
Community Development Department

Pre-Application Procedures

Prior to formal application for approval of any site plan, the applicant shall request and attend a mandatory pre-application conference with the appropriate City official(s) in order to become familiar with the City's development regulations and the subdivision process. At the pre-application conference, the applicant may be represented by his or her land planner, engineer and/or surveyor.

Zoning Requirements

A property within the City's corporate limits that is being proposed for development must be properly zoned by the City prior to submission of an application for approval of any site plan. In addition, the proposed development layout or design shown on the proposed site plan must be in conformance with all standards and requirements prescribed in the City's Zoning Ordinance and Subdivision Ordinance.

Completeness of Application

Site Plan applications which do not include all required information and materials, as outlined below and per other City development review policies which may change from time to time, will be considered incomplete, shall not be accepted for official submission by the City, and shall not be scheduled on a Planning and Zoning Commission agenda until the proper information is provided to City officials including the City's retained engineering consultant, if applicable.

Applicability

Site plan review and approval shall be required for all nonresidential, mixed-use, townhouse, single-family attached, and multi-family residential projects and structures, and for any Planned Development district or Specific Use Permit. Authorized nonresidential structures within a residential zoning district are subject to the site plan review and approval requirements of this Section. **Exceptions.** Site plan review shall not be required for single-family residential developments, unless the proposed subdivision will include a private amenity, facility or a golf course. In these instances, site plan submission and approval will be required for the private amenity or facility, or the golf course clubhouse/hospitality area.

Site Plan Checklist

The proposed site plan shall show the following information (other physical and engineering data shall be included in the engineering plans or as separate documents):

1. A title block within the lower right hand corner of the site plan with the proposed name of the project/subdivision, total site acreage, and the location of the property according to the abstract and survey records of Collin County, Texas;
2. The name and address of the owner/developer and the land planner, engineer architect or surveyor responsible for the plan;
3. The scale of the drawing (both written and graphic scale);
4. The date the drawing was prepared;
5. Zoning;

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6. A vicinity or location map that shows the location of the proposed development within the City, or its ETJ, and in relationship to existing roadways;
7. The boundary survey limits of the tract and each proposed lot/tract and scale distances with north clearly indicated;
8. The names of adjacent additions or subdivisions or the name of the owners of record and recording information for adjacent parcels of unplatted land, including parcels on the other sides of roads, creeks, etc.;
9. The existing zoning and existing/proposed uses on adjacent land;
10. The location, width and names of all existing or platted streets or other public ways within or adjacent to the tract;
11. Any existing easements, with recording information;
12. Existing buildings;
13. Railroad rights-of-way;
14. Topography (contours at two-foot intervals) with existing drainage channels or creeks, including the 100-year flood plain, if applicable;
15. Any other important natural features, such as rock outcroppings, caves, wildlife habitats, etc.; and all substantial natural vegetation;
16. Proposed strategies for tree preservation including showing individual trees or tree masses that will be preserved, and the techniques that will be used to protect them during construction;
17. The layout and width (right-of-way lines and curb lines) of existing and proposed thoroughfares, collector streets and/or intersections, and specific configuration of proposed streets;
18. Lot/tracts and blocks;
19. Proposed driveways including driveway widths and distances between driveways;
20. Proposed median openings and left turn lanes on future divided roadways and existing and planned driveways on the opposite side of divided roadways must also be shown for coordination and sharing of future median openings;
21. Specific locations and footprints of buildings, including but not limited to proposed nonresidential and residential densities;
22. Building heights;
23. Square footages (for multi-tenant or multi-purpose buildings, show square footage for each intended use), massing, orientation;
24. Loading/service areas (including proposed screening);
25. Recycling containers, compactors and dumpster enclosures (including proposed screening);
26. Pedestrian walkways;
27. Parking areas (including parking ratio calculations);
28. Any proposed sites for parks, schools, public facilities, public or private open space;

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29. Flood plains/drainage ways;
30. All proposed and existing utilities and easements;
31. Drainage structures;
32. Retention/detention ponds with proposed aesthetic treatments;
33. Screening walls; fences;
34. Signage;
35. Fire lanes and fire hydrants;
36. Lighting;
37. Visibility easements;
38. Other pertinent development related features;
39. A landscape plan showing turf areas, tree types and sizes, screening walls, ornamental plantings, planting schedule (including species, planted height, spacing, container/caliper size, numbers of each plant material, etc.) any existing wooded areas, trees to be planted, and irrigation plans, if required; and
40. Color building façade (elevation) plans showing elevations with any attached (wall-mounted) signage to be used, as determined appropriate by the City Manager, or his/her designee.

Effect of Approval

The approval of a site plan shall be effective for a period of six (6) months beyond the date that the plan was approved by the City Council. Upon the expiration of six months following Council approval of the plan, the applicant shall have completed a City-required “progress benchmark” as set forth below (see Section 12.10 of the Comprehensive Zoning Ordinance). If this is not accomplished, then the approved site plan shall be deemed to have expired and shall become null and void.

Revisions to Approved Site Plan

Minor Revisions/Amendments – It is recognized that final architectural and engineering design may necessitate minor changes in the approved site plan. In such cases, the City Manager, or his/her designee, shall have the authority to approve minor modifications to an approved site plan and which shall be submitted as an “amended site plan” which substantially conforms to the previously approved site plan, provided that such modifications do not significantly change traffic circulation, building location(s) on the site, proximity of building(s) to nearby residential areas, increase the size or height of building(s), or any other conditions specifically attached as part of the City Council’s approval of the site plan. Submission materials and requirements for approval of an amended site plan shall be as determined by the City Manager or his/her designee. If the City Manager, or his/her designee, refuses to approve an amended site plan, then the applicant shall re-submit the amended site plan as a “revised site plan”, whereupon the revised site plan shall be scheduled for consideration by the Planning and Zoning Commission and City Council.

Major Revisions – In the event of revisions that are more extensive in nature and do not conform to the description for minor amendments above, a “revised site plan” must be resubmitted, reviewed by the City Manager, or his/her designee, and reconsidered by the

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Planning and Zoning Commission and the City Council in accordance with the site plan review and approval procedures set forth.



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Pre-Application Procedures

Prior to formal application for approval of any construction plat, the applicant shall request and attend a mandatory pre-application conference with the appropriate City official(s) in order to become familiar with the City's development regulations and the subdivision process. At the pre-application conference, the applicant may be represented by his or her land planner, engineer and/or surveyor.

Zoning Requirements

A property within the City's corporate limits that is being proposed for platting or development must be properly zoned by the City prior to submission of an application for approval of any construction plat. In addition, the proposed development layout or subdivision design shown on the proposed construction plat must be in conformance with all standards and requirements prescribed in the City's Zoning Ordinance and Subdivision Ordinance.

Completeness of Application

Construction Plat applications which do not include all required information and materials, as outlined below and per other City development review policies which may change from time to time, will be considered incomplete, shall not be accepted for official submission by the City, and shall not be scheduled on a Planning and Zoning Commission agenda until the proper information is provided to City officials including the City's retained engineering consultant, if applicable.

