

2012-2013 Development Guide

CITY OF LUCAS, TEXAS



City of Lucas, Texas
665 Country Club Road
Lucas Texas 75002

Office 972-727-8999
Fax 972-429-9540
www.lucastexas.us

SUBDIVISION OF PROPERTY

People wishing to subdivide property for development or conveyance or to develop property without subdividing must first plat the property. The first step in developing property is the submission of a preliminary plat for residential zoned properties. (Preliminary site plans are submitted in lieu of a preliminary plat for commercially zoned properties.) The preliminary plat is a survey showing proposed lots, utilities, roadways, tree survey and engineering plans. The final should conform substantially to the preliminary plat and if desired by the developer may only contain one phase of the approved preliminary plat. The Planning & Zoning Commission will review the preliminary plat; only upon denial will the final plat go before the City Council.

Plat applications are submitted to the Planning and Zoning department. It is then distributed to specific personnel of the City including but not limited to the; City Administrator, Public Works Director and Building Inspector. A Development Review Committee meeting is held the following week to compare comments. The Planning and Zoning Department forwards the plats to the applicants to make corrections. The applicants return corrected plats to the Planning and Zoning Department, who then reviews the corrected plats to insure that all the comments are addressed. The City Secretary prepares the staff report that is forwarded to the Planning & Zoning Commission for its recommendation to City Council. Should the case be approved or denied, the case is automatically forwarded to the City Council. Neither the Planning & Zoning Commission nor City Council can table a plat. The applicant may waive its 30-day review period by the City to allow additional time for review. This requirement mirrors State Law.

SITE PLANS

A site plan shows the physical improvements to be made on the property (driveway size and location, building placement, parking spaces, landscaping, utilities, etc.). Site plans are submitted to the Planning and Zoning Department and follow the same process as subdivision plats. However, the 30-day review period that applies to plats does not apply to site plans. The Planning & Zoning Commission and/or City Council may table a site plan for further consideration.

OPTIONAL LAND STUDY

The purpose of the Optional Land Study is to review and approve a general plan for the development of property including the layout of streets, lots, open space sites for public facilities, and utilities. The Optional Land Study may be submitted at the option of the owner, prior to the submission of a Preliminary Plat. Before preparing the Optional Land Study, the applicant should schedule an appointment and meet with the City staff to discuss the procedures for approval of the Optional Land Study and the requirements as to general layout of streets and/or reservations of land, street improvements, drainage, sewerage, fire protection, and similar matters, as well as the availability of existing services. Prior to submission of a Preliminary Plat and after meeting with the City staff, the owner may file an application for approval of an Optional Land Study with the Commission, which shall meet the minimum requirements set forth in the Chapter 6 Subdivision and Development Regulations.



Site Plan Minimum Requirements

Project Name _____ Preparer _____

This checklist is provided to assist you in addressing the minimum requirements for Site Plan submission. An application is incomplete unless all applicable information noted below is submitted to the Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. Checking the box certifies to the City that you have completely and accurately addressed the issue. If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided directly on the plan and on a separate sheet on letterhead with sufficient details as to allow a determination by the appropriate approval body. Additional information may be required. Reference the specific requirement/s.

Plans are expected to be submitted complete and accurate in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes, depending on the amount/magnitude of changes or corrections needed. Please keep in mind that changes/additions to previously incomplete or inaccurate plans may generate additional comments at re-submittal of corrected Plans. Therefore, diligence to the initial submittal is paramount to expediting the review process.

Included

Site boundary is indicated by a heavy solid line intermittent with 2 dash lines, dimensioned with bearings and distances; indicate and label lot lines, setback lines, and distance to the nearest cross street.

Site location/vicinity map clearly showing the location of the subject property with cross streets is provided. Indicate scale or NTS and provide north arrow.

A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet.

A written and bar scale is provided.

