



Submittal Requirements for Common Applications

What Type of Applications are Detailed Herein?

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Who to Submit Applications to

- DRC Meeting Request, Zoning App, Landscape/Screening Plans, & Sign Permits
 - o rhighfield@cityoffate.com
 - o amartin@cityoffate.com
- Pre-Con Scheduling Request
 - o rhighfield@cityoffate.com
 - o jrotun@cityoffate.com
- Site Plan & Amended Site Plan, Preliminary Plat, Final Plat & Other Plats, & Grading Only Permits, PD Zoning & SUP Applications
 - o fatedrc@cityoffate.com
- Submittals are accepted on Wednesday's only 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
- Responses are sent to the applicant via email twenty days after a submittal (typically on Tuesday)
 - o Responses to sign permit applications (only) are sent to the applicant via email no later than twelve days after a submittal

DRC Meeting Request

- Completed Request Form ([click for form](#))

- o Request form required to be specific on discussion topics
- o If applicable - 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 1st & 3rd Wednesday of the 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, 1st meeting free ([click for fee schedule](#))

Zoning Application

- Completed, original Development Application ([click for app](#))
 - o Development application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
- Explanation letter detailing (at minimum) existing & proposed uses, development standards, est. value of necessary public infrastructure & project value at total buildout, & projected start & completion dates (may be provided on pg. 2 of development app) ([click for example](#))
- One 8"x11" survey map, shall include metes & bounds description ([click for example](#))
- USB stick or emailed DropBox or equivalent link containing as ONE (1) PDF file
 - 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

- Completed, original Development Application ([click for app](#))
 - o Development application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
- Explanation letter detailing (at minimum) existing & proposed uses, development standards, est. value of necessary public infrastructure & project value at total buildout, & projected start & completion dates



Submittal Requirements for Common Applications

(may be provided on pg. 2 of development app)
([click for example](#))

- One 8"x11" survey map, shall include metes & bounds description ([click for example](#))
- Proposed development standards in ordinance form ([click for example](#))
- Three 11"x17" concept site & elevation plans (bound & rolled)
 - Concept plans shall be prepared by state registered surveyor, architect, or engineer
- USB stick or emailed DropBox or equivalent link containing as ONE (1) PDF file
 - Completed application
 - Explanation letter
 - Survey map
 - Metes & bounds description
 - Proposed development standards in ordinance form
 - Concept site & elevation plans
- Planned Development District Zoning fee + \$150 Notification fee ([click for fee schedule](#))
- Click for [PD ordinance](#)

Special Use Permit (SUP) Zoning Application

- Completed, original Development Application ([click for app](#))
 - Development application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
- Explanation letter detailing (at minimum) existing & proposed uses, development standards, est. value of necessary public infrastructure & project value at total buildout, & projected start & completion dates (may be provided on pg. 2 of development app) ([click for example](#))
- One 8"x11" survey map, shall include metes & bounds description ([click for example](#))
- Three 11"x17" concept site & elevation plans (bound & rolled)
 - Concept plans shall be prepared by state registered surveyor, architect, or engineer
- USB stick or emailed DropBox or equivalent link containing as ONE (1) PDF file
 - Completed application
 - Explanation letter
 - Survey map
 - Metes & bounds description
 - Concept site & elevations plans

- Special Use Request fee + \$150 Notification fee ([click for fee schedule](#))

- Click for [special use permit ordinance](#)

Concept Plan Application

*Concept Plans required with any Planned Development (PD) Zoning Application & for any property located within the Regional Mixed Use 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 achieved

- [Concept Plan Ordinance](#) (pg.'s 15-20)
- [Concept Plan Lot & Block Design Standards](#) (pg.'s 22-26)
- [Concept Plan Building Design Standards](#) (pg.'s 24-35)
- Completed, original Development Application ([click for app](#))
 - Development application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
- Explanation letter detailing (at minimum) existing & proposed uses, development standards, est. value of necessary public infrastructure & project value at total buildout, & projected start & completion dates (may be provided on pg. 2 of development app) ([click for example](#))
- One 8"x11" survey map, shall include metes & bounds description ([click for example](#))
- Three 24"x36" accurately scaled Concept Plans (bound & rolled). 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 >*
 - Cover sheet & vicinity map
 - Overall development that delineates sub-districts & their acreage
 - Building footprints, their area (sf), & their associated uses (include parking, loading/delivery, rubbish, & detention areas)
 - Table showing build-to-lines (or ranges) for each use & min/max building height
 - Pedestrian & vehicular circulation systems & length of each block perimeter (include typical cross-sections for each type)
 - Delineation of pedestrian-oriented streets & pedestrian-oriented frontages



