



Development Services Dept.
142 N. Ohio St.
Celina TX 75009

(972) 382-2682

City of Celina
Conditional Use Permit/Site Plan Checklist

THIS CHECKLIST WILL BE USED TO REVIEW YOUR SUBMITTAL.

PLEASE NOTE:

Approval of the conditional use permit, site plan, final plat, landscape plan, building façade plan, and engineering plans are required prior to site construction.

The conditional use permit site plan shall be drawn and sealed by a state registered surveyor, landscape architect, architect or engineer at a scale no smaller than one inch equals one hundred feet and on sheets 24" X 36" in size. It shall clearly show in detail how the site will be constructed (such as paving, buildings, landscaped areas, utilities, etc.)

The conditional use permit site plan submittal shall consist of the following:

1. Five (5) copies of the site plan package **folded to 8.5" X 11"**.
2. Current tax certificates showing that all property taxes have been paid.
3. A completed application; signed and notarized.
4. Submit a letter describing the proposed conditional use and note the request on the site plan. Describe the special requirements or conditions imposed on the particular conditional use by applicable district regulations (EXAMPLE: buffer yards or distance between uses); describe whether the proposed conditional use will or will not cause harm to the value, use or enjoyment of other properties in the neighborhood. Also, describe how proposed conditional use will add value, use or enjoyment of other properties in the neighborhood.
5. Filing fee (NON-REFUNDABLE) - **\$500.00** plus **\$10.00** for each acre, or portion thereof, covered by the application.
6. Professional fees for the review of concept plans, zoning applications, site plans, planned developments, plat applications, development agreements, and other land use related permits shall be paid by the applicant to the city. The professional fees shall include, but not necessarily be limited to, civil engineering, traffic engineering, expenses for related legal fees, land planning and financial analysis in order that the application can be properly evaluated to achieve compliance with the city's regulations. A deposit of **\$5,000.00** shall be paid for the service at the time the initial application is filed. The actual costs will be determined prior to final approval and either an additional sum will be due from the applicant or a reimbursement made if the actual cost is less than the deposit. (*Celina Code of Ordinances, Appendix A: Fee Schedule, Sec. A6.008 Professional fees for review of land use related permits.*)

THE FOLLOWING INFORMATION IS REQUIRED ON ALL CONDITIONAL USE SITE PLAN SUBMISSIONS:

1. A title block within the lower right hand corner of the site plan with the following information:
 - a. The proposed name of the project/subdivision
 - b. The name and address of the owner/developer and the land planner, engineer, architect or surveyor responsible for the plan.
 - c. A written and graphic scale and north arrow
 - d. The date the drawing was prepared.
 - e. The location of the property according to the abstract and survey records of either Denton or Collin County, Texas
2. A vicinity or location map that shows the location of the proposed development within the city (or it's ETJ) and in relationship to existing roadways.
3. The boundary survey limits of the tract (and each proposed lot) and scale distances. They should match those shown on the plat.
4. The names of adjacent additions or subdivision (or the name of the owners of record and recording information for adjacent parcels of unplatted land), including parcels on the opposite side of roads, creeks, etc. within 200 feet of the request.
5. The existing/proposed zoning on the subject property and adjacent properties.
6. The location, width and names of all existing proposed streets or other public ways within or adjacent to the tract, including railroad rights-of-way.
7. Any existing drainage channels or creeks (including the 100-year flood plain, if applicable).
8. Any other important natural features such as rock outcroppings, caves, wildlife habitats, etc.
9. Indicate the proposed strategies for tree preservation, showing individual trees or tree masses that will be preserved, and the techniques that will be used to protect them during construction. Refer to tree survey and tree preservation requirements in Article 14, Landscape Requirements of Division 3, of the Celina Code of Ordinances.
10. Layout of the proposed improvements in detail to communicate the intended relationship and site organization of all new and existing buildings, roads, walks, utilities, landscape elements, etc.
11. The location, width, type, and recording information for all existing easements and setback areas located on the subject property.
12. A preliminary drainage study, showing all on-site and off-site drainage and final water destination.

13. Upon submission of the required fee(s) and application the item will be reviewed by the Development Review Committee (DRC) for compliance with city development requirements. The applicant will be provided with written comments to respond to and revise the drawings accordingly. Resubmission of five (5) sets of the folded plans will be required with a response letter addressing
14. The following signature block (next page) must be placed on each sheet of the site plan:

<p>CASE NAME: CASE NUMBER: LOCATION:</p> <p>_____</p> <p>MAYOR SECRETARY</p> <p>DATE: _____</p> <p>PLANNING AND ZONING COMMISSION</p> <p>_____</p> <p>CHAIRMAN</p> <p>DATE: _____</p> <p>SHEET: _____ OF _____</p> <p>APPROVAL DOES NOT AUTHORIZE ANY WORK IN CONFLICT WITH ANY CODES OR ORDINANCES.</p> <p>CITY OF CELINA DEPARTMENT OF DEVELOPMENT SERVICES</p>
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MINIMUM SIZE 3" X 4"

THIS SIGNATURE BLOCK MUST APPEAR ON EACH PAGE OF THE SUBMITTAL AND FINAL REVISIONS.