Standards for Approval

No construction plat shall be recommended for approval by the Planning and Zoning Commission or approved by the City Council unless the following standards have been met:

1. The plat substantially conforms with the approved concept plan, if there is one, and with other studies and plans, as applicable;
2. The layouts and engineering plans for required public improvements and City utilities have been submitted by the applicant for approval by the City Engineer (whether specifically stated or not, construction plat approval shall always be subject to any additions or alterations to the engineering plans as deemed necessary by the City Engineer, as needed, to ensure the safe, efficient and proper construction of public improvements within the subdivision); and
3. The plat conforms to the Comprehensive Plan and to applicable zoning and other City regulations.

Construction Plat Checklist

The proposed construction plat and associated engineering plans shall show the following information (other physical and engineering data shall be included in the engineering plans or as separate documents):

1. A vicinity, or location, map that shows the location of the proposed construction plat within the City (or within its ETJ) and in relationship to existing roadways;

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2. Boundary lines, abstract/survey lines, corporate and other jurisdictional boundaries, existing or proposed highways and streets (including right-of-way widths), bearings and distances sufficient to locate the exact area proposed for the subdivision, and all survey monuments (identified and labeled; see Section 5.2 for specifications) including any required concrete monuments (per the City's Planner and/or Engineer); the length and bearing of all straight lines, radii, arc lengths, tangent lengths and central angles of all curves shall be indicated along the lines of each lot (curve and line data may be placed in a table format); accurate reference ties via courses and distances to at least one recognized abstract or survey corner or existing subdivision corner shall be shown;
3. The name, location and recording information of all adjacent subdivisions (or property owners of adjacent unplatted property), including those located on the other sides of roads or creeks, shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show accurately the existing streets, alleys, building setbacks, lot and block numbering, easements, and other features that may influence the layout of development of the proposed subdivision; adjacent unplatted land shall show property lines, the names of owners of record, and the recording information;
4. The location, widths and names of all streets, alleys and easements (it shall be the applicant's responsibility to coordinate with appropriate utility entities for placement of necessary utility easements and for location of all streets and median openings on highways or arterial roadways), existing or proposed, within the subdivision limits and adjacent to the subdivision; a list of proposed street names shall be submitted (in the form of a letter or memo along with the application form) for all new street names (street name approval is required at the time the construction plat is approved);
5. The location of all existing property lines, existing lot and block numbers and date recorded, easements of record (with recording information), buildings, existing sewer or water mains (can be shown on a separate sheet, if preferred), gas mains or other underground structures, or other existing features within the area proposed for subdivision;
6. Proposed arrangement and square footage of lots (including lot and block numbers) and proposed use of same; for nonresidential uses, the location and size of buildings (this information may be provided on a separate sheet, such as on a voluntary concept plan or the final site plan; see the Zoning Ordinance);
7. A title block within the lower right hand corner of the plat (and engineering plans) which shows the title or name under which the proposed subdivision is to be recorded; the name, address and phone number of the property owner(s); the name, address and phone number of the land planner, licensed engineer or registered professional land surveyor who prepared the plat/plans; the scale of the plat/plans; the date the plat/plan was prepared; and the location of the property according to the abstract or survey records of Collin County, Texas; the subdivision name shall not duplicate (or too closely phonetically replicate) the name of any other platted subdivision in Murphy, its ETJ, or other surrounding communities in Collin County, but phasing identification is allowed to be similar to previous phases of that particular development (it is the property owner's responsibility to check the plat records of Collin County to ensure that the proposed subdivision name will not duplicate or sound too much like a subdivision name already in existence -- the City may, at its discretion, require a different subdivision name if there is potential for confusion by public safety officials or the general public);

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8. Sites, if any, to be reserved or dedicated for parks, schools, playgrounds, other public uses or for private facilities or amenities;
9. Scale (including a graphic scale), date, north arrow oriented to the top or left side of the sheet, and other pertinent informational data;
10. Contours with intervals of two feet (2') or less shown for the area, with all elevations on the contour map referenced to sea level datum; and the limits of any portion of the 100-year flood plain (pursuant to the flood study, if required by the City Engineer) that may be within or adjacent to (i.e., within 100 feet of) the property (final monumentation of the flood plain shall occur, and shall be shown, on the final plat prior to approval and filing at the County) - if no flood plain present, then a note stating this shall be shown on the plat;
11. Areas contributing drainage to the proposed subdivision shall be shown in the engineering plans; locations proposed for drainage discharge from the site shall be shown by directional arrows;
12. All physical features of the property to be subdivided shall be shown, including the location and size of all water courses, 100-year flood plain according to Federal Emergency Management Agency (FEMA) information, U.S. Army Corps of Engineers flowage easement requirements, ravines, bridges, culverts, existing structures, drainage area in acres or area draining into subdivisions (only in the engineering plans), the outline of major wooded areas or the location of major or important individual trees, and other features pertinent to subdivision;
13. Engineering plans of water and sewer lines and other infrastructure (including sizes) to be constructed in the subdivision; the proposed connections to distribution mains shall be indicated;
14. Proposed phasing of the development; where a subdivision is proposed to occur in phases, the applicant, in conjunction with submission of the construction plat, shall provide a schedule of development; the dedication of rights-of-way for streets and street improvements, whether on-site or off-site, intended to serve each proposed phase of the subdivision; the City Council shall determine whether the proposed streets and street improvements are adequate pursuant to standards herein established, and may require that a traffic impact analysis be submitted for the entire project or for such phases as the City Council determines to be necessary to adjudge whether the subdivision will be served by adequate streets and thoroughfares;
15. All construction plats shall be submitted in a legible format that complies with Collin County requirements for the filing of plats, and shall be drawn on a good grade blue line or black line paper;
16. Existing or proposed zoning of the subject property and all adjacent properties;
17. Minimum finished floor elevations of building foundations shall be shown for lots adjacent to a flood plain or within an area that may be susceptible to flooding;
18. Certificates and other language shall be included on the plat, pursuant to the following Subsections: **(See Subdivision Ordinance for detailed language and form)**
 - (a) A statement that the subdivided area is legally owned by the applicant.
 - (b) An accurate legal, such as by metes and bounds, description by bearings and distances (including necessary curve and line data), accurate to the nearest

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one hundredth of a foot, for all boundary, block and lot lines, with descriptions correlated to a permanent survey monument.

(c) A statement signed by the property owner(s) and acknowledged before a Notary Public as to the authenticity of the signatures, saying that the property owner(s) adopts the plat as shown, described and named, and that he/she does dedicate, in fee simple, to the public use forever the streets, alleys and easements shown on the plat. The property owner(s) further reserves any easement areas shown for mutual use of all public utilities desiring to use the same. Any public utility shall have the right to remove and keep removed all or any part of any vegetative growth or other appurtenance for construction or maintenance, or efficiency of its respective system in these easements and all or any part of, any growth or construction which in any way hinders or interferes with the right of ingress and egress to these easements for any necessary use without asking anyone's permission.

(d) The registered professional land surveyor's certificate, with a place for his or her signature and notarization of his or her signature.

(e) A place for plat approval signature of the Mayor (or Mayor Pro Tem, in the Mayor's absence) of the City Council, a place for the City Secretary to attest such signature, and the approval dates by the Planning and Zoning Commission and City Council.

Effect of Approval

Approval of a construction plat authorizes the property owner, upon fulfillment of all requirements and conditions of approval and upon construction of all required improvements (or submission of the proper assurances for construction of same), to submit an application for final plat approval.