A title block is in the lower right corner that includes large, boldly printed "SITE PLAN", owner and engineer's names, addresses and phone numbers, subdivision name, lot number/s, block number or letter, original submission date, and a log of resubmittal/revision dates since submitted to the City.

Tree masses are clouded with accurate canopy widths shown to determine critical root zone where located within close proximity to existing or proposed pavement.

Flood plain boundary is shown and indicates F.I.R.M. Community panel number and date, and flow line of drainage ways and creeks, as applicable.

Existing topography lines are shown with a light dashed line and proposed contours are shown by a medium weight solid line. Topography is shown at minimum five (5) foot contours referenced to sea level city datum. Spot elevations and additional contours may be required in certain areas depending on topography.

Accurately located, labeled and dimensioned footprint of proposed structure(s) is/are shown by a solid heavy line.

Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.

Accurately located and labeled footprint of structure(s) proposed for demolition is/are shown by a light dashed line. Structures to be demolished are clearly labeled/ identified.

Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown by a light, solid line.

Adjacent property lines within 500 feet of the subject property lines are shown by a light dashed line.

Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped etc.) within 500 feet of the property line is indicated.

Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.

Finished floor elevation of existing and/or proposed structures is referenced to sea level datum.

Full width of streets and alley rights-of-way with centerlines and backs of curbs or paving edges within 200 feet of the property line are dimensioned and street name or use is labeled.

Driveways within 200 feet of the property line:

- a. Are accurately located and dimensioned.
- b. Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines.
- c. Distance to the nearest street is shown as measured from the end of curb-return radius of the adjacent street to the driveway centerline.
- d. Typical radii are shown.

Drive-thru lanes, menu board location, pick-up window/s, maneuvering area, stacking lanes and escape lanes are indicated and dimensioned.

Sidewalks and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled.

Off-site streets and roads:

- a. Existing and proposed roadways with medians and median openings adjacent to and within 200 feet of the project site are shown and dimensioned.
- b. Medians, median openings with associated left- turn lanes, continuous left turn lanes, transition and stacking lengths are shown and dimensioned within 200 feet of the project site.
- c. Existing, proposed, and required acceleration/deceleration lanes within 200 feet of the project site are shown dimensioned, stacking length indicated, and right-of-way dedication is indicated as applicable.

All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two-foot overhang, as applicable.

Handicapped parking spaces and barrier-free access points are shown, dimensioned, and labeled.

Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.

Dumpster and/or compactor locations and screening methods are shown. Indicate screening materials and height for all sides. Screening material is to match structure façade with enclosure having solid metal gates. Specs and sketch available from staff.

Paving materials, boundaries and type are indicated.

Access easements are accurately located/ tied down, labeled and dimensioned.

Off-site parking is shown and dimensioned from the off-site parking area to the structure or use as applicable. A parking easement or shared parking agreement is required and is provided in draft format.

Fire lanes are shown and dimensioned at a minimum of 24 feet in width, with internal radii of not less than 20 feet. Label and use an approximate 20 percent shade for fire lanes to differentiate from other paving. Ensure that required labeling and dimensioning is readable through shading.

Proposed dedications and reservations of land for public use including, but not limited to, rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites are accurately located, dimensioned and labeled.

Screening walls are shown with dimensions and materials. An inset is provided that shows the wall details and column placement as applicable. Plans for masonry walls are to be signed and sealed by a structural engineer and approved by the City Engineer. Channeled or slip-panel/pre-cast walls are prohibited.

The location of living screens are shown and labeled. Details of a living screen are provided on the Landscape Plan indicating plant species/name, height at planting, and spacing.

A lighting plan that shows location by fixture type is included. A lighting data chart is used to reference fixture type (i.e. pole or wall pack), maximum height, those requiring shielding, those requiring skirting, wattage and foot-candles of each fixture. No lighting source (i.e. bulb, reflector, etc.) is allowed to be visible from an adjacent property or public street.

