



## Planning Department of the City of Farmers Branch Specific Use Permit Application

### INSTRUCTIONS FOR COMPLETING AN APPLICATION

The applicant must complete all forms prior to submission. Incomplete applications will not be docketed for hearing.

**Address:** If the subject property has an address, list address. If the property does not have an address, identify street property fronts and distance to nearest cross street.

**Case Number:** The Division of Planning will provide the case number, upon the submission of a completed application.

**Applicant Information:** Identify by name the person(s) or company requesting the site plan approval and list telephone number, including the area code. Identify the street address or post office box, along with city, state, and zip code of the person or company listed above.

**Owner Information:** Identify by name any person(s) or company that owns the subject property, and list telephone number, including the area code. Identify the street address or post office box, along with city, state, and zip code of the person or company listed above. If the applicant and owner are same, write "same as applicant."

**Legal Description:** If the subject site is part of a lot or an unplatted tract of land, submit a metes and bounds description with a copy of the perimeter survey drawn to scale. If the subject property is a legally platted lot, submit the legal description and attach a copy of the plat map.

**Zoning Information:** List the existing zoning classification(s).

**Land Use Statement:** Indicate existing use of the site (i.e. restaurant, office, residence, etc); existing improvements on the site (i.e. buildings, garages, etc); detailed description of the proposed use; and the purpose of the request.

**Deed Restrictions:** To check if the site has any deed restrictions call the Index and Deeds Division of the Dallas County Clerk's Office at 214. 653.7099.

**Other Information:**

- Call planning staff at 972. 919.2542, if further assistance is required.
- Unless otherwise scheduled, the Planning and Zoning Commission hearings are generally held every second and fourth Monday of the month, in the Council Chambers, beginning at 7:00 p.m. City Council hearings are generally held every first and third Tuesday of the month, in the Council Chambers, beginning at 6:00 p.m. Hearing dates are subject to change.
- Prior to filing, the petitioner is encouraged to contact and discuss infrastructure-related improvements of proposal with the Department of Public Works and the Fire Department. See attached list of agencies for contact information.
- Providing incorrect information on the application may result in delays and the application may be revoked.
- Further information may be obtained from the Planning Department link on the City of Farmers Branch website at [www.farmersbranchtx.gov](http://www.farmersbranchtx.gov)



## Specific Use Permit Application

# GUIDELINES FOR PREPARING SITE PLAN

**Each site plan should include the following items:**

### A. Cover Sheet (show the following):

1. Date of submittal
2. Project title and street addresses
3. Property owner, address, telephone number
4. Designer(s) company name, address, telephone number (include same for planner, architect, landscape architect, and engineer)
5. Legal description of the property by lot, block, or subdivision name, or by metes and bounds (if recorded, indicate the volume and page number)
6. Site location map that clearly indicates the precise location of the tract (5"x5" minimum size)
7. Related case numbers (zoning/site plan/subdivision)
8. Table of contents (list of all drawings)

### B. Site Plan (separate sheet)

1. The following information shall be included on each 24"x36" sheet:
  - a) Project title
  - b) North arrow
  - c) Engineering scale shall be 1"=10', 1"=20', 1"=30', or 1"=40'; if the project is too large, 1"=50', with details at 1"=20'
  - d) Designer(s) Company name, addresses, and telephone number
  - e) Boundary lines with bearings and dimensions
  - f) City limit line, when located near the site
  - g) Street address
2. The site plan shall also contain the following information:
  - a) Boundary of all zoning districts on or near the site; all existing adjoining land uses
  - b) Location of all buildings and other physical features within 50 feet of site
  - c) Finished floor elevations
  - d) In tabular form, indicate the following information about the site:
    - i) Total area of site
    - ii) Total floor area ratio
    - iii) Total impervious cover in square feet
    - iv) Percentage of site covered by impervious cover
    - v) Total building coverage
  - e) Show location of existing and proposed parking areas, vehicle use areas, loading docks landscape islands and medians, amenities, walls, fences, sidewalks, pedestrian sidewalk ramps, and all other land improvements
  - f) Label all roadway and proposed right-of-way dedications, drives, overpasses, bridges, culverts, and pavement materials
  - g) Locations, types, and limits of existing site improvements (structure, parking lots, planted areas, etc.) to be retained
  - h) Location of all existing and proposed fire hydrants, including all existing public fire hydrants located within 500 feet of the property boundaries
  - i) Existing or proposed garbage pickup location(s), screening material, color, and dimensions
  - j) Location of all existing and proposed water, sanitary sewer, and storm water lines
  - k) Location of existing drainageways and significant natural features, and the impact(s) of proposed improvements
  - l) In tabular form indicate the following information for each building:
    - i) Proposed use and the gross square footage for each use within the structure
    - ii) Number of stories
    - iii) Height of building
    - iv) Finished floor elevation(s)
    - v) Foundation type
    - vi) Total gross square footage for building and for each floor
  - m) Distance between buildings and all building setbacks
  - n) Width of all unobstructed access roadways, including firelanes, with appropriate finish grades, widths, lengths, turnarounds, and turning radii (T-section, hammerhead, cul-de-sac)
  - o) All frontage roads, intersections, entrance/exit ramps, and driveways abutting and adjacent to subject property within 300 feet of property lines (or indicate that there are none)
  - p) All driveway dimensions and design specifications, driveway curb return radii, and profile of finished grades
  - q) Proposed operation of driveways on site plan (i.e. one-way, two-way operation), identifying and labeling all physical barriers to vehicular access
  - r) Physical obstructions (utility poles, trees, storm sewer inlets, etc.) in right-of-way which could affect sidewalk/driveway locations