Revisions to Approved Construction Plat

It is generally recognized that minor revisions to the construction plat will probably be needed before the final plat is approved and filed at the County. Such minor revisions as slight enlargement or shifting of easements or lot lines, addition of private or franchise utility easements, correction of bearings or distances, correction of minor labeling errors, addition of erroneously omitted informational items and labels, etc. may occur on the final plat without having to re-approve the construction plat. Determination of whether or not revisions are "minor" in nature is subject to the judgment of the City's Planner and Engineer. Major revisions, such as obvious reconfiguration of lot lines or easements, relocation of driveways or access easements or fire lanes, any modification to the perimeter or boundary of the property, and relocation or addition or deletion of any public improvement (including corresponding easement), shall necessitate re-submission and re-approval of the plat as a "revised construction plat" unless otherwise approved by the City Planner and the City Engineer, as applicable. The procedures for such re-approval shall be the same as for a construction plat, and such re-approval shall constitute a new project thus necessitating submission of a new application form, payment of new fees, compliance with amendments to this Ordinance which occurred since original construction plat approval, and other requirements.



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Pre-Application Procedures

Prior to formal application for approval of any construction plat, the applicant shall request and attend a mandatory pre-application conference with the appropriate City official(s) in order to become familiar with the City's development regulations and the subdivision process. At the pre-application conference, the applicant may be represented by his or her land planner, engineer and/or surveyor.

Completeness of Application

Final Plat applications which do not include all required information and materials, as outlined below and per other City development review policies which may change from time to time, will be considered incomplete, shall not be accepted for official submission by the City, and shall not be scheduled on a Planning and Zoning Commission agenda until the proper information is provided to City officials including the City's retained engineering consultant, if applicable.

Standards for Approval

No final plat shall be recommended for approval by the Planning and Zoning Commission or approved by the City Council unless the following standards have been met:

1. The plat substantially conforms with the approved construction plat and other studies and plans, as applicable;
2. The construction and installation of required public improvements and City utilities has been completed and the improvements have been accepted by the City as conforming to the City's regulations and design standards (or the proper assurances for construction of the improvements have been submitted and approved by the City); and
3. The plat conforms to the Comprehensive Plan and to applicable zoning, subdivision and any other applicable codes or ordinances of the City that are related to development of a land parcel.

Final Plat Checklist

The final plat shall be in accordance with the construction plat, as approved, and shall incorporate all applicable conditions, changes, directions and additions imposed by the Planning and Zoning Commission and City Council upon the construction plat and in addition, shall show the following.

1. All information that is required for a construction plat, except for submission of engineering plans, provided that such plans were already submitted and approved with the construction plat; and except that physical features of or on the land (such as topography, buildings, utility structures, water bodies and tree cover) shall not be shown on the final plat. In addition to these items, the final plat shall also provide a place for the County Clerk of Collin County to stamp the date and location where the plat will be filed ("Volume or Cabinet _____, Page or Slide ____") in the lower right-hand corner of all sheets of the plat drawing near the title block.
2. All aspects of the final plat shall conform to the standards of Collin County for plats with respect to clarity, sheet size, lettering size and reproducibility, and the County's formatting

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requirements for same shall control if different from this Ordinance. It is the applicant's responsibility to be familiar with the County's standards for filing plats.

3. The approval block shall be modified as required in Section 2.5(c)(3) of the Subdivision Ordinance.
4. The following checklist must be complete and submitted to the Community Development Department prior to the placement of a final plat on the City Council Agenda.
 - a. Rollback Taxes must be paid. Attach Current Tax Status Certificate.
 - b. Impact Fees Paid.
 - c. Escrow Funds.
 - i. Street Improvement
 - ii. Sidewalk
 - iii. Landscape
 - iv. Other
 - d. Deed for any park land dedication or Parkland Fees.
 - e. Maintenance Bonds from all Contractors and Subcontractors - 100% for 2 years.
 - f. Copies of Final Pay Requests for all public improvements from all Contractors and Subcontractors.
 - g. Inspection Fees (4 % of the Total Construction Costs for all public improvements based on Final Pay Requests).
 - h. Affidavits from all Contractors and Subcontractors that all bills, liens, subcontractors, suppliers, etc. have been paid (Individual signing affidavit must be an officer in the company).
 - i. Approval letter from the City Director of Public Works.
 - j. Approval letter from the City Engineer.
 - k. Approval letter from the Police Department.
 - l. Approval letter from the Fire Department.
 - m. Date of Final Acceptance.

Once all these items are received, recommendation will be made for placement on City Council Agenda.

Effect of Approval

Approval of a final plat authorizes the property owner, upon fulfillment of all requirements and conditions of approval and upon completion of construction of all required improvements (or submission of the proper assurances for construction of same), to submit the final copies, or mylars, of the plat for filing at Collin County. Lots may be sold only when the final plat has been approved by the City Council and the plat has been filed at Collin County. ***No conveyance or sale of any portion or lot of the property may occur until after the final plat is approved by the City Council and filed at Collin County.***

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Revisions to Approved Final Plat (Prior to Filing at Collin County)

Occasionally, minor revisions are needed before the final plat can be filed at the County. Such minor revisions as correction of bearings or distances, correction of minor labeling errors, addition of erroneously omitted informational items and labels, etc. may occur on the record plat prior to filing it without the City Council having to re-approve the final plat. Determination of whether or not revisions are “minor” in nature is subject to the judgment of the City’s Planner and Engineer. Major revisions, such as obvious corrections or reconfiguration of lot lines or easements, relocation of driveways or access easements or fire lanes, any modification to the perimeter or boundary of the property, and relocation or addition or deletion of any public improvement (including corresponding easement), shall necessitate re-submission and re-approval of the plat as a “revised final plat” unless otherwise approved by the City Planner and the City Engineer, as applicable. The procedures for such re-approval shall be the same as for a final plat, and such re-approval may constitute a new project thus necessitating submission of a new application form, payment of new fees, compliance with amendments to this Ordinance that occurred since original final plat approval, and other requirements.

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Unless otherwise expressly provided for herein, a property owner who proposes to replat any portion of an already approved final plat, other than to amend or vacate the plat, must first obtain approval for the replat under the same standards and by the same procedures prescribed for the final platting of land by these regulations. All improvements shall be constructed in accordance with the same requirements as for a final plat, as provided herein.

Replating Without Vacating Preceding Plat

A replat of a final plat or portion of a final plat may be recorded and is controlling over the preceding plat without vacation of that plat if the replat:

1. Is signed and acknowledged by only the owners of the property being replatted;
2. Is approved, after a public hearing on the matter at which parties in interest and citizens have an opportunity to be heard, by the City Council (no public hearing is required by the Planning and Zoning Commission); and
3. Does not attempt to amend or remove any covenants or restrictions previously incorporated in the final plat.

The title shall identify the document as a "Final Plat" of the "_____ Addition, Block _____, Lot(s) _____, Being a Replat of Block _____, Lot(s) _____ of the _____ Addition, an addition to the City of Murphy, Texas, recorded as Plat # _____ in Plat Cabinet # _____ of the Plat Records of Collin County, Texas".

