



142 N. Ohio Street, Celina, Texas, 75009
 www.celina-tx.gov

ZONING (REZONING/PD/SUP) CHECKLIST

- **Pre-Application Meeting:** A pre-application meeting with City Staff is required, unless otherwise determined by the Director, prior to formal submittal.
- **Electronic Submittal:** The City of Celina is paperless in terms of submittals and resubmittals. All required materials shall be submitted in electronic formats – Adobe PDF (single file) via email; via your dropbox or go to www.hightail.com, upload, and send to submittal@celina-tx.gov; or on a CD/DVD or flash drive.
- **Purpose of Zoning:** The purpose of zoning is to determine and plan for land uses on a particular tract of land.
- **Zoning Approval Process:** The Zoning process requires a public hearing at both the Planning & Zoning Commission (recommending body) and City Council (for final approval).
- **Submittal Items:**
 - Universal Planning Application
 - Fee (Refer to Fee Chart)
 - Letter of Intent (Generally describing the project)
 - Legal Description/Metes and Bounds
 - Concept Plan (for PD/SUP)
 - Color Elevations (for PD/SUP)
 - Development Standards (for PD/SUP)
 - Other Exhibits and Documents

PLAN REQUIREMENTS
CONCEPT PLAN (FOR PD/SUP)
<ul style="list-style-type: none"> • Title block with the following information: <ul style="list-style-type: none"> ○ Titled “Concept Plan” ○ Project Name ○ Subdivision name, survey name, and abstract number ○ Number and type of lots ○ Date of preparation and of any revisions
<ul style="list-style-type: none"> • Scale (both graphic and written) appropriate for the level of detail (typically 1”=100’)
<ul style="list-style-type: none"> • North arrow
<ul style="list-style-type: none"> • Legend for any symbols used
<ul style="list-style-type: none"> • Name, address, phone number, and email address of the developer, engineer, or surveyor preparing the plan and owner(s)
<ul style="list-style-type: none"> • Total gross and net acreage of the proposed zoning
<ul style="list-style-type: none"> • Location/vicinity map showing the location of the subject property

<ul style="list-style-type: none"> • Requested zoning boundary lines. NOTE: all proposed zoning must extend to the centerline of adjacent thoroughfares
<ul style="list-style-type: none"> • Informational: <ul style="list-style-type: none"> ○ Plan must be consistent with existing valid plans and plats that have already been approved for the site ○ Plan must integrate with valid plans and plats approved for contiguous sites ○ Plan must be consistent with zoning, overlay districts and/or SUPs or CUPs approved for the site ○ Lots to comply with minimum lot frontage, lot width, lot depth, and area standards
<ul style="list-style-type: none"> • Show current and proposed boundaries/lot lines and label approximated boundary distances
<ul style="list-style-type: none"> • Include adjacent property within 200 feet – label with subdivision name and recording information (or survey and abstract number), land use, and zoning designation
<ul style="list-style-type: none"> • Lot and block numbers, with area for each lot
<ul style="list-style-type: none"> • Dimension property boundaries to nearest intersecting streets or drives
<ul style="list-style-type: none"> • Proposed density (if residential)
<ul style="list-style-type: none"> • Show and label tree masses (overall canopies, not individual trees)
<ul style="list-style-type: none"> • Show and label approximate shape and placement of buildings
<ul style="list-style-type: none"> • For each building, label the proposed use/uses and building height (in stories)
<ul style="list-style-type: none"> • Show proposed finished grade and contour intervals not to exceed five (5) feet
<ul style="list-style-type: none"> • Existing and proposed FEMA 100-year floodplain areas, or note that no 100-year floodplain areas exist on the property
<ul style="list-style-type: none"> • Flow arrows and drainage structures as to size, type, and flow line elevations
<ul style="list-style-type: none"> • Show proposed location of detention facility
<ul style="list-style-type: none"> • Show and label existing and proposed vehicular circulation lanes, fire lanes (stippled), and drives
<ul style="list-style-type: none"> • Provide and show two (2) points of access, cross circulation between lots, and stubbed access to adjacent lots
<ul style="list-style-type: none"> • Show and dimension (width) of all existing and proposed streets and rights-of-way
<ul style="list-style-type: none"> • Show and dimension existing and proposed median openings (refer to Engineering Design Standards for minimum spacing requirements)
<ul style="list-style-type: none"> • Show and dimension existing and proposed left turn lanes and/or deceleration lanes with associated storage and transition areas
<ul style="list-style-type: none"> • Show and dimension existing and proposed drives and access points. Dimension throat widths and radii.
<ul style="list-style-type: none"> • Show and dimension existing and proposed on-street parking with parking stalls dimensioned
<ul style="list-style-type: none"> • If exhibit contains proposed thoroughfares, add the following note: “The thoroughfare alignments shown on this exhibit are for illustration purposes and do not set the alignment, which will be determined at the time of final plat.”
<ul style="list-style-type: none"> • Location and widths of existing and planned rights-of-way and easements with filing information
<ul style="list-style-type: none"> • Show, label, and dimension the portion of previously approved concept plans and site plans within 50 feet of the site boundary and within 50 feet of rights-of-way contiguous to the site boundary
<ul style="list-style-type: none"> • For platted properties, show existing lot lines and label the subdivision name, lot and block designations, and plat recording information for each lot
<p>BUILDING ELEVATIONS (FOR PD/SUP)</p>
<ul style="list-style-type: none"> • Provide color elevations of all facades of each building
<ul style="list-style-type: none"> • Include the cardinal direction (north, south, east, or west) in the label for each elevation
<p>DEVELOPMENT STANDARDS (FOR PD/SUP)</p>
<ul style="list-style-type: none"> • Written document describing development standards from the proposed base zoning district (select base zoning, and then reference current requirements and proposed deviations to the standards)
<p>OTHER EXHIBITS AND DOCUMENTS (IF REQUIRED)</p>
<ul style="list-style-type: none"> • Traffic Impact Analysis, if requested by the Director of Engineering. Typically required if:

- The development exceeds parking 500 spaces average per driveway; any trips in the development is projected to serve 1,000 more vehicles per day; any driveway in the development is projected to serve 100 or more vehicles in the design hour

- Phasing Plan

- Other plans or exhibits, as needed to illustrate modifications to the existing ordinances or standards or as requested by the Planning and Zoning Commission, City Council, or staff

ZONING SIGN REQUIREMENTS

- Informational:

- Requirement: A sign is required to be placed on the subject property for public hearings
- Timing: Sign must be placed on the property 12 days prior to the first public hearing (Planning and Zoning Commission meeting), and removed 3 days after the second public hearing (City Council meeting)
- Placement: Staff will determine the number and placement of signs required on the property
- Fee: A flat fee for the sign (regardless of the number of signs required) will be per the fee chart