



APPLICATION FOR DEVELOPMENT REVIEW

CITY OF MIDLOTHIAN PLANNING DEPARTMENT

104 West Avenue E.

Midlothian, TX 76065

MAIN PHONE: 972-775-7123

WEBSITE: http://www.midlothian.tx.us/planning

Check the application type you wish to apply for (one application per each case)

APPLICATION TYPE & FEES

- Amended Plat (\$250 + \$10 per lot)
Final Plat (\$400 + \$10 per lot)
Minor Plat (\$200)
Prelim Plat (\$300 + \$10 per lot)
Replat (\$300 + \$10 per lot)
Other Plats (\$250)
General Rezone (\$500 + \$10/acre)
PD Amend./Rezone (\$500 + \$30/acre)
Specific Use Permit (\$300 + \$10/acre)
Miscellaneous (\$100)
Site Plan (\$300)
ZBA Variance/Interpretation (\$200)
County ETJ Plat (contact staff for exact County fees)

\*\*THE CITY MAY NOT ACCEPT ANY APPLICATION IF IT HAS NOT BEEN THROUGH A PRE-APPLICATION MEETING \*\*

SUBMITTAL CHECKLIST

IF ALL ITEMS LISTED BELOW ARE NOT INCLUDED, IT WILL BE DEEMED AN INCOMPLETE APPLICATION & NOT BE ACCEPTED

- 1. Complete application with all signatures required including notarized Letter of Authorization, if required.
2. Application fee with checks made payable to City of Midlothian. Credit card payments are also accepted. Contact staff for exact fees.
3. Summary of explanation detailing reason for request and requested action (no more than one page).
4. One copy of legal survey showing the legal description with metes & bounds if not platted or a plat showing property.
5. First submittal requires 3 full-size sheets sets (18" x 24") and 5 half-size sheets (11" x 17") for each project including colored conceptual site plans, landscape, elevations & fencing plan along with any other drawing that is beneficial in the review of the project. Must be a digitally-produced, professional quality drawing.
6. An electronic copy of all project drawings & documents is required in PDF & DWG format. Scanned PDFs will NOT be accepted.
7. Re-submittals require 1 full size sheet (18" x 24") and 5 half-sized sheets (11" x 17") of each item as outlined in #5 and #6 above.
8. Approved plats shall submit 5 copies (with original signatures, stamps, & seals) and 1 mylar (all 18" x 24") with official current tax certificate(s) showing \$0 balance & associated filing fees. Tax certificates are available at the Ellis County Tax office for \$10/each. Filing fees: 1st pg-\$71; each add'l pg-\$25; each tax certificate filed-\$4 Formula: \$71+\$25(x)+\$4(y) Check to Ellis County Clerk

PROPERTY INFO

Current/Proposed Legal Description:
Address/Approximate Location:
Current /Proposed Zoning: Acres: # of Lots:
If zoning describe

APPLICANT/OWNER INFORMATION

Applicant Name: Company Name:
Mailing Address:
Main Phone: Email:
Applicant's Signature: Date:
Property Owner: Company Name:
Mailing Address:
Main Phone: Email:

CONSULTANT INFO

Consultant Name: Company Name:
Mailing Address:
Main Phone: Email:

PRIMARY CONTACT

The City uses MyGov to send out comments. Please indicate who you would like to receive these updates and access to this site.
Maximum two (2) are allowed per project.
Applicant
Property Owner
Consultant
Other (provide name & email below)

OFFICE USE

Case Name:
Case No: Fees: Received by:

