposed Thoroughfare Designation: _____

Current Use of Property: _____

Proposed Use of Property: _____

Justification for Requested Thoroughfare Plan Amendment:

A detailed letter of justification and/or exhibits shall accompany this application.

GAS WELL PLANNED DEVELOPMENT (PD) APPLICATION

SECTION 1. APPLICANT/OPERATOR/OWNER INFORMATION

Please Print or Type

Applicant: _____ Contact Name(s): _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____ E-mail: _____
Signature of Applicant _____ Date: _____

Operator: _____ Contact Name(s): _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____ E-mail: _____
Signature of Operator _____ Date: _____

Property Owner: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____ E-mail: _____
Signature of Owner _____ Date: _____

(Property Owner must sign the application or submit a notarized letter of authorization.)

Engineer: _____ Contact Name(s): _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____ E-mail: _____

SECTION 2. PLANNED DEVELOPMENT REQUEST INFORMATION

Property Location: _____
Legal Description: _____
Lot(s): _____ Block(s): _____ Subdivision Name: _____
Unplatted Property Description: _____
Abstract Name & Number: _____ Tract Number(s): _____
If property is not platted, please attach a metes and bounds description.
Current Zoning: _____ Proposed Zoning: _____
Current Use of Property: _____
Proposed Use of Property: _____

A detailed checklist of required documents and exhibits that shall accompany this application is on the following pages.

GAS WELL APPLICATION CHECKLIST

Application Submission Requirements

A complete Gas Well Planned Development (PD) application consists of the application form, fee, and ten (10) collated and folded copies of the Planned Development (PD) Detailed Site Plan that includes all information listed below. When a complete application is submitted, the Planned Development (PD) Detailed Site Plan and accompanying documents are distributed to the Development Review Committee (DRC) members. The Development Review Committee has five (5) working days to review the application. Following review, comments and requested revisions are forwarded to the applicant. The applicant must then return revised copies along with all markups made by staff to the Community Development Department. The Development Review Committee will review the revised documents and provide comments again within five (5) working days. This review-and-comment process will repeat until the Planned Development (PD) Detailed Site Plan is in a form that could be approved.

Information To Be Submitted With a Gas Well Planned Development Application

The review process will not begin until a Planned Development (PD) Detailed Site Plan that includes at least the information on the following list is submitted with a completed application form and filing fee. Planned Development (PD) Detailed Site Plans shall be prepared by a Texas-Registered Professional Civil Engineer. The applicant shall submit to the Community Development Department ten (10) 22" x 34" or 24" x 36" copies of the Planned Development (PD) Detailed Site Plan, collated and folded to 9" x 9" paper size (see [Article Nine - Plan Folding Procedures](#), no later than Friday at noon. Rolled documents will not be accepted. Scale used should be 1" = 50' or larger. The overall Planned Development (PD) Detailed Site Plan package must contain the following sheets with the corresponding information listed below:

Sheet 1 - Site Plan:

- Title Block in lower right hand corner of site plan to include:
 1. Project's name;
 2. Name, address, telephone number, fax number, and contact person of the Applicant/Operator;
 3. Name, address, telephone number, fax number, and contact person of the Owner;
 4. Name, address, telephone number, fax number, and contact person of the preparer (Engineer);
 5. Address and/or legal description of the project (addition's name, lots, and blocks).
 6. Total acreage and zoning; and
 7. Date of preparation and dates of revisions, if any (as the site plan is revised, add dates of revision to each submittal).
- Graphic Scale labeled with scale used.
- North arrow oriented to the top or right of sheet.
- Vicinity map of the City Base Map with scale of 1"=1,000' with site location shaded.
- Distances and bearings of the subject property.
- A site plan of the proposed drill site and operation site showing the location of all improvements and equipment, including the location of the proposed well(s) and other facilities, including, but not limited to, fire hydrants proposed to supply water to the site, tanks, pipelines, lights, floodways, compressors, separators and storage sheds.
- A site inventory analysis including a scale drawing showing major existing vegetation, natural water courses, creeks or bodies of water and an analysis of planned changes in such natural features as a result of the development. This should include a delineation of any flood prone areas.
- A scale drawing showing any proposed public or private streets and alleys; building sites or lots; and areas reserved as parks, parkways, playgrounds, utility easements, school sites, street widening and street changes; the points of ingress and egress from existing streets; general location and description of existing and proposed utility services, including size of water and sewer mains; the location and width for all curb cuts and the land area

of all abutting sites and the zoning classification thereof on an accurate survey of the tract with a topographical contour interval of not more than five feet (5').

- Illustrate setback distances from all surrounding objects as listed and in accordance with the Gas Well Ordinance (Ordinance No. 1465).
- List all waiver requests to any setback restrictions and provide proper documentation in accordance with the Gas Well Ordinance, if applicable.
- Locations and elevation views of all fencing, gates, and screening walls including details of heights, materials, and colors.

Sheet 2 - Landscape Plan:

- The landscape plan must be prepared by a Landscape Architect, Contractor, or Designer. It must include the following at a minimum scale of 1" = 50'. The landscape plan shall conform to the requirements set forth in the Gas Well Ordinance.
- Title Block in lower right hand corner of landscape plan to include:
 1. Project's name;
 2. Name, address, telephone number, fax number, and contact person of the Applicant;
 3. Name, address, telephone number, fax number, and contact person of the Owner;
 4. Name, address, telephone number, fax number, and contact person of the preparer (Landscape Architect, Contractor, or Designer);
 5. Address and/or legal description of the project (addition's name, lots, and blocks);
 6. Total acreage and zoning; and
 7. Date of preparation and dates of revisions, if any (as the landscape plan is revised, add dates of revision to each submittal).
- North arrow oriented to the top or right of the sheet.
- A conceptual landscape plan showing turf areas, ornamental planting, wooded areas, and trees to be planted.
- Location and spacing of all plants and landscaping materials and features to be used.
- Species, quantity, and size of all plant materials to be used.
- Location, size, and species of all trees to be preserved ("tree stamps" may not be used unless they indicate the true size and location of trees).
- Depth of pond, if applicable.
- Topography.
- A note that states that all landscaped areas will be irrigated and that detailed irrigation plans will be submitted at time of Gas Well Permit application.
- A note that all landscaped areas are to be maintained in accordance with City regulations.
- Description of provisions for maintenance.
- Location and size of all other utilities existing and/or proposed, underground or overhead, including private transmission lines.

Sheet 3 - Noise Management Plan:

- Identify operation sources and noise impacts.
- Provide documentation establishing the Ambient Noise Level prior to construction of any Wellhead, compressor or compression facility in accordance with the requirements of the Gas Well Ordinance.
- Detail how the impacts will be mitigated. In determining noise mitigation, specific site characteristics shall be considered, including but not limited to the following:
 1. Nature and proximity of adjacent development, location, and type;
 2. Seasonal and prevailing weather patterns, including wind directions;
 3. Vegetative cover on or adjacent to the site;
 4. Topography; and
 5. Description and explanation of the performance effectiveness of noise control devices.

Sheet 4 - Utility Plan:

- Title Block in lower right hand corner of utility plan to include:
 1. Project's name;
 2. Name, address, telephone number, fax number, and contact person of the Applicant;
 3. Name, address, telephone number, fax number, and contact person of the Owner;
 4. Name, address, telephone number, fax number, and contact person of the preparer (Engineer);
 5. Address and/or legal description of the project (addition's name, lots, and blocks);

- 6. Total acreage and zoning; and
- 7. Date of preparation and dates of revisions, if any (as the landscape plan is revised, add dates of revision to each submittal).
- A description of public utilities required during drilling and operation.
- All property lines and easements.
- The footprints of all proposed buildings or structures.
- Driveway and sidewalk locations with dimensions and curve radii labeled.
- Parking layout, including maneuvering, loading, and unloading areas.
- Location and size of all existing and proposed water and sewer lines.
- Location and size of all other utilities existing and proposed, underground or overhead.
- Fire protection, including locations of existing and proposed fire hydrants, fire lanes, and fire lines, with all dimensions clearly designated and/or proposed alternate means of fire protection.
- Distances to closest existing fire hydrants, on-site or off-site, which would provide water access for this property in the event of a fire.
- Locations of the proposed water supply for the site, a description of the water source to be used during drilling, an estimate of the total volume of water needed, and the approximate dates the water supply will be needed at the site. If the water source will be the City of Keller municipal water supply, provide the maximum withdrawal rate in gallons per minute from each point of withdrawal.

Sheet 5 - Grading and Drainage Plan:

- Title Block in lower right hand corner of utility plan to include:
 - 1. Project's name;
 - 2. Name, address, telephone number, fax number, and contact person of the Applicant;
 - 3. Name, address, telephone number, fax number, and contact person of the Owner;
 - 4. Name, address, telephone number, fax number, and contact person of the preparer (Engineer);
 - 5. Address and/or legal description of the project (addition's name, lots, and blocks);
 - 6. Total acreage and zoning; and
 - 7. Date of preparation and dates of revisions, if any (as the landscape plan is revised, add dates of revision to each submittal).
- All property lines and easements.
- The footprints of all proposed gas well facilities.
- Driveway locations with dimensions and curve radii labeled.
- Layout of parking including maneuvering, loading, and unloading areas.
- Existing and proposed contours.
- Location of existing and proposed drainage structures with sizes and dimensions clearly labeled.
- Location of 100-year floodplain and floodway.
- Location of proposed improvements in relation to Areas of Special Flood Hazard.
- Elevation from mean sea level of new or substantially improved structures.
- A certificate from a Texas-registered Professional Engineer or Architect that states non-residential flood proofed structures meet the criteria contained in the Flood Plain Ordinance.
- Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of the proposed development.

Sheet 6 - Photometric Plan:

- The Photometric Plan must be submitted with all site plans that are adjacent to residential zoning or uses, showing the light intensity within and around the perimeter of the site. The Photometric Plan shall conform to the requirements set forth in Section 8.16 - Lighting and Glare Standards of the Unified Development Code.
- Illustrate all property lines and easements;
- The footprints of all proposed gas well facilities, buildings or structures;
- Parking layout, including maneuvering, loading, and unloading area; and
- Type, location, and height of all proposed light poles and fixtures.

Sheet 7 - Aerial Overlay:

- A recent color aerial photograph must be submitted in either 22" x 34" or 24" x 36" format with a transparent overlay that shows the following items:
 1. All property lines and easements.
 2. The footprints of all proposed gas well production facilities, buildings or structures.
 3. Driveway locations.
 4. Parking layout, including maneuvering, loading, and unloading areas.
 5. Tree survey showing the location, type, and size of existing trees (see Article Ten - Tree Preservation of the Unified Development Code).

Sheet 8 – Truck/Pipeline Route Exhibit:

- Truck routes for all gas well drilling and production operations from the proposed gas well site.

Public Hearing Information:

- Mailing List of all property owners to be contacted by mail in accordance with the Gas Well Ordinance.
- Location Map of all affected property owners to be contacted by mail.
- Electronic file of pipeline route and truck route in AutoCAD or Microstation format.
- Contact information of Gas Well Operator.
- Street address for the gas well location.

MODEL HOME APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION Please Print or Type

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant
Date: _____

Signature of Owner
Date: _____

Contractor/Builder: _____ Contact Name(s): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

SECTION 2: GENERAL SITE INFORMATION

Legal Description: Lot(s): _____ Block(s): _____ Subdivision: _____

Name: _____

Street Address: _____

*** See Next Page for Additional Information and Requirements**

SECTION 2. Model Home Checklist

A Model Home Permit may be issued upon completion of the information listed below:

- Water System shall be completely installed, tested and tied into City of Keller's Water System.
- All fire hydrants need to be installed, accepted and fully operational.
- Sanitary Sewer system needs to be completely installed, tested and tied into City of Keller's Sanitary Sewer.
- Paving shall be complete to ensure proper fire protection. Streets must be capable of sustaining 85,000 lb., vehicle weight. Site plan must show the limits of paving for emergency services access if all streets are not paved at time of application. Concrete shall have adequate cure time, per City of Keller's City Engineer's determination.
- Storm Drainage System shall be complete in the area of the model home. This includes inlets and the downstream system.
- All street signs shall be installed.
- No certificate of Occupancy (CO) to be issued until the subdivision has been fully accepted by the City of Keller.
- A permanent address shall be assigned to the lot to be used for the model home prior to approval of a model home permit. *
- The following documents shall be completed and approved by the City of Keller:
 - Site plan
 - Final plat
 - Landscaping plan
 - Screening wall plan
- A Developer Agreement shall be completed and executed prior to approval of a model home permit.
- For single builder subdivisions, only one model home permit may be issued.
- For multiple builder subdivisions, only one model home permit may be issued per builder.

* The City of Keller may require additional time for the street name and address range to be entered into the 911 system and emergency services dispatch database.

TEMPORARY BATCH PLANT APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION

Please Print or Type

Contractor: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

CONTRACTOR FOR DEVELOPER

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant _____

Date: _____

Signature of Owner _____

Date: _____

Engineer: _____

Contact Name(s): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

**ALL CONDITIONS OF SECTION 8.15.F "ASPHALT OR CONCRETE BATCHING PLANT"
WILL BE MET.
(SEE ATTACHED SHEET)**

SECTION 2: GENERAL SITE INFORMATION

Legal Description: Lot(s): _____ Block(s): _____ Subdivision: _____

Name: _____

Street Address: _____

Current Zoning: _____ Proposed Zoning: _____

Current Use of Property: _____

Proposed Use of Property: _____

Square Footage of Existing Building(s): _____

Square Footage of Proposed Building(s): _____

Wireless Facility Siting Permit Application Form

Carefully read the proposed application form which also functions as a checklist. Complete the application and attached supporting materials as required. On questionnaire and checklist, place an "x" in the box to indicate that item has been provided or to select an answer to the question. If an item is not applicable please write "N/A" near the box.

Seven (7) copies to be submitted as paper copies, and one (1) .pdf on an electronic storage device and/or via email.