Submittal Requirements for Common Applications

- Color aerial with Concept Plan imposed atop aerial
- Architectural elevations (in color) depicting character of each use with a summary table demonstrating compliance with the [building design standards](#) (pg.'s 24-35)
- 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)
- Landscape concept plan depicting landscaping for a typical building, parking area, pedestrian oriented street & *non-pedestrian* oriented street
- 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 emailed DropBox or equivalent link containing as ONE (1) PDF file
 - Completed application
 - Explanation letter
 - Survey map
 - Metes & bounds description
 - Concept Plans (see above for all required plans)
 - If applicable - parking demand analysis
- Concept Plan application fee + \$150 Notification fee ([click for fee schedule](#))
- Click for [example concept plan](#)

Development Plan Application

*Development Plans required with any property zoned Planned Development (PD) & for any property located within the Regional Mixed Use 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](#))
 - Development application shall be signed by current property owner or property owner's

authorized representative ([click for authorization form](#))

- Explanation letter detailing (at minimum) existing & proposed uses, development standards, est. value of necessary public infrastructure & project value at total buildout, & projected start & completion dates (may be provided on pg. 2 of development app) ([click for example](#))
- One 8"x11" survey map, shall include metes & bounds description ([click for example](#))
- Three 24"x36" accurately scaled Development Plans (bound & rolled). Remember, Development Plans are more detailed sub-zone or block level plans which show
 - Cover sheet & vicinity map
 - General layout of public & private streets
 - General layout of buildings with a table indicating build-to-lines (or ranges) for each use & min/max building height
 - General layout & dimensions of parking, loading/delivery, rubbish, detention & buffer areas
 - General layout of open space & pedestrian connectivity (i.e. sidewalks, trails, etc.)
 - Delineation of pedestrian-oriented streets & pedestrian-oriented frontages
 - Color aerial with Concept Plan imposed atop aerial
 - Tree survey indicating tree type, caliper & trees to be removed & preserved
 - Architectural elevations (in color) depicting character of each use with a summary table demonstrating compliance with the [building design standards](#) (pg.'s 24-34)
 - Landscape plan for all buildings, streets, parking, open space, & buffer areas
 - Screening plan
- USB stick or emailed DropBox or equivalent link containing as ONE (1) PDF file
 - Completed application
 - Explanation letter
 - Survey map
 - Metes & bounds description
 - Development plans (see above for all required plans)
- Type 1 or Type 2 Development Plan application fee ([click for fee schedule](#)) (click for [Development Plan Ordinance](#), pages 23-26)

Preliminary Plat Application



Submittal Requirements for Common Applications

- Completed, original Development Application ([click for app](#))
 - Development application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
- Explanation letter detailing (at minimum) existing zoning, existing & proposed uses, est. value of necessary public infrastructure & project value at total buildout, & projected start & completion dates (may be provided on pg. 2 of development application) ([click for example](#))
- Three 24"x36" prelim. plat plans (bound & rolled)
 - Shall include color aerial of site with imposed development
 - Shall include open space, trail, & screen plan ([click for example](#))
 - If applicable - shall include floodplain reclamation concept plan
 - If applicable - shall include detention pond maintenance plan ([click for example](#))
- List of requested street names ([click for example](#))
- List of zoning designations, by block & lot ([click for example](#))
- If applicable - list of proposed off-site easements ([click for example](#))
- If applicable (PDF only)
 - List of requested variances & reason for request
 - Flood study
 - Traffic Impact Analysis (TIA)
- USB stick or emailed DropBox or equivalent link containing as ONE (1) PDF file
 - Completed application
 - Explanation letter
 - Preliminary plat plans
 - Street name request.
 - Lot zoning.
 - If applicable - list of off-site easements
 - If applicable - requested variances, flood study, TIA
- Preliminary Plat fee + Engineering Fee if > 25 lots ([click for fee schedule](#))
- Click for [preliminary plat ordinance](#)
- current property owner or property owner's authorized representative ([click for authorization form](#))
- Explanation letter detailing (at minimum) existing zoning, existing & proposed uses, est. value of necessary public infrastructure & project value at total buildout, & projected start & completion dates (may be provided on pg. 2 of development application) ([click for example](#))
- Three 24"x36" final plat plans (bound & rolled)
 - Shall include color aerial of site with imposed development
 - Shall include open space, trail, & screen plan ([click for example](#))
 - Shall include cluster mailbox plan (may be incorporated into open space, trail, & screen plan)
 - If applicable - shall include floodplain reclamation permit
 - If applicable - shall include detention pond maintenance plan ([click for example](#))
- List of zoning designations, by block & lot ([click for example](#))
- List of proposed lot addressing, including open space lots ([click for example](#))
- Address plat of proposed lot addressing
- CAD File as PCS "NAD_1983_StatePlane_Texas_North_Central_FIPS_4202_Feet" (for addressing)
- If applicable - list of proposed off-site easements ([click for example](#))
- If applicable - proposed off-site easements, in resolution form ([click for example](#))
- If applicable (PDF only)
 - List of requested variances & reason for request
 - Flood study
 - Traffic Impact Analysis (TIA)
- USB stick or emailed DropBox or equivalent link containing as ONE (1) PDF file
 - Completed application
 - Explanation letter
 - Final (or other) plat plans
 - Lot zoning.
 - Proposed addressing.
 - Address plat & CAD File
 - If applicable - list of off-site easements.
 - If applicable - resolution(s) of off-site easement(s).

