

DEVELOPMENT APPLICATION CHECKLIST

General Zoning Changes

- Development Application Checklist** (this document) completed, signed, and included in the submittal packet.
- Completed **Zoning Application form**, signed by the property owner.
- Current Deed** showing proof of ownership. Ownership reflected on the deed shall match the application.
- Preapplication Meeting** may be required before submittal.
- Property survey** including legal description signed by a license surveyor.
- Required **Site Plan** deliverables for multifamily, commercial and manufacturing zoning change requests. (see Site Plan Requirements)
- Project narrative** describing the project and type of use.
- Digital Copy** of the application submittal emailed to Planning@CityofSherman.com
- Application Fee (\$420)**

Specific Use Permit

- Development Application Checklist** (this document) completed, signed, and included in the submittal packet.
- Completed **Zoning Application form**, signed by the property owner.
- Current Deed** showing proof of ownership. Ownership reflected on the deed shall match the application.
- Preapplication Meeting** may be required before submittal.
- Property survey** including legal description signed by a license surveyor.
- Required **Site Plan** deliverables for Specific Use Permit requests. (see Site Plan Requirements)
- Project narrative** describing the project and type of use.
- Digital Copy** of the application submittal emailed to Planning@CityofSherman.com
- Application Fee (\$420)**

Exception/Variance Request

- Development Application Checklist** (this document) completed, signed, and included in the submittal packet.
- Completed **Zoning Application form**, signed by the property owner.
- Current Deed** showing proof of ownership. Ownership reflected on the deed shall match the application.
- Property survey** including legal description may be required for submittal.
- Site Plan** and **Elevations** demonstrating variance or exception request.
- Project narrative** describing the variance or exception request.
- Digital Copy** of the application submittal emailed to Planning@CityofSherman.com
- Application Fee (\$210)**

Site Plan

- Development Application Checklist** (this document) completed, signed, and included in the submittal packet.
- Completed **Zoning Application form**, signed by the property owner.
- Current Deed** showing proof of ownership. Ownership reflected on the deed shall match the application.
- Preapplication Meeting** may be required before submittal.

Site Plan Requirements:

- Site Plan:** 2 Copies (24"x36") prepared by a design professional. (See Code of Ordinances Chapter 14, Exhibit A, Section 7(12) for site plan requirements)
- Building Elevations:** 2 Copies (24"x36") prepared by a design professional.
- Landscape Plan:** 2 Copies (24"x36") prepared by a design professional. (See Code of Ordinances Chapter 14, Exhibit A, Section 17 for landscape requirements)
- Digital Copy** of the application submittal emailed to Planning@CityofSherman.com
- Application Fee (\$140)**

Planned Development

- Development Application Checklist** (this document) completed, signed, and included in the submittal packet.
- Completed **Zoning Application form**, signed by the property owner.
- Preapplication Meeting** may be required before submittal.
- Property survey** including legal description signed by a license surveyor.
- Current Deed** showing proof of ownership. Ownership reflected on the deed shall match the application.
- One (1) digital copy of the **Draft Development Plan** is due a month before the P&Z deadline for internal review.
- Three (3) copies of the **Final Draft Development Plan** is due a week before the P&Z Commission Meeting.
- Digital Copy** of the application submittal emailed to Planning@CityofSherman.com
- Application Fee (\$10,000 +\$20/Acre)**

Temporary Use Permit

- Development Application Checklist** (this document) completed, signed, and included in the submittal packet.
- Completed **Zoning Application form**, signed by the property owner.
- Current Deed** showing proof of ownership. Ownership reflected on the deed shall match the application.
- Site Plan** and **Elevations** demonstrating Temporary Use Permit request.
- Project narrative** describing the project and type of use.
- Digital Copy** of the application submittal emailed to Planning@CityofSherman.com
- Application Fee (\$140/\$35 for renewal)**

Preliminary Plat

- Development Application Checklist** (this document) completed, signed, and included in the submittal packet.
- Completed **Plat Application form**, signed by the property owner.
- Current Deed** showing proof of ownership. Ownership reflected on the deed shall match the application.
- Preapplication Meeting** may be required before submittal.

- 2 Copies (24"x36") of the **Preliminary Plat** prepared by a licensed surveyor.
- Digital Copy** of the application submittal emailed to Planning@CityofSherman.com
- Application Fee (\$350)**

Final Plat

- Development Application Checklist** (this document) completed, signed, and included in the submittal packet.
- Completed **Plat Application form**, signed by the property owner.
- Current Deed** showing proof of ownership. Ownership reflected on the deed shall match the application.
- 2 Copies (24"x36") of the **Final Plat** prepared by a licensed surveyor.
- Digital Copy** of the application submittal emailed to Planning@CityofSherman.com
- Application Fee (\$350)**

Replat

- Development Application Checklist** (this document) completed, signed, and included in the submittal packet.
- Completed **Plat Application form**, signed by the property owner.
- Current Deed** showing proof of ownership. Ownership reflected on the deed shall match the application.
- Preapplication Meeting** may be required before submittal.
- Site Plan** showing building setbacks may be required if replatting with existing buildings on the property.
- 2 Copies (24"x36") of the **Replat** prepared by a licensed surveyor.
- Digital Copy** of the application submittal emailed to Planning@CityofSherman.com
- Application Fee (\$140)**

APPLICANT'S NAME & TITLE (PRINTED)

APPLICANT'S SIGNATURE

Note: This checklist is not all-inclusive of all City ordinances and standards. Additional information as requested by Planning & Zoning Commission, City Council, or staff may be requested to clarify the proposed development. All items are due at the time of submittal.