PLAT CHECKLIST

1. Plat shall comply with all regulations of the Midlothian Subdivision Ordinance. If a variance is needed, submit the request in writing with an explanation of why it is needed.
2. Accurate boundary lines indicated by heavy lines & property description (legal description with metes & bounds w/ P.O.B). Surveys must be tied down to existing City benchmarks (see Engineering website for locations of benchmarks) .
3. If applicable, provide location of City limit lines if it touches any portion of the development.
4. Name/address of the subdivider/current property record owner and consultant.
5. Development name, number of lots, written & graphic scale, north arrow, location map and location of the development (City of Midlothian or its Extraterritorial Jurisdiction (ETJ)).
6. Street names must be pre-approved by the City of Midlothian prior to their placement on the plat.
7. Label each lot with a lot/block designation with lot dimensions/lot area and addresses assigned by the City.
8. Name & width of each existing or proposed street/right-of-way, easements, open spaces, & established lot patterns within 200 feet of proposed development.
9. Label all drainage or utility easements as drainage/utility easements.
10. Check the Master Thoroughfare Plan to ensure exact right-of-way dedication is shown.
11. Provide floodplain statement with most current F.E.M.A Firm # and shade in floodplain. Provide finished floor elevations for lots located within or adjacent to the floodplain, if applicable.
12. Show all building setback lines along with a plat note indicating the current zoning of the property along with this statement *"The building setbacks are not established by this plat. The current zoning district governs and establishes the setbacks for this property."*
13. Certificate of dedication with original signatures of all property owners and space for a notary signature.
14. **WET SEAL** & original signature of surveyor responsible for surveying the development & the preparation of the plat.
15. Space for plat approval date, original signatures and title by the approving authority for the plat.
16. Provide a preliminary drainage/utility plan. **(Applies to preliminary plats only. See Engineering Dept. for details)**
17. A Traffic Impact Analysis (TIA) may be required on a case by case basis. **(See Engineering Dept. for details)**
18. If plat is located in the ETJ, see the Ellis County Plat Checklist. A Takings of Waiver Assessment will be required to be filled out at time of application.
19. Any plats that is ready to be filed shall show the addresses reviewed, approved, and provided by the Midlothian Fire Dept.
20. Coordination with other public and/or private utilities, governmental agencies, etc. as needed

ZONING / SUP CHECKLIST

**ANY ZONING/SPECIFIC USE PERMIT (SUP) REQUESTS**

1. Current property survey with legal description stamped with a seal of a licensed engineer/surveyor.
2. Preliminary utility/drainage plans maybe required on a case by case basis at the time of application.
3. A Traffic Impact Analysis (TIA) maybe required maybe required on a case by case basis at the time of application.
4. Any other digitally produced visual aid that enhances the representation of the project.

**SPECIFIC USE PERMITS (SUPs)**

1. Colored detailed site layout with the following items of the proposed changes/improvements/new development on the site:
  - landscape, fencing, sample architecture/elevations, signage

**PLANNED DEVELOPMENTS (PDs)**

1. Colored site plan showing designated areas such as commercial, residential, mixed-use, or any combination thereof.
2. Detailed plans on proposed landscaping, fencing, signage, open spaces & sample elevations/architecture for each area.
3. Narrative describing in detail how each amenity requirement found in Section 5 of the Zoning Ordinance will be satisfied.
4. Design Booklet with the above items outlining detailed development standards and providing visual aids and graphics.

SITE PLAN CHECKLIST

1. Property survey with legal description stamped with a seal of a licensed engineer/surveyor.
2. Colored detailed site plan, landscape/fencing plans, elevations and 3D drawings with details as stated below.
3. Building elevations must show proposed building material and color palette.
4. The location, dimension and calculation of floor area of proposed structures with locations of structures within 200 feet of property. Existing spaces should be grayed out, if applicable,
5. 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.
6. A detailed landscape plan with a chart comparing amounts of impervious surface, open space & plant materials provided versus quantities required by the Landscape Regulations.
7. Parking facilities, with a chart comparing the quantities provided versus the quantities required by the Parking Regulations.
8. Location of proposed signs with dimensions and drawings, fence design & pedestrian lighting standards along with dimensions and drawings (outside 25-foot visibility triangle).
9. A preliminary utility/drainage plan & Traffic Impact Analysis (TIA) may be required by the City Engineer on a case-by-case basis.

VARIANCE CHECKLIST

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