Completed Permit Application to be submitted to:

City of Keller
Attn: Community Development Department
1100 Bear Creek Parkway
Keller, TX 76244

For more information Contact:

Community Development
(817) 743-4130 or communitydevelopment@cityofkeller.com

Terms used in this Application:

- "Applicant" --This is the person or entity that will actually utilize the Project, with the permit in the Applicant's name.
- "Applicant's Agent" -- Applicant's Agent is the agent for the Applicant in connection with this application and is authorized to sign and submit the application on the Applicant's behalf.
- "FCC 2009 Declaratory Ruling" --- Federal Communication Commission Order, *In the Matter of Petition for Declaratory Ruling to Clarify Provisions of Section 332(c) (7) (B)*, 24 FCC Rcd 13994 (2009)
- "FCC 2014 Wireless Infrastructure Order" -- Federal Communication Commission Order, *In the Matter of Acceleration of Broadband Deployment by Improving Wireless Facilities Siting Policies, WT Docket No. 13-238*, ___ FCC Rcd ___ (Adopted Oct. 17, 2014, Released Oct. 27, 2014) [For Effective dates see end note, but for Section 6409 (a) rules, no earlier than April 8, 2015]. Interpretation of Section § 6409(a) (47 U.S.C. § 1455(a))
- "FCC Rules" --FCC Rules, 47 C.F.R. § 1.40001 Wireless Facility Modifications, et al.
- "Property Owner" -- Is the underlying owner of the property on which the Project is located.
- "Project" -- For purposes of this application, the new site or modification/addition to an existing wireless facilities site will be termed the "Project".
- "Section 322 (c) (7)" --Federal law, 47 U.S.C. § 332 (c) (7).
- "Section 6409 (a)" --Federal law, 47 U.S.C. § 1455(a) (Section 6409(a) of the Middle Class Tax Relief Act of 2013).

Wireless Facility Siting Permit Application Form

Please Print or Type

Full Legal Name of Applicant: _____

(Including full name of individuals, corporate name, LLC, LLP, as applicable.)

Principal Applicant Contact

Firm: _____ Contact Name: _____ Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

(Optional) Mobile Tel: _____ (Optional) Website: _____

If applicable, Applicant's Agent

Firm: _____ Contact Name: _____ Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

(Optional) Mobile Tel: _____ (Optional) Website: _____

Property Owner

Firm: _____ Contact Name: _____ Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Project Street or other Physical Address: _____

Please check from the options below regarding the type of request:

- A 47 U.S.C. § 332 (c) (7) "collocation project" request as defined in FCC 2009 Declaratory Ruling. See Section 2.02 for more information.
- A Section 6409 (a) "eligible facility" modification to an existing tower or base station. See Section 2.03 for more information.
- A project that does not qualify as either a Section 322 (c) (7) "collocation" on an existing tower or a Section 6409 (a) "eligible facility" modification. Please see Section 2 for more information.

Please check to certify correct information is provided:

- Attachments required by Section 1 of this form are provided, as applicable.
- Attachments required by Section 2 of this form are provided, as applicable.
- Attachments required by Section 3 of this form are provided, as applicable.
- Attachments required by Section 4 of this form are provided, as applicable.
- Attachments required by Section 5 of this form are provided, as applicable.
- Attachments required by Section 6 of this form are provided, as applicable.
- Attachments required by Section 7 of this form are provided, as applicable.
- Attachments optional from Section 8 of this form are provided, as applicable.

Signature of Applicant _____

Date: _____

Signature of Owner _____

Date: _____

By signing this the applicant acknowledges 1.) they are the individual applicant or have the authority to act for the business entity of the Applicant; 2.) they have read and understand the Application; and 3.) to the best of their knowledge the answers and information submitted with the Application are true and correct. Please see Section 1 for details.

Wireless Facility Siting Permit Application Form/Checklist

SECTION 1. APPLICANT/OWNER INFORMATION

1.02: Underlying Property Owner Information.

- 1.02.1: If the underlying owner of the property on which the Project is located ("Property Owner") is not the same as the Applicant, please include information on the Property Owner's name, company or firm, title, address, email and telephone number.
- 1.02.2: If the underlying Property Owner is not the same as the Applicant and does not sign the application acknowledging its consent to file the Application for the Project, please attach a letter of agency appointing the Applicant, or the Applicant's representative or Applicant's Agent, as applicable, as the agent for the Property Owner in connection with this Application and as being fully authorized to sign the Application on the Property Owner's behalf acknowledging the Property Owner's consent to file the Application for the Project.
 - Designate this as "Exhibit 1.02.2, Property Owner's Letter of Agency".*
- 1.02.3: If the Project is located in the public right-of-way, describe in detail the governmental authority and/or statutory authority, or other legal authority that granted the Applicant the privilege to use the rights-of-way for a wireless facility.
 - Designate this as "Exhibit 1.02.3, Permission to use ROW for wireless facility".*
- 1.02.4: If the Project is located in the public right-of-way, and will be placed in infrastructure not owned or controlled by the Applicant, such as an existing wireless antenna support tower or utility pole, street light pole, or traffic signal pole, describe in detail the legal basis for the use of that infrastructure, providing copies of pole attachment or other agreements with the owner of the infrastructure.
 - Designate this as "Exhibit 1.02.4, Permission to use ROW infrastructure".*

1.03: Representations on submitting the Application (Choose one from the options below):

- 1.03.1: If the Applicant is an individual, they must sign their full name on the cover page to the Application, representing that: 1.) they have read and understand the Application and; 2.) to the best of their knowledge the answers and information submitted with the Application are true and correct.
- 1.03.2: If the Applicant is not an individual, an Applicant's in-house representative must sign their full name on the cover page to the Application, representing that: 1.) they have the authority to act for the business entity of the Applicant; 2.) they have read and understand the Application; and 3.) to the best of their knowledge the answers and information submitted with the Application are true and correct.
- 1.03.3: If neither the Applicant nor the Applicant's in-house representative signs the application form, please attach a letter of agency appointing the above named Applicant's Agent as the agent for the Applicant in connection with this application and as being fully authorized to sign and submit the application on the Applicant's behalf. The Applicant's Agent must sign their full name on the cover page to the Application, representing that: 1.) they have the authority to act for the business entity of the Applicant; 2.) they have read and understand the Application; and 3.) to the best of their knowledge the answers and information submitted with the Application are true and correct.
 - Designate this as "Exhibit 1.03.3: Applicant's Letter of Agency."*

Wireless Facility Siting Permit Application Form/Checklist

SECTION 2.00: TYPE OF WIRELESS FACILITIES APPLICATION FOR PURPOSES OF FEDERAL LAW: SECTION 332(C) (7) OR SECTION 6409 (A).

The type of wireless facility Project determines the review time under federal law for the City to act in deciding to grant or deny a permit. The three possible City review periods, depending on type of project, are:

- 150 days is the default, but rebuttable presumptive time for the City to review and act on all new wireless facility sites and projects that do not qualify as either a Section 322 (c) (7) "collocation" on an existing tower or a Section 6409 (a) modification to an "eligible" existing tower or existing base station.
- 90 days is the default, but rebuttable presumptive time for the City to review and act on a Section 322 (c) (7) "collocation" on an existing tower, when supported by complete documentation submitted with the application.
- 60 days is the time allowed for the City to review and act on a Section 6409 (a) "eligible facilities request" for modification of an existing tower or existing base station, when supported by complete documentation submitted with the application.

Both a Section 322 (c) (7) "collocation" on an existing tower and a Section 6409 (a) modification to eligible an existing tower or existing base station have detailed restrictions to qualify. If the Applicant is asserting that the Project qualifies for either of those two types of projects, complete the below questions, and provide the requested information in full to avoid a delay in you application's review for incompleteness.

The City review times start when the application is filed, but can be tolled (not counted) if the application is incomplete. Section 332 (c) (7) presumptive times are rebuttal by the City, and the City does not waive, but reserves its right to rebut those times as not reasonable under the circumstances.

All of the City review times may be extended by the Applicant, with mutual, written agreement 30 day review for completeness of the application for purposes of the City review period:

If the City determines the application is incomplete it will provide written notice to the Applicant within 30 days of filing of the application that the application is incomplete, detailing the missing information and citing where that information was required. The remaining time for the City to review the application does not start again until the supplemental information has been provided to the City in full.

For the maps and drawings required, the following standards apply in the City's determination of completeness. The size of each submitted map, drawing, Project elevation renderings and/or photographs and photo simulations must be no smaller than 11" by 8.5." Each must use the same streets names and legends.

Wireless Facility Siting Permit Application Form/Checklist

SECTION 2.00: TYPE OF WIRELESS FACILITIES APPLICATION FOR PURPOSES OF FEDERAL LAW: SECTION 332(C) (7) OR SECTION 6409 (A).

Please provide following information in complete detail:

2.01: Presumption that the Application is for a project that does not qualify as either a Section 322 (c) (7) "collocation" on an existing tower or a Section 6409 (a) "eligible facility" modification to an existing tower or base station: The City will conclusively presume that the Application's Project is neither a collocation project qualified under Section 322 (c) (7) nor is it an "eligible facility" request for modification under Section 6409 (a), unless the Applicant clearly asserts that it is, providing the below requested information in Section 2.02 or Section 2.03, as applicable, in full and in complete detail. *If the above presumption is not correct, complete Section 2.02 or Section 2.03, as applicable.*

2.02: 47 U.S.C. § Section 332 (c) (7) collocation project: If the Applicant asserts that this Project is eligible and fully qualifies as a 47 U.S.C. § 332 (c) (7) collocation project request as defined in *FCC 2009 Declaratory Ruling* attach:

- ❑ A detailed written statement describing the reasons upon which the applicant believes that that the Project is eligible for 47 U.S.C. § 332 (c) (7) collocation treatment, to include at a minimum complete answers to the below questions in 2.02.1 below:
- ❑ 2.02.1: Detailed engineer sealed drawings of the measurements described below:
 - ❑ Detailed information on the existing tower where the collocation is to be placed, to include but not be limited to copies of the initial application and permit, and any subsequent modification applications and permits, even if denied.
 - ❑ Detailed information on the existing tower where the collocation is to be placed as to whether the mounting of the proposed antenna on the tower increases the existing height of the tower by more than 10%, or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty feet, whichever is greater? Explain in detail. Please provide detailed engineer sealed drawings of these measurements.
 - ❑ Detailed information on the existing tower where the collocation is to be placed as to whether the mounting of the proposed antenna involve adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than twenty feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater? Explain in detail. Please provide detailed engineer sealed drawings of these measurements.
 - ❑ If the mounting of the proposed antenna exceeds the size limits set forth in (2) (height) and/or (3) (width/protrusions), is it asserted it was necessary to either avoid interference with existing antennas or to shelter the antenna from inclement weather or to connect the antenna to the tower via cable? Explain in detail. Please provide detailed engineer sealed drawings of supporting these asserted claims.
 - ❑ Detailed information on the existing tower where the collocation is to be placed as to whether the mounting of the proposed antenna involve the installation of more than the standard number of new equipment cabinets for the technology involved, not to exceed four, or more than one new equipment shelter? Explain in detail. Please provide detailed engineer sealed drawings of these measurements.
 - ❑ Detailed information on the existing tower where the collocation is to be placed as to whether the mounting of the proposed antenna involve excavation outside the current tower site, defined as the current boundaries of the leased or owned property surrounding the tower and any access or utility easements currently related to the site, including any physical, wireline, interconnections to other locations, noting existing wireline connections and new ones? Explain in detail. Please provide detailed engineer sealed drawings of these measurements.
 - ❑ Please include a detailed map depicting the sites' boundary of the property owned or leased for purposes of the tower Project, and the location of the tower Project within that boundary, and depicting the tower Project as it is at the time of the application, and after the requested collocation, in both an overhead format, and in elevations from each side. Please provide detailed engineer sealed drawings of this depiction.
 - ❑ Designate this attachment as "*Exhibit 2.02.1, Section 332 (c) (7), Eligible Collocation Project*". Go to Section 3.

Wireless Facility Siting Permit Application Form/Checklist

SECTION 2.00 CONTINUED

2.03: Section 6409 (a) eligible facilities request for modification: If the Applicant asserts that this Project is an eligible facility request for modification under Section 6409 (a) as it does not “substantially change the physical dimensions” of an existing tower or base station, as those terms are defined in *FCC 2014 Wireless Infrastructure Order* and *FCC Rules*, please attach:

- A detailed written statement describing the basis of the assertion that Section 6409 (a) applies to this Project and why it meets the applicable requirements as set for in FCC Rules, 47 C.F.R. § 1.40001 Wireless Facility Modifications, *et al*, to include complete answers to the questions in 2.03.1 below.
- 2.03.1. Provide detailed information and detailed engineer sealed drawings of the measurements described to answer the questions below, at a minimum providing documentation or information to the extent reasonably related to the request for modification to allow the City to determine whether the request for modification meets the detailed requirements set for in FCC Rules, 47 C.F.R. § 1.40001 Wireless Facility Modifications, *et al*:
 - Is the Project an “eligible facility” as a either a “tower” or a “base station” as defined in FCC Rules, 47 C.F.R. § 1.40001 (b) (1) and (9)? Explain in detail.
 - Provide detailed information on how the tower or base station to be modified as the Project meets the definition of “existing” in FCC Rules, 47 C.F.R. § 1.40001 (b) (5). Include with this explanation copies of the initial application and permit of the tower or base station, and any subsequent modification applications and permits, even if denied, and of any City required conditions placed on the initial or subsequent permits, such as, but not limited to, safety, setbacks, fencing, landscaping, and concealment or stealth requirements.
 - Provide detailed information and documents on the “site” of the tower or base station to be modified by the Project as “site” is defined in FCC Rules, 47 C.F.R. § 1.40001 (b) (6), to allow the City to determine the “site” for purposes of compliance with Section 6409 (a) eligibility. Please include a detailed map depicting the sites’ boundary of the property owned or leased for purposes of the Project, and the location of the Project within that boundary, and depicting the tower or base station as it is at the time of the application, and after the requested modifications, in both an overhead format, and in elevations from each side.
 - If the Project is located in the public right-of-way, describe by providing maps and drawings to fully depict the area asserted to be in proximity to the structure and to other transmission equipment already deployed on the ground, to include the location of the tower or base station and transmission equipment already deployed on the ground within that proximity area, depicting the tower or base station as it is at the time of the application, and after the requested modification, in both an overhead format, and in elevations from each side. Include the basis of the assertion as to the area in proximity to the eligible structure. Explain in full detail to include maps and drawings to allow the City to determine the “site” for purposes of compliance with Section 6409 (a) eligibility.
 - Is the request to modify a “collocation”, as defined in FCC Rules, 47 C.F.R. § 1.40001 (b) (2), or a removal or replacement of “transmission equipment”, as defined in FCC Rules, 47 C.F.R. § 1.40001 (b) (8)? Explain in detail.
 - To the extent the modification Project includes replacement in the form of “hardening” of the tower or base station, please provide analysis by a licensed engineer as to why this hardening is necessary for an eligible Section 6409 (a) collocation, replacement, or removal of transmission equipment, and percentage of the structure that is being replaced.