Approval Procedure

Notice of the public hearing required under shall be given before the fifteenth (15th) day before the date of the hearing by publication in the official newspaper of the City. Notice of the public hearing shall also be given by written notice, with a copy of any requested waivers/suspensions, sent to the owners, as documented on the most recently approved ad valorem tax roll of the City, of lots that are in the original subdivision and that are within two hundred (200) feet of the lot(s) to be replatted. In the case of a subdivision in the extraterritorial jurisdiction, the most recently approved County tax roll shall be used. The written notice may be delivered by depositing the notice, properly addressed with postage prepaid, in a post office or postal depository within the boundaries of the City.

The application for a replat shall be submitted to the City in the same manner as a final plat and shall be approved, conditionally approved, or denied by the City Council following review and recommendation by the Planning and Zoning Commission in a similar manner as a final plat. Upon approval, the replat shall be filed at the County by the City Planner in the same manner as a final plat.

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An amending plat may be recorded and is controlling over the preceding or final plat without vacation of that plat, if the amending plat is signed by the applicants only and if the amending plat is for one or more of the purposes set forth below. The procedures for amending plats shall apply only if the sole purpose of the amending plat is to:

1. Correct an error in a course or distance shown on the preceding plat;
2. Add a course or distance that was omitted on the preceding plat;
3. Correct an error in a real property description shown on the preceding plat;
4. Indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible for setting monuments;
5. Show the location or character of a monument that has been changed in location or character or that is shown incorrectly as to location or character on the preceding plat;
6. Correct any other type of scrivener or clerical error or omission previously approved by the municipal authority responsible for approving plats, including lot numbers, acreage, street names, and identification of adjacent recorded plats;
7. Correct an error in courses and distances of lot lines between two adjacent lots if:
 - (a) Both lot owners join in the application for amending the plat;
 - (b) Neither lot is abolished;
 - (c) The amendment does not attempt to remove recorded covenants or restrictions; and
 - (d) The amendment does not have a material adverse effect on the property rights of the owners in the plat;
8. Relocate a lot line to eliminate an inadvertent encroachment of a building or other improvement on a lot line or easement;
9. Relocate one or more lot lines between one or more adjacent lots if:
 - (a) The owners of all those lots join in the application for amending the plat;
 - (b) The amendment does not attempt to remove recorded covenants or restrictions; and
 - (c) The amendment does not increase the number of lots; or
10. To make necessary changes to the preceding plat to create six (6) or fewer lots in the subdivision or a part of the subdivision covered by the preceding plat if:
 - (a) The changes do not affect applicable zoning and other regulations of the City;
 - (b) The changes do not attempt to amend or remove any covenants or restrictions; and
 - (c) The area covered by the changes is located in an area that the City has approved, after a public hearing, as a residential improvement area.

Amended Plat Requirements

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The amended plat shall be entitled and clearly state that it is an "amended plat." It shall also state the specific lots affected or changed as a result of the amended plat, and shall include the original subdivision plat boundary. All references to "final plat" or "replat" shall be removed.

Other than noted above, the procedure for approval of plat amendment(s) shall be the same as a replat.

Approval Procedure

Approval of an amended plat shall expire unless the amended plat is submitted to the City Secretary within thirty (30) days after the date of final approval of the amended plat.

The amended plat shall be filed at the County in the same manner as prescribed for a final plat.



Minor Plat Requirements

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The City Manager (or designee) may approve a minor plat, or may, for any reason, elect to present the minor plat to the Planning and Zoning Commission and City Council for consideration and approval. Any decision made on the minor plat by the City Manager (or designee) shall be approval of the plat. Should the City Manager (or designee) refuse to approve the minor plat, then the plat shall be referred to the Planning and Zoning Commission and/or City Council for consideration within the time period required by State law.

The minor plat shall be entitled and clearly state that it is a "minor plat."

Other than noted above, the procedure for approval of plat amendment(s) shall be the same as a final plat.

Approval Procedure

Approval of a minor plat shall expire unless the minor plat is submitted to the City Secretary within thirty (30) days after the date of final approval of the minor plat.

The minor plat shall be filed at the County in the same manner as prescribed for a final plat.



Vacated Plat Requirements

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The property owner of the tract covered by a plat may vacate, upon the approval of the Planning and Zoning Commission and City Council, the plat at any time before any lot in the plat is sold. The plat is vacated when a signed, acknowledged instrument declaring the plat vacated is approved and recorded in the manner prescribed for the original plat (instrument language is available from the City, upon request).

If some or all of the lots covered by the plat have been sold, the plat, or any part of the plat, may be vacated on the application of all the owners of lots in the plat with approval obtained in the manner prescribed for the original plat.

The vacated plat shall be entitled and clearly state that it is a "vacated plat." It shall also state the specific lots affected or changed as a result of the vacated plat, and shall include the original subdivision plat boundary.

Other than noted above, the procedure for approval of plat amendment(s) shall be the same as a final plat.

Approval Procedure

Upon any motion of the Planning and Zoning Commission or City Council to vacate the plat of any previously approved subdivision or addition, in whole or in part, the Commission shall publish notice in a newspaper of general circulation in the County. The Commission shall also provide personal notice to all property owners within the subdivision or addition and to the City Council. The notice shall state the time and place for a public hearing on the motion to vacate the subdivision or addition plat. The Commission shall recommend approval and the City Council shall approve the vacation only if the criteria and conditions cited above are satisfied.

The vacated plat shall be filed at the County in the same manner as prescribed for a final plat.



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The term "development" means the construction of any building, structure or improvement of any nature (residential or nonresidential), or the enlargement of any external dimension thereof. This section shall apply to any land lying within the City or within its extraterritorial jurisdiction in the following circumstances:

1. The development of any tract of land which has not been platted or replatted prior to the effective date of this Ordinance, unless expressly exempted herein;
2. The development of any tract of land for which the property owner claims an exemption from the City's Subdivision Ordinance, including requirements to replat, which exemption is not expressly provided for in such regulations;
3. The development of any tract of land for which the only access is a private easement/street;
4. The division of any tract of land resulting in parcels or lots each of which is greater than five (5) acres in size, and where no public improvement is proposed to be dedicated.

In addition to all information that is required to be shown on a final plat, a development plat shall:

1. Be prepared by a registered professional land surveyor;
2. Clearly show the boundary of the development plat;
3. Show each existing or proposed building, structure or improvement or proposed modification of the external configuration of the building, structure or improvement involving a change therein;
4. Show all easements and rights-of-way within or adjacent to the development plat.

Approval Procedure

The application for a development plat shall be submitted to the City in the same manner as a final plat and shall be approved, conditionally approved, or denied by the City Council following review and recommendation by the Planning and Zoning Commission in a similar manner as a final plat. Upon approval, the development plat shall be filed at the County by the City Planner in the same manner as a final plat.



Tree Preservation Requirements

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This Section applies to all new residential and nonresidential development within the City of Murphy.

1. Preservation of Existing Landscape. The existing natural landscape character, especially native oaks, elms and pecan trees, shall be preserved to the maximum extent reasonable and feasible. For example, within areas containing a mature stand of trees, developers and builders shall use best efforts to preserve such mature trees. Indiscriminate clearing or stripping of natural vegetation on a property or lot/tract is prohibited. Any part of a site not used for buildings, parking, driveways, walkways, utilities and approved storage areas shall be retained in a natural state, or reclaimed to its natural state, to the greatest extent feasible, or attractively landscaped in a manner that adds aesthetic value to the development and to the community as a whole.