Existing and proposed water and sanitary sewer lines, storm sewer pipe, with sizes, valves, fire hydrants, manholes, and other utility structures on-site or immediately adjacent to the site are shown and labeled.

Boundaries of detention areas are located. Indicate above and/or below ground detention.

Monument signage location is indicated. Details of construction materials and architecture are shown on required Building Elevation/Façade Plan. Color, type and texture are to match that of the building.

Communication towers are shown and a fall distance/collapse zone is indicated.

Provide Site Data Summary Table that references distinct numbers for each lot and all buildings (existing and proposed) that includes, where applicable:

- a) Existing Zoning
- b) Proposed use(s) for each structure
- c) Total lot area less right-of-way dedications by square feet and acres
- d) Square footage of building(s)
- e) Building height (stories and feet)
- f) Percent of lot coverage (building footprint square footage/lot square footage).
- g) For apartment developments, number of living units broken down by number of bedrooms and minimum square footage for each dwelling unit.
- h) Parking required by use with applicable parking ratios indicated for each use
- i) Parking provided indicated
- j) Handicap parking required as per Code of Ordinances and TAS/ADA requirements
- k) List of exceptions and/or variance/s requested or previously granted, including dates and approving authority

Improvements are proposed in TXDOT Right-of-Way and one (1) full set of civil engineering plans has been submitted to: Jim Brummett, Northeast Dallas Area Office, P.O. Box 133067, Dallas, Texas 75313-3067, phone (214) 320-4447.



Landscape Plan Checklist

Project Name _____ Preparer _____

This checklist is provided to assist you in addressing the minimum requirements for **Landscape Plan** submission. An application is incomplete unless all applicable information noted below is submitted to the Department of Planning and Community Development. Confirm that all information is included on the submitted plans by checking the box next to the required information. **Initialing each item certifies to the City that you have completely and accurately addressed the issue.** This completed form must be returned at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet on letterhead with sufficient details as to allow a determination by the appropriate approving body. Additional information may be required. Reference the specific requirement. All exception/modification requests must also be specifically listed on the plan/s.

Plans are expected to be submitted complete in all detail as included by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes.

- Plans shall be to same scale as approved site plan.
- A minimum of 15% of the gross area must be landscaped.
- The area between the property line and the street shall be included in the landscape plan and shall be maintained by the abutting property owner.
- Heights of landscaping materials shall be such that they do not create safety hazards for vehicular traffic by block sight lines at ingress points.
- The specifications shall state the common names and scientific names (genus species), sizes, and quantity of all materials to be utilized.
- Property abutting a different zoning district must be screened by a living screen. Planting which serves as a living screen shall be evergreens with an initial minimum six-foot (6') height and provided a solid visual barrier within two (2) years after planting.
- Additional information as needed for clarity.

Lucas Code of Ordinances - Sec. 3.18.022 Minimum requirements

- The title block in the lower, right-hand corner containing the following: date, scale, site location map, north arrow, and the names, addresses, and telephone numbers of both the property owners and the person preparing the plan.

