Midlothian
DFW's Southern Star

PLANNING DEPARTMENT
104 West Avenue E.
Midlothian, TX 76065

FOR MORE INFORMATION
Phone: 972-775-7123
Fax: 972-775-7171
http://www.midlothian.tx.us/planning

Case #: _____
Fees: _____
Received by: _____

CITY OF MIDLOTHIAN
Application for Development Review

- ☐ **Amended Plat** ($250 + $10/lot)
- ☐ **Final Plat** ($400 + $10/lot)
- ☐ **Minor Plat** ($200)
- ☐ **Prelim Plat** ($300 + $10/lot)
- ☐ **Replat** ($300 + $10/lot)
- ☐ **General Rezone** ($500 + $10/acre)
- ☐ **PD Rezone** ($500 + $30/acre)
- ☐ **PD Amendment** ($500 + $30/acre)
- ☐ **Specific Use Permit** ($300 + $10/acre)
- ☐ **Variance/Interpretation** ($200)
- ☐ **Miscellaneous** ($100) _____
- ☐ **Plat Vacation** ($100)
- ☐ **Site Plan** ($300)
- ☐ **Special Events** ($25)

DEVELOPMENT INFO

Current/Proposed Legal Description: _____
Location Address: _____
Current /Proposed Zoning: _____ Acres: _____ # of Lots: _____
Purpose of Request: _____

APPLICANT/OWNER INFO

Applicant Name: _____ Company Name: _____
Mailing Address: _____
Phone #1: _____ Phone #2: _____
E-Mail: _____
Applicant's Signature: _____ **Date:** _____

A notarized letter of authorization may be required if the applicant and property owner are different.

Property Owner: _____ Company Name: _____
Mailing Address: _____
Phone #1: _____ Phone #2: _____
E-Mail: _____
Owner's Signature: _____ **Date:** _____

CONSULTANT INFO

Consultant Name: _____ Company Name: _____
Mailing Address: _____
Phone #1: _____ Phone #2: _____
E-Mail: _____

DELIVERABLES

1. Complete application with all signatures required (including Letter of Authorization, if required)
2. Letter of explanation detailing reason for request (no more than one page).
3. Application fee with check made payable to City of Midlothian (for exact fee, contact staff).
4. Plat of subject property or survey (for non-plats) showing legal description or metes & bounds.
5. Submit 3 full-size sheets sets (18 x 24) and 10 half-size sheets (11 x 17) in black & white of each project and (if applicable) submit 3 colored renderings on half-sized sheets (11 x 17) of conceptual site plan, landscape, & elevations of project and any other drawing in which showing color will benefit in the review of the project. Contact staff for any clarification.
6. Subsequent submittal will require 1 full size sheet and 5 half-sized sheets of each item outlined in #5 along with requirements of #7. **Approved plats** will submit 6 copies (all signed, stamped, and sealed) along with 1 mylar (all 18 x 24) & current tax certificate (s) with $0 balance & associated filing fees. Contact staff for any clarification on re-submittals.
7. Submit all project drawings & documents in electronic format (PDF, JPEG, etc.) via e-mail or a storage media (CD, memory stick, etc.). **No scanned PDFs will be accepted** (must be converted to PDF from the original file).
8. See checklist (on back) for additional requirements as they will vary, depending on application type.
9. Additional requirements may be needed and required upon initial review, depending on project.