Wireless Facility Siting Permit Application Form/Checklist

SECTION 2.00 CONTINUED

- Provide detailed information on how the requested modification of the tower or base station to be modified by the Project does not “substantially change the physical dimensions” of the existing tower or base station, as those terms are defined in FCC Rules, 47 C.F.R. § 1.40001 (b). Explain in detail, specifically, including detailed licensed engineer sealed drawings, on how the requested modification of the tower or base station Project is to be modified, to include:
 - Increases in the height of the tower or base station to be modified;
 - Increases in the width and/or protrusions of appurtenances and/or transmission equipment from the tower or base station to be modified;
 - Increases in the transmission equipment/cabinets on the ground of the site of the tower or base station to be modified;
 - Detail on any excavations and deployment outside the current site including any physical, wireline, interconnections to other locations, noting existing wireline connections and new ones.
 - How the requested modification of the tower or base station does not defeat any previously required concealment (stealth) conditions from prior permits;
 - How the requested modification of the tower or base station complies with any other previously required City conditions from prior permits, other than those allowed by the “substantial change” thresholds identified in FCC Rules, 47 C.F.R. § 1.40001(b)(7)(i)-(iv).

What constitutes a “substantial change” are detailed in the definition in FCC Rules, 47 C.F.R. § 1.40001 (b) (8), including how each item listed above is measured (i.e., height, width, protrusions of appurtenances, number of cabinets). Please provide all documents and information to the extent reasonably related to the request for modification to allow the City to determine whether the request for modification meets the detailed requirements set for in FCC Rules, 47 C.F.R. § 1.40001 Wireless Facility Modifications, et al.

- Designate this attachment as “Exhibit 2.03.1, Section 6409(a) Eligible facility request for modification that does not substantially change the physical dimensions of an existing tower or base station” Go to Section 3.

Wireless Facility Siting permit Application Form

SECTION 3.00: GENERAL PROJECT INFORMATION

3.01.1: Project Description:

To the extent not answered in detail in Section 2 above, please provide answers to either 3.01.1 and 3.01.2 or 3.01.3 and 3.01.4, as applicable:

- 3.01.1 Detailed map depicting the boundary of the property owned or leased for purposes of the Project, and the location of the proposed Project within that boundary including street names, addresses of buildings or residences in at least 300 yards of proximity to that area including any physical, wireline, interconnections to other locations, noting existing wireline connections and new ones.
- 3.01.2 Detailed to scale drawings depicting the existing wireless facilities structure as it is at the time of the application, as applicable, and as the Project will be after the requested modification, in both an overhead format, and in elevations from each side including any physical, wireline, interconnections to other locations, noting existing wireline connections and new ones.
- 3.01.3 If the Project is located in the public right-of-way, describe the location by providing maps to depict the area with 200 feet of the Project, including street names, addresses of buildings or residences and the area asserted to be in proximity to the Project, to include the location of the Project structure within that area, including any physical, wireline, interconnections to other locations, noting existing wireline connections and new ones.
- 3.01.4 Detailed to scale drawings depicting the existing wireless facilities structure as it is at the time of the application, as applicable, and as the Project will be after completion, in both an overhead format, and in elevations from each side including any physical, wireline, interconnections to other locations, noting existing wireline connections and new ones.
- Maps and drawings are to be prepared and sealed by a licensed Texas professions Engineer.
- Designate the maps and drawings as *"Exhibit 3.01.1, Project description, maps and drawings."*

3.02: Requested photo/elevation renderings to be submitted with the Application: (*Not applicable for a fully qualified Section 6409 (a) eligible facility's request to modify.*)

3.02.1: Project Elevation Renderings and/or Photographs and Photo Simulations.

- To the extent not provided in other responses, where the Project as proposed by the Applicant can be seen at ground level from the street, or from the 1st floor within or on buildings within 500 feet of the Project provide four elevation renderings and/or photographs and/or photo simulations of the Project, including its tower, base station, antennas, antenna concealment/stealth coverings, equipment cabinets, back-up generators, and lights, as applicable.
- A map detail showing each location where that elevation renderings and/or photographs and/or photo simulations were taken, together with the Project site, and the direction to the site from each elevation renderings and/or photographs and/or photo simulations must be included.
- The Applicant should submit elevation renderings and/or photographs and/or photo simulations as set out above, and may be requested by the City to provide additional elevation renderings and/or photographs and/or photo simulations to allow the City to visualize the Project as completed.
- By their submittal with the application, Applicant represents that the elevation renderings and/or photographs and/or photo simulations are accurate and reliable representations of the current project site and the proposed Project to be constructed or modified, and that the Applicant is fully aware that the City will rely on all of the elevation renderings and/or photographs and/or photo simulations provided when it considers granting or denying the Application for this Project.
- Designate as "Exhibit 3.02.1, Project elevation renderings and/or photographs and photo simulations."*

Wireless Facility Siting Permit Application Form/Checklist

SECTION 4.00: EXISTING ZONING REQUIREMENTS AND ANY VARIANCES/WAIVERS REQUESTED.

4.01.1: Provide information on the existing zoning regulations or other City land use and/or safety code requirements at the Project site that may be applicable to the Project.

- 4.01.1: If the Project is not in full compliance with the existing zoning regulations or other City requirements or conditions of prior permits at the Project site provide detail as to how it is non-compliant, and if a variance and/or waiver is requested by the Applicant for each instance of non-compliance, and why the variance/waiver is requested, except for qualified Section 6409 (a) Applicants.
- 4.01.2: For qualified Section 6409 (a) Applicants, to the extent not answered above in Section 2.03.1 (7) f. above, provide details if the Project complies with any other previously required City conditions from prior permits, and/or existing zoning regulations or other City requirements at the Project site other than those allowed by the "substantial change" thresholds identified in FCC Rules, 47 C.F.R. § 1.40001(b)(7)(i)-(iv), and if not, and if a variance and/or waiver is requested by the Applicant for each instance on non-compliance, and why the variance/waiver is requested.
- Designate this as "Exhibit 4.01, Existing zoning regulations or other City requirements at the Project site and requested variances/waivers."

SECTION 5.00: PROJECT USE AND PURPOSE

(Not applicable for a fully qualified Section 6409 (a) eligible facility's request to modify.)

5.01: Principal Use of the Project: (Check one or more, as applicable)

- If for private use, such as an amateur radio, describe generally in a written statement.
- If for broadcast radio, broadcast TV, or satellite connectivity for data or cable television, describe generally in a written statement.
- If for commercial public cellular telephone, to include, but not limited to a network for "personal wireless services" as defined in Section 322 (c) (7) (C), or a network for "commercial mobile service" , as defined in 47 U. S.C. § 332 (d), Enhanced Specialized Mobile Radio, Specialized Mobile Radio, Microwave, PCS telephone, Small Cell, or a Distributed Antenna System (DAS), describe generally in a written statement.
- If for other uses, (e.g., Wi-Max or Wi-Fi), describe generally in a written statement.

5.02: If applicable, indicate whether the purpose of the Project is: (Check one or more, as applicable)

- Adding commercial cellular network without adding significant new radio frequency coverage area to a network for "*personal wireless services*", as defined in Section 322 (c) (7) (C) and/or to a network for "commercial mobile service", as defined in 47 U. S.C. § 332 (d).
- Providing significant new radio frequency coverage in an area not already served by radio frequency coverage to a network for "*personal wireless services*", as defined in Section 322 (c) (7) (C) and/or to a network for "commercial mobile service", as defined in 47 U. S.C. § 332 (d).
- Increasing the existing radio frequency signal level in an area with existing radio frequency coverage to a network for "*personal wireless services*", as defined in Section 322 (c) (7) (C) and/or to a network for "commercial mobile service", as defined in 47 U. S.C. § 332 (d).
- Intended to close or reduce an asserted "significant gap" in a wireless telecommunications cellular network, including to a network for "*personal wireless services*", as defined in Section 322 (c) (7) (C) and/or to a network for "commercial mobile service", as defined in 47 U. S.C. § 332 (d).
- Other. Attach a written statement fully describing all portions or elements of the "Other" dominant purpose of this Project.
- Designate this exhibit as "*Exhibit 5.02, Other purpose of this Project.*"

Wireless Facility Siting Permit Application Form/Checklist

SECTION 6.00 “SIGNIFICANT GAP” QUESTIONS, IF APPLICABLE:

(Not applicable for a fully qualified Section 6409 (a) eligible facility's request to modify.)

6.01: Is this Project intended to close or reduce an asserted “significant gap” in a wireless telecommunications network, to include a network for “personal wireless services”, as defined in Section 322 (c) (7) (C) and/or for “commercial mobile service”, as defined in 47 U. S.C. § 332 (d) (sometimes referred to collectively as “cellular network”)? Yes No

If the answer is **Yes**, attach a:

- Written statement, signed and sealed by an engineer licensed in Texas, including his or her designated primary area of engineering practice, and if it is not electrical engineering, then include a copy of his or her Supplementary Experience Record (SER) as filed with the Texas Board of Professional Engineers, Rule 133.97 (j), and explaining why he or she is competent without a designated primary area in the engineering branch area of electrical engineering concerning Radio Frequency (RF) engineering analysis. In such written statement provide full details describing the following:
 - Geographic boundary of the claimed significant gap area, attaching a street-level map showing that geographic boundary of the claimed significant gap.
 - Describe the size of the claimed significant gap area in square miles; and
 - Set out and explain the definition of and/or what constitutes a “significant gap” as used by applicant in this Project.
 - If the term or of what constitutes a significant gap as set out above is different than the term significant gap is used or applied by the wireless industry generally, if known, and/or the FCC, if known, explain the differences and the reasons for the differences.

Where the Applicant has relied on external data sources to factually support the claimed significant gap area, identifying those sources and:

- Whether the claimed significant gap affects a significant number of commuters on particular roadways, and if so, name each roadway, and include addresses by blocks, and how affected; and
- Describe the number of potential cellular network users in the claimed significant gap area; and
- Describe the number of potential cellular network users in the claimed significant gap area who may be affected by the claimed significant gap; and
- Describe whether the proposed Project is needed to improve weak signals in a cellular network or to fill a complete void in coverage in a cellular network, and provide Radio Frequency (RF) engineering analysis proof of either; and
- If the claimed significant gap covers roads on which the cellular network users lack roaming capabilities, identify such roads by name and block address within the claimed significant gap area and provide road use information about each such road; and
- If one or more “drive tests” was conducted within the claimed significant gap area, discuss in detail the methodology of how the test(s) were conducted, including details about the test equipment by manufacture, model numbers and years in service, if more than 2 years, and calibration maintenance records, if applicable, and location of the test equipment, including any antennas in or on the test vehicle. Provide the objective data collected during the drive test in standard portable spreadsheet format; and
- If the claimed significant gap affects a retail commercial district, show the boundaries of the district on the map; and
- If the claimed significant gap poses a public safety risk, describe in detail the claimed risk, and the basis for this claim, including any correspondence (email or in writing) from or to the public, if any; and to or from any public safety officials (fire, police, others), if any, concerning or relating to this claimed public safety risk; and

Wireless Facility Siting Permit Application Form/Checklist**SECTION 6.00 CONTINUED**

If the claimed significant gap is based in whole or in part on factors related to switching center capacity; dropped calls; failed hand-offs; interference from or to other cell sites; site hopping; degraded cellular radio frequency signals; and/or any failure to meet any carrier transmission goal or percentage goal,

- Attach at least the most recent twelve (12) months of historical data by month documenting at least:
 - The results or numerical data of each claimed metric and range of each parameter;
 - the wireless carrier's numerical and percentage requirements for each such claimed perimeter;
 - the total number of calls attempted for each month both successfully and unsuccessfully completed;
 - the total number of calls that were not completed including failed originations; failed hand-offs; and non-normal call terminations; and (5) for every such claimed parameter that is not categorized by way of number or percentage, provide the data in the way kept by the carrier.

- Designate this exhibit as "*Exhibit 6.01, Basis of "significant gap" closing as a purpose of this Project.*"

Wireless Facility Siting Permit Application Form/Checklist
SECTION 6.00 CONTINUED

6.02: Alternative Candidate sites to close the significant gap, if applicable (*Not applicable for a fully qualified Section 6409 (a) eligible facility's request to modify.*)

6.02.1: Did the Applicant, or anyone working on behalf of the Applicant, secured or attempted to secure any leases or lease-options or similar formal or informal agreements in connection with this Project for any sites other than the proposed Project site? **Yes** **No**

If **Yes**, please provide

- the physical address of each such other location(s), and
- provide a narrative with technical explanation, to include a Radio Frequency (RF) engineering analysis, as to why each such other site was not used as the project site, including identifying and discussing all alternative sites considered to close the significant gap.

6.02.2: Are there any sites in lieu of the site proposed by Applicant that could either close the significant gap claimed or reduce the significant gap to be less than significant, with less impact on the community as compared with a single site? **Yes** **No**

If **Yes**, please provide:

- the physical address of each such other location(s), and
- provide a narrative with technical explanation to include a Radio Frequency (RF) engineering analysis, as to why each such other site was not used as the project site, including identifying and discussing all alternative sites considered to close the significant gap.

If **No**, please:

- explain in narrative format the basis for that answer.

6.02.3: If there were no alternative sites were reviewed by the Applicant, or anyone working on behalf of the Applicant, please answer why in technical detail to include a Radio Frequency (RF) engineering analysis.

Designate these Responses to 6.02.1 to 6.02.3 as "*Exhibit 6.02, Alternative Candidate site to close the significant gap information*".

6.02.4: If the City required the Applicant to designate one or more sites as alternative sites to the proposed site for the Project, would that requirement "unreasonably" discriminate against the Applicant from among providers of functionally equivalent services, or prohibit or have the effect of prohibiting the provision of "personal wireless services", as defined in Section 322 (c) (7) (C) and/or "commercial mobile service", as defined in 47 U. S.C. § 332 (d)? **Yes** **No**

If the Applicant's response asserts that either unreasonable discrimination or a prohibition or effective prohibition would occur,

- Explain in detail in narrative form the technical, to include a Radio Frequency (RF) engineering analysis, why it would do so.
- Designate this Response as "*Exhibit 6.02.4, City requirement of the Applicant to designate alternative sites to the proposed site for the Project will prohibit or have the effect of prohibiting the Applicant from providing any interstate or intrastate telecommunications service*".