Final Plat & Replat Application

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



Submittal Requirements for Common Applications

- If applicable - requested variances, flood study, TIA
- Applicable plat fees ([click for fee schedule](#))
 - Final Plat fee + Engineering Fee if > 15 lots
 - Replat fee + \$150 Notification fee ([click for fee schedule](#))
- Click for [final plat & other plat ordinances](#)

Minor Plat, Amended or Vacation Plat Application

- Completed, original Development Application ([click for app](#))
 - Development application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
- Explanation letter detailing (at minimum) existing zoning, existing & proposed uses, est. value of house & other planned structures, & projected start & completion construction dates (may be provided on pg. 2 of development application) ([click for example](#))
- Three 24"x36" minor plat plans (bound & rolled)
 - Shall include 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 emailed DropBox or equivalent link containing as ONE (1) PDF file
 - Completed application
 - Explanation letter
 - Minor (or other) plat plans
 - Color Aerial Imposed atop minor plat
 - If applicable - list of off-site easements.
 - If applicable - separate instruments (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

- DRC approval of final plat
- City Council approval of final plat (or is scheduled for Council action; Pre-Con shall not occur until after Council approval)
- At least 10 days prior to Pre-Con meeting submit
 - Issued for Construction drawings. PDF only
 - Three 11"x17" & two 24"x36" Issued for Construction drawings (bound & rolled)
 - Any quantity, type, & size of the Issued for

Construction drawings you want for your records & field crew

- Signed contracts showing the cost of public improvements (typically includes road, water, sewer, storm sewer). PDF only
- Complete list of contractors & their contact information (phone & email required). PDF only.
- If applicable - letter detailing any changes from DRC approved plans. PDF only
- Pre-Cons are by appointment only. Requests must be sent via email to wrugeley@cityoffate.com & jrotun@cityoffate.com
 - Scheduling requests shall be sent via email & Issued for Construction drawings delivered at least 10 days prior to the requested Pre-Con date
- 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 change shall require DRC review & approval. Examples of substantial plans changes include but are not limited to
 - Reduction or addition of lots or detention, altered street or lot orientation

Plat Recording Requirements (at County)

- 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
- One (1) 24"x36" mylar of the plat & (if applicable) plat endorsement sheet
- Any quantity, type, & size of the plat & (if applicable) plat endorsement sheet you want for your records (will be stamped by County and available for pickup after recording)
- Tax certificate and tax receipt issued within 90-days indicating no ad valorem taxes are owed for the current year ([click for example](#))
- As-Built construction drawings. PDF only
- Lot Grading Certificate. PDF only
- Address plat. PDF only
- Oncor hot letter. PDF only
- Post-paving vacuum test. PDF only
- Post-paving storm camera. USB drive or email link



Submittal Requirements for Common Applications

only

- Maintenance bond made out to City (bonds shall be phase specific)
- Affidavit of bills paid
- Electronic data of all lots & public infrastructure as AutoCAD .dwg & ESRI .shp files including associated metadata .dbf & .shx files in PCS NAD1983 State Plane Texas North Central FIPS 4202/GCS North American 1983, Lambert Conformal Conic, US Survey Feet
 - ESRI .shp files shall be separated into individual files of (at minimum)
 - Phase boundary
 - Right-of-way boundary
 - Street centerlines
 - Lots
 - Sewer infrastructure
 - Storm infrastructure
 - Water infrastructure
 - Fire hydrants
 - Trail centerlines
- Any outstanding fees & documents (e.g. separate instruments, technical letters, etc.)
- Plat recording fee (\$60 per sheet) + tax certificate/ tax receipt recording fee (\$34 for 1st page + \$4 each additional page)
- If applicable - recording fee (\$34 for 1st page + \$4 each additional page) for other documents required to be recorded (e.g. separate instruments)