****Please note that any incomplete application will not be accepted and may cause a delay in processing.****

For more info, scan to see website

PLAT CHECKLIST

- ☐ Name/address of the subdivider/current property record owner and consultant.
- ☐ Development name, number of lots, written & graphic scale, north arrow, location map and indicate the location of the development in the City of Midlothian or in the ETJ of the City of Midlothian, Ellis County, Texas.
- ☐ Label each lot with a lot/block designation with lot dimensions and addresses given by the Fire Chief.
- ☐ Accurate boundary lines indicated by heavy lines & property description (legal description or metes & bounds w/ P.O.B). Surveys must be tied down to existing benchmarks, City or other known.
- ☐ Name & width of each existing or proposed street/ROW, easements, open spaces, & established lot patterns within 200 feet of proposed development. Label any utility easements as utility/drainage easements.
- ☐ Street names must be pre-approved by the Fire Chief.
- ☐ Provide floodplain statement with F.E.M.A Firm # and shade in floodplain. Provide finished floor elevations for lots located within or adjacent to the floodplain, if applicable.
- ☐ Location of City limit lines if it touches any portion of the development, if applicable.
- ☐ Provide colored renderings of site plan, landscape plan, elevations & 3D drawings showing proposed building material and color palette. ***(Non-single family uses only)***
- ☐ Provide a preliminary drainage/utility plan. ***(Applies to prelim. plats only. See Engineering Dept. for details)***
- ☐ A Traffic Impact Analysis (TIA) may be required on a case by case basis. ***(See Engineering Dept. for details)***
- ☐ Show all approximate fire hydrant locations with a plat note stating so.
- ☐ Compliance to all regulations of the Midlothian Subdivision Ordinance.
- ☐ **WET SEAL** & signature of the surveyor responsible for surveying the development & the preparation of the plat.
- ☐ Certificate of dedication signed by the property owners. Must be original signatures.
- ☐ Space for signatures attesting approval of the plat by P&Z Commission Chairman & Planning representative ***(Minor/Amended Plats require Planning Director & Planning representative signature spaces)***

******SEE ELLIS COUNTY PLAT CHECKLIST IF PROPERTY IS LOCATED IN THE ETJ******

ZONING CHECKLIST

General Rezone/UVPD

1. Property survey with legal description stamped by a licensed engineer/surveyor.
2. Colored detailed site plan, landscape/fencing plans, elevations and 3D drawings, if applicable ***(see site plan req.)***.

Residential PDs

1. Colored site plan showing varying lot sizes, open spaces, sample elevations and 3D renderings ***(see site plan req.)***.
2. PD Narrative describing in detail how amenity requirements found in Zoning Ord. Section 6.1-2 will be satisfied.
3. Design Booklet outlining detailed development standards and providing visual aids and graphics.
4. Preliminary utility/drainage plans. A Traffic Impact Analysis (TIA) maybe required on a case by case basis.

Commercial/Mixed Use PDs

1. Colored site plan showing designated areas commercial, residential, mixed-use, open spaces & sample elevations and 3D renderings ***(see site plan req.)***.
2. Design Booklet outlining detailed development standards and providing visual aids and graphics.
3. Preliminary utility/drainage plans. A Traffic Impact Analysis (TIA) maybe required on a case by case basis.

S.U.P./VARIANCE CHECKLIST

1. Property survey with legal description stamped by a licensed engineer/surveyor.
2. Colored detailed site plan, landscape/fencing plans, elevations and 3D drawings, if applicable ***(see site plan req.)***.
3. Answer these questions in regards to satisfying the variance criteria set forth by state law: *1) Explain how the literal enforcement of the Zoning Ordinance will create an unnecessary hardship or practical difficulty in the development of the affected property; 2) Explain how the situation causing the hardship or difficulty is or isn't self-imposed; 3) Explain how the relief sought will or will not injure any permitted use of adjacent conforming property; 4) Explain how the granting of a variance be in harmony with the spirit and purpose of these regulations.* ***(zoning variance only)***.
4. Visual representation of how variance will affect developability of subject property ***(zoning variance only)***.

SITE PLAN CHECKLIST

- ☐ Colored detailed site plan, landscape/fencing plans, elevations and 3D drawings with details as stated below.
- ☐ Building elevations must show proposed building material and color palette.
- ☐ The location, dimension and calculation of floor area of proposed structures with approximate locations of structures within 200 feet of property. Existing spaces, if applicable should be grayed out.
- ☐ The location and width of all driveways with distance measurements to the nearest street intersections & other drives adjacent to the site or opposite of the site on perimeter streets.
- ☐ Proposed street names must be pre-approved by the Fire Chief.
- ☐ A detailed landscape plan with a comparison chart showing amounts of impervious surface, open space & plant materials provided versus quantities required by the Landscape Regulations.
- ☐ Parking & loading facilities, with a comparison chart showing the quantities provided versus the quantities required by the Parking Regulations.
- ☐ Location of proposed signs with dimensions and drawings, fence design & pedestrian lighting standards along with dimensions and drawings (outside 25-foot visibility triangle).

SPECIAL EVENT

1. Proof of Insurance with map of area showing street closures and time of event.
2. Call Code Enforcement for Temporary Food Establishment Permit application, if food will be served at event.