



GARLAND
TEXAS MADE HERE

Downtown Development Application

Department of Planning & Community Development
800 Main Street 2nd Floor
Ph: (972) 205-2445
Fax: 972-205-2474

CONTACT INFORMATION

REQUIRED

Property Owner: _____ Contact: _____

Owner Address: _____ City: _____ State: _____ Zip: _____

Email : _____ Telephone: _____ (Fax) _____

- Engineer
- Architect
- Surveyor
- Owner

Applicant/Agent: _____ Contact: _____

Applicant/Agent Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Telephone: _____ (Fax) _____

PROPERTY INFORMATION

REQUIRED

Property Address: _____
(or general location if no address is available)

Legal Description of Property: _____

Lot No. _____ Block No. _____ Acreage: _____ Existing Zoning District: _____

If property is unplatted, provide Metes and Bounds description on a CD/Flash in Microsoft Word format.

SELECT ONE

MAJOR/ MINOR WAIVER

For the purposes of this District, there shall be two types of Waivers of Design standards.

- Minor Waivers:** are those changes to design standards in the Downtown District that are determined to meet the goals and intent of this district
- Major Waivers:** are major changes to the design standards in the Downtown District or changes which may initially appear to be in conflict with the goals and intent of this District. Major Waivers may only be approved by the City Council, following a recommendation by the Director and the City Plan Commission in conjunction with a decision on an application for approval of a Downtown Development Plan.
- Development Plan (where an overall development is proposed within the Downtown (DT) District). Major Waivers and Regulating Plans may be requested within a Development Plan**

- Application Fee: _____
- Legal Description of property
- Completed application

Presubmittal Number: _____
File Number: _____
Date Received: _____

OFFICE USE ONLY

WAIVERS TO DESIGN STANDARDS

- Minor Waivers** include changes to the following standards, and/or as otherwise identified in these District regulations: (Select all that apply)
 - Reduction in minimum floor to ceiling height for Flex Space at-grade space of up to ten-percent, but no less than 12 feet in height;
 - Vehicular access drive locations;
 - Vehicular access from a street where alley access is available;
 - Continuous building frontage less than seventy-five percent, but not less than sixty percent;
 - Counting parking lot frontage which is planted with a double row of trees and landscaping, as part of the requirement for continuous frontage;
 - Separation of business patrons from the general public on a sidewalk, using another method than planters or fencing;
 - Use of building materials other than masonry and 3-stage stucco on walls not visible from a street, plaza or other public open space;
 - Increase the amount of window area by up to fifteen percent for building facades that contain loft residential units;
 - Bicycle parking requirements;
 - Use of neon as a lighting source;
 - Use of a stamped concrete version of brick, stone or cobbles as a paving surface;
 - Approval of a marquee sign; and
 - Approval of more than one wall sign for a single occupancy building.

- Major Waivers** include changes to the following standards, and as otherwise identified in these District regulations:
 - Various land uses in subdistricts as indicated in **Table 2-6**;
 - Exceeding limitations established for a Minor Waiver.
 - Any variation in rules not covered by a Minor Waiver.

DOWNTOWN DEVELOPMENT PLAN

STAFF APPLICANT

- Completed application
- Filing fee
- Electronic copy of the metes and bounds legal description in Microsoft word format
- Written description of request (associated variance requests require justification)
- Drawings: (11 COPIES) 24" x 36" Black Line prints (Folded) and (1 COPY) 8 1/2" x 11" (drawings submitted are based on type of request; see Technical Checklist for submittal details)
- Civil Engineering Documents (submitted directly to the Engineering Department at least one week prior to the Specific Use Permit application filing deadline). Has this submittal requirement been met yes no?

SUBMITTAL DOCUMENTS

REQUIRED

Submittal Requirements

- Site layout plan (such as a Preliminary Development Plan)
- Proposed uses
- Unit mix for residential
- Parking required and provided
- Landscape, screening, fencing, and streetscape plans
- Building elevations indicating materials and colors
- Building sections as appropriate, or as may be requested by the Planning Director
- Calculations for each exterior building material, window area
- Signage
- Minor or Major Waivers being requested
- Traffic Impact Analysis, if required
- Schematic Engineering Drawings and, as applicable, utility layout and capacity analysis

Regulating Plan may be required for any multi-phased development in order to ensure continuity of development. Regulating Plans will be consistent with the approved Framework Plan, and may be prepared by an applicant or by the City. Regulating Plans will correlate to adjacent plans and development, and will be incorporated as part of the regulations governing the Downtown (DT) District. Regulating Plans will include the following:

- Street network depicting all major, secondary, collector, local and alley thoroughfares and trail network;
- Street types;
- Public open space; Location and capacity of utilities; Mandatory or recommended flex space construction at-grade; Terminated vista and landmark feature locations;
- Building height, building type or land use overlay(s) (if applicable);
- A Phasing Plan of open space amenities (if applicable);
- Any waivers being requested (any variation to this Chapter's standards must be specifically requested); and
- Any requirements specific to the site, as may be determined by the Planning Director

Acknowledgements

I understand that all required information and plans must be submitted with this application or the application be deemed incomplete as per Section 1.16 of the Garland Development Code

It is a misdemeanor to give false information to a City employee or an agent of the City, punishable by a maximum fine of \$1,000.00.

I have read and understand this application and certify that all information and attachments are true and correct. I certify that I am the owner of the property involved in this request or have authorization to act as the owner’s agent for the request described. Applicants (or a representative) are expected to be present at all public hearings concerning this application to justify and explain their request and to answer questions posed by the City Plan Commission and City Council.

Signature of Current Property Owner Date

BEFORE ME, _____, on this day personally appeared _____, known to or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person(s) 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 _____, 20__.

My Commission Expires: _____

Notary Public in and for the State of Texas

Following is to be completed only if a person other than the owner is submitting this application.

Signature of Applicant/Agent Date

BEFORE ME, _____, on this day personally appeared _____, known to or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person(s) 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)

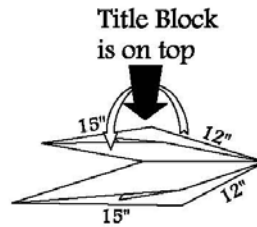
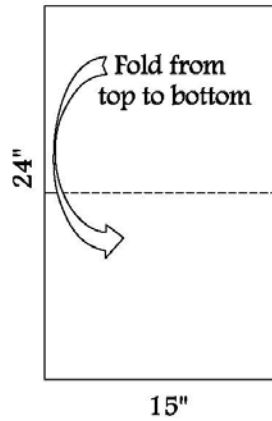
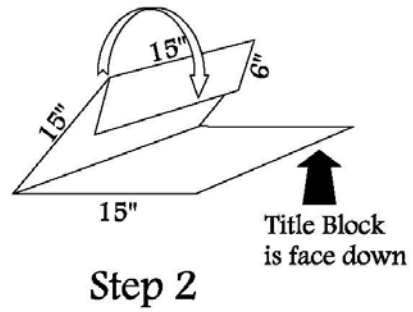
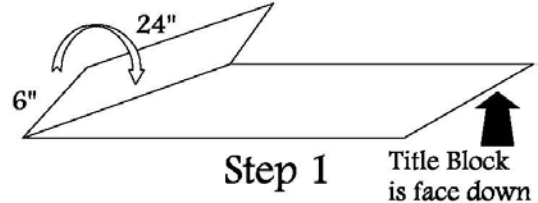
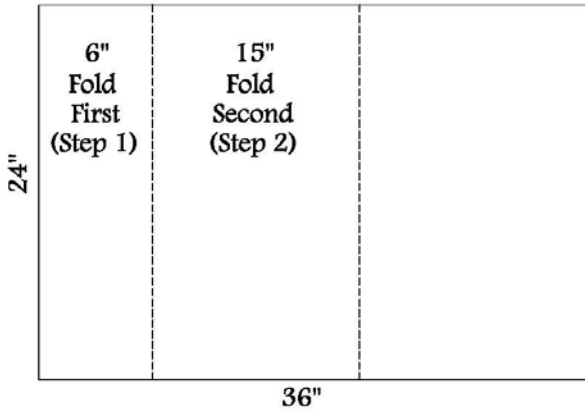
GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, 20__.

My Commission Expires: _____

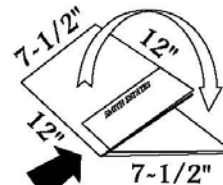
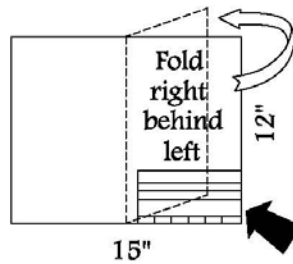
Notary Public in and for the State of Texas

FINISHED SIZE SHALL BE APPROXIMATELY 7.5" X 12" AND FOLDED SO
OUTSIDE PORTION IS THE TITLE BLOCK

Folding a 24" x 36" Plat
 WITH TITLE BLOCK OUT



Step 3



Step 4