- s) Dimensions of vertical clearance within fire lanes, including tree limbs, for all driveways and internal circulation areas on site, where overhead clearance is restricted
- t) Indicate number of required and proposed off-street parking spaces (standard and handicapped), dimension parking stall width and depth, stall angle, aisle width, and width of internal driveway; number each parking space; show turning radii and ramp grades in parking garages
- u) Accessible route of travel connecting all accessible elements and spaces on the site that can be negotiated by a person using a wheelchair and is usable by persons with other disabilities (indicate by dotted lines, or shade pattern or other identifiable legend)
- v) Queue spaces or queuing area for drive-through uses
- w) Mailbox and/or dropoff box (i.e. shipping, movie return, etc.) location

### **C. Elevations (separate sheets- color copy, black & white copy)**

1. Building elevations (all sides) showing all design features, building materials, color, and texture
2. Note the calculation for the percentage of masonry on the entire structure – masonry calculations include the total exterior walls, excluding doors and windows.
3. Location, dimensions, type (e.g. ground, pylon, pole, wall), material, and color scheme of all signs on the site, existing or proposed; include separate elevations of proposed sign structures with all dimensions drawn to a scale to legibly exhibit details of the signs.
4. Material Board Exhibit with colors, textures, and specifications (if applicable).

### **D. Landscape Plan (separate sheets- color copy, black & white copy)**

Note: The Landscape Plan should include the site plan base information.

1. A landscape plan is required for all projects. The following items should be indicated on the plan:
  - a) Location, caliper, type, and crown size of all existing trees 8” in diameter or larger on site
  - b) Landscape islands or medians
  - c) Specific location, species, size (height and caliper) at planting and quantities of new trees
  - d) Specific location, species, container size and spacing of new shrubs, ground covers, and grasses
  - e) Planting details and specifications for installation of new plant materials

### **E. Drainage Plan (separate sheet)**

Note: The Drainage Plan should include the site plan base information.

1. Sufficient information to reflect the existing conditions prior to the proposed development is to be shown:
  - a) Drainage area map including contributing drainage areas to storm sewer and/or inlet tie-ons
  - b) Drainage area maps for offsite contributing areas passing through site existing impervious cover, including buildings, structures, etc.
  - c) Delineation of the centerline of waterways, and the average water surface elevation of lakes, ponds, and stream contours at two-foot intervals
2. Sufficient information to reflect the developed conditions of the proposal is to be shown:
  - a) Developed drainage areas and proposed grading with two foot contours
  - b) Curbs, retaining walls, and other structures (indicate elevations at critical points on driveways, curbs, etc.)
  - c) Direction of flow from building roofs, gutters
  - d) Stormwater lines and inlets
  - e) The following notes must appear on the Drainage Sheet:
    - i) Upon completion of the proposed site improvements, and prior to the release of the Certificate of Occupancy by the Department of Community Services, the design engineer shall certify in writing that the proposed detention and filtration facilities were constructed in conformance with the approved plans
    - ii) Contractor shall call the Department of Public Works at (972) 919-2597 for utility locations prior to any work in City Easements or street right-of-way

### **F. Utility Plan (separate sheet)**

Note: The Utility Plan should include the site plan base information.

1. The following note must appear on the Utility Sheet:
  - a) Contractor shall call the Department of Public Works at (972) 919-2597 for utility locations prior to any work in City Easements or street right-of-way
2. Indicate location and size of existing and proposed water and sewer public and private utilities on, and adjacent to the site
3. Indicate existing and proposed fire hydrants locations
4. Indicate location and size of all proposed and existing water meters and sewer service locations

**Upon initial review of the above information, staff may request studies on the proposed development’s impact on traffic, drainage, environment, erosion control, water, and sewer facilities.**

**Please provide two (2) copies of 24" x36" drawings, one (1) copy of 11" x17" drawings and one (1) CD with all drawings in PDF format. The digital PDF exhibits shall be reduced in size to 11" x17" format. One (1) copy 24" x36" of the Final Exhibits shall be submitted to the Planning Department the day of the scheduled Planning and Zoning Commission meeting.**