- The addition name, block and lot description along with business name placed in the title block in the lower right-hand corner of the plan.
- The property boundary dimensions of the site (bearings and distances).
- All existing and proposed public and private streets and sidewalks including street and sidewalk widths.
- All existing services: fire hydrants, water mains, and sewer mains within the tract and immediately adjacent to it with pipe size and location indicated.
- All proposed water and sanitary sewer pipe lines with sizes indicated and valves, fire hydrants, manholes, and other appurtenances or structures shown.
- All existing or proposed water, sewer and irrigation connections, meter location, and size of meters.
- All existing and proposed utility and visibility easements.
- All existing or proposed buildings on the property, existing structures, access points on and adjacent to the property.
- Existing and proposed contours of berms in intervals of one (1) foot.
- Detailed structural designs of entryway features.
- Screening walls and location, type and height of screening wall, either living or masonry. (Masonry screening walls must be designed by a professional engineer registered in the state. Proposed berming is to be delineated by one-foot contours.)
- The following additional information must be submitted on the landscape plan:
 - Tabulations of the landscape edge in linear feet. Give the street name and the amount of frontage.
 - Label streets.
 - The following information is to be provided on the landscape plan in a tabular format:
 - Indicate the trees/shrubs required and provided.
 - Indicate parking area trees required and provided.
 - Indicate the trees/shrubs required and provided for parking lot perimeter landscaping.
 - Indicate parking lot interior landscaping required and provided.
 - Indicate gross landscape square footage and percentage excluding the city right-of-way (i.e. the landscape provided within the landscape edge and within the interior of the lots).
 - Show graphically all plant material existing/proposed.
 - Distance of trees/shrubs from sidewalks, curbs, screening walls, and utilities (minimum five (5) feet).
 - Spacing between trees/shrubs (varies, check growth specifications).
- Complete description of plant materials shown on the plan, including common and botanical names, locations, quantities, container (five-gallon minimum for required shrubs) or caliper sizes (four-inch minimum caliper for required shade trees), heights, spread, and spacing.
- Complete description of landscaping and screening to be provided in or near off-street parking and loading areas, including information as to the amount (in square feet) of

landscape area compared to gross site square footage. The city right-of-way shall not be included as part of the gross site landscaping.

- Size, height, location and material of any proposed seating, lighting, planters, sculptures, decorative paving, and water features.
- Landscape plans shall contain the certification and stamp of a landscape architect licensed in the state that such plans have been reviewed by such landscape architect and satisfy all requirements of this article.
- Irrigation plans shall contain the certification and stamp of an irrigator licensed by the state board of irrigators that such plans were prepared by such irrigator and satisfy all requirements of this article.
- Location of sprinkler heads, valves, double-check valves, water meter, automatic controller, rain and freeze sensor, wind sensor, moisture sensor or any control mechanic of whatever kind or make must be shown on all irrigation plans.
- Living screens are clearly detailed by fence material, plant material species, plant material spacing, height at time of planting and mature height. Where the Director of Planning feels that there are elevation or topographical differences that would not accomplish the intent of the screening, the Director may request more details.
- Public or private street names (including street suffixes and/or prefixes) and right-of-way (ROW) dimensions are indicated for all internal and external streets.
- All existing and proposed plant material is graphically shown; species and quantity for each grouping are labeled. A minimum of four different species is shown for each plant type, and are distributed throughout the site.
- Distance of trees/shrubs from sidewalks, curbs, screening walls, and utilities is indicated. If less than five feet from paving, areas of impervious surface or utility lines, show dimension. Refer to Plant List for other exceptions to planting in paving areas.
- A full set of civil engineering drawings, also including the plat, site plan, and landscape plan have been submitted to TXU. Submit these drawings to: TXU Electric Delivery, Attn: Right-of-Way Department, 115 W. 7th Street, Ste. 725, Fort Worth, TX, 76102.
- I understand that the City requires an approval letter from TXU Electric Delivery prior to issuance of a building permit where landscaping, parking, or other improvement/s are proposed to encroach within any TXU/TP&L easement/s. TXU has stated a minimum of six weeks to process the review. Approved irrigation within a TXU transmission easement shall be limited to drip and soaker hose irrigation, with the valve for such located outside of the easement.
- Residential subdivisions are to have landscaping requirements (Indicate required planting ratio, square footage, linear footage, etc., including required and provided quantities) specifically listed in tabular format on plan for the following:
 - a) Landscape Buffer (along external street frontage-provide separate calculations for each street frontage).
 - b) Entryway Yard areas (located each side of subdivision entries) are provided for primary and secondary entryways.
 - c) Entryway Yard area Trees and Shrubs are provided.
 - d) Entryway Medians are shown and dimensioned.
 - e) Entryway Median Trees and Shrubs are provided.
 - f) Screening Wall plans are provided.



