



CITY OF GRAPEVINE

Special Use Permit Application and Site Plan Set Checklist

SPECIAL USE PERMIT APPLICATION AND SITE PLAN SET REQUIREMENTS:

1. Steps:
 - a. Schedule a pre-application meeting with Planning Services Department staff to review application requirements for your specific development. This must take place before new application acceptance on a designated submittal day.
 - b. Schedule a submittal time through the Planning Services Department at (817) 410-3155 or planning@grapevintexas.gov. New submittals are only accepted on the last Monday of each month.
2. Application Materials
 - a. Copy of pre-application meeting notes.
 - b. Completed Development Application with acknowledgements and notarized original wet signatures of the property owner and applicant.
 - c. Completed Special Use Permit and Site Plan Set Checklist.
 - d. Filing Fee - \$500.00 for first acre + \$25.00 for each additional acre or portion thereof.
 - e. Survey and metes and bounds description of the property on an 8 ½"x11" sized sheet.
 - f. **Four (4)** blackline copies of the **Site Plan set**, 24"x36" in size. Larger or smaller sheet sizes will not be accepted. Plan sheet(s) should be folded in fourths lengthwise, and then in half to make the sheet 8 ½"x11" (z-folded). A site plan set includes a complete site plan, landscape plan, building elevations, photometric plan, and other sheets, diagrams or exhibits as determined by the Director of Planning.
 - g. File number or entity name and public information report for any legal owner that is a corporation, company, partnership, or Limited Liability Company (LLC).
 - h. Completed verification form with the City of Grapevine Public Works Department with signature regarding platting information.
 - i. A **flash drive** with all files in PDF format.

APPLICATIONS MUST BE COMPLETE AND MEET ALL CITY OF GRAPEVINE ORDINANCE REQUIREMENTS BEFORE A SPECIAL USE PERMIT REQUEST CAN BE SET FOR PUBLIC HEARING.

NO ACTIVE CODE VIOLATIONS MAY BE OBSERVABLE ONSITE INCLUDING ILLEGAL USES, OUTSIDE STORAGE, JUNK AND DEBRIS, TALL GRASS AND WEEDS, ETC. BEFORE THE CASE WILL BE NOTICED FOR PUBLIC HEARING.

Questions can be directed to Planning Services staff at (817) 410-3155 or planning@grapevintexas.gov.

Delivery Address:
Planning Services Dept.
200 S. Main Street
Grapevine, TX 76051

Correspondence Address:
Planning Services Dept.
P.O. Box 95104
Grapevine, TX 76099

**SPECIAL USE PERMIT APPLICATION
AND SITE PLAN SET CHECKLISTