



CITY OF GRAPEVINE

CONCEPT PLAN APPLICATION

APPLICATION REVIEW REQUIREMENTS

- Meet with development services staff to review application requirements for your specific development.
- Application with **original** / notarized signatures of owner and applicant.
- Survey and legal description (lot, block & subdivision) of property on 8 1/2" x 11".
- Verification with the City of Grapevine's Public Works / Engineering Department regarding platting information. Have the attached verification statement signed by public works (page 4)
- **6 folded blueline copies of complete site plan submit** no less than 22" x 34" and scale of no less than 1" = 50'.
- The Concept Plan submission shall meet the requirements of Section 45, Contents of a Concept Plan, Section 45.C.

APPLICATIONS MUST BE COMPLETE AND MEET ALL
GRAPEVINE ORDINANCE REQUIREMENTS BEFORE A
REQUEST CAN BE SET FOR A PUBLIC HEARING

Direct questions to Planning & Zoning Staff at (817)410-3155 - fax (817)410-3018
www.grapevintexas.gov

Delivery Address

Development Services
Planning Division
200 S. Main St
Grapevine, TX 76051

Correspondence Address

Development Services
Planning Division
P O Box 95104
Grapevine, TX 76099



CITY OF GRAPEVINE

CONCEPT PLAN APPLICATION

PART 1. APPLICANT INFORMATION

Applicant Name:

Applicant Address:

City/State/Zip

Phone No. Fax No.

Email Address Mobile Phone

Applicant's interest in subject property

PART 2. PROPERTY INFORMATION

Street Address of subject property

Legal Description: Lot Block Addition

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

Present use of property

Proposed use of property

The applicant understands the master plan designation and the most restrictive zone that would allow the proposed use is

Minimum/Maximum District size for requested zoning

PART 3. PROPERTY OWNER INFORMATION

Property Owner

Prop Owner Address

City/State/Zip

Phone No. Fax No.

- Effect of Concept Plan*
- All subsequent site plans shall conform to the concept plan submitted*
- The Development Services staff will determine the agenda for each of the public hearing dates. Based on the size of the agenda, your application may be rescheduled to a later date*

PART 4. SIGNATURE TO AUTHORIZE FILING OF A FINAL CONCEPT PLAN

Print Applicant's Name

Applicant's Signature

The State of

County of

Before me (notary)

on this day personally appeared (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

Print Property Owner's Name

Property Owner's Signature

The State of

County of

Before me (notary)

on this day personally appeared (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

PLATTING VERIFICATION

This verification statement must be signed prior
To the submittal of this conditional use application

_____ It has been determined that the property described below does **require platting or replatting** and the applicant has been instructed on this procedure.

_____ It has been determined that the property described below is **currently platted or does not require platting or replatting** at this time.

Address of subject property _____

Legal description of subject property _____

Public Works Department

Date

This form must be signed by the public works department and submitted along with a completed application to the planning and zoning department

SECTION 45.C.

CONTENT OF A CONCEPT PLAN

A concept plan shall include all of the following information in graphic representation and shall be prepared by a registered architect, registered engineer or registered surveyor.

1. The legal description, or the metes and bounds description, certified by a registered land surveyor; showing the date, scale, north point, property boundary lines, dimensions and easements.
2. Applicant's name and address and their legal interest in the subject property.
3. Owner's name and address, if different from applicant.
4. Zoning classification and present use of the subject property.
5. Land use designation as contained in the Comprehensive Master Plan.
6. Conceptual representation of proposed use.
7. Conceptual representation of vehicular circulation within the subject site.
8. Conceptual representation of points of connection to the public right of way.
9. Computation of proposed number of dwelling units and the total acreage for residential uses. For nonresidential uses compute the approximate square footage of building, by type, or the maximum building square footage allowed in the particular district requirements.
10. Conceptual landscaping and buffer plan according to Section 53, Landscaping.
11. Description of how essential public services, including water, sewer, drainage and solid waste, will be provided.
12. Description of any proposed grading, regrading or fill that is proposed on the subject site.
13. Maximum number of parking spaces required according to Section 56, Off-Street Parking Regulations.
14. Other information the applicant and/or owner might wish to include.
15. The names, addresses and telephone numbers of all professional consultants, if any, advising the applicant with respect to the proposed rezoning.