2. Protected and Specimen Trees. The removal of any tree with a caliper of six inches (6") or larger, or of any specimen tree, must be specifically requested by the applicant and approved in writing by the City's Planner and Parks Superintendent prior to any action being taken to remove the tree or to damage or disturb the tree in any way. Caliper inches for a single-stem tree shall be the diameter of the trunk measured 24 inches above the ground for a tree having a diameter up to and including eight inches, and measured at four and one-half feet about ground for a tree having a diameter of more than eight inches. Caliper inches for a multi-stem tree shall be the diameter of the trunk measured at the narrowest point below branching when branching occurs higher than 12 inches about the ground. When branching occurs at or lower than 12 inches about the ground, caliper means the diameter of the largest stem plus the average diameter of the remaining stems, measured at four and one-half feet above the ground. Removal of such trees without this approval is expressly prohibited. Prior to the removal of any protected or specimen tree, the property owner must first submit a letter to the City Administrator, or his/her designee, that describes in detail which tree(s) will be removed, how the removal will be performed (and machinery and equipment needed), and the date and time whereupon the anticipated removal will occur. The letter must also include a notarized statement by the owner that the tree(s) to be removed is (are) either not a protected or specimen tree(s), as defined herein, or that its (their) removal will be in complete conformance with the provisions of this section. Said letter must be submitted at least one week in advance of the removal operation, and written City approval must be obtained prior to commencing the removal operation.

3. All existing trees which are to be preserved shall be provided with undisturbed, permeable surface area under and extending outward to the existing dripline of the tree. All protected trees within or next to an excavation site or to a construction site for any building, structure or paving work, shall be clearly marked and guarded with a good substantial fence, frame or box not less than four (4) feet high and surrounding the entire protected zone of the tree(s). The barriers shall be approved by the City Planner and Parks Superintendent, and shall be in place before any site clearance or other site disturbing activity commences. Any barrier with lesser dimensions than those specified above shall be subject to approval by the City Planner and Parks Superintendent. All building material, dirt, excavation or fill materials, chemicals, construction vehicles or equipment, debris, and other materials shall be kept outside the barrier. Barriers shall remain in place until the final building and landscape site inspections are satisfactorily completed and the Certificate of Occupancy has been issued for the premises.

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4. No person shall excavate any ditches, tunnels or trenches, or place any paving or construction material, or drive any type of machine within the protective zone, or within the dripline, of any protected tree without first obtaining a written permit from the City Planner and Parks Superintendent.

5. Unless specifically authorized by the City Planner and Parks Superintendent, no person shall intentionally damage, cut, carve, transplant or remove any protected tree; attach any rope, wire, nails, advertising posters or any other contrivance to any protected tree; allow any gaseous, liquid or solid substance which is harmful to such plants to come in contact with any protected tree or with any of the area within its dripline; or set fire or permit any fire to burn when such fire or the heat thereof will injure any portion of any protected tree.

6. The removal of an existing tree(s) from a development site must be in accordance with this and all other applicable ordinances of the City of Murphy.

Exceptions:

1. **Dangerous Conditions.** If the Owner determines that an emergency situation exists that requires the immediate removal of a tree to protect the safety of persons or property, then the Owner may remove the tree only to the extent necessary to eliminate the dangerous situation without a Tree Removal permit. However, the Owner must immediately apply for a Tree Removal permit.

2. **Utility Companies.** Utility Companies franchised by the City in easements or right-of-ways accepted by the City or otherwise authorized to provide utility service may remove Protected Tree(s) that endanger public safety and welfare by interfering with utility service. Any trimming and/or removal of Protected Tree(s) by a utility company require written approval by the City Planner and Parks Superintendent.

7. **Tree Credits.** As an incentive to retain existing trees, the Owner shall receive Tree Credits for an existing healthy, mature tree, that is preserved as part of a development for the purpose of satisfying the requirements for the street buffer, interior parking lot/tract trees, or perimeter buffer area (as applicable per the location of the existing tree), according to the following chart.

- a. 6 to 10 caliper inches, 1 credit for each caliper inch
- b. 10.1 to 15 caliper inches, 2 credits for each caliper inch
- c. Over 15 caliper inches, 3 credits for each caliper inch

For every Protected Tree removed, including Fence Row trees, the Owner shall receive negative Tree Credits or shall be required to plant Replacement Trees as follows:

- a. Trees 6 to 10 caliper inches, 2 negative credits for each caliper inch.
- b. Trees 10.1 to 15 caliper inches, 4 negative credits for each caliper inch.
- c. Trees over 24 caliper inches shall require the replanting of Replacement Trees equal to two inches (2") for each caliper inch removed. Replacement trees shall be not less than three (3) caliper inches. All replacement trees shall conform to the standards of the approved plant list for the City of Murphy and the current edition of the "American Standard for Nursery Stock" (as amended), published by the American Association of Nurserymen. This requirement shall be in addition to the requirements of Section 39: Landscape Requirements.



Checklist – Landscape Plan

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Prior to the issuance of a building, paving, grading or construction permit for any use, a landscape plan shall be submitted to the Planning and Zoning Commission. The Commission, shall review such plans and shall provide City Council with a recommendation and City Council shall take final action on such plans. If the plans are in accordance with the criteria of these zoning regulations, an action of approval shall be taken. If the plans are not in conformance, they shall be disapproved and shall be accompanied by a written statement setting forth the changes necessary for compliance.

Landscaping plans shall be prepared by a person knowledgeable in plant material usage and landscape design (e.g., landscape architect, landscape contractor, landscape designer, etc.) and shall contain the following minimum information:

1. Minimum scale of one inch (1”) equals fifty feet (50’); show scale in both written and graphic form.
2. Location, size and species of all trees to be preserved (do not use “tree stamps” unless they indicate true size and location of trees).
3. Location of all plant and landscaping material to be used, including plants, paving, benches, screens, fountains, statues, earthen berms, ponds (to include depth of water), topography of site, or other landscape features.
4. Species and common names of all plant materials to be used.
5. Size of all plant material to be used (container size, planted height, etc.).
6. Spacing of plant material where appropriate.
7. Layout and description of irrigation, sprinkler, or water systems including location of water sources.
8. Description of maintenance provisions.
9. Name and address of the person(s) responsible for the preparation of the landscape plan.
10. North arrow/symbol and a small map showing where the property is located.
11. Date of the landscape plan.

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RECOMMENDED LANDSCAPE PLANT MATERIALS FOR NORTH CENTRAL TEXAS

For more information see the Texas SmartScape Website.
Prepared by Dr. Steven George
Extension Horticulturist

1) **Plant Spacing:** All decisions on plant spacing should be based on a plant's mature height and mature width, and these are the dimensions listed in this publication. The width listed for each plant is an indication of the minimum recommended spacing between individual specimens of the plant under consideration. Example: If you are planting a line of dwarf yaupon holly, and its width is listed as 3', then you would space the plants with 3' from the center of one plant to the center of the adjacent plants (and at least half of its mature width, or 1.5' in this example, from any wall or fence). This will prevent the problem of overcrowded, distorted plants and ensure that the plant canopies almost, but not quite touch at maturity.

2) **Outstanding Plants:** An asterisk (*) denotes those plant materials which are particularly outstanding for this area.