Wireless Facility Siting Permit Application Form/Checklist

SECTION 6.00 CONTINUED

6.03: Proposed site, as the one and only one location to close the significant gap, if applicable (Not applicable for a fully qualified Section 6409 (a) eligible facility's request to modify.)

6.03.1: Does the Applicant considered the proposed site as the one and only one location within or outside of the City that can close the significant gap? Yes No

If Yes,

- Provide a technically detailed explanation supported by comprehensive radio frequency data and other necessary information fully describing why the proposed site is the one and only one location within or outside of the City that can possibly close the significant gap to include a Radio Frequency (RF) engineering analysis.
- Designate this Response as "*Exhibit 6.03.1, Proposed site as the one and only one location to close the significant gap information*".

6.03.2.: If the City denied the application at the site proposed for the Project, would that denial "unreasonably" discriminate against the Applicant from among providers of functionally equivalent services, or prohibit or have the effect of prohibiting the provision of "personal wireless services", as defined in Section 322 (c) (7) (C) and/or "commercial mobile service", as defined in 47 U. S.C. § 332 (d)? Yes No

If the Applicant's response asserts that either unreasonable discrimination or a prohibition or effective prohibition would occur,

- Explain in detail in narrative form the technical, and other reasons why it would do so to include a Radio Frequency (RF) engineering analysis.
- Designate this Response as "*Exhibit 6.03.2, City denial of this Project at this site will prohibit or have the effect of prohibiting the Applicant from providing any interstate or intrastate telecommunications service*".

6.04: Least intrusive means to close the significant gap, if applicable (Not applicable for a fully qualified Section 6409 (a) eligible facility's request to modify.)

6.04.1: Is the proposed Project the least intrusive means to close the significant gap claimed and described above? Yes No

If Yes,

- Attach a written statement describing at a minimum, why this project is the least intrusive means to close the significant gap claimed, to include a Radio Frequency (RF) engineering analysis and other information you relied on in reaching your affirmative determination in above.
- Designate this Response as "*Exhibit 6.04, Proposed Project as the least intrusive means to close the significant gap information*".

6.04.2: If the City required the Applicant to have a less intrusive Project, to include a reduction in height and/or width, or to have concealment or stealth requirements, would those requirements would any of those requirements "unreasonably" discriminate against the Applicant from among providers of functionally equivalent services, or prohibit or have the effect of prohibiting the provision of "personal wireless services", as defined in Section 322 (c) (7) (C) and/or "commercial mobile service", as defined in 47 U. S.C. § 332 (d)? Yes No

If the Applicant's response asserts that either unreasonable discrimination or a prohibition or effective prohibition would occur,

- Explain in detail in narrative form the technical, and other reasons why it would do so to include a Radio Frequency (RF) engineering analysis.
- Designate this Response as "*Exhibit 6.04.2, City requirement of the Applicant to have a less intrusive Project, to include a reduction in height and/or width, or to have concealment or stealth requirement, will prohibit or have the effect of prohibiting the Applicant from providing any interstate or intrastate telecommunications service*".

Wireless Facility Siting Permit Application Form/Checklist

SECTION 7.00: WIRELINE PHYSICAL INTERCONNECTIONS BETWEEN THE PROPOSED SITE AND OTHER SITES THAT USE THE PUBLIC RIGHTS-OF-WAY:

7.01: If the Project is to be physically interconnected by new wireline "back haul" on, over or under public rights-of-way, please provide the following, as applicable:

- Identify by physical street address of the public rights-of-way, and the managing jurisdiction of the public-rights-of-way (City, County, or State).
- Technical detail of the proposed method of the physical wireline interconnection, including, but not limited to: overhead, underground, conduits, leased capacity of others, *noting existing wireline connections and new ones.*
- Detailed maps and drawings depicting the connections between the proposed Project site and the other sites where they are to be on, over or under public rights-of-way, *noting existing wireline connections and new ones.*
- Detailed information as to the Applicant's governmental grant of authority to use such public-rights-of-way for this purpose of physically interconnecting the Project to any other site or sites by the name of the approving governmental authority, including related documents (e.g., ordinances, franchise, agreements, license or permits), and/or applicable statutes by citation or other means of granting the Applicant (or others) the privilege to place private facilities in the public rights-of-way for private use to connect wireless facilities' sites.
- Designate this as "*Exhibit 7.01, Wireline/backhaul interconnections in the Public Rights-of-Way Information.*"

SECTION 8.00: LEASE ALLOWANCE OF ADDITIONAL WIRELESS FACILITIES AND/OR PROVIDERS:

(Optional response, at Applicant's sole discretion.)

8.01: To the extent not confidential, will the Proposed Site be available for use by other wireless providers?

8.02: To the extent not confidential, does the lease agreement require written consent from the landowner/landlord to allow other wireless providers and/or additional wireless facilities?

8.03: To the extent not confidential, does the lease agreement have any limitations as to:
(1) size- length, width, height, weight of facilities on the tower, or limitations as to the exact placement of the wireless antenna array and/or its "footprint"; or

(2) any limitations of any other any additional wireless facilities to be placed on the tower by applicant or other wireless providers on the site at ground level or on the tower?

Wireless Facility Siting Permit Application Form/Checklist

REFERENCES

FCC 2009 Declaratory Ruling is downloadable

at: https://apps.fcc.gov/edocs_public/Query.do?mode=advance&rpt=cond

FCC 2014 Wireless Infrastructure Order is downloadable at: <http://www.fcc.gov/document/wireless-infrastructure-report-and-order>.

Effective dates of the FCC 2014 Wireless Infrastructure Order:

April 8, 2015: Section 6409 (a) rules are effective *April 8, 2015* (90 days after the Jan. 8, 2015 publication in the Federal Register (FR). *2014 Wireless Infrastructure Order*, ¶ 242), except to the extent Office of Management and Budget (OMB) approval is required, *2014 Wireless Infrastructure Order*, ¶ 286.

Sections requiring OMB approval are to be effective sometime after Jan. 20, 2015, but no earlier than April 8, 2015: The FCC determined the following portions of the Section 6409 (a) FCC rules require OMB approval before they are effective: 47 C.F.R. §§ 1.40001 (c) (3) (i) [detailed city document request for supplemental information to toll the 60 days “shot clock” due to 30 day notice of incompleteness]; 1.40001 (c) (3) (iii) [City 10 day review of supplemental information, and subsequent request to submit information to further toll the “shot clock”]; and 1.40001 (c) (4) [60 day failure to act “deemed granted”].

The link to the FCC’s OMB approval request is: [FR Notice](#). OMB action on this will be some time after Jan. 20, 2015, when comments are due. Until the OMB acts and the FCC publishes a notice of that OMB approval, those parts of the FCC Rules are not effective. *2014 Wireless Infrastructure Order*, ¶ 289. See FR also Jan. 8, 2015, at page 1238, <http://www.gpo.gov/fdsys/pkg/FR-2015-01-08/pdf/2014-28897.pdf>

Feb. 9, 2015: The balance of the Order on NHPA, NEPA and clarification of *FCC 2009 Declaratory Ruling* and Section 332 (c) (7) are effective 30 days from FR publication. *2014 Wireless Infrastructure Order*, ¶ 289, or Feb. 9, 2015. See FR also Jan. 8, 2015, at page 1238.

¹ See *2009 Declaratory Order* ¶¶ 32 and 42, and FN 99; *FCC 2014 Wireless Infrastructure Order*, ¶ 216.

¹ 47 C.F.R. § 1.40001(c).

¹ *2009 Declaratory Ruling*, ¶ 46. A Section 332 (c) (7) “collocation” project is one that does not “substantial increase in the size of a tower”. *2009 Declaratory Ruling*, footnote 146 states that a “substantial increase in the size of a tower” occurs when: (1) [t]he mounting of the proposed antenna on the tower would increase the existing height of the tower by more than 10%, or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty feet, whichever is greater, except that the mounting of the proposed antenna may exceed the size limits set forth in this paragraph if necessary to avoid interference with existing antennas; or (2) [t]he mounting of the proposed antenna would involve the installation of more than the standard number of new equipment cabinets for the technology involved, not to exceed four, or more than one new equipment shelter; or (3) [t]he mounting of the proposed antenna would involve adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than twenty feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater, except that the mounting of the proposed antenna may exceed the size limits set forth in this paragraph if necessary to shelter the antenna from inclement weather or to connect the antenna to the tower via cable; or (4) [t]he mounting of the proposed antenna would involve excavation outside the current tower site, defined as the current boundaries of the leased or owned property surrounding the tower and any access or utility easements currently related to the site.”

¹ 47 C.F.R. § 1.40001 (b) (6).

¹ *FCC 2014 Wireless Infrastructure Order*, ¶ 180-81. Replacement may be of “transmission equipment”, and may include hardening of the structure as a whole “where such hardening is necessary for a covered collocation, replacement, or removal of transmission equipment, but does not include replacement of the underlying structure.”

Section 9.03 - Fees

- A. Fees and charges for the review and filing of all development applications listed within this section may be amended without separate ordinance of the City Council from time to time. Resubmittal of plans without addressing staff comments may be subject to additional application fees.
- B. The provisions of the City of Keller Impact Fee Ordinance shall apply to all new development within the corporate boundaries of the City and shall apply uniformly within each service area. For requirements and procedures pertaining to Impact Fees, see the City of Keller Impact Fee Ordinance.
- C. No building permit(s) shall be issued, or utility connection be made for other types of new development, until the property owner has paid the impact fee imposed by and calculated within the Impact Fee Ordinance, unless a different time and/or method of payment has been authorized by contract between the City and the property owner.

Basic Development Fees

<p>Supplemental Plan Review Fee</p>	<p>\$50 per hour (minimum 2 hours residential and 3 hours commercial). Only assessed if after original set of plans had been reviewed and comments made, plans are resubmitted without addressing comments; or after plans are reviewed and approved for construction and changes are made to the plans by the developer/owner/builder/representative</p>
<p>Inspection Fee – Streets and Drainage</p>	<p>Four percent (4%) of construction value</p>
<p>Water and Sewer Inspection</p>	<p>Four percent (4%) of construction value</p>
<p>Water Service Tap/Meter (Corporate City Limits)</p>	<p>Short Tap and Meter Installation 5/8" - \$450 3/4" - \$475 1" - \$500 1½" - \$900 2"*** - \$1,025 2" Compound Meter - \$2,325</p> <p>Long Tap and Meter Installation 5/8" - \$800 3/4" - \$825 1" - \$850 1½" - \$1,275 2"*** - \$1,425 2" Compound Meter - \$2,725</p> <p>Install meter only 5/8" - \$275 3/4" - \$300 1" - \$325 1½" - \$725 2"*** - \$775 2" Compound Meter - \$2,075</p> <p>* Water main and service on same side of street</p> <p>**Water service (meter installation) on opposite side of street from water main may include bore fees</p> <p>*** Cost includes a 2" turbine or disc-type meter</p> <p>Outside City – Cost as determined on a case by case basis by Director of Public Works based on actual costs and impact to the system</p> <p>3" or more—Actual meter cost plus service charge fees.</p>
<p>Sewer Service Tap (Corporate City Limits)</p>	<p>\$350 - 4" tap within the City (if contractor required due to extenuating circumstances, contractor costs are to be borne by the applicant)</p>

ARTICLE NINE
Unified Development Code

Adopted: July 7, 2015



	<p>Actual cost - larger than 4" tap within the city</p> <p>Outside City – Cost as determined on a case by case basis by Director of Public Works based on actual costs and impact to the system</p>
Water/Sewer Connection Bore Costs	Bore fee to apply as needed based on actual linear foot cost
Street Lights	\$10.50 per month per pole (maximum of 24 months)
Sanitary Sewer Camera Fee	\$225 each - per residential building permit
Old Town Keller Asphalt Parking	<ul style="list-style-type: none"> Existing buildings/facilities - actual cost of materials New buildings/facilities and existing buildings/facilities with privately funded improvements exceeding \$50,000 - no cost <p>Public parking space construction scope and schedule to be at the discretion of the Department of Public Works and dependent upon the availability of funding as determined by the City</p>
Miscellaneous right-of-way encroachment, dedication or abandonment	\$100 each
Miscellaneous easement dedication or abandonment	\$100 each
Preliminary Site Evaluation	<p>\$300 per application plus \$20 per lot residential (exceeding one lot)</p> <p>\$250 per application for single residential lot</p> <p>\$300 per application plus \$20 per acre for non-residential</p>
Plat (Final and Amended)	<p>\$300 per application plus \$20 per lot residential (exceeding one lot)</p> <p>\$250 per application for single residential lot</p> <p>\$300 per application plus \$20 per acre for non-residential</p>
Future Land Use Plan	\$400, plus \$10 per acre
Planned Development	<p>\$400 plus \$10 per acre for planned development, planned development amendment</p> <p>\$250 thoroughfare plan amendment</p>
Specific Use Permit	\$300 plus \$10 per acre for Specific Use Permit & Specific Use Permit Amendment
Rezoning Application	\$350 plus \$10 per acre
Site Plan Application	<p>\$300 application plus \$10 per acre</p> <p>\$200 application for minor amendments to previously approved Site Plans</p>
Variance Adjustment	\$200 application
Landscape/Screening Wall Plans	\$200 per application
Park Land Dedication	<p>One (1) acre per thirty (30) residential dwelling units. Payment in lieu of land dedication shall be the average per acre value of the property(s) to be developed as assigned by the Tarrant Appraisal District's most recent appraised market land value, or \$30,000 per acre, whichever is greater, not to exceed \$50,000 per acre.</p>

ARTICLE NINE
Unified Development Code

Adopted: July 7, 2015



Appeal to Tree Preservation	\$200 per application \$100 per caliper inch mitigation
Gas Well Permit Fee	\$10,000 per well bore (Separate from PD Zoning application fee)
Public Arts Development Fee	.25% of Construction Value

Section 9.04 - Summary of Zoning District Regulations

This is a chart for general comparison purposes only and is incomplete. For complete requirements, see Article Eight of this Code.

District	Minimum Lot Area (sq. ft.)	Minimum Dwelling Unit Size (sq. ft.)	Minimum Lot Width	Minimum Lot Depth	Minimum Front Yard	Minimum Rear Yard	Minimum Side Yard	Maximum Height of Building	Max. Impervious Lot Coverage	Max. Accessory Bldg. Sq. Ft. w/o SUP
SF-36	36,000	2,400	140 ft.	200 ft.	35 ft.	15 ft.	20% of lot width	2.5 stories Or 35 feet	30%	1,200
SF-30	30,000	2,400	140 ft.	200 ft.	35 ft.	15 ft.	20% of lot width	2.5 stories Or 35 feet	30%	1,000
SF-25	25,000	2,400	90 ft.	150 ft.	35 ft.	15 ft.	20% of lot width	2.5 stories Or 35 feet	30%	1,000
SF-20	20,000	2,200	90 ft.	150 ft.	35 ft.	15 ft.	20% of lot width	2.5 stories Or 35 feet	30%	1,000
SF-15	15,000	2,000	105 ft.	95 ft.	30 ft.	15 ft.	20% of lot width	2.5 stories Or 35 feet	35%	800
SF-9	9,000	1,800	100 ft.	115 ft.	30 ft.	15 ft.	20% of lot width	2.5 stories Or 35 feet	35%	750
SF-10	10,000	1,600	90 ft.	110 ft.	25 ft.	15 ft.	20% of lot width	2.5 stories Or 35 feet	40%	500
SF-8.4	8,400	1,400	65 ft.	110 ft.	25 ft.	15 ft.	20% of lot width	2.5 stories Or 35 feet	40%	500
2-F	8,400/ 4,200	1,100	70 ft./35 ft.	100 ft.	25 ft.	15 ft.	20% of lot width	2.5 stories Or 35 feet	50%	500
MF	20,000	variable	70 ft.	90 ft.	40 ft.	30 ft.	20 ft.	2.5 stories Or 35 feet	50%	n/a
O	33,000	n/a	150 ft.	n/a	30 ft.	20 ft.	15 ft.	2 stories	n/a	n/a
NS	33,000	n/a	150 ft.	n/a	30 ft.	20 ft.	15 ft.	2 stories	n/a	n/a
R	33,000	n/a	150 ft.	n/a	30 ft.	20 ft.	15 ft.	2 stories	n/a	n/a
TC	variable	variable	variable	variable	variable	variable	variable	variable	variable	n/a
C	33,000	n/a	150 ft.	n/a	30 ft.	20 ft.	15 ft.	2 stories	n/a	n/a
IP	3 acres	n/a	150 ft.	200 ft.	50 ft.	30 ft.	20 ft.	6 stories	n/a	n/a
LI	33,000	n/a	150 ft.	n/a.	30 ft.	30 ft.	20 ft.	2 stories	n/a	n/a
FP	40,000	600+	200 ft.	200 ft.	5-10 ft.	n/a	n/a	50 feet	80%	n/a

* See text of Article Eight of this Code for additional or supplemental requirements.

Section 9.05 - Title Block Formats

Title Block for Preliminary Plats:

PRELIMINARY OF
[NAME OF PROJECT]
Total Number of Lots, and/or Phases
Total Number of Acres
Abstract Survey
in the City of Keller, Tarrant County, Texas
Current Zoning
Name, Address, Telephone Number of the Applicant
Name, Address, Telephone Number of Contact Person of the Developer
Name, Address, Telephone Number of the Plat Preparer
Date of Preparation, Dates of Revisions

Title Block for Minor or Major Subdivision Final Plats:

FINAL PLAT OF
[NAME OF PROJECT]
Total Number of Lots, and/or Phases
Total Number of Acres
Abstract Survey
in the City of Keller, Tarrant County, Texas
Current Zoning
Name, Address, Telephone Number of the Applicant
Name, Address, Telephone Number of Contact Person of the Developer
Name, Address, Telephone Number of the Plat Preparer
Date of Preparation, Dates of Revisions

Title Block for Replats:

FINAL PLAT SHOWING
[Legal Description of Replatted Lots]
BEING A REPLAT OF
[Legal Description of the Subdivision and Phase of Which the Replatted Area is a Part]
in the City of Keller, Tarrant County, Texas
Recording Information
Total Number of Acres
Current Zoning
Name, Address, Telephone Number of the Applicant
Name, Address, Telephone Number of Contact Person of the Developer
Name, Address, Telephone Number of the Plat Preparer
Date of Preparation, Dates of Revisions

Title Block for Amended Plats:

FINAL PLAT SHOWING
[Legal Description of Replatted Lots]
BEING AN AMENDED PLAT OF
[Legal Description of the Subdivision and Phase of Which the Amended Area is a Part]
in the City of Keller, Tarrant County, Texas
Recording Information
Total Number of Acres
Current Zoning
Name, Address, Telephone Number of the Applicant
Name, Address, Telephone Number of Contact Person of the Developer
Name, Address, Telephone Number of the Plat Preparer
Date of Preparation, Dates of Revisions

Title Block for Site Plans:

SITE PLAN OF
[NAME OF PROJECT]
Address and/or Legal Description
in the City of Keller, Tarrant County, Texas
Total Number of Acres
Current Zoning
Name, Address, Telephone Number of the Applicant/Developer
Name, Address, Telephone Number of the Site Plan Preparer
Date of Preparation, Dates of Revisions



Section 9.06 - Signature Blocks for Plats

Preliminary Plats Approved by Planning and Zoning Commission:

Preliminary Plat Approved by the City of Keller Planning and Zoning Commission for the Preparation of a Final Plat:	
_____	_____
Chairman	Date
_____	_____
Secretary	Date

Preliminary Plats Approved by City Council:

Preliminary Plat Approved by the City of Keller Planning and Zoning Commission for the Preparation of a Final Plat:	
_____	_____
Chairman	Date
Preliminary Plat Approved by the City of Keller City Council for the Preparation of a Final Plat:	
_____	_____
Mayor	Date
_____	_____
City Secretary	Date



Minor Subdivision Final Plats Approved by Community Development Department:

Approved by the City of Keller Community Development Department	
_____	_____
Director	Date
_____	_____
Secretary	Date
Document # _____	Date_____.

Minor or Major Subdivision Final Plats Approved by Planning and Zoning Commission:

Approved by the City of Keller Planning and Zoning Commission	
_____	_____
Chairman	Date
_____	_____
Secretary	Date
Document # _____	Date_____.

Minor or Major Subdivision Final Plats Approved by City Council:

Approved by the City of Keller Planning and Zoning Commission	
_____	_____
Chairman	Date
Approved by the City of Keller City Council	
_____	_____
Mayor	Date
_____	_____
City Secretary	Date
Document # _____	Date_____.

Section 9.07 - Recommended List for Required Landscape Areas

The following is a list of plants and trees recommended for required landscape areas, including but not limited to, the City's public rights-of-way, commercial developments, residential screening walls, parking lot islands, and landscaped buffers. It includes lower water use plants when grouped according to water needs. This will reduce the amount of water utilized by the development. The plants and trees with the asterisks will require the least amount of water to maximize water reduction.

Grasses (Turf)	
Common Name	Botanical Name
Bermuda Grass	<i>Cynodon dactylon</i>
Blue Gramma	<i>Bouteloua gracilis</i>
Buffalo Grass*	<i>Buchloe dactyloides</i>
Zoysia Grass	<i>Zoysia sp.</i>
St. Augustine	<i>Stenotaphrum secundatum</i>
Grasses (Ornamental)	
Common Name	Botanical Name
Big Bluestem*	<i>Andropogon gerardii</i>
Muhly Grass*	<i>Muehlenbergia lindheimeri</i>
Standard Fountain Grass*	<i>Pennisetum alopecuroides</i>
Hameln's Fountain Grass*	<i>Pennisetum alopecuroides 'Hameln'</i>
Black Fountain Grass*	<i>Pennisetum alopecuroides 'Moudry'</i>
Pampas Grass*	<i>Cortaderia selloana</i>
Dwarf Pampas Grass*	<i>Cortaderia selloana pumila</i>
Sideoats gramma*	<i>Bouteloua curtipendula</i>
Maiden Grass*	<i>Miscanthus sinensis 'Gracillimus'</i>
Variiegated Japanese Silver Grass*	<i>Miscanthus sinensis 'Variegatus'</i>
Zebra Grass*	<i>Miscanthus sinensis 'Zebrinus'</i>
Groundcovers	
Common Name	Botanical Name
Ajuga	<i>Ajuga reptans</i>
Asiatic Jasmine	<i>Trachelospermum asiaticum</i>
Avens, White*	<i>Geum canadense</i>
English Ivy	<i>Hedera helix</i>
Frog Fruit*	<i>Phyla nodiflora</i>
Ground Ivy*	<i>Glechoma hederacea</i>
Hardy Plumbago	<i>Ceratostigma plumbaginoides</i>
Horesherb*	<i>Calyptocarpus vialis</i>
Liriope	<i>Liriope muscari</i>
Monkey Grass*	<i>Ophiopogon japonicus</i>
Mountain Pea*	<i>Leguminosae</i>
Pigeonberry*	<i>Rivina humilis</i>
Purpleleaf Euonymous	<i>Euonymous fortune 'Colotara'</i>
Santolina*	<i>Santolina sp.</i>
Snake Herb*	<i>Dyschoriste linearis</i>
Trailing Juniper*	<i>Juniperus sp.</i>
Vinca	<i>Vinca major</i>
Wintercreeper Euonymous	<i>Euonymous fortunei</i>
Wood Violet*	<i>Viola sp.</i>

Vines

Common Name	Botanical Name
Alerian Ivy	<i>Hedera canariensis</i>
Boston Ivy*	<i>Parthenocissus tricuspidata</i>
Carolina Jessamine	<i>Gelsemium sempervirens</i>
Clematis	<i>Clematis sp.</i>
Confederate Jasmine	<i>Trachelospermum jasminoides</i>
Coral Honeysuckle*	<i>Lonicera sempervirens</i>
Coralvine*	<i>Antigonon leptopus</i>
Crossvine*	<i>Bignonia capreolata</i>
English Ivy	<i>Hedera helix</i>
Fig Ivy	<i>Ficus pumila (repens)</i>
Trumpet Vine*	<i>Campsis radicans</i>
Lady Banks Rose*	<i>Rosa banksia</i>
Silverlace Vine	<i>Polygonum aubertii</i>
Virginia Creeper	<i>Parthenocissus</i>
Wisteria*	<i>Wisteria sp.</i>

Small Shrubs (1 to 3 feet)

Common Name	Botanical Name
Coral Berry*	<i>Symphoricarpos orbiculatus</i>
Crimson Pygmy Barberry	<i>Berberis thunbergii 'Crimson'</i>
Dwarf Burford Holly	<i>Ilex cornuta rotunda burfordii</i>
Dwarf Chinese Holly*	<i>Ilex cornuta rotunda</i>
Dwarf Glossy Abelia	<i>Abelia grandiflora</i>
Dwarf Pittosporum*	<i>Pittosporum tobira wheeleri</i>
Dwarf Spirea	<i>Spiraea spp.</i>
Dwarf Yaupon Holly*	<i>Ilex vomitoria nana</i>
Hypericum	<i>Hypericum patulum</i>
Nandina: Harbour Dwarf*, Gulf Stream, nana*	<i>Nandina sp.</i>
Red Yucca*	<i>Hesperaloe parvifolia</i>
Sacahuista	<i>Nolina texana</i>

Medium Shrubs (3 to 7 feet)

Common Name	Botanical Name
Agarita*	<i>Berberis trifoliata</i>
Aromatic Sumac*	<i>Rhus aromatica</i>
Red Barberry*	<i>Berberis thunbergii atropurpurea</i>
Bridal Wreath Spirea*	<i>Spirea cantoniensis</i>
China Rose	<i>Rosa chinensis</i>
Cleyera	<i>Ternstroemia gymnanthera</i>
Dwarf Burford Holly*	<i>Ilex cornuta rotunda burfordii</i>
Dwarf Burning Bush*	<i>Euonymus alata 'Compacta'</i>
Dwarf Crepe Myrtle*	<i>Lagerstroemia indica</i>
Dwarf Pomegranate	<i>Punica granatum</i>
Dwarf Wax Myrtle	<i>Myrica pusilla</i>
Dwarf Yaupon Holly*	<i>Ilex Vomitoria 'Nana'</i>
Edward Goucher Abelia	<i>Abelia goucher</i>
Elaeagnus*	<i>Elaeagnus pungens 'Fruitlandii' or 'Ebbingei'</i>
Elderberry	<i>Sambucus canadensis</i>
Flowering Quince*	<i>Chaenomeles japonica</i>
Forsythia*	<i>Forsythia x intermedia</i>
Glossy Abelia*	<i>Abelia grandiflora</i>
Grayleaf Cotoneaster	<i>Cotoneaster glaucophylla</i>

Indian Hawthorne	<i>Rhapiolepis indica</i>
Italian Jasmin*e	<i>Jasmine nudiflorum</i>
Leatherleaf Mahonia*	<i>Mahonia bealeii</i>
Miniature Crepe Myrtle*	<i>Lagerstroemia indica</i>
Japanese Boxwood*	<i>Buxus japonica</i>
Juniper*	<i>Juniperus sp.</i>
Knockout Rose	<i>Rosa 'Radcon'</i>
Nandina compact*	<i>Nandina domestica compacta</i>
Oakleaf Hydrangea	<i>Hydrangea quercifolia</i>
Purple Japanese Barberry	<i>Berberis thunbergii 'atropurpurea'</i>
Rosemary*	<i>Rosmarinus officinalis</i>
Texas Sage*	<i>Leucophyllum frutescens</i>
Yucca*	<i>Yucca sp.</i>

Large Shrubs (7 feet and taller)

Common Name	Botanical Name
Agarita*	<i>Mahonia trifoliata</i>
Althea	<i>Hibiscus syriacus</i>
American Beautyberry*	<i>Callicarpa americana</i>
Burford Holly	<i>Ilex cornuta burfordii</i>
Chinese Photinia*	<i>Photinia serrulata</i>
Chinese Horned Holly	<i>Ilex cornuta</i>
Dwarf Wax Myrtle*	<i>Myrica pusilla</i>
Eleagnus	<i>Eleagnus fruitlandi</i>
Forsythia	<i>Forsythia intermedia spectabilis</i>
Fraser Photinia	<i>Photinia x fraseri</i>
Glossy Abelia	<i>Abelia grandiflora</i>
Green Pittosporum	<i>Pittosporum tobira</i>
Italian Jasmine	<i>Jasminum humile</i>
Juniper*	<i>Juniperus sp.</i>
Nandina*	<i>Nandina domestica</i>
Nelly R, Stevens Holly	<i>Ilex x. 'Nellie R. Stevens'</i>
Pomegranate*	<i>Punica granatum</i>
Rose of Sharon*	<i>Hibiscus syriacus</i>
Texas Sage*	<i>Leucophyllum sp.</i>
Varigated Pittosporum*	<i>Pittosporum tobira variegata</i>
Winter Honeysuckle*	<i>Lonicera fragrantissima</i>

* Low water use

Perennials

Common Name	Botanical Name
Achillea (Common Yarrow)	<i>Achillea millefolium</i>
African Daisy	<i>Gazania</i>
Aster*	<i>Aster oblongifolius</i>
Autumn Sage*	<i>Salvia greggii</i>
Baby Sun/ Sunray Coreopsis*	<i>Coreopsis grandiflora</i>
Bearded Iris*	<i>Iris xiphoides</i>
Beebalm*	<i>Monarda didyma</i>
Black-eyed Susan*	<i>Rudbeckia hirta</i>
Bluebonnet*	<i>Lupinus texensis</i>
Blue Plumbago	<i>Plumbago auriculata</i>
Butterfly Weed*	<i>Asclepias tuberosa</i>
Clasping Coneflower*	<i>Rudbeckia amplexicaulis</i>
Daylily*	<i>Hemerocallis sp.</i>
Evening Primrose*	<i>Oenothera triloba</i>

ARTICLE NINE
Unified Development Code

Adopted: July 7, 2015



Frogfruit*	<i>Phyla incisa</i>
Garden Canna*	<i>Canna x generalis</i>
Gayfeather*	<i>Liatris sp.</i>
Goldsturm Rudbeckia*	<i>Rudbeckia x goldsturm</i>
Hinkley's Columbine*	<i>Aquilegia hinckleyana</i>
Hummingbird Bush*	<i>Anisachanthus wrightii</i>
Indian Blanket*	<i>Gaillardia sp.</i>
Indian Paintbrush*	<i>Costilleja indivisa</i>
Lantana*	<i>Lantana sp.</i>
Mealy Cup Sage*	<i>Salvia farinacea</i>
Mexican Hat*	<i>Ratibida columnarias</i>
Mexican Sage*	<i>Salvia leucantha</i>
Moonbeam Coreopsis*	<i>Coreopsis verticillata</i>
Obedient Plant*	<i>Physostegia virginiana</i>
Pavonia*	<i>Pavonia lasiopetala</i>
Perennial Verbena*	<i>Verbena sp.</i>
Pink Rain Lilly	<i>Rosmarinus officinalis</i>
Plains Coreopsis*	<i>Coreopsis tinctoria</i>
Purple Coneflower*	<i>Echinacea angustifolia</i>
Rock Penstemon*	<i>Penstemon baccharifolius</i>
Rosemary*	<i>Rosmarinus officinalis</i>
Society Garlic*	<i>Tulbaghia violacea</i>
Sweet Violet*	<i>Viola odorata</i>
Texas Betony*	<i>Stachys coccinea</i>
Tickseed*	<i>Coreopsis lanceolata</i>
Turk's Cap*	<i>Malvaviscus drummondii</i>
White Rain Lilly*	<i>Zephyranthes candida</i>

* Low water use

Understory Trees		
	Common Name	Botanical Name
*	Birds of Paradise	<i>Caesalpinia gilliesii</i>
*	Carolina Buckthorn	<i>Rhamnus caroliniana</i>
*	Crepe Myrtle (tree form)	<i>Lagerstroemia indica</i>
*	Desert Willow	<i>Chilopsis linearis</i>
*	Eastern Red Cedar	<i>Juniperus virginiana</i>
*	Eves Necklace	<i>Sophora affinis</i>
*	Hollywood Juniper	<i>Juniperus chinensis 'Torulosa'</i>
*	Japanese Black Pine	<i>Pinus thunbergiana</i>
*	Juniper, Blue Point	<i>Juniperus chinensis 'Blue Point'</i>
*	Juniper Wichita Blue	<i>Juniperus scopulorum 'Wichita'</i>
*	Little Gem Magnolia	<i>Magnolia grandiflora 'Little Gem'</i>
*	Mexican Buckeye	<i>Ungnadia speciosa</i>
*	Mexican Plum	<i>Prunis mexicana</i>
*	Possumhaw Holly	<i>Ilex decidur</i>
*	Red Buckeye	<i>Aesculus pavia</i>
*	Rebdu	<i>Cercis canadensis</i>
*	Rose of Sharon	<i>Hibiscus syriacus</i>
*	Rusty Blackhaw Viburnum	<i>Viburnum rufidulum</i>
*	Texas Buckeye	<i>Aesculus arguta</i>
*	Texas Persimmon	<i>Diospyros texana</i>

*	Vitex	<i>Vitex agnus-castus</i>
*	Winter/Bush Honeysuckle	<i>Lonicera fragrantissima</i>
*	Wax Myrtle	<i>Myrica cerifera</i>
*	Yaupon Holly	<i>Ilex vomitoria</i>
Large Trees (above 35 feet)		
	Common Name	Botanical Name
*	Afghan (Eldarica) Pine	<i>Pinus eldarica</i>
*	American Elm	<i>Ulmus americana</i>
*	Arizona Cypress	<i>Cupressus arizonica</i>
	Bald Cypress	<i>Taxodium distichum</i>
	Black Walnut	<i>Juglans nigra</i>
*	<i>Buckeye, Texas</i>	<i>Aesculus arguta</i>
*	Oak (Bigelow, Bur, Chinquapin, Durrand, Lacey, Live, Shumard, Southern Live, Texas Red)	<i>Quercus spp.</i>
*	Caddo Maple	<i>Acer saccharum var. caddo</i>
*	Cedar Elm	<i>Ulmus crassifolia</i>
*	Chinese Pistache	<i>Pistachia chinensis</i>
	Deodar Cedar	<i>Cedrus deodora</i>
*	<i>Eastern Red Cedar</i>	<i>Juniperus virginiana</i>
*	Lacebark Elm	<i>Ulmus Parvifolia</i>
*	Pecan	<i>Carya illinoensis</i>
	Red Cedar	<i>Juniperus virginiana</i>
	Southern Magnolia	<i>Magnolia grandiflora</i>
*	Texas Ash	<i>Fraxinus texensis</i>
*	Texas Hickory	<i>Carya texana</i>
*	Thornless Honey Locust	<i>Gleditsia triacanthos</i>
*	Western Soapberry	<i>Sapindus drummondii</i>
	* Low or low-med water demand Taken from Texas A&M drought tolerant Smartscape (TM) list	

Section 9.08 – Sign Formulas

USSC Formula for horizontal sign (perpendicular to traffic):

1. Speed limit on Main Street is $35 \text{ mph} * 1.47 = 51.45$ travel feet per second.
2. Viewer Reaction Time (**VRT**) is max **8 seconds** (industry standard) given the 15' setbacks of this area.
3. Viewer Reaction Distance (**VRD**) is the travel feet per second multiplied by the VRT: $8 * 51.45 = \mathbf{411.6}$
4. Legibility Index (**LI**) is based on illumination, font, colors, letter case (all caps vs. mix) and setback from viewer. For illustrative purposes of this case, we used internal, opaque illumination with a white letter color and blue background using Clarendon font. The resulting **LI is 29**.
5. The letter height is a ratio of the VRD to the LI: $\text{VRD/LI: } 411.6/29 = 14.19$ inch letter height.
6. Single Letter Area (**SLA**) is determined by squaring the letter height: $14.19 * 14.19 = 201.36$ square inches, or **1.40 sq. ft.**
7. **CA** (Copy Area) is the area needed per SLA multiplied by the total number of letters: $1.40 * 9 = \mathbf{12.6 \text{ sq. ft.}}$
8. **NSA** (Negative Space Area) @ 60% of the sign area is determined by using the CA as 40% of the sign area and looking for the remainder (or multiplying by 1.5): $12.6 * 1.5 = \mathbf{18.9 \text{ sq. ft.}}$
9. **Total Sign Area** is a summation of the CA and the NSP: $12.6 + 18.9 = \mathbf{31.5 \text{ sq. ft.}}$

Section 9.09 - Utility Companies Serving the City of Keller *

Charter Communications

4800 Blue Mound Road
Fort Worth, TX 76106
(817) 509-2225

Southwestern Bell Telephone

1116 Houston Street
Fort Worth, TX 76102
Residential Accts. 1-800-464-7928
Commercial Accts. 1-800-499-7928

Developers Contact:
Linda Caram (817) 338-6520

Tri-County Electric Cooperative, Inc.

Northeast District Office
4740 Keller Hicks Rd.
Keller, TX 76248
(817) 431-1541

Oncor

115 W. 7th St.
Fort Worth, TX 76112
Area Manager (817) 215-6351
New Construction 1-888-227-8045

Verizon

For Customer Service:
Residential Accts. 1-800-483-4400
Business Accts. 1-800-483-5400
Developers Contact:
Lynn Pierce (972) 256-0110

OneSource Communications

891 Keller Parkway, Suite 124
Keller, TX 76248
(817) 745-3000

*Data listed above is subject to change.

Utility Contact List for Easement Abandonments *

Tri-County Electric Cooperative, Inc.:

Scott D. BaumBach
Manager, Northeast Division
4740 Keller Hicks Rd.
Keller TX 76248
Ph: 817-431-1541
FAX: 817-431-9680

Oncor (Electric Deliver Company and TXU Gas):

Curt Sharp
Sr. Right of Way Agent
Oncor Distribution Division
115 W. 7th Street, Suite 211
P.O. Box 970, Suite 211
Fort Worth, TX 76101
Ph: 817-215-6262

Charter Communications:

Greg J. Piatt or: Phil Bope, Utility Coordinator, 817-509-6272 ext.3356
Construction Supervisor
Charter Communications
8912 S. I-35 W. Suite C
Fort Worth, TX 76140
Ph: 817-509-6272 ext. 5063
FAX: 817-551-9046

Verizon:

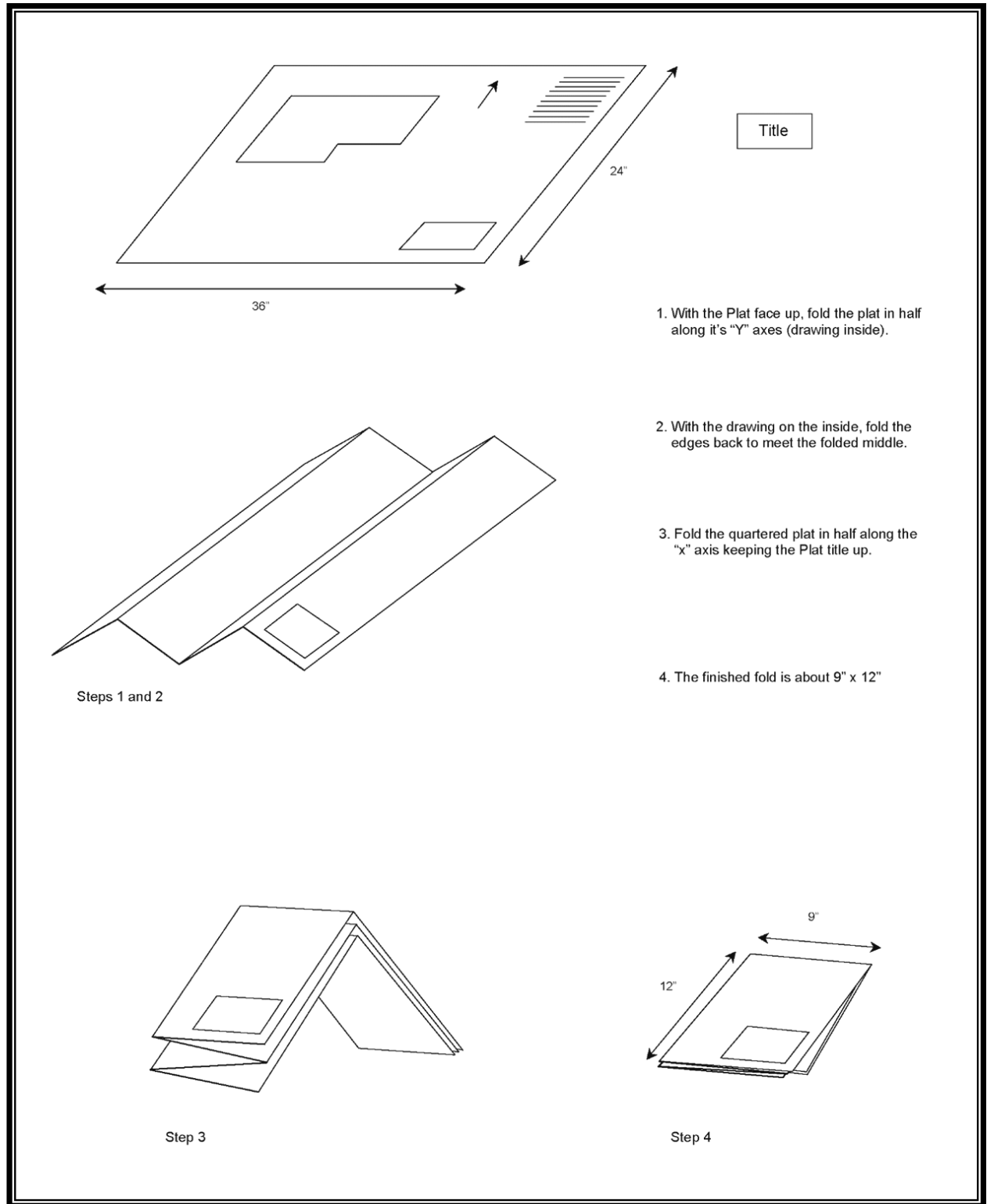
Chris Smith
Supervisor—Network Engineering
500 East John Carpenter Freeway
TXG31E01
Irving, TX 75062
Ph: 972-413-7241
FAX: 972-258-0081

Southwestern Bell:

Frank Huneycutt or Phillip Brinkley, Manager Engineer Design
Manager-Engineering Ph: 817-338-6517 or 817-588-7640
SBC Southwestern Bell
Telephone Company
13845 FAA Boulevard
Fort Worth, TX 76155
Ph: 972-647-1287

*Data listed above is subject to change

Section 9.10- Plan Folding Procedures



Title

1. With the Plat face up, fold the plat in half along its "y" axes (drawing inside).
2. With the drawing on the inside, fold the edges back to meet the folded middle.
3. Fold the quartered plat in half along the "x" axis keeping the Plat title up.
4. The finished fold is about 9" x 12"

Steps 1 and 2

Step 3

Step 4

Section 9.11 - Keller CAD Standards Manual

A. CAD Plat Requirements

The City of Keller has established various Geodetic Control Points throughout the city. As stated in the CAD Survey Requirements, all survey information will have to commence with the City Benchmarks and/or Monuments. All plats require two (2) coordinate points (to be shown and labeled), one (1) of which has to be the point of beginning and the other at a point for corner. A note stating which two (2) City Benchmarks and/or Monuments were used as the source for the information will be needed (see example in this section). No plat will be accepted without all of the above-mentioned information.