ZONING / CONDITIONAL USE PERMIT SIGN CRITERIA

The number of signs and the placement of signs shall be determined at the time of submitting the zoning and/or conditional use permit case. It is the responsibility of the person submitting the zoning and/or conditional use permit application to acquire this information upon submitting the request.

Conditional Use Signs

- A. Definition – A conditional use sign is a sign erected to publicize a conditional use application.
- B. Size – Signs shall be four (4) feet by four (4) feet.
- C. The sign shall contain a notice of the requested conditional use, and the telephone number of the city.
- D. Location –
 - 1. The sign shall be placed in a location visible from all streets adjacent to the property included in the request.
 - 2. Signs shall be located no greater than twenty (20) feet from the front property line, and shall be a minimum of two (2) feet off the ground, unless otherwise directed by the City Manager or his/her designee.
 - 3. Must be at least one sign per 1,000 feet of all street frontages or portion thereof
- E. Other Conditions –
 - 1. The sign shall be constructed in accordance with the City's design standards for zoning signs.
 - a. Two (2) sided ten (10) millimeter Coroplast sign.
 - b. Black lettering on both sides of the sign as shown above.
 - c. Metal posts shall be used.
 - 2. The property owner or his/her representative shall erect the sign on the property ten (10) days prior to the first public hearing scheduled to discuss the zoning and/or conditional use permit case applicable. The property owner shall be responsible for maintaining the sign on the property throughout the entire zoning case.
 - 3. The property owner or his/her representative must provide verification with a photograph that the zoning and/or specific use permit sign is in place on the day that the sign is placed.
 - 4. The property owner or his/her representative must remove the sign within three (3) days: (i) after the City Council's approval of the ordinance rezoning the property; (ii) after the Planning and Zoning Commission denies the request, unless an appeal to the City Council is made; or (iii) after the City Council denies the zoning request.



CITY OF CELINA

CONDITIONAL USE APPLICATION

PART 1. APPLICANT INFORMATION

Temporary Business Seasonal Business Permanent Business

Name of applicant / contact:

Street address of applicant / agent:

City / State / Zip Code of applicant / agent:

Telephone number of applicant / agent:

Fax number of applicant / agent:

Email address of applicant / agent:

Mobile phone number of applicant / agent:

Applicant's interest in subject property:

PART 2. PROPERTY INFORMATION

Street address of subject property:

Lot:		Block:		Addition:	
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Legal description of subject property (metes & bounds must be described on 8 1/2" x 11" sheet):

Size of subject property:		Acres		Square footage
Present zoning classification:		Proposed use of the property:		

Is this Conditional Use application compatible to the most current Comprehensive Plan and how?

PART 3. PROPERTY OWNER INFORMATION

Name of current property owner:

Street address of property owner:

City / State / Zip Code of property owner:

Telephone number of property owner:

Fax number of property owner:

- Submit a letter describing the proposed conditional use.
- Describe or show on the site plan, any specific requirements or conditions imposed upon the particular conditional use by applicable zoning district regulations (example: buffer yards, distance between users)
- Describe whether the proposed conditional use will, or will not cause substantial harm to the value, use, or enjoyment of other property in the neighborhood. Also, describe how the proposed conditional use will add to the value, use or enjoyment of other property in the neighborhood.
- The site plan submission shall meet the Site Plan Requirements attached.
- All conditional use permit applications are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff.
- All public hearings will be opened and testimony given by applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.
- Any changes to an approved site plan (no matter how minor or major) associated with a conditional use permit can only be approved by City Council through the public hearing process.

PART 4. SIGNATURE TO AUTHORIZE CONDITIONAL USE REQUEST ON THE SUBJECT PROPERTY

I have read and understand all the requirements as set forth by the application for conditional use permit and acknowledge that all requirements of this application have been met at the time of submittal.

Print Applicant's Name: _____

Applicant's Signature: _____

The State Of _____

County Of _____

Before Me _____

_____ on this day personally appeared _____
 (notary) (applicant)

known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of office this _____ day of _____, A.D. _____.

 Notary In And For State Of Texas

Print Property Owners Name: _____

Property Owners Signature: _____

The State Of _____

County Of _____

Before Me _____

_____ on this day personally appeared _____
 (notary) (property owner)

known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of office this _____ day of _____, A.D. _____.