Grading Permit Only Application Requirements

- Completed, original Grading Permit Application ([click for app](#))
 - Grading application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
- Emailed DropBox or equivalent link containing as ONE (1) PDF file
 - Completed application
 - Grading plan, must be stamped
 - Pre- & Post-Development Drainage Map
 - If applicable - detention plan
 - Erosion Control Plan
 - SWPPP and NOI
- Grading Permit Fee ([click for fee schedule](#))
- Click for [grading ordinance](#)

Site Plan & Amended Site Plan Application

Requirements

- Completed, original Development Application ([click for app](#))
 - Development application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
- Explanation letter detailing (at minimum) existing zoning, existing & proposed uses, est. value of necessary public infrastructure & project value at total buildout, & projected start & completion dates (may be provided on pg. 2 of development app) ([click for example](#))
- Three 24"x36" site plan (bound & rolled)
 - Shall include color aerial of site with imposed development
 - Shall include open space, trail, & screen plan ([click for example](#))
 - Shall include color façade & elevation plan
 - Tree Preservation Detail Plan indicating tree type, caliper, & if to be preserved or removed ([click for ordinance](#), pg.'s 14-16)
 - Site plan shall be prepared by state registered surveyor, architect, or engineer
- If applicable - list of proposed off-site easements ([click for example](#))
- If applicable - proposed off-site easements, in resolution form ([click for example](#))
- If applicable (PDF only)
 - List of requested variances & reason for request
 - Flood study
 - Traffic Impact Analysis (TIA)
- Emailed DropBox or equivalent link containing as ONE (1) PDF file
 - Completed application
 - Explanation letter
 - Site plan plans (includes civil plans)
 - If applicable - list of off-site easements.
 - If applicable - resolution(s) of off-site easement(s).
 - If applicable - requested variances, flood study, TIA
- Site Plan or Amended Site Plan Fee ([click for fee schedule](#))
- Click for [site plan ordinance](#)

Landscape/Screening Plans Requirements

- Completed, original Development Application ([click](#)



Submittal Requirements for Common Applications

[for app](#))

- Development application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
- Two 11"x17" landscape & screening plans
 - Landscape plan shall be prepared by state registered surveyor, architect, or engineer
 - 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](#))
 - Screening plans shall be prepared by state registered engineer
 - Irrigation plans shall be prepared by a state licensed irrigator
- If applicable - list of requested variances & reason for request
- USB stick or emailed DropBox or equivalent link containing as ONE (1) PDF file
 - Completed application
 - Landscape & screening plans (includes irrigation plans)
 - 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

- Completed, original Sign Permit Application ([click for app](#))
 - Sign application shall be signed by the current property owner & tenant (if applicable)
- Color drawings of proposed sign (PDF only)
 - Shall clearly show message
 - Shall contain calculations of sign dimensions (length, height, overall elevation, total sq ft)
 - Shall contain description of sign materials & anchoring or mounting/attachment method
 - If applicable - shall contain dimensions of sign supports/base.
 - If applicable - shall contain electrical wiring plan
 - Shall contain, *if a Pylon sign*, engineering report indicating wind design load

- Shall contain, *if a Wall sign*, 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
- Shall contain, *if NOT a wall sign*, survey map or color aerial showing location of sign indicating setback from property line & street
- If *existing* signs – survey map or color aerial showing location, type, dimensions, & elevation of existing signs
- USB stick or email (preferred) containing as ONE (1) PDF file
 - Completed application
 - Color drawings of sign
 - If a wall sign - rendering showing sign affixed to wall (with dimensions of wall, doors, & windows)
 - If NOT a wall sign - survey map or color aerial showing location of sign
- Sign Permit Fee ([click for fee schedule](#))
- If applicable - Sign Contractor Registration Application ([click for app](#)) & Registration Fee ([click for fee schedule](#))
- Click for [example of completed/approved sign applications](#)
- Click for [sign ordinance](#)

Temporary Sign Permit Application Requirements

- Completed, original Sign Permit Application ([click for app](#))
 - Sign application shall be signed by the current property owner & tenant (if applicable)
- Color drawings or photo of proposed sign (PDF only)
 - 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)



Submittal Requirements for Common Applications

PDF file

- 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](#)