16. Street address, or common description of the property.
17. A graphic rendering of the existing site conditions, which depicts all significant natural, topographical and physical features of the subject property including contours; location and extent of tree cover; location and extent of water courses, marshes and flood plains on the subject property; and existing drainage patterns.
18. Vicinity map indicating the area in which the property is located.
19. In the bottom right corner title the plan the same as the subdivision being platted and number each sheet in a similar manner (Example: Sheet 1 of 1).
20. Note the assigned case number in the bottom right corner on each sheet.
21. The initial submittal for review purposes shall be on a sheet no less than 22" x 34". The scale shall be no less than 1" = 50'.
22. Include an internal traffic circulation plan on the concept plan.
23. All turning radii - 35 feet minimum per Grapevine Fire Department
24. After comments are received - final documents shall contain 11x17 color renderings of the landscape plan and elevations for presentation purposes only. A Power Point presentation may be submitted, please make sure all drawings are compressed prior to providing to the City of Grapevine.
25. **North shall face up on all pages.**

CASE NAME:
CASE NUMBER:
LOCATION:

MAYOR

SECRETARY

DATE: _____

PLANNING AND ZONING COMMISSION

CHAIRMAN

DATE: _____

SHEET: ____ OF ____

APPROVAL DOES NOT AUTHORIZE ANY
WORK IN CONFLICT WITH ANY CODES OR
ORDINANCES.

DEPARTMENT OF DEVELOPMENT SERVICES

MINIMUM SIZE 3" X 4"

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

NUMBER EACH SHEET AS PER EXAMPLE BELOW:

SHEET 1 OF 4; SHEET 2 OF 4; SHEET 3 OF 4; SHEET 4 OF 4, ETC.

CONCEPT PLAN APPLICATION
PROCEDURAL TIMETABLE

Application Deadline	Concept Plan Review Submittal
Day 1 - 14	Planning Staff Review
Day 15	Technical Review Committee
	Planning Department Public Works Building Inspections Fire Department Police Department Utility Companies
Day 23	Return Necessary Revisions To Planning Department Staff to include but not limited to 40-11x17's, 2-full size drawings, 1-set mylars
Day 25	Notice To Newspaper
Day 32	Notify Adjacent Property Owners; Post Sign On Property
Day 39	Packets Submitted For Distribution To City Council and Planning and Zoning Commission
Day 42	City Council and Planning and Zoning Commission Joint Public Hearing

Planning And Zoning Commission Recommendations To City Council
Result In The Following Action

Approval -	Requires A Council Majority Vote
Denial -	Requires $\frac{3}{4}$ Vote Approval By Council
Continuing -	Set To A Date Certain; Further Research and Information Required

**2010
CITY OF GRAPEVINE
PLANNING & ZONING COMMISSION
MEETING AGENDA SCHEDULE**

**CITY COUNCIL/PLANNING AND ZONING
MEETING DATES**

**FILING DEADLINE DATE
First Monday of the Month**

December 15, 2009

November 2, 2009

January 19, 2010

December 7, 2009

February 16, 2010

January 4, 2010

March 16, 2010

February 1, 2010

April 20, 2010

March 1, 2010

May 18, 2010

April 5, 2010

June 15, 2010

May 3, 2010

July 20, 2010

June 7, 2010

August 17, 2010

July 6, 2010

September 21, 2010

August 2, 2010

October 19, 2010

September 7, 2010

November 16, 2010

October 4, 2010

December 21, 2010

November 1, 2010

January 18, 2011

December 6, 2010