



# Submittal Requirements for Common Applications

## What Type of Applications are Detailed Herein?

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- [Site Plan & Amended Site Plan](#)
- [Landscape/Screening Plans](#)
- [Sign Permits](#)
- [Temporary Sign Permits](#)

## Who to Submit Applications to

- Meeting Requests, Zoning Apps, & Sign Permits
  - o [wrugeley@cityoffate.com](mailto:wrugeley@cityoffate.com)
  - o [amartin@cityoffate.com](mailto:amartin@cityoffate.com)
- Pre-Con Scheduling Request
  - o [wrugeley@cityoffate.com](mailto:wrugeley@cityoffate.com)
  - o [jrotun@cityoffate.com](mailto:jrotun@cityoffate.com)
- All Other Apps & Requests
  - o [fatedrc@cityoffate.com](mailto:fatedrc@cityoffate.com)
- Submittals are accepted on **ONLY Wednesdays no later than 4 pm** ([click for application submittal schedule](#))
  - o Sign permit applications (only) are accepted on any business day no later than 4 pm

## DRC Meeting Request

**Type of Submittal:** Digital

- Completed Request Form ([click for form](#))
  - o Must be specific on topics you wish to discuss
  - o Shall include concept plan. PDF only
  - o Request form must be sent by Monday, 8:30 am on week of regularly scheduled DRC meeting
- DRC meetings are by appointment only. **Meetings occur every 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of each month** from

8:30 am - 12:30 pm. **Appointments are 1-hours & are available ONLY at 8:30, 9:30, 10:30, & 11:30**

- Pre-Application/Design Conference Fee, 1<sup>st</sup> meeting free ([click for fee schedule](#))

## Zoning Application

**Type of Submittal:** Digital *except* original signed Development App required

- Completed, original Development Application ([click for app](#))
  - o Development application shall be signed by current property owner or their authorized representative ([click for authorization form](#))
- One survey map, shall include metes & bounds description ([click for example](#))
- USB stick or link containing **as ONE (1) PDF file AND in below order** (CD's will NOT be accepted)
  - o Completed application
  - o Explanation letter
  - o Survey map
  - o Metes & bounds description
- Zoning Request fee + \$150 Notification fee ([click for fee schedule](#))
- Click for [zoning ordinance](#)

## Planned Development (PD) Zoning Application

**Type of Submittal:** Digital *except* original signed Development App required

- Completed, original Development Application ([click for app](#))
  - o Development application shall be signed by current property owner or their authorized representative ([click for authorization form](#))
- One survey map, shall include metes & bounds description ([click for example](#))
- Proposed development standards in ordinance form ([click for example](#))
- Concept site & elevation plans
  - o Concept plans shall be prepared by state registered surveyor, architect, or engineer
- USB stick or link containing **as ONE (1) PDF file** (CD's will NOT be accepted)
  - o Completed application
  - o Survey map
  - o Metes & bounds description
  - o Proposed development standards in ordinance form
  - o Concept site & elevation plans
- Within USB stick or link, add Word file of PD



# Submittal Requirements for Common Applications

development standards

- Planned Development District Zoning fee + \$150 Notification fee ([click for fee schedule](#))

Click for [PD ordinance](#)

## **Special Use Permit (SUP) Zoning Application**

**Type of Submittal:** Digital *except* original signed Development App required

- Completed, original Development Application ([click for app](#))
  - o Development application shall be signed by current property owner or their authorized representative ([click for authorization form](#))
- One survey map, shall include metes & bounds description ([click for example](#))
- Concept site & elevation plans
  - o Concept plans shall be prepared by state registered surveyor, architect, or engineer
- USB stick or link containing **as ONE (1) PDF file AND in below order** (CD's will NOT be accepted)
  - o Completed application
  - o Survey map
  - o Metes & bounds description
  - o Concept site & elevations plans
- Special Use Permit Request fee + \$150 Notification fee ([click for fee schedule](#))

Click for [special use permit ordinance](#)

## **Concept Plan Application**

**Type of Submittal:** Digital *except* original signed Development App required

\*Concept Plans required with any PD Zoning App & for any property located within the RMU special zoning district ([click for map](#))

\*\*Prior to submitting your Concept Plan Application please review, *at minimum*, the below listed ordinances to ensure a complete submittal is made

- o [Concept Plan Ordinance](#) (pg.'s 15-20)
- o [Concept Plan Lot & Block Design Standards](#) (pg.'s 22-26)
- o [Concept Plan Building Design Standards](#) (pg.'s 24-35)

- Completed, original Development Application ([click for app](#))
  - o Development application shall be signed by current property owner or their authorized representative ([click for authorization form](#))
- One survey map, shall include metes & bounds description ([click for example](#))
- Accurately scaled Concept Plan. Concept Plans shall

show

- \*< Note - the below list is NOT exhaustive; applicant must review, *at minimum*, above listed ordinances/ standards prior to preparing a Concept Plan >\*
  - o Cover sheet & vicinity map
  - o Overall development that delineates sub-districts & their acreage
  - o Building footprints, their area (sf), & their associated uses (include parking, loading/ delivery, rubbish, & detention areas)
  - o Table showing build-to-lines (or ranges) for each use & min/max building height
  - o Pedestrian & vehicular circulation systems & length of each block perimeter (include typical cross-sections for each type)
  - o Delineation of pedestrian-oriented streets & pedestrian-oriented frontages
  - o Color aerial with Concept Plan imposed atop aerial
  - o Architectural elevations (in color) depicting character of each use with a summary table demonstrating compliance with the [building design standards](#) (pg.'s 24-35)
  - o Tree Preservation Concept Plan indicating tree stands comprised of trees 6 or more caliper inches & if to be removed ([click for ordinance](#), pg.'s 13-16)
  - o Landscape concept plan depicting landscaping for a typical building, parking area, pedestrian oriented street & *non-pedestrian* oriented street
  - o Screening concept plan depicting proposed locations, methods, & materials

- A parking demand analysis *ONLY IF PROPOSED # OF SPACES EXCEEDS* the parking requirement ([click for parking schedule](#), pg.'s 11-16)
- USB stick or link containing **as ONE (1) PDF file AND in below order** (CD's will NOT be accepted)
  - o Completed application
  - o Survey map
  - o Metes & bounds description
  - o Concept Plans (see above for all required plans)
  - o If applicable - parking demand analysis
- Concept Plan application fee + \$150 Notification fee ([click for fee schedule](#))

Click for [example concept plan](#)



# Submittal Requirements for Common Applications

## Development Plan Application

**Type of Submittal:** Digital *except* original signed Development App required

\*Development Plans required with any PD Zoning App & for any property located within the RMU special zoning district ([click for map](#))

\*\**Development Plans are similar to Concept Plans except that Development Plans detail a full block or one sub-zone associated with the approved Concept Plan*

\*\*\*Prior to submitting your Development Plan Application please review, *at minimum*, the type of development plan (either type 1 or 2) you'll be submitting ([click for Development Plan Ordinance](#), pages 23-26)

- Completed, original Development Application ([click for app](#))
    - o Development application shall be signed by current property owner or their authorized representative ([click for authorization form](#))
  - One survey map, shall include metes & bounds description ([click for example](#))
  - Accurately scaled Development Plans showing
    - o Cover sheet & vicinity map
    - o General layout of public & private streets
    - o General layout of buildings with a table indicating build-to-lines (or ranges) for each use & min/max building height
    - o General layout & dimensions of parking, loading/delivery, rubbish, detention & buffer areas
    - o General layout of open space & pedestrian connectivity (i.e. sidewalks, trails, etc.)
    - o Delineation of pedestrian-oriented streets & pedestrian-oriented frontages
    - o Color aerial with Concept Plan imposed atop aerial
    - o Tree survey indicating tree type, caliper & trees to be removed & preserved
    - o Architectural elevations (in color) depicting character of each use with a summary table demonstrating compliance with the [building design standards](#) (pg.'s 24-34)
    - o Landscape plan for all buildings, streets, parking, open space, & buffer areas
    - o Screening plan
  - USB stick or link containing **as ONE (1) PDF file AND in below order** (CD's will NOT be accepted)
    - o Completed application
    - o Survey map
    - o Metes & bounds description
    - o Development plans (see above for all required plans)
  - Development Plan application fee ([click for fee schedule](#)) ([click for Development Plan Ordinance](#), pages 23-26)
- ## Preliminary Plat Application
- Type of Submittal:** Digital + hardcopy of #1 & #2
1. Completed, original Development Application ([click for app](#))
    - a. Development application shall be signed by current property owner or their authorized representative ([click for authorization form](#))
  2. Three 22"x34" OR 24"x36" final plat plans (**bound**)
    - o Shall include a cover sheet w/sheet index + color aerial of site with imposed development ([click for example](#))
    - o Shall include list of zoning designations, by block & lot
    - o Shall include open space, trail, & screen plan ([click for example](#))
    - o If applicable - shall include floodplain reclamation concept plan
    - o If applicable - shall include detention pond maintenance plan ([click for example](#))
  3. List of requested street names ([click for example](#))
  4. If applicable - list of proposed off-site easements ([click for example](#))
  5. If applicable
    - a. Flood study + Supporting Data
    - b. Traffic Impact Analysis (TIA)
  6. USB stick or link containing **as ONE (1) PDF file AND in below order** (CD's will NOT be accepted)
    - o Completed application
    - o Preliminary plat plans
    - o Street name request
    - o If applicable - list of offsite easements
    - o If applicable - flood study, TIA
    - o Within USB or link, add flood study data
  7. Preliminary Plat fee + Engineering Fee if > 25 lots ([click for fee schedule](#))
- Click for [preliminary plat ordinance](#)
- ## Final Plat & Replat Application
- Type of Submittal:** Digital + hardcopy of #1 & #2
1. Completed, original Development Application ([click for app](#))



# Submittal Requirements for Common Applications

- a. Development application shall be signed by current property owner or their authorized representative ([click for authorization form](#))
- 2. Three 22"x34" OR 24"x36" final plat plans (**bound**)
  - a. Shall include a cover sheet w/sheet index + color aerial of site with imposed development ([click for example](#))
  - b. Shall include list of zoning designations, by block & lot
  - c. Shall include open space, trail, & screen plan ([click for example](#))
  - d. Shall include cluster mailbox plan (may be incorporated into open space, trail, & screen plan)
  - e. If applicable - shall include floodplain reclamation permit
  - f. If applicable - shall include detention pond maintenance plan ([click for example](#))
- 3. CAD File as PCS "NAD\_1983\_StatePlane\_Texas\_North\_Central\_FIPS\_4202\_Feet" (for addressing)
- 4. If applicable - list of proposed off-site easements ([click for example](#))
- 5. If applicable/dedicating easement to City - proposed off-site easements, in resolution form ([click for example](#))
- 6. If applicable
  - a. Flood study + Supporting Data
  - b. Traffic Impact Analysis (TIA)
- 7. USB stick or link containing **as ONE (1) PDF file AND in below order** (CD's will NOT be accepted)
  - o Completed application
  - o Final (or replat) plat plans
  - o If applicable - list of off-site easements
  - o If applicable - resolution(s) of off-site easement(s).
  - o If applicable - flood study, TIA
- 8. Within USB or link add CAD file & flood study data
- 9. Applicable plat fees ([click for fee schedule](#))
  - o Final Plat fee + Engineering Fee if > 15 lots
  - o Replat fee + \$150 Notification fee ([click for fee schedule](#))

Click for [final plat & other plat ordinances](#)

## **Minor Plat, Amended or Vacation Plat Application**

**Type of Submittal:** Digital *except* original signed Development App required

- Completed, original Development Application ([click for app](#))
  - o Development application shall be signed by

current property owner or their authorized representative ([click for authorization form](#))

- Minor plat plans
  - o Shall include a cover sheet w/sheet index + color aerial of site with imposed development ([click for example](#))
- If applicable - list of proposed off-site easements ([click for example](#))
- If applicable - proposed off-site easements, in separate instrument form ([click for example](#))
- USB stick or link containing **as ONE (1) PDF file AND in below order** (CD's will NOT be accepted)
  - o Completed application
  - o Minor (or other) plat plans
  - o If applicable - list of off-site easements.
  - o If applicable - separate instrument(s) of off-site easement(s).
- Application fee of \$600 ([click for fee schedule](#))
- Click for [minor plat & other plat ordinances](#)

## **Pre-Con Scheduling Requirements**

**Type of Submittal:** See #3

1. DRC approval of final plat
2. P&Z approval of final plat (or is scheduled for P&Z action; Pre-Con shall not occur until after P&Z approval)
3. At least 10 days prior to Pre-Con meeting submit
  - a. PDF of IFC drawings
  - b. Three 11"x17" & two 24"x36" Issued for Construction drawings (**bound**)
  - c. Any quantity, type, & size of the IFC drawings you want for your records
  - d. PDF of signed contracts showing the cost of public improvements (typically includes road, water, sewer, storm sewer)
  - e. PDF of complete list of contractors & their contact information (phone & email required)
  - f. If applicable - PDF letter detailing any changes from DRC approved plans
4. Pre-Cons are by appointment only. Requests must be sent via email to persons identified herein on page 1

Click for [pre-con ordinance](#)

## **Pre-Con Meeting Requirements**

- Public improvements inspection fees
- Park dedication & development fees (if agreement made to postpone payment as required within 5-days of final plat approval)
- Upon release for construction any substantial plan



# Submittal Requirements for Common Applications

change shall require DRC review & approval. Examples of substantial plans changes include but are not limited to

- o Reduction or addition of lots or detention, altered street or lot orientation

## **Plat Recording Requirements (at County)**

**Type of Submittal:** Digital *except* #1

1. Two (2) 18"x24" mylars of the plat & (if applicable) plat endorsement sheet + One (1) 18"x24" bond paper of the plat & (if applicable) plat endorsement sheet
  - o Any quantity, type, & size of the plat & (if applicable) plat endorsement sheet you want for your records
  - o Tax certificate **AND tax receipt** (NOT a "fee receipt") issued within last 90-days indicating no ad valorem taxes are owed for any previous or the current year ([click for example](#))
2. USB stick or link containing **as ONE (1) PDF file AND in below order** (CD's will NOT be accepted)
  - o PDF of as-built construction drawings
  - o PDF of lot Grading Certificate
  - o PDF of Oncor hot letter
  - o PDF of post-paving vacuum test
  - o USB or link of post-paving storm camera
  - o PDF of Maintenance bond made out to City (bonds shall be phase specific)
  - o PDF of affidavit of bills paid
  - o **Do NOT send files as they are individually completed. WAIT** - send ALL the above at 1-time
3. Link containing AutoCAD .dwg & ESRI .shp electronic data of all lots & public infrastructure **including associated metadata (e.g. width of trails, size of water lines, etc.)** in PCS NAD1983 State Plane Texas North Central FIPS 4202/GCS North American 1983, Lambert Conformal Conic, US Survey Feet. Electronic data shall be individual files for
  - o Phase boundary
  - o Right-of-way boundary
  - o Street centerlines
  - o Lots
  - o Sewer infrastructure
  - o Storm infrastructure
  - o Water infrastructure
  - o Fire hydrants
  - o Trail centerlines
4. Plat recording fee (\$60 per sheet) + tax certificate/ receipt recording fee (\$34 for 1<sup>st</sup> page + \$4 each

additional page)

- o E.g. 3 plat sheets + 2-page tax cert/receipt is \$218 OR 2 plat sheets + 1-page tax cert/ receipt is \$158

## **Grading Permit Only Application Requirements**

**Type of Submittal:** Digital *except* original signed Development App required

- Completed, original Grading Permit Application ([click for app](#))
    - o Development application shall be signed by current property owner or their authorized representative ([click for authorization form](#))
  - USB stick or link containing **as ONE (1) PDF file AND in below order** (CD's will NOT be accepted). No plans other than those listed below are needed. **Adding more plans than the below will cause the application to be rejected**
    - o Click for [example of grading permit](#) app
    - o Completed application
    - o Vicinity map
    - o Grading plan, must be stamped
    - o Pre- & Post-Development Drainage Map
    - o If applicable - detention plan
    - o Erosion Control Plan & details
    - o SWPPP and NOI
  - Grading Permit Fee ([click for fee schedule](#))  
Click for [grading ordinance](#)
- ## **Site Plan & Amended Site Plan App Requirements**
- Type of Submittal:** Digital + hardcopy of #1 & #2
1. Completed, original Development Application ([click for app](#))
    - o Development application shall be signed by current property owner or their authorized representative ([click for authorization form](#))
  2. Three 22"x34" OR 24"x36" final plat plans (**bound**)
    - o Shall include a cover sheet w/sheet index + color aerial of site with imposed development ([click for example](#))
    - o Shall include open space, trail, & screen plan ([click for example](#))
    - o Shall include **color** façade & elevation plan
    - o Tree Preservation Detail Plan indicating tree type, caliper, & if to be preserved or removed ([click for ordinance](#), pg.'s 14-16)
    - o Site plan shall be prepared by state registered surveyor, architect, or engineer
  3. If applicable - list of proposed off-site easements ([click for example](#))