1. Legal Descriptions:

As stated in the plat submittal checklist, all legal descriptions and plat related information will be uppercase letter only. No lettering smaller than 80 lero template or 8.00' on a 1"=100' will be accepted, unless otherwise noted.

2. Layers:

Refer to the CAD Plat Layers Requirements in this section for a list of descriptions, color, etc.

3. Plat Plan View:

See the example in this section of what a plat needs to look like.

4. Scales:

All plats shall be drawn to a scale of 1"=100' or larger, unless otherwise noted.

5. Existing Text (Style and Size):

The existing text style and size may be the same as the proposed, with the exception of the pen size and be placed in the PL-E-TEXT (Plat Layer Existing Text) Layer (see Plat Layer Requirements).

6. Proposed Text (Style and Size):

- a. The following text style and size shall be used for all of the minimum finish floor elevations, and be placed in the PL-P-MFFE (Plat Layer Proposed Minimum Finished Floor Elevation) Layer.

Style Name = L60
Font File = Simplex.shx
Height = 6.00 (1"=100')
 = 3.00 (1"=50')
Width = 1.00
Oblique Angle = 0 Degrees

- b. The following text style and size shall be used for all of the property lot dimension callouts, and be placed in the PL-P-TEXT (Plat Layer Proposed Text) Layer.

Text Style Name = L80
Font File = Simplex.shx
Height = 8.00 (1"=100')
 = 4.00 (1"=50')
Width = 1.00
Oblique Angle = 0 Degrees

- c. The following text style and size shall be used for all of the property drainage and utility easements, and be placed in the PL-P-DUE (Plat Layer Proposed Drainage & Utility Easement) Layer.

Text Style Name = L80
Font File = Simplex.shx
Height = 8.00 (1"=100')
 = 4.00 (1"=50')
Width = 1.00
Oblique Angle = 0 Degrees

- d. The following text style and size shall be used for all of the property lot numbers and/or tract names, and be placed in the PL-P-LOT-T (Plat Layer Proposed Lot Text) Layer.

Text Style Name = L100
Font File = Simplex.shx
Height = 10.00 (1"=100')
 = 5.00 (1"=50')
Width = 1.00
Oblique Angle = 0 Degrees

- e. The following text style and size shall be used for all of the property block numbers and be placed in the PL-P-BLK-T (Plat Layer Proposed Block Text) Layer.

Text Style Name = L140
Font File = Simplex.shx
Height = 14.00 (1"=100')
 = 7.00 (1"=50')
Width = 1.00
Oblique Angle = 0 Degrees

- f. The following text style and size shall be used for all of the property street names, and be placed in the PL-P-ST-NAME (Plat Layer Proposed Street Name) Layer.

Text Style Name = L80
Font File = Simplex.shx
Height = 8.00 (1"=100')
 = 4.00 (1"=50')
Width = 1.00
Oblique Angle = 0 Degrees

CAD PLAT LAYERS REQUIREMENTS

DESCRIPTION	NAME	COLOR	LINE TYPE	PLOT PEN (COLOR-WIDTH)
EXISTING				
Plat Layer Existing Building Line	PL-E-BL	6	HiddenX2	7-0.005
Plat Layer Existing Blocks	PL-E-BLK	6	Cont.	7-0.005
Plat Layer Existing Center Line	PL-E-CTR	6	Center2	7-0.005
Plat Layer Existing Drainage & Utility Esmt.	PL-E-DUE	6	Hidden	7-0.005
Plat Layer Existing Floodplain	PL-E-FLD-P	162	Dashdot	7-0.014
Plat Layer Existing Iron Rods	PL-E-IR	6	Cont.	7-0.005
Plat Layer Existing Lots &/or Tracts	PL-E-LOT	6	Cont.	7-0.005
Plat Layer Existing Text	PL-E-TEXT	6	Cont.	7-0.005
Plat Layer Existing Street Names	PL-E-ST-NAME	2	Cont.	7-0.010
Plat Layer Existing Survey Abstract	PL-E-S-ABST	2	Phantom	7-0.010
PROPOSED				
Plat Layer Proposed Building Line (Set Back)	PL-P-BL	2	HiddenX2	7-0.010
Plat Layer Proposed Block	PL-P-BLK	7	Cont.	7-0.016
Plat Layer Proposed Block Text	PL-P-BLK-T	7	Cont.	7-0.016
Plat Layer Proposed Center Line	PL-P-CTR	2	Center2	7-0.010
Plat Layer Proposed City Limit Line	PL-P-CITY	2	Dash2	7-0.010
Plat Layer Proposed Dimension Line	PL-P-DIM	2	Cont.	7-0.010
Plat Layer Proposed Drainage & Utility Esmt.	PL-P-DUE	2	Hidden	7-0.010
Plat Layer Proposed Flood Plain	PL-P-FLD-P	163	Dashdot	7-0.020
Plat Proposed General Text (Legal Description)	PL-P-GEN-T	2	Cont.	7-0.010
Plat Layer Proposed Iron Rods	PL-P-IR	2	Cont.	7-0.010
Plat Layer Proposed Lots &/or Tracts	PL-P-LOT	2	Cont.	7-0.010
Plat Layer Proposed Lot Text	PL-P-LOT-T	2	Cont.	7-0.010

ARTICLE NINE
Unified Development Code

Adopted: July 7, 2015



Plat Proposed Minimum Finish Floor Elevation	PL-P-MFFE	6	Cont.	7-0.005
Plat Layer Proposed Plat Limits	PL-P-PLAT-L	94	Cont.	7-0.026
Plat Layer Proposed Street Name	PL-P-ST-NAME	7	Cont.	7-0.016
Plat Layer Proposed Text	PL-P-TEXT	6	Cont.	7-0.005

B. CAD Construction Plan Requirements

The City of Keller has established various Geodetic Control Points throughout the city. As stated in the CAD Survey Requirements, all survey information will have to commence with the City Benchmarks and/or Monuments. All construction plans require two (2) coordinate points (to be shown and labeled), along with a note stating which two (2) City Benchmarks and/or Monuments were used as the source for the information (see CAD Plat Requirements for an example).

1. CAD Construction Plan Layers Requirements:

See existing, proposed, and profile layer list, for: description, name, color, line type, etc.

2. Construction Plan Sample:

See example of what plans need to look like (water, sewer, storm, etc.).

3. Scales:

All Construction Plans shall be drawn to the scale shown below, unless otherwise noted.

a. Plan Views: 1" = 20' or 1" = 40'

b. Profiles: 1" = 2' or 1" = 4'

4. Existing Text (Style and Size):

The following text style and size shall be used for all the existing text and be placed in the E-TEXT (Existing Text) Layer.

Text Style Name = L80
Font File = Simplex.shx
Height = 1.60 (1" = 20')
 = 3.20 (1" = 40')
Width = 1.00
Oblique Angle = 0 Degrees

5. Proposed Text (Style and Size):

a. The following text style and size shall be used for all proposed design call-outs, remove & replace notes, etc., and be placed in the P-TEXT (Proposed Text) Layer.

Text Style Name = L100
Font File = Simplex.shx
Height = 2.00 (1" = 20')
 = 4.00 (1" = 40')
Width = 1.00
Oblique Angle = 0 Degrees

b. Use the following text style and size for the proposed main line call-outs (see Plan View utility examples), and be placed in the P-TEXT-L (Proposed Text Large) Layer.

Text Style Name = L140
Font File = Simplex.shx
Height = 2.80 (1" = 20')
 = 5.60 (1" = 40')
Width = 1.00
Oblique Angle = 0 Degrees

6. Street Name Text (Style and Size):

- a. The following text style and size shall be used for all Street Names and be placed in the STREET-N (Street Name) Layer.

Text Style Name = L200
Font File = Simplex.shx
Height = 4.00 (1" = 20')
 = 8.00 (1" = 40')
Width = 1.00
Oblique Angle = 0 Degrees

7. Street Address and Property Owners Name Text (Style and Size):

- a. The following text style and size shall be used for all Street Addresses and Property Owners and be placed in the ADD-PO (Addresses and/or Property Owners) Layer.

Text Style Name = L100
Font File = Simplex.shx
Height = 2.00 (1" = 20')
 = 4.00 (1" = 40')
Width = 1.00
Oblique Angle = 0 Degrees

8. Lot Numbers Text (Style and Size):

- a. The following text style and size shall be used for all Lot and/or Tract numbers and be placed in the LOT-T (Lot Text) Layer.

Text Style Name = L120
Font File = Simplex.shx
Height = 2.40 (1" = 20')
 = 4.80 (1" = 40')
Width = 1.00
Oblique Angle = 0 Degrees

9. Block Numbers Text (Style and Size):

- a. The following text style and size shall be used for all Block Numbers and be placed in the BLK-T (Block Text) Layer.

Text Style Name = L100
Font File = Simplex.shx
Height = 2.00 (1" = 20')
 = 4.00 (1" = 40')
Width = 1.00
Oblique Angle = 0 Degrees

10. Subdivision Name Text (Style and Size):

- a. The following text style and size shall be used for all Subdivision Name and be placed in the SUBD-N (Subdivision Name) Layer.

Text Style Name = L175
Font File = Simplex.shx
Height = 3.50 (1" = 20')
 = 7.00 (1" = 40')
Width = 1.00
Oblique Angle = 0 Degrees

CAD CONSTRUCTION PLAN REQUIREMENTS
EXISTING LAYERS

DESCRIPTION	NAME	COLOR	LINE TYPE	PLOT PEN (COLOR- WIDTH)
Addresses and Property Owners	ADD-PO	2	Cont.	7-0.010
Block Numbers Text	BLK-T	2	Cont.	7-0.010
Lot &/or Tract Numbers Text	LOT-T	2	Cont.	7-0.010
Street Name Text	STREET-N	1	Cont.	7-0.026
Subdivision Name	SUBD-N	1	Cont.	7-0.026
Existing Control Points, Bench Marks & Monuments	E-CP-BM	2	Cont.	7-0.010
Existing Back of Curb	E-B-CURB	2	Cont.	7-0.010
Existing Face of Curb	E-F-CURB	6	Cont.	7-0.005
Existing Building	E-BLDG	7	Cont.	7-0.016
Existing Channels	E-CHAN	2	Cont	7-0.010
Existing Drainage & Utility Easement	E-DUE	6	Hidden	7-0.005
Existing Electric: OH,UG,PP,Cable TV,MH's,Pull-Boxes	E-ELEC	2	Hidden2	7-0.010
Existing Easement	E-ESMT	6	Hidden	7-0.005
Existing Features	E-FEAT	2	Cont	7-0.010
Existing Fence	E-FENCE	2	Cont	7-0.010
Existing Floodplain	E-FLD-P	162	Dashdot	7-0.035
Existing Flow Line	E-FL	2	Flowline	7-0.010
Existing Gas Lines, Valves, Meters	E-GAS	2	Gas_Line	7-0.010
Existing Hatch	E-HATCH	6	Cont.	7-0.005
Existing IR's & BM's Found	E-IR-F	2	Cont.	7-0.010
Existing Lot &/or Tract	E-LOT	2	Cont.	7-0.010
Existing Miscellaneous Features	E-MISC	2	Cont.	7-0.010
Existing Asphalt, Concrete, Pavement Driveways	E-PVMT	2	Cont.	7-0.010
Existing Right-of-Way	E-ROW	7	Phantom2	7-0.016
Existing Storm Drainage System	E-SD	2	Dashed2 *	7-0.010
Existing Sanitary Sewer System	E-SS	2	Dashed	7-0.010
Existing Survey Abstract Line	E-S-ABST	1	Phantom	7-0.026
Existing Telephone: OH,UG,MH, Risers	E-TEL	2	Dashdot	7-0.010
Existing Text	E-TEXT	2	Cont.	7-0.010
Existing Trees	E-TREE	2	Cont.	7-0.010
Existing Water Lines, FH,Valves,Meters,Vaults,MH	E-W	2	Cont.	7-0.010

* Storm Drain Lines shall be shown to width of pipe.