Tree Survey and Conservation Plan Minimum Requirements

Project Name _____ Preparer _____

This checklist is provided to assist you in addressing the minimum requirements for Tree Survey/Preservation Plan submission. An application is incomplete unless all applicable information noted below is submitted to the Lucas Planning and Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. Checking the box certifies to the City that you have completely and accurately addressed the issue. If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet on letterhead and directly on the plans with sufficient details as to allow a determination by the appropriate approval body. Additional information may be required. Reference the specific requirement.

Plans are expected to be submitted complete and accurate in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes, depending on the amount/magnitude of changes or corrections needed. Please keep in mind that changes to previously incomplete or inaccurate plans may generate additional comments at re-submittal of corrected Plans. Therefore, diligence to the initial submittal is paramount to expediting the review process.

For the purpose of preparing this Plan, a facade will be each building face (including the face of a parapet roof); the elevation will be that area from just above the roof to the ground.

Sec. 3.18.015 Tree replacement requirements

- (a) Replacement of protected trees required. In the event that it is necessary to remove a protected tree, the applicant shall be required to replace the protected tree being removed with an approved replacement tree, as defined herein.
- (b) Restrictions. Any required replacement tree shall not be planted within an area such that the mature canopy of the tree will interfere with overhead utility lines, or that the mature root zone of the tree interferes with wastewater lines, water and all other utility easements, or where the tree will obstruct sidewalks or present hazards to the safe use of the roadway by way of visual impairment.
- (c) Trees required by zoning ordinance or deed restrictions. Trees required to be added per the landscaping requirements in the zoning ordinance or by virtue of deed restrictions shall not be considered as replacement trees.
- (d) Alternate location. Should a lot or parcel of land requesting the removal of trees not be large enough to accommodate the replacement of the caliper inches removed, the planning staff may require an alternate location(s) within the city to place the total caliper inches removed.
- (e) Number of replacement trees. Trees shall be replaced 1 for 1 in measured DBH of the trees removed.

Sec. 3.18.016 Tree protection during construction

(a) Generally. A major purpose of this article is to protect all protected trees that are not required to be removed to allow approved construction to occur.....

- Location/vicinity map is provided identifying the location with cross streets labeled.
- Existing tree canopy/masses are accurately shown to determine critical root zone and what effects paving will have in those areas.
- Flood plain boundary indicating F.I.R.M. Community Panel number and date, and flow line of drainage ways/creeks, as applicable.
- Tree Measurement:
 - See Code of Ordinance – Tree Conservation, Chapter 3, Article 3.18.001, page 3-111
- Trees proposed for removal shall be painted with a luminescent orange ‘X’ (or colored flags in lieu of paint), no greater than 6 inches in size. The developer shall be required to maintain tree markings and tags throughout the approval of the project.
- An inset is provided on the Plan to detail protective fence installation. Protective fencing shall be installed to the limits of the drip line.
- It is understood that construction fencing shall be installed around all protected trees and clusters/groupings and inspected by City staff prior to approval of a grading or building permit. Fencing shall be installed as shown on the Tree Survey/Preservation Plan approved by the City.
- Areas are indicated where trenching and/or boring is proposed within critical root zone areas of existing, protected trees. Root pruning, canopy trimming, bark protection and/or any other tree protection/preservation methods shall be specified/detailed on plan/s as appropriate.
- The following information is to be provided on the Tree Survey/Preservation Plan in a tabular format:
 - a) Listing of protected trees by common name of species. See Plant Material/ Protected Tree Guide on Planning Department web page.
 - b) Caliper of tree at DBH.
 - c) A reference number for all protected trees.
 - d) General condition of the tree certified as such by a licensed arborist, forester, landscape architect, or other that is qualified to make such determinations.
 - e) Whether proposed for preservation or removal and amount of mitigation required.
- Distance of protected trees from sidewalks, curbs, screening walls, and utilities. Proposed grades are indicated, along with any proposed retaining walls and/or tree wells.
- Tree Mitigation:
 - a) Trees proposed for removal shown by an ‘X’ using a heavy line.
 - b) Replacement trees are indicated on the Landscape Plan by a heavy line denoting the canopy, with a unique identifier/label also provided.
 - c) Indicate in the above table the total number of caliper inches proposed for preservation, removal, and any credits earned/requested.
 - d) Indicate mitigation method proposed for removal of protected trees:
 - e) Mitigation is required at (1:1/ Inch for Inch) = Caliper inches of mitigation required, which indicates the quantity of required 4” minimum caliper trees AND/OR Escrow: \$121.67 x Caliper inches (DBH) of mitigation required.
- I have reviewed the Plant Material/ Protected Table Guide for compliance with City Ordinance Sections 3.18.023 - .025.
- Title block in the lower right corner that includes large, boldly printed “BUILDING FACADE/ELEVATION PLAN”, owner and architect names, addresses and phone numbers,

subdivision name, lot number, block number or letter, submission date, and a log of submission/revision dates since submitted to the City.

Fee Schedule attached

Impact Fees assessed at time of Final Plat:

(Collected at time of or prior to issuance of first building permit)

Water & Sewer Impact Fee Amount to be determined by size of meter

Roadway Impact Fee Amount to be determined by land use, unit classification and impact zone

If you have any questions, please contact the Planning & Zoning Department at 972-727-8999



Architectural Plan Checklist

Project Name _____ Preparer _____

This checklist is provided to assist you in addressing the minimum requirements for **Landscape Plan** submission. An application is incomplete unless all applicable information noted below is submitted to the Department of Planning and Community Development. Confirm that all information is included on the submitted plans by checking the box next to the required information. **Initialing the box certifies to the City that you have completely and accurately addressed the issue.** This completed form must be returned at the time of application submittal. If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet on letterhead with sufficient details as to allow a determination by the appropriate approving body. Additional information may be required. Reference the specific requirement. All exception/modification requests must also be specifically listed on the plan/s. Plans are expected to be submitted complete in all detail as included by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes.

- Elevations of all four sides labeled North, East, South, and West with the front elevation designated as such.
- Materials calculations table showing for each elevation
 - Total surface area of each elevation
 - List of materials (including glazing) with square footage of each material per elevation and percentage of each material per elevation
- Building dimensions (if multiple heights are used, provide dimension for each)
- Provide estimated allowable wall mounted signage size for each elevation.
- Add the following notes:
 - “This Façade Plan is for conceptual purposes only. All building plans require review and approval of the Building Inspection Department”.
 - “All mechanical units shall be screened from public view”
 - “When permitted, exposed utility boxes and conduits shall be painted to match the building”
 - All signage areas and locations are subject to approval by the Building “Inspection Department”
 - “Roof access shall be provided internally, unless otherwise permitted by the Building Official”
- Cross sections of sight lines may be requested to verify screening of mechanical units.
- A sample board with a maximum size of 11” x 17” shall be provided, and include color and materials samples to correspond to the Facade Plan.
- Designate color and materials location on elevations.
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements.



Community Development Department

**Development
Application Packet**

DEVELOPMENT PLAN APPLICATION

The City is concerned about the time, expense and efforts you and City staff have or will put into your project. The checklists herein are provided to expedite the project review process by providing a clear understanding as to what is expected for acceptance and approval. City staff is bound by City ordinance and State law regarding publishing of notices, mail-outs, etc. that will have an effect upon when your project will be heard by the approval body, which can only occur when the Development Application and plans are complete in all detail as determined by City staff.

Please read each checklist carefully. Plans are to be complete in all details for all projects prior to acknowledgement by the City that the respective plan is accepted to proceed for approval. Instructions for completion are included with each checklist. Development regulations may be reviewed on the City's web site www.lucastexas.us.

Recognizing that no two projects sites are the same, and that Consultant's vary in their abilities, determination, experience, and quality control processes, the City may require that a plan or an element of the plan be redone, or that information not specifically addressed on the checklist be provided for a smoother review and approval process.

It is recognized that there most often will be changes needed from what is submitted initially to the City for review. City staff conscientiously examines each item on a checklist to see if the item was sufficiently addressed according to City requirements. Where deficiencies are found, the plans will be marked up and returned to the consultant named on the application to be addressed prior to further review or acceptance. Please note the following:

IMPORTANT NOTICE

Due to recent legislation enacted by the 79th Texas legislature in 2005, the City is required to treat any original application, development plan or plat application as a formal permit application if the submittal gives the City fair notice of the proposed project and hence, according to Chapter 245 of the Texas Local Government Code, the City will treat such as a formal permit application as that term is defined under that Chapter and Ordinance No. 29-05. Once a permit application is received, the City will furnish a response to the applicant within 10 business days from the date of submittal to provide comments as to any deficiencies in the submittal. The applicant shall be given a total number of 45 days, commencing from the initial date of submittal, to make all corrections as noted, to provide a complete set of plans meeting submission requirements, and to correct any deficiencies. Failure of a resubmittal to meet all check list, ordinance and submission requirements upon the expiration of the 45-day period will result in the closure the file; the case shall become null and void, and the permit shall be deemed to be expired. Any further submittal will be treated as a new case and subject to existing requirements, together with required fees.

DEVELOPMENT PLAN SUBMISSION REQUIREMENTS

1st or initial submittal:

- 2 (two)-24"x36" copies of each Plan herein, folded to approximately 8" x 12"
- An electronic copy of the Site Plan, Tree Survey/Preservation Plan and Facade/Elevation Plan, as applicable, in pdf. format.
- 6 (six) 8½" x 11" hardcopy reductions of the Site Plan and Landscape Plan
- The completed checklist for the respective Plan
- A completed application, including CCAD account numbers
- A letter requesting any exception or why an issue was not addressed
- A fee as required herein for each Plan
- 3 sets of final engineering plans (to include copy of recorded Plat or proposed Plat or Replat as applicable)

CORRECTED/ REVISED PLAN RESUBMITTAL

2rd and 3rd submittals to address requirements Staff comments:

- 2-24"x36" copies of each Plan requiring corrections, folded to approximately 8" x 12"
- 6 (six) 11" x 17" hardcopy reductions of the Site Plan and Landscape Plan
- An electronic copy of all Plans in pdf. Format.

4th and subsequent submittal(s):

- A fee equal to the original submission fee
- 2-24"x36" copies of each Plan requiring corrections, folded to approximately 8" x 12"
- 6 (six) 11" x 17" hardcopy reductions of the Site Plan and Landscape Plan
- An electronic copy of all Plans in pdf. format.

When staff has determined the application as complete and accepted for final approval:

- 30 – (thirty) 24"x36" copies of each Plan, folded to approximately 8" x 12"
- 4 (four) 11" x 17" or "12 x 18" reductions of each plan Tri or Z – folded.
- An electronic copy of all Plans in pdf. format.
- Any changes made after Planning & Zoning review and before City Council review will require:
 - 15 – (fifteen) 24"x36" copies of each Plan, folded to approximately 8" x 12"
 - 4 (four) 11" x 17" or "12 x 18" reductions of each plan Tri or Z – folded.
 - An electronic copy of all Plans in pdf. format.

NOTE: for Building Elevations/Façade Plans, the following is required once all Staff comments are addressed:

- 2 - 24" x 36" colored-renderings folded to approximately 8" x 12".
- 2 - 11" x 17" or 12" x 18" colored-renderings of each sheet Tri or Z- folded.