# Submittal Requirements for Common Applications

- 4. If applicable - proposed off-site easements, in resolution form ([click for example](#))
- 5. If applicable (PDF only)
  - a. Flood study
  - b. Traffic Impact Analysis (TIA)
- 6. USB stick or link containing **as ONE (1) PDF file AND in below order** (CD's will NOT be accepted)
  - o Completed application
  - o Site plan plans (includes landscape & civil plans)
  - o If applicable - list of off-site easements.
  - o If applicable - resolution(s) of off-site easement(s).
  - o If applicable - flood study, TIA
- 7. Site Plan or Amended Site Plan Fee ([click for fee schedule](#))

Click for [site plan ordinance](#)

## **Landscape/Screening Plans Requirements**

**App type typically only for residential subdivisions**

**Type of Submittal:** Digital *except* original signed Development App required

- Completed, original Development Application ([click for app](#))
  - o Development application shall be signed by current property owner or their authorized representative ([click for authorization form](#))
- Accurately scaled landscape/irrigation & screening plans
  - o Landscape plan shall be prepared by state registered surveyor, architect, or engineer
  - o Landscape plans shall include landscape calculations for each sheet, calculations shall be from matchline-to-matchline. Entire site calculations shall also be provided on last landscape sheet ([click for example of approved landscape/screening plan](#))
  - o Screening plans shall be prepared by state registered engineer
  - o Irrigation plans shall be prepared by a state licensed irrigator
- USB stick or link containing **as ONE (1) PDF file AND in below order** (CD's will NOT be accepted)
  - o Completed application
  - o Landscape & screening plans (includes irrigation plans)
  - o If applicable - requested variances
- Landscape Review Fee, and, *if applicable*, Sign Permit Fee ([click for fee schedule](#))

- Click for [landscape ordinance](#)

Click for [screening wall ordinance](#)

## **Sign Permit Application Requirements**

**Type of Submittal:** Digital *only*

- Completed, Sign Permit Application ([click for app](#))
  - o Sign application shall be signed by the current property owner & tenant (if applicable)
- Color drawings of proposed sign
  - o Shall clearly show message
  - o Shall contain calculations of sign dimensions (length, height, overall elevation, total sq ft)
  - o Shall contain description of sign materials & anchoring or mounting/attachment method
  - o If applicable - shall contain dimensions of sign supports/base.
  - o If applicable - shall contain electrical wiring plan
  - o If a Pylon sign, shall contain engineering report indicating wind design load
  - o If a Wall sign, shall contain rendering showing sign affixed to wall with dimensions of wall the sign will be affixed to (length, height, total sq ft) &, if applicable, dimensions of each window & door of wall the sign will be affixed to
  - o If NOT a wall sign, shall contain survey map or color aerial showing location of sign indicating setback from property line & street
  - o If Existing Signs on site – survey map or color aerial showing location, type, dimensions, & elevation of existing signs
- USB stick or email (preferred) containing **as ONE (1) PDF file AND in below order**
  - o Completed application
  - o Color drawings of sign
  - o If a wall sign - rendering showing sign affixed to wall (with dimensions of wall, doors, & windows)
  - o If NOT a wall sign or existing signs on site - survey map or color aerial showing location of sign

- Sign Permit Fee ([click for fee schedule](#))

- Click for [example of completed/approved sign apps](#)

Click for [sign ordinance](#)

## **Temporary Sign Permit Application Requirements**

**Type of Submittal:** Digital *only*

- Completed, Sign Permit Application ([click for app](#))
  - o Sign application shall be signed by the current



## Submittal Requirements for Common Applications

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property owner & tenant (if applicable)

- Color drawings or photo of proposed sign
    - Shall clearly show message
    - Shall contain calculations of sign dimensions (length, height, total sq ft)
    - Shall contain a survey map or color aerial showing sign location & indicating its distance from edge of street pavement
    - If sign to be attached to a wall, shall indicate height of sign (measured from top of sign to ground)
    - Shall indicate what sign is made from (i.e. materials) & how it is to be anchored to ground or mounted/attached to wall
  - USB stick or email (preferred) containing **as ONE (1) PDF file AND in below order**
    - Completed application
    - Color drawings or photo of sign (showing sign dimensions, & if attached to wall, height of sign as measured from top of sign to ground)
    - Survey map or color aerial showing location of sign & distance from edge of street pavement
  - Temporary Sign Permit Fee ([click for fee schedule](#))
  - Click for [example of completed/approved sign applications](#)
- Click for [sign ordinance](#)