# Standard Site Plan Notes (If Applicable)

## A. General Notes

1. All site plan drawings shall be oriented in the same direction and shall be drawn to the same scale

## B. Fire Codes

### 1. Fire Lanes:

- a) For details concerning the requirement, location, and enforcement of fire lanes refer to the 2015 Uniform Fire Code and City Ordinance 3414.
- b) Fire lanes shall be a minimum of 24 feet in width.
- c) A minimum of 14 feet of clear height shall be available for all fire lanes.
- d) Fire lanes shall be constructed of an all weather driving surface having the capability to support a 80,000 pound vehicle.
- e) Dead end fire lanes without approved turn around installations shall not exceed 150 feet in length.
- f) All fire lanes shall have a minimum 26 foot inside radius and a minimum 50 foot outside radius.

### 2. Fire Hydrants:

- a) Required fire hydrants and water supply lines shall be located within the dedicated utility easements
- b) When fire lane and utility easements are required, the utility easement may be located within the fire lane easement
- c) Fire hydrants shall be spaced at intervals of 300 feet along the length of the fire lanes and non-residential streets
- d) Fire hydrants shall not be located closer than 3 feet nor further than 6 feet from streets or fire lanes
- e) Dead end water lines shall meet the following requirements for minimum pipe sizes:
  - 1) One hydrant, maximum 150 feet 6 inches
  - 2) One hydrant, maximum 500 feet 8 inches
  - 3) One hydrant and fire sprinkler system, maximum 150 feet 8 inches
  - 4) One hydrant and fire sprinkler system, maximum 500 feet 12 inches
  - 5) Two hydrants, maximum 500 feet 12 inches
  - 6) Two or three hydrants and fire sprinkler system are not permitted on a dead end main

## C. Landscaping

1. Approval of irrigation plan is required prior to the issuance of a building permit
2. All landscaped and turf areas must be irrigated by an automated system
3. An irrigation plan must be prepared and sealed by a licensed irrigator in the State of Texas

## D. Utilities

1. The minimum utility easement width shall be 15 feet wide
2. For trash receptacles the following notes shall be included:
  - a) The sanitation container walls shall be the same color, material, and texture as the exterior walls of the proposed building and shall be installed with metal gates.
  - b) Property owner is responsible for maintaining trash receptacle enclosures and adequate access and egress
  - c) Dumpster pads shall not be located in right-of-way or firelanes

## E. Environmental

1. For developments greater than or equal to 5 acres, a copy of the Storm Water Pollution Prevention Plan (SWPPP) and a copy of the TCEQ Notice of Intent (NOI) form for construction activities shall be provided prior to issuance of a building permit.
2. For developments equal to or greater than one acre but less than 5 acres, or developments less than one acre but part of a larger common plan of development, a copy of the Storm Water Pollution Prevention Plan (SWPPP) for construction activities shall be provided prior to issuance of a building permit.
3. The City may require that the Storm Water Pollution Prevention Plan (SWPPP) be prepared by a professional engineer licensed by the State of Texas, depending on factors such as potential impacts to water quality and neighboring land uses.



Planning Department of the City of Farmers Branch

Specific Use Permit Application

**SPECIFIC USE PERMIT CHECKLIST  
REQUIREMENTS FOR FILING A PETITION**

- One completed checklist (*this form*)
- One completed application form, typewritten or legibly printed, signed by the owner of the subject property or an authorized agent and by the applicant; both signatures must be notarized.
- Be sure to include:
  - Total site acreage
  - Present zoning
  - Existing use of subject property and nature of existing improvements.
  - Detailed description of the proposed use of the property
  - Availability to water, sewer, and storm sewer facilities
- Consent form, signed by the owner of the subject property or an authorized agent and by the applicant; this signature must be notarized.
- One copy of the legal description.
 

*Metes and bounds descriptions should include a copy of the perimeter survey, drawn to scale.*

*-or-*

*Recorded subdivision legal description that includes lot number and subdivision name, and attach a copy of the plat map (plat maps are available from the Dallas County Real Property Records).*
- Two (2) copies of the required drawings in 24"x36" format, one (1) copy of the required drawings in 11" x 17" format and one (1) CD with all drawings in PDF format. The digital copies in PDF format shall be saved at a reduced size of 11" x 17" dimensions.
- One (1) copy 24"x36" of the Final Exhibits shall be submitted to the Planning Department the day of the scheduled Planning & Zoning Commission meeting.
- Completed Plan of Operation.
- Non-refundable filing fee (see table below). Checks must be made payable to the "City of Farmers Branch."

<b>Specific Use Permit Application Fee</b>	
Less than 5 acres	\$ 350
5 to 10 acres	\$ 400
Greater than 10 acres	\$ 500

- Traffic Impact Analysis, when requested by the Public Works Department.
- Contact person to be notified to provide additional information, and to receive written staff comments and report:

Name (print): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**All forms must be typewritten or legibly printed.**