

Special Use Permit Checklist

- Location Map*
 - 1" = 1,000' (Must use City base map).
 - To scale and with a north arrow

- Meets and Bounds Description or Plat*
 - Check for consistency with distance and bearings on plans, if any.
 - Provide total acreage of property.

- Tax Certificate – Showing zero balance (no outstanding taxes due)*

- Statement of Expected Impact*
 - Statement addressing any potential increase or decrease in transportation, police, education, water, sewer, or drainage demands.
 - Statement addressing compatibility with the Lewisville 2025 Plan and all applicable long-range plans.
 - Statement addressing compatibility with surrounding land uses and zoning districts.

- Narrative*
 - Current Zoning District
 - Based Zoning District Requested
 - Explanation of variances or alternative standards, if any.
 - Phasing proposed, if any
 - Statement of purpose - A special use permit provides a means for evaluating certain land uses to ensure compatibility with adjacent properties. The special use permit process allows consideration of certain uses that may be incompatible or be overly dominant in the area in which they are located, but these characteristics may be addressed through the provisions of additional restrictions and conditions.
 - The use is compatible with surrounding uses and community facilities.
 - The use is compatible with the comprehensive plan and any adopted long-range plans for the area.
 - There is enhancement or promotion of the welfare in the area.
 - The use is not detrimental to the public health, safety or general welfare.
 - The use conforms with all zoning regulations.

- Owner Signature on Application or Notarized Authorization Letter*

- Development Standards – See Planned Development Standard Template*
 - Base zoning district established
 - Unit count for residential and/or square footage for commercial, establish maximums and minimums
 - List of uses permitted and prohibited.
 - Lot standards – setbacks, yards, lot coverage, height etc.
 - Building height standards
 - Architectural standards
 - Standards are consistent with concept plan

- Amenities provided
- Street and access standards
- Any other pertinent information

- Tree Exhibit*
 - Aerial photo showing trees and natural areas on the property including the extent of the tree canopy present on the property, including those planned to be preserved.

- Zoning Plan – Sheet size of 22” by 34” with north arrow to the top or right side of sheet. This information below may be shown on different sheets if needed for legibility.*
 - A title block located at the bottom righthand side of the page to include project’s name, addition’s name, lot, block and phase designations, total acreage, zoning district, use requested, and address if available a template will be available from the Planning Director.

NAME OF THE PROJECT
NAME OF THE ADDITION
LOT(S) & BLOCK(S) & PHASE(S)
TOTAL ACERAGE
ZONING DISTRICT
USE REQUESTED

- A summary table for approximate building square footage, proposed use, building height, landscape percentage and total number of parking spaces required for each proposed classification and ROW square footage or acreage (if applicable).
- Dates of initial submittal and revisions
- Scale of 1” = 20’ maximum for lots up to three (3) acres, and 1” = 40’ maximum for lots exceeding three acres. The Planning Director may prescribe a different scale for concept plans for large properties or with unusual lot configurations.
- Name, address, and phone number of contact person of developer, owner or builder, engineer, or surveyor.
- Iron rods set or found
- Contours with intervals of five (5) feet or less, referred to sea level datum, including City benchmark. Information can be obtained from the City Engineer’s office.
- Approximate shape, use, and placement of buildings.
- Building setback lines.
- Zoning of subject and adjacent property
- Existing easements or encumbrances which impact development of the lot.
- Floodplains, drainageways and creeks.
- Streets, alleys, and street easements within and adjacent to the property, showing ROW/easement width, centerline, and limits of paving.
- General parking layout, including the number of spaces required and proposed.
- Approximate location of landscaped strips and areas, public parks, and common open space areas.
- A preliminary utility plan showing proposed water, sanitary sewer, and drainage systems.
- Any requested variances, administrative modifications or alternative standards shall be listed on the concept plan.

- Copy of the approved final plat for the property, if applicable.
- If revised, a statement of the purpose for the revision.
- Additional information, studies and plans may be required by the City to determine the merit of establishing a district and to develop regulations to be incorporated into the ordinance establishing or amending a planned development district.
- Building footprints for commercial and multifamily, and building pads for residential,
- Screening location and materials.
- Accessory buildings shown on commercial or multifamily, standards provided for single family.
- Project phasing or scheduling
- Other requirements as staff may deem appropriate based on the proposed development.
- Thoroughfares and access including any needed ROW dedication, driveways, deceleration lanes, and on-site maneuvering
- Building elevations for commercial and multifamily development or architectural standards with examples for single family residential
- Check for consistency with development standards.

May be requested by staff depending on the specific request:

- Documents from neighborhood meeting, include letters sent, responses received, photographs of meetings, Letter of support from neighborhood.
- Exhibits showing proposed development.
- Traffic Impact Analysis.
- Sewer, Water of Drainage studies including offsite capacity analysis.