EVERGREEN GROUND COVERS

Sun:

Creeping Juniper, (*Juniperus horizontalis* cultivars), ht. 1.5', wd. 4'

Gray Santolina or Lavender Cotton, (*Santolina chamaecyparissus*), ht. 1.5', wd. 2'

Sun to Shade:

*Asiatic Jasmine, (*Trachelospermum asiaticum*), ht. 1.5', wd. 1'

Japanese Purple Honeysuckle, (*Lonicera japonica* 'Purpurea'), ht. 2', wd. 2'

*Liriope or Lily Turf, (*Liriope muscari* cultivars), ht. 1.5', wd. 1'

*Purpleleaf Euonymus, [may require occasional shearing], (*Euonymus fortunei* 'Colorata') ht. 2', wd. 1'

Partial Shade to Shade:

Ajuga or Carpet Bugle, (*Ajuga reptans*), ht. 4", wd. 3"

*English Ivy, (*Hedera helix*), ht. 10", wd. 1'

*Mondo Grass or Monkey Grass, (*Ophiopogon japonicus*), ht. 9", wd. 1'

Periwinkle or Vinca, (*Vinca major*), ht. 1', wd. 1.5'

DECIDUOUS VINES

Sun:

*Madame Galen Trumpet Creeper or Trumpet Vine, (*Campsis x tagliabuana* 'Madame Galen'), ht. 25', wd. 12'

Sun to Partial Shade:

Chinese Wisteria, (*Wisteria sinensis*), ht. 28', wd. 15'

Sun to Shade:

Virginia Creeper [native], (*Parthenocissus quinquefolia*), ht. 25', wd. 3'

Partial Shade to Shade:

*Boston Ivy, (*Parthenocissus tricuspidata*), ht. 20', wd. 8'

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SEMI-EVERGREEN VINES

Sun:

Lady Banksia Rose, (*Rosa banksiae* 'Lutea') ht. 12', wd. 12'
Sweet Autumn Clematis, (*Clematis paniculata*), ht. 15', wd. 7'

Sun to Partial Shade:

*Carolina Yellow Jessamine, (*Gelsemium sempervirens*), ht. 15', wd. 7'
Cross Vine, (*Bignonia capreolata*) ht. 15', wd. 5'

EVERGREEN VINES

Sun to Partial Shade:

*Trumpet or Coral Honeysuckle [native], (*Lonicera sempervirens*), ht. 18', wd. 4'

Partial Shade to Shade:

*English Ivy, (*Hedera helix*), ht. 35', wd. 5'

DWARF SHRUBS (height: 1 - 3 feet)

Deciduous, Sun:

*Crimson Pygmy Barberry, (*Berberis thunbergii* 'Crimson Pygmy'), ht. 2', wd. 3'
Dwarf Crape Myrtle, (*Lagerstroemia indica* dwarf cultivars), ht. 3', wd. 3'

Semi-Evergreen, Sun to Partial Shade:

*Dwarf Glossy Abelia, (*Abelia x grandiflora* dwarf cultivars), ht. 3', wd. 2'

Evergreen, Sun:

Japanese Garden Juniper, (*Juniperus chinensis* var. *procumbens*), ht. 2', wd. 5'
Shore Juniper, (*Juniperus conferta*), ht. 1.5', wd. 4'

Sun to Partial Shade:

Dwarf Indian Hawthorn, (*Raphiolepis indica* dwarf cultivars), ht. 3', wd. 3'

Sun to Shade:

*Carissa Holly, (*Ilex cornuta* 'Carissa'), ht. 3', wd. 4'
Dwarf Chinese Holly, (*Ilex cornuta* 'Rotunda'), ht. 3', wd. 3'
*Dwarf Nandina, (*Nandina domestica* dwarf cultivars), ht. 2', wd. 2.5'
*Dwarf Yaupon Holly, (*Ilex vomitoria* 'Nana'), ht. 2', wd. 3'

SMALL SHRUBS (height: 3 - 6 feet)

Deciduous, Sun:

*Semi-dwarf Crape Myrtle, (*Lagerstroemia indica* semi-dwarf cultivars), ht. 4.5', wd. 4.5'

Sun to Partial Shade:

Dwarf Burning Bush, (*Euonymus alata* 'Compacta'), ht. 4', wd. 5'
Flowering Quince, (*Chaenomeles speciosa*) ht. 5', wd. 6'
*Purple Leaf Japanese Barberry, (*Berberis thunbergii* 'Atropurpurea'), ht. 5', wd. 4'

Semi-Evergreen, Sun to Partial Shade:

*Edward Goucher Abelia, (*Abelia* cv. 'Edward Goucher'), ht. 3.5', wd. 4'

Evergreen, Sun:

Compact Pfitzer Juniper, (*Juniperus chinensis* var. *chinensis* 'Compact Pfitzer'), ht. 4', wd. 6'

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Sun to Shade:

Compact Nandina, (*Nandina domestica* 'Compacta'), ht. 4.5', wd. 4'

*Dwarf Burford Holly, (*Ilex cornuta* 'Burfordii Nana'), ht. 5', wd. 3'

Partial Shade to Shade:

*Japanese Aucuba, (*Aucuba japonica* cultivars), ht. 4', wd. 4'

Oregon Grape, (*Mahonia aquifolium*) ht. 4', wd. 4'

MEDIUM SHRUBS (height: 6 - 9 feet)

Deciduous, Sun:

Forsythia, (*Forsythia x intermedia*), ht. 6', wd. 5'

Pampas Grass, (*Cortaderia selloana*), ht. 7', wd. 8'

*Rose-of-Sharon, (*Hibiscus syriacus* cultivars), ht. 8', wd. 5'

Vanhoutte Spiraea, (*Spiraea x vanhouttei*), ht. 6', wd. 5'

Semi-Evergreen, Sun to Partial Shade:

*Glossy Abelia, (*Abelia x grandiflora*), ht. 6', wd. 5'

Evergreen, Sun:

Agarita [native], (*Mahonia trifoliolata*), ht. 6', wd. 4'

Pfitzer Juniper, (*Juniperus chinensis* var. *chinensis* 'Pfitzerana'), ht. 6', wd. 9'

*Texas Sage, (*Leucophyllum frutescens* cultivars), ht. 6', wd. 5'

Sun to Partial Shade:

*Cleyera, (*Ternstroemia gymnanthera*), ht. 6', wd. 5'

*Nandina, (*Nandina domestica*), ht. 6', wd. 4'

LARGE SHRUBS (height: 9 feet and above)

Deciduous, Sun:

Crape Myrtle, (*Lagerstroemia indica* cultivars), ht. 12', wd. 8'

Evergreen, Sun:

*Blue Point Juniper, (*Juniperus chinensis* var. *chinensis* 'Blue Point'), ht. 15', wd. 6'

Canaert Eastern Red Cedar, (*Juniperus virginiana* 'Canaertii'), ht. 25', wd. 15'

*Hollywood Juniper, (*Juniperus chinensis* var. *chinensis* 'Torulosa'), ht. 10', wd. 5'

Mary Nell Holly, (*Ilex* cv. 'Mary Nell'), ht. 15', wd. 10'

Sun to Partial Shade:

*Ebbinges' Silverberry, (*Elaeagnus x ebbingei*), ht. 9', wd. 7'

Foster's Holly, (*Ilex x attenuata* 'Fosteri'), ht. 9', wd. 6'

