



972.230.9622

211 E. Pleasant Run Road, DeSoto, TX 75115-3939

desototexas.gov

PLANNED DEVELOPMENT CHECKLIST

Complete and submit the following checklist.

Planned Developments (PDs) require:

☐ A complete application. **SEE PAGE 3 Titled "PLANNED DEVELOPMENT (PD) APP.."**

☐ Have you submitted, with your application, certified copies of any instrument that contains a restriction on the uses of or on construction on the affected property? Examples include deed restrictions, easements, parking agreements, etc.

☐ Yes

☐ No, not applicable

☐ Site Plan showing:

- 1 folded copy at 24 x 36
- All buildings and structures including square footage. Plans must indicate building extremities i.e. balconies, awnings, etc.
- Construction type as defined in the Zoning Ordinance
- Parking spaces and parking calculations
- Street and drive approaches
- Property lines
- Easements
- Indicate whether the building has fire sprinklers
- Fire lanes
- Fire hydrants
- Fences and gates
- North arrow
- Scale (all plans must be drawn to scale)

☐ Landscape Plan:

- 1 folded copy at 24 x 36
- All buildings and structures and parking lot
- Location of all existing protected trees (tree survey)
- Proposed location of landscaping
- Landscaping analysis
- Location of utility lines and easements including water/sewer and overhead lines
- Scale (All plans must be drawn to scale)

— *So much to love* —

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☐ Elevation Plan:

- 1 folded copy at 24 x 36
- Showing all elevations
- Scale (All plans must be drawn to scale)

Please note that, in addition to the items listed above, all plans will be reviewed for compliance with the Zoning Regulations as set forth in the City of DeSoto Code of Ordinances.

ADDITIONAL REQUIRED DOCUMENTS:

- ☐ Receipts showing all City of DeSoto property taxes have been paid
- ☐ A summary page identifying any proposed deviations from the permitted zoning regulations.
- ☐ Survey with metes and bounds description
 - (Required for each lot)
- ☐ Application fees
 - (Cashier's check or money order made payable to City of DeSoto)
- ☐ Digital Submittal
 - (All application materials provided on a flash drive)
- ☐ Letter of Intent
- ☐ Tree Mitigation Application
 - Only required if there are trees on the property
 - **To be reviewed & invoiced after Site Plan Review is completed.**

Note: A conceptual plan set may be submitted with this Planned Development application in lieu of a detailed plan set; however, such plans are preliminary in nature and are provided for general illustrative purposes only. Approval of a Planned Development based on a conceptual plan set constitutes approval of the concept only and shall not be interpreted as approval of site design and construction details. A complete, detailed plan set shall be required at the time of site plan review and must comply with all applicable City of DeSoto ordinances, regulations, and adopted standards.

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PLANNED DEVELOPMENT (PD) APPLICATION

THE FOLLOWING INFORMATION IS REQUIRED. FAILURE TO PROVIDE ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION PACKET BEING RETURNED AS INCOMPLETE.

Applicant/ Contact Person: _____
Phone No. _____

Address: _____ **Email Address:** _____

Owner's Name: _____ **Phone No.:** _____ **Address:** _____

_____ **Email Address:** _____

Firm: _____

Description of Property

Subdivision: _____ **Lot No.:** _____ **Block No.:** _____

Lot No.: _____ **No. Acres:** _____ **Abstract No. & Tract (s):** _____

Street Address/Location: _____

Zoning Change Requested

Current Zoning: _____

Zoning Classification Request: _____

Intended use of property and applicant's reasons for requesting change: _____

Fee: Non-refundable Fee of \$3000.00 plus \$25 to place zoning sign
(Fees are due at the time of submittal)



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By Signing the PLANNED DEVELOPMENT (PD) application below, you grant permission to the City of DeSoto to enter said property and install a ZONING Notification Sign.

Property owner must sign application or submit letter of authorization

Applicant Signature

Date

Owner Signature

Date

Applicant Printed Name

Owner Printed Name

****The City of DeSoto requires that all digital presentation materials (i.e., power point), for the P&Z and City Council meetings, must be provided to staff one (1) week prior to the actual meeting date and all presentations should not exceed ten (10) minutes in length.***

Staff Use Only:

City Receipt #: _____

Application Date: _____ Case #: _____

Case Manager: _____ P&Z Date: _____ CC Date: _____