 Notary In And For State Of Texas

**AGREEMENT FOR PAYMENT OF REVIEW AND DEVELOPMENT
EXPENSES INCURRED BY THE CITY DEVELOPMENT REVIEW PROCESS**

THIS AGREEMENT (“the Agreement”) is entered into this _____ day of _____, 201 , by and between the City of Celina, Texas (“the City”), and _____, (“the Applicant”) (collectively herein referred to as “the Parties”).

WHEREAS, the Applicant owns or is the authorized agent of the owner of certain property situated in the Collin County, Texas described on **Exhibit A**, attached hereto and incorporated herein by reference (“the Property”);

WHEREAS, the development review process includes review of all aspects of land use including, but not limited to annexation, subdivision, zoning development agreements, change of land use, site plan review, installation of public improvements, dedication of lands and the availability of and feasibility of providing utility services;

WHEREAS, the Applicant desires to develop the Property and has made application to the City for _____;

WHEREAS, Article A6.000 of the Code of Ordinances provides for certain development related fees;

WHEREAS, the Parties desire to memorialize their intent regarding the payment of said fees by the Applicant;

WHEREAS, the Parties hereto recognize that the City will continue to incur expenses through the entire development review process such as: legal publications, notices, reproduction of materials, public hearing expenses, recording of documents, planning fees, engineering fees, attorney fees, special constant fees, and fees for administrative time of City staff, permits and easements; and

WHEREAS, the City has customarily incurred significant expenses associated with ensuring an applicant’s compliance with design and construction specifications for public improvements, such as roads, drainage improvements, and water and sanitary sewer improvements, and these expenses oftentimes exceed the land use fees paid by the applicant as part of the customary review processes.

NOW, THEREFORE, for and in consideration of the foregoing premises and of the mutual promises and conditions hereinafter contained, it is hereby agreed as follows:

1. For purposes of this Agreement, “Application” shall mean and include all documentation, data, and information submitted to the City in order to seek or obtain approval of development of or land use approval for the Property, including but not limited to site plans, engineering and surveying documentation,

engineering and other professional reports and studies, and any construction documentation or permits required to authorize the construction of public or other improvements within the Property. The Parties acknowledge that Applicant has paid the deposits required in Article A6.000 of the Code of Ordinances.

2. Applicant shall pay all invoices submitted by the City within ten (10) days of the City's delivery of such invoice. Failure by the Applicant to pay any invoice within the specified time shall be cause for the City to cease processing the Application if any additional costs for any type of service set forth in Section A6.014 of Article A6.000 of the Celina Code of Ordinances will be incurred by the City, deny approval of the Application, and for the City to exercise such rights and remedies as otherwise available to it in law or equity or under the applicable provisions of the City Code.

3. Except where an agreement with the City provides otherwise, the Applicant may terminate its application at any time by giving written notice to the City. The City shall take all reasonable steps necessary to terminate the accrual of costs to the Applicant and file such notices as are required by the City's regulations. The Applicant shall be liable to all costs incurred by the City in terminating the processing of the Application.

4. If the Applicant fails to pay the fees and costs required herein when due, the City may take those steps necessary and authorized by law to collect the fees and costs due, in addition to exercising those remedies set forth in Section 2 above. The City shall be entitled to recover from the Applicant all court costs and attorneys' fees incurred in collection of the balance due, including interest on the amount due from its due date at the rate of 18% per annum.

5. The City will account for all funds expended and fees and expenses incurred by the City as a result of the development review of the Application throughout the development process. The City will make statements of expenses incurred available to the Applicant. Expenses to be charged to the Applicant's account shall include, but shall not be limited to legal publications, notices, reproduction of materials, public hearing expenses, recording of documents, planning fees, engineering fees, attorney fees, special consultant fees, fees for administrative time of City staff, security, permits and easements. Within sixty (60) days after the completion of the processing of the application by the City, the City will provide the Applicant with a statement of account and will refund to the Applicant any funds paid by the Applicant that were not expended by the City, except where the Parties expressly agree to the contrary.

6. Applicant's obligation to pay the costs and expenses provided for in this Agreement shall exist and continue independent of whether the Application, or any part thereof, is approved, approved with conditions, denied, withdrawn, or terminated by the City or the Applicant prior to a final decision in the process. The Applicant agrees to pay all expenses regardless of whether the City approves or denies the Application. The City shall not be stopped or otherwise limited or

precluded from denial or conditional approval of the Application by the terms, conditions, or obligations of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

APPLICANT:

By : _____ Date : _____

- D Owner of Property
- D Authorized Agent of Owner

Printed Name: _____

Title: _____

STATE OF TEXAS)
COUNTY OF COLLIN)

SIGNED under oath before me on this ____ day of _____, 201_.

Notary Public, State of Texas

My Commission Expires: _____

CITY OF CELINA:

By : _____ Date : _____
Mike Foreman, City Manager

ATTEST:

By : _____ Date : _____
Vicki Faulkner, City Secretary