CAD CONSTRUCTION PLAN REQUIREMENTS
PROPOSED LAYERS

DESCRIPTION	NAME	COLOR	LINE TYPE	PLOT PEN (COLOR-WIDTH)
Addresses and Property Owners	ADD-PO	2	Cont.	7-0.010
Lot &/or Tract Numbers Text	LOT-T	2	Cont.	7-0.010
Station Labeling	STA-LBL	2	Cont.	7-0.010
Street Name Text	STREET-N	1	Cont.	7-0.026
Subdivision Name	SUBD-N	1	Cont.	7-0.026
Proposed Building Line (Set Back)	P-BL	2	HiddenX2	7-0.010
Proposed Block	P-BLK	2	Cont.	7-0.010
Proposed Block Text	P-BLK-T	2	Cont.	7-0.010
Proposed Control Point, Bench Marks & Monuments	P-CP-BM	2	Cont.	7-0.010
Proposed Channels	P-CHAN	7	Cont	7-0.016
Proposed Channel Easement	P-CHAN-E	7	Dashdot2	7-0.016
Proposed Center Line	P-CTR	2	Center 2	7-0.010
Proposed Curb	P-CURB	3	Cont.	7-0.035
Proposed Dimension Line	P-DIM	2	Cont	7-0.010
Proposed Drainage & Utility Easement	P-DUE	2	Hidden	7-0.010
Proposed Easement	P-ESMT	2	Hidden	7-0.010
Proposed Minimum Finish Floor Elevations	P-FFE	6	Cont.	7-0.005
Proposed Face of Curb	P-F-CURB	2	Cont.	7-0.010
Proposed Flood Plain	P-FLD-P	163	Dashdot	7-0.020
Proposed Hatch Patterns	P-HATCH	6 or 2	Cont.	7-0.005 or 7-0.010
Proposed Iron Rods	P-IR	2	Cont.	7-0.010
Proposed Lot &/or Tract	P-LOT	2	Cont.	7-0.010
Proposed Plat Limits	P-PLAT-L	94	Cont.	7-0.026
Proposed Asphalt, Concrete, Pavement Driveways, C&G, Walks, etc.	P-PVMT	2	Cont.	7-0.010
Proposed Right-of-Way	P-ROW	1	Phantom2	7-0.026
Proposed Storm Drain Pipe	P-SD	1	Cont. *	7-0.026
Proposed Storm Drain Center Line	P-SD-CTR	2	Center2	7-0.010
Proposed Storm Drain Lat.	P-SD-L	7	Cont. *	7-0.016
Proposed Sanitary Sewer Line & MH's	P-SS	3	Dashed	7-0.035
Proposed Sanitary Sewer C.O.'s & Plugs	P-SS-F	7	Dashed	7-0.016
Proposed Text for all Design Call Outs	P-TEXT	2	Cont.	7-0.010
Proposed Large Text for Main Line Call Out	P-TEXT-L	7	Cont.	7-0.016
Proposed Text Box for	P-TEXT-B-SS	2	Dashed2	7-0.010

ARTICLE NINE
Unified Development Code

Adopted: July 7, 2015



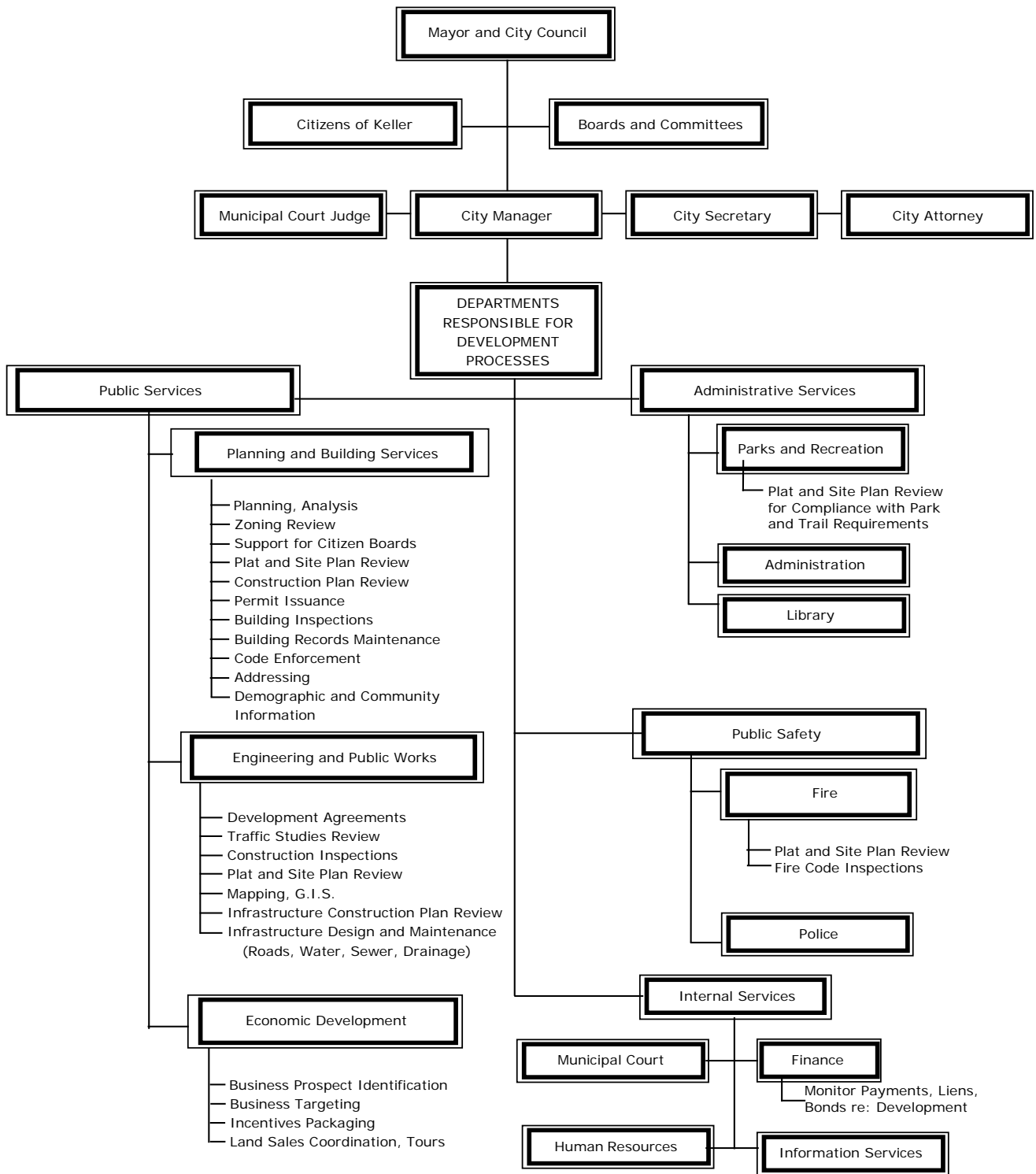
Sanitary Sewer Callous				
Proposed Text Box for Storm Drain Callous	P-TEXT-B-SD	2	Border	7-0.010
Proposed Text Box for Water Callous	P-TEXT-B-W	2	Cont.	7-0.010
Proposed Water Line	P-W	3	Cont.	7-0.035
Proposed Water Fittings	P-W-F	7	Cont.	7-0.016

* Storm Drain Lines shall be shown to width of pipe.

CAD CONSTRUCTION PLAN REQUIREMENTS
PROFILE LAYERS

DESCRIPTION	NAME	COLOR	LINE TYPE	PLOT PEN (COLOR- WIDTH)
Profile Existing Ground Right	PF-EG-R	2	Divide2	7-0.010
Profile Existing Ground Left	PF-EG-L	2	Hidden	7-0.010
Profile Existing Ground @ C/L	PF-EG-CL	2	Cent	7-0.010
Profile Proposed Top of Curb Left & Right or Right	PF-P-TC-LRR	1	Cont.	7-0.026
Profile Proposed Top of Curb Left	PF-P-TC-L	1	Dashed	7-0.026
Profile Proposed Water	PF-P-W	5	Cont	7-0.021
Profile Proposed Sanitary Sewer	PF-P-SS	5	Cont.	7-0.021
Profile Proposed Storm Drain	PF-P-SD	3	Cont.	7-0.035

Section 9.12 - City of Keller Organization Chart



ARTICLE NINE
Unified Development Code

Adopted: July 7, 2015



Section 9.13 - Development Process Schedule

DEVELOPMENT SCHEDULE FOR SITE PLAN, REZONING, SUP, AND UDC VARIANCE APPLICATIONS						
A	B	C	D	E	F	G
Submit Complete Application by Noon	1st Submittal Staff Comments Provided	Resubmittal Date	2nd Submittal Staff Comments Provided	Project is Scheduled for Planning and Zoning Commission Meeting	Planning and Zoning Commission Meeting Dates	City Council Meeting Dates
8/5/2016	8/19/2016	8/26/2016	9/9/2016	9/16/2016	9/26/2016	10/18/2016
8/26/2016	9/09/2016	9/16/2016	9/23/2016	9/30/2016	10/10/2016	11/1/2016
9/09/2016	9/23/2016	9/30/2016	10/7/2016	10/14/2016	10/24/2016	11/15/2016
9/30/2016	10/14/2016	10/21/2016	10/28/2016	11/4/2016	11/14/2016	12/6/2016
10/14/2016	10/28/2016	11/04/2016	11/11/2016	11/18/2016	**11/28/2016	12/20/2016
10/28/2016	11/11/2016	11/18/2016	11/25/2016	12/2/2016	12/12/2016	1/3/2017
11/11/2016	11/23/2016	12/02/2016	12/9/2016	12/16/2016	**12/26/2016	1/17/2017
11/23/2016	12/09/2016	12/16/2016	12/23/2017	12/30/2016	1/09/2017	2/07/2017
12/09/2016	12/23/2016	12/30/2016	1/06/2017	1/13/2017	1/23/2017	2/21/2017
12/30/2016	1/13/2016	1/20/2017	1/27/2017	2/03/2017	2/13/2017	3/07/2017
1/06/2016	1/20/2017	1/27/2017	2/03/2017	2/10/2017	2/27/2017	3/21/2017
1/27/2017	2/10/2017	2/17/2017	2/24/2017	3/03/2017	3/13/2017	4/04/2017
2/10/2017	2/24/2017	3/03/2017	3/10/2017	3/17/2017	3/27/2017	4/18/2017
2/24/2017	3/10/2017	3/17/2017	3/24/2017	3/31/2017	4/10/2017	5/02/2017
3/10/2017	3/24/2017	3/31/2017	4/07/2017	4/14/2017	4/24/2017	5/16/2017
3/24/2017	4/07/2017	4/14/2017	4/21/2017	4/28/2017	5/08/2017	6/06/2017
4/07/2017	4/21/2017	4/28/2017	5/05/2017	5/12/2017	5/22/2017	6/20/2017
4/28/2017	5/12/2017	5/19/2017	5/26/2017	6/02/2017	6/12/2017	7/18/2017
5/12/2017	5/26/2017	6/02/2017	6/09/2017	6/16/2017	6/26/2017	7/18/2017
5/26/2017	6/09/2017	6/16/2017	6/23/2017	6/30/2017	7/10/2017	8/01/2017
6/09/2017	6/23/2017	6/30/2017	7/07/2017	7/14/2017	7/24/2017	8/15/2017
6/30/2017	7/14/2017	7/21/2017	7/28/2017	8/04/2017	8/14/2017	9/05/2017
7/14/2017	7/28/2017	8/04/2017	8/11/2017	8/18/2017	8/28/2017	9/19/2017
7/28/2017	8/11/2017	8/18/2017	8/25/2017	9/01/2017	9/11/2017	10/03/2017
8/11/2017	8/25/2017	9/01/2017	9/8/2017	9/15/2017	9/25/2017	10/17/2017
8/25/2017	9/08/2017	9/15/2017	9/22/2017	9/29/2017	10/09/2017	11/07/2017
9/08/2017	9/22/2017	9/29/2017	10/06/2017	10/13/2017	10/23/2017	11/21/2017
9/29/2017	10/13/2017	10/20/2017	10/27/2017	11/03/2017	11/13/2017	12/05/2017
10/13/2017	10/27/2017	11/03/2017	11/10/2017	11/17/2017	**11/27/2017	12/19/2017
10/27/2017	11/10/2017	11/17/2017	11/22/2017	12/01/2017	12/11/2017	1/02/2018



DEVELOPMENT PROCESS DEADLINES AND MEETINGS FOR PLATS				
A	B	C	D	E
Submit Complete Application by Noon	Submit Revisions Based on Staff Comment by Noon	Project is Scheduled for Planning and Zoning Commission Meeting	Planning and Zoning Commission Meeting Dates	City Council Meeting Dates (If Applicable)
8/12/2016	8/26/2016	9/02/2016	9/12/2016	10/04/2016
8/26/2016	9/09/2016	9/16/2016	9/26/2016	10/18/2016
9/09/2016	9/23/2016	9/30/2016	10/10/2016	11/01/2016
9/23/2016	10/07/2016	10/14/2016	10/24/2016	11/15/2016
10/14/2016	10/28/2016	11/04/2016	11/14/2016	12/06/2016
10/28/2016	11/11/2016	11/18/2016	**11/28/2016	12/20/2016
11/11/2016	11/25/2016	12/02/2016	12/12/2016	1/17/2017
12/09/2016	12/23/2016	12/30/2016	1/09/2017	2/07/2017
12/23/2016	1/06/2017	1/13/2017	1/23/2017	2/21/2017
1/13/2017	1/27/2017	2/03/2017	2/13/2017	3/07/2017
1/27/2017	2/03/2017	2/10/2017	2/27/2017	3/21/2017
*2/13/2017	2/24/2017	3/03/2017	3/13/2017	4/04/2017
*2/27/2017	3/10/2017	3/17/2017	3/27/2017	4/18/2017
3/10/2017	3/24/2017	3/31/2017	4/10/2017	5/02/2017
3/24/2017	4/07/2017	4/14/2017	4/24/2017	5/16/2017
*4/10/2017	4/21/2017	4/28/2017	5/08/2017	6/06/2017
*4/24/2017	5/05/2017	5/12/2017	5/22/2017	6/20/2017
5/12/2017	5/26/2017	6/02/2017	6/12/2017	7/18/2017
5/26/2017	6/09/2017	6/16/2017	6/26/2017	7/18/2017
*6/12/2017	6/26/2017	6/30/2017	7/10/2017	8/01/2017
*6/26/2017	7/10/2017	7/14/2017	7/24/2017	8/15/2017
7/14/2017	7/28/2017	8/04/2017	8/14/2017	9/05/2017
7/28/2017	8/11/2017	8/18/2017	8/28/2017	9/19/2017
8/11/2017	8/25/2017	9/01/2017	9/11/2017	10/03/2017
8/25/2017	9/08/2017	9/15/2017	9/25/2017	10/17/2017
*9/11/2017	9/25/2017	9/29/2017	10/09/2017	11/07/2017
*9/25/2017	10/09/2017	10/13/2017	10/23/2017	11/21/2017
10/13/2017	10/27/2017	11/03/2017	11/13/2017	12/05/2017
10/27/2017	11/10/2017	11/17/2017	**11/27/2017	12/19/2017
*11/13/2017	11/27/2017	12/01/2017	12/11/2017	1/02/2018

Plat applications will only be accepted on dates listed in column A. The deadline for accepting all other applications (Zoning Change, SUP, Site Plan, Appeal to Tree Board, etc.) will be on any Friday by noon. All applications will be scheduled for P&Z once all staff comments have been addressed within 90 days.

*Monday Submittal

**Meeting Date subject to change