*Fraser's Photinia, (*Photinia x fraseri*), ht. 12', wd. 8'

Sun to Shade:

*Nellie R. Stevens Holly, (*Ilex* cv. 'Nellie R. Stevens'), ht. 10', wd. 10'

Yaupon Holly, (*Ilex vomitoria*), ht. 10', wd. 6'

SMALL TREES (height: up to 20 feet)

Deciduous, Sun:

*Crape Myrtle, (*Lagerstroemia indica* cultivars), ht. 20', wd. 15'

Desert Willow, (*Chilopsis linearis*), ht. 15', wd. 20'

Flowering Crabapple, (*Malus* spp.), ht. 20', wd. 25'

*Oklahoma Redbud [native], (*Cercis canadensis* var. *texasensis* 'Oklahoma'), ht. 20', wd. 15'

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Sun to Partial Shade:

*Deciduous Holly [native], (*Ilex decidua*), ht. 12', wd. 8'
Mexican Plum [native], (*Prunus mexicana*), ht. 20', wd. 20'

Partial Shade:

Forest Pansy Redbud [protect from afternoon sun], (*Cercis canadensis* var. *canadensis* 'Forest Pansy'), ht. 20', wd. 15'

Partial Shade to Shade:

*Japanese Maple [protect from afternoon sun], (*Acer palmatum* cultivars) ht. 12', wd. 10'

Evergreen, Sun:

Little Gem Magnolia, (*Magnolia grandiflora* 'Little Gem'), ht. 10', wd. 8'

Sun to Shade:

*Yaupon Holly, (*Ilex vomitoria*), ht. 15', wd. 10'

MEDIUM TREES (height: 20 - 50 feet)

Deciduous, Sun:

*Bigtooth Maple, (*Acer grandidentatum*), ht. 45', wd. 30'
*Chinese Pistache, (*Pistacia chinensis*), ht. 40', wd. 30'
*Ornamental Pear, (*Pyrus calleryana* 'Aristocrat', 'Bradford'), ht. 35', wd. 25'
Osage Orange [native], (*Maclura pomifera* - fruitless, thornless cultivars only), ht. 50', wd. 40'
*Panicked Goldenrain Tree, (*Koelreuteria paniculata*), ht. 25', wd. 25'
*Texas Red Oak [native], (*Quercus buckleyi* [formerly *Quercus texana*]), ht. 30', wd. 30'
Western Soapberry [native], (*Sapindus drummondii*), ht. 35', wd. 25'

Sun to Partial Shade:

Lacebark Elm [avoid areas with cotton root rot], (*Ulmus parvifolia*) ht. 50', wd. 35'

Evergreen, Sun:

Afghan Pine, (*Pinus eldarica*), ht. 50', wd. 30'
Japanese Black Pine, (*Pinus thunbergiana*), ht. 20', wd. 15'

LARGE TREES (height: 50 feet and above)

Deciduous, Sun:

*Bald Cypress , [utilize seed source from central or west Texas], (*Taxodium distichum* var. *distichum*), ht. 65', wd. 30'
Bur Oak [native], (*Quercus macrocarpa*), ht. 60', wd. 40'
Chinquapin Oak [native], (*Quercus muehlenbergii*), ht. 60', wd. 40'
Pecan [native], (*Carya illinoensis*), ht. 80', wd. 40'
*Shumard Oak [native], (*Quercus shumardii*), ht. 80', wd. 50'

Sun to Partial Shade:

*Caddo Maple, (*Acer barbatum* 'Caddo'), ht. 60', wd. 50'
*Cedar Elm [native], (*Ulmus crassifolia*), ht. 50', wd. 40'

Evergreen, Sun:

Deodar Cedar, (*Cedrus deodara*), ht. 50', wd. 30'
*Southern Live Oak [utilize north Texas seed source], (*Quercus virginiana*), ht. 50', wd. 75'

Sun to Partial Shade:

Southern Magnolia, (*Magnolia grandiflora*), ht. 50', wd. 30'

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Masonry Construction

This term shall be construed to mean that form of construction composed of brick, stone, decorative concrete block or tile, or other similar building units or materials (or combination of these materials) laid up unit by unit and set in mortar, and shall exclude wall area devoted to doors and windows. As applicable to meeting the minimum requirements for the exterior construction of buildings within each zoning district, this term shall include the following materials:

1. Hard fired brick (kiln fired clay or slate material; severe weather grade; minimum thickness of three inches when applied as a veneer; shall not include unfired or under fired clay, sand or shale brick; may include concrete brick if it conforms to the same ASTM standards, and to the above stated additional standards, as hard fired clay brick);
2. Stone (includes naturally occurring granite, marble, limestone, slate, river rock, and other similar hard and durable all-weather stone that is customarily used in exterior building construction; may also include cast- or manufactured-stone product, provided that such product yields a highly textured, stone-like appearance, its coloration is integral to the masonry material and shall not be painted on, and it is demonstrated to be highly durable and maintenance-free; natural or man-made stone shall have a minimum thickness of three and five-eighths inches when applied as a veneer).
3. Decorative concrete block (highly textured finish, such as split-face, indented, hammered, fluted, ribbed or similar architectural finish; coloration shall be integral to the masonry material and shall not be painted on; minimum thickness of three and five-eighths inches when applied as a veneer; shall not include lightweight or featherweight concrete block or cinder block units);
4. Concrete pre-cast or tilt-wall panels (only allowed if a highly textured, architectural finish which is at least as textured in appearance and physically as face brick or stone; can be brick-like or stone-like in appearance; coloration shall be integral to the masonry material and shall not be painted on; shall not include smooth, untextured or inadequately textured finishes); and
5. Glass blocks or tiles (of the type customarily used in exterior building construction; shall not comprise more than 30% of any exterior wall surface, nor more than 20% of the building's total exterior on all wall surfaces combined; shall not be highly reflective or mirror-like finish).

The following materials shall not qualify nor be defined as “masonry construction” in meeting the minimum requirements for the exterior construction of buildings:

6. Stucco, exterior plaster, adobe or mortar wash surface material;
7. Exterior insulation and finish system (EIFS), acrylic matrix, synthetic plaster, or other similar synthetic material;
8. Cementitious fiber board siding (such as “HardyPlank,” HardyBoard,” etc.);
9. PVC or other plastic-based siding material;
10. Lightweight or featherweight concrete blocks or cinder blocks; or

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11. Any other cementitious product not listed above.

SUBMISSION REQUIREMENTS:

Facade Plans shall be prepared by a person knowledgeable in architectural building design (e.g., licensed architect) and shall contain the following minimum information:

A color and materials sample board shall be submitted along with the Facade Plan.