**DEVELOPMENT
APPLICATION**
City of Lucas, Texas

Office Use Only:

Date Received

Received by

NAME OF SUBDIVISION AND/OR PROJECT: _____

ITEMS SUBMITTED:

Application Fees

Site Plan

\$300 + \$10 per acre (i.e. \$500 for a 20 acre site plan)

N/A

Tree Survey/Conservation Plan

Tree Removal & Site Clearing Permit

\$250

Architectural Plan

\$250 & \$50 for any reviews or presentation of amended plans

Landscape Plan

\$200 + \$50 for any reviews or presentations of amended plans

Park Site Dedication

\$ 1,000 per lot or land dedication per Lucas City Ordinance Sec. 10.01.122

TOTAL FEES SUBMITTED

Collin County Appraisal District Short Account Number/s: _____

Physical Location of Property: _____

(Address and General Location – approximate distance to nearest existing street corner)

Brief Legal Description of Property (must also attach accurate metes and bound description):

(Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block)

Acreage: _____ Existing # of lots/Tracts: _____ Existing Zoning: _____

OWNER'S NAME: _____ **Contact Phone:** _____

Applicant/Contact Person: _____ Title: _____

Company Name: _____

Street/Mailing Address: _____

City: _____ State: _____ Zip code: _____

Phone: (____) _____ Fax: (____) _____ Email Address: _____

ENGINEER/REPRESENTATIVE'S NAME: _____

Contact Person: _____ Title: _____

Street/Mailing Address: _____

City: _____ State: _____ Zip code: _____

Phone: (____) _____ Fax: (____) _____ Email Address: _____



NAME OF SUBDIVISION and/or PROJECT: _____ cont.

ALL APPLICATIONS MUST BE COMPLETE, ACCOMPANIED BY THE APPLICABLE CHECKLIST AND TAX CERTIFICATE SHOWING TAXES PAID, BEFORE THEY WILL BE SCHEDULED FOR P&Z AGENDA. It is the applicant's responsibility to be familiar with, and to comply with, all City submittal requirements (in the Zoning & Subdivision Ordinances, and any separate submittal policies, requirements and/or checklists that may be required from City staff), including the number of plans to be submitted, application fees, etc. Please contact City staff in advance for submittal requirements. [Drawings will not be returned to applicant.]

ALL PARCELS/PROPERTIES MUST MATCH IN ACREAGE ALL OTHER DOCUMENTS SUBMITTED WITH NO AMBIGUITY.

SUBMISSIONS: Failure to submit all materials to the City with this application will result in delays scheduling the agenda date.

NOTICE OF PUBLIC RECORDS. The submission of plans/drawings/etc. with this application makes such items public record, and the applicant understands that these items may be viewed by the general public. Unless the applicant expressly states otherwise in writing, submission of this application (with associated plans/drawings/etc.) will be considered consent by the applicant that the general public may view and/or reproduce (i.e., copy) such documents.

****READ BEFORE SIGNING BELOW:** If there is more than one property owner, complete a separate sheet with the same wording as below. The City requires all Original Signatures. If applicant is other than the property owner, a "Power of Attorney" with original, notarized signatures is required. (Notaries are available upon submittal)

Applicant agrees to pay any and all monies due to the City including but not limited to Park Pro Rata fee, Tree Removal Permit fee, 3% of Construction cost (developer to provide contracts for verification) and including but not limited to other fees that may be required prior to final plat approval.

STATE OF TEXAS ()

COUNTY OF COLLIN ()

BEFORE ME, a Notary Public, on this day personally appeared _____ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (*proof must be attached, e.g. "Power of Attorney"*) for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."

Owner / Agent (*circle one*)

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, _____.

Official Use Only:		Action Taken
Planning & Zoning:	_____	Date: _____
City Council:	_____	Date: _____
Applicant Withdrew: Yes or No	Applicant Made a Written Withdrawal: Yes or No	Date: _____