- Title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, and preparation date.
- Scale (appropriate for level of detail).
- Legend, if abbreviations or symbols are used.
- Name, address and phone number of owner, applicant, and surveyor.
- Elevations of all four sides labeled North, East, South, and West with the front elevation designated as such.
- Designate color and materials location on elevations.
- Building outline with north arrow.
- Materials calculations table showing for each elevation.
 - Total surface area of each elevation
 - List of materials (including glazing) with square footage of each material per elevation and percentage of each material per elevation
- Building dimensions (if multiple heights are used, provide dimension for each)
- Provide estimated allowable wall mounted signage size for each elevation (show as a dashed box on the elevation)
- Add the following notes:
 - “This Facade Plan is for conceptual purposes only. All building plans require review and approval of the Building Inspection Department”
 - "All mechanical units shall be screened from public view"
 - “When permitted, exposed utility boxes and conduits shall be painted to match the building”
 - "All signage areas and locations are subject to approval by the Building Inspection Department"
 - “Roof access shall be provided internally, unless otherwise permitted by the Building Official”
- Cross sections of sight lines may be requested to verify screening of mechanical units.
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements



Residential Screening Plan Requirements

Community Development Department

GENERAL STANDARDS:

The following criteria and standards shall apply to screening walls and fences:

1. Where subdivisions are platted so that the rear or side yards of single-family or two-family residential lots are adjacent to an arterial thoroughfare (greater than sixty feet (60') in right-of-way width on the Thoroughfare Plan); a four (4) lane collector street; are separated from a thoroughfare by an alley; or back up to a collector or residential street, the developer shall provide, at his sole expense, screening according to the following alternatives and standards. All screening shall be adjacent to the right-of-way or property line and fully located on the private lot(s), including columns and decorative features. All forms of screening shall conform to the requirements of City ordinances and/or policies that govern sight distance for traffic safety.
2. Screening shall be provided in accordance with, and shall be constructed to, standards and criteria as set forth in the City's TCSS and/or other related City code(s)/policy(s).
3. A maintenance easement five feet (5') in width shall be dedicated to the City on the private lot side and adjacent to the screening wall.
4. The screening wall shall be installed prior to the final acceptance of the subdivision. Landscape materials may be installed after the subdivision is accepted, upon approval of the City Manager (or designee), but in no case later than six (6) months following acceptance of the subdivision.
5. All plants (e.g., trees, shrubs, ground cover) shall be living and in sound, healthy, vigorous and growing condition, and they shall be of a size, fullness and height that are customary for their container/ball size (as per the latest edition of the "American Standard for Nursery Stock", by the American Association of Nurserymen, as may be amended).
6. All masonry, steel and/or aluminum screening wall/fence plans and details must be designed and sealed by a registered professional engineer, and must be approved by the City Planner.
7. Required wall heights, including spans between columns, shall be from at least six feet (6') and no more than eight feet (8'). Decorative columns, pilasters, stone caps, and other features may exceed the maximum eight-foot (8') height by up to eighteen inches (i.e., total maximum height of nine and one-half feet (9.5')), provided that such taller elements comprise no more than ten percent (10%) of the total wall length (in elevation view).
8. Screening fences/walls shall not be constructed parallel to and within any portion of a utility easement.

The following criteria and standards shall apply to entryway features:

1. Subdivisions in excess of ten (10) platted lots may provide a low maintenance landscaped entryway feature at access points from streets and thoroughfares into the subdivision. The entryway feature shall be placed on private property and within an easement identified for such use (limited portions of the feature or landscaping may be

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placed within the right-of-way, but only with City Council approval on the landscaping/screening plans), and shall observe all sight visibility requirements. Most of the feature or landscaping shall be located on private property so that long-term maintenance responsibility will be borne by the property owner or an approved homeowners association (see Section 4.3). Entryway features that are located mostly or entirely within City right-of-way shall only be allowed with City Council approval. Prior to City Council approval, the City may require the applicant to execute an agreement with the City that relieves the City of maintenance responsibility and that indemnifies and holds the City harmless for damage or injury incurred by or in conjunction with such features in the right-of-way.

2. Design Requirements. The entryway feature shall include low maintenance, living landscaped materials as approved by the City Council. The design of the entryway feature shall also include an automatic underground irrigation system that is equipped with moisture- and freeze-sensors, and may also include subdivision identification, such as signage located on the wall. All plants shall be living and in a sound, healthy, vigorous and growing condition, and they shall be of a size, fullness and height that is customary for their container or ball size, as per the latest edition of the “American Standard for Nursery Stock”, by the American Association of Nurserymen, as may be amended. Any walls or structures used in the entryway feature must conform to the City’s regulations pertaining to maximum height within the front yard of residential lots (see the Zoning Ordinance) wherever the adjacent lot sides onto the arterial street and the wall will be located within the front yard setback area.

3. The design of the entryway shall be in accordance with design policies in the City’s TCSS. The design of the entry shall be reflected on the landscape, screening and irrigation plans submitted along with the engineering plans and the construction plat, and shall be approved by the City Council.

4. The maintenance of the entryway shall be the responsibility of the applicant for a period of at least two (2) years or until building permits have been issued for eighty percent (80%) of the lots in the subdivision, whichever date is later. Following that period of time, maintenance responsibility shall be borne by the private property owner(s) upon whose lot(s) the entryway feature is located, or by an approved homeowners association (see Section 4.3). If, at some point in time, the maintenance responsibility shifts to the City, the City shall have the right to upgrade, reduce or eliminate entirely, at its sole option, the landscaping and other amenities in order to simplify or minimize the amount of time, effort and cost that maintenance of the entryway will require.

5. Landscaping. All landscaping shall be in conformance with the City’s Zoning Ordinance, as amended.

6. Signage. All signage shall be in conformance with the City’s Sign Ordinance, as amended.



How To Prepare for a Zoning Hearing

Community Development Department

The following suggestions are provided to assist in preparing your presentation before the Planning and Zoning Commission and City Council.

1. **Be brief and concise.** Use only the amount of time necessary to clearly state the facts related to the request. City Council allots 15 minutes to hear each side, pro or con, of a request. Therefore, you and those speaking on your behalf have a total of 15 minutes to present your case. An additional 2 minutes is allowed for rebuttal by the applicant. The Planning and Zoning Commission allots 20 minutes for the applicant to present the case, and the opposition also has 20 minutes to speak.
2. **Avoid repetition.** If you want to have other people speak on behalf of your request, each should have something to contribute to consideration of your case. It is preferable to have one spokesman, if possible, with others available to help answer questions and provide technical information.
3. **Section 10** sets forth that no change shall be made in these regulations or in the boundaries of the zoning district except:
 - To correct any error in the regulations or map, or
 - To recognize changed or changing conditions or circumstances in a particular locality, or
 - To recognize changes in technology, the style of living, or manner of conducting business.

In making a determination regarding a requested zoning change, the Planning and Zoning Commission and the City Council shall consider the following factors:

- Whether the uses permitted by the proposed zoning change will be appropriate in the immediate area concerned, and their relationship to the general area and to the City as a whole;
- Whether the proposed change is in accord with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers and other utilities to the area;
- The amount of vacant land currently classified for similar development in the vicinity and elsewhere in the City, and any special circumstances which may make a substantial part of such vacant land unavailable for development;
- The recent rate at which land is being developed in the same zoning classification as the request, particularly in the vicinity of the proposed change;
- How other areas designated for similar development will be, or are likely to be, affected if the proposed amendment is approved; and,
- Any other factors which will substantially affect the public health, safety, morals or general welfare.

Presentations should keep these points in mind.

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4. **Describe anticipated impacts**, negative and positive, of the requested zoning and proposed use on existing development and public facilities.
5. **Explain** what efforts (and results of meetings, if any were held) have been made between the applicant and nearby property owners to discuss the application.
6. **Visual aids** such as slides, maps, plans and photographs may be used to enhance your presentation. Make sure that they are clear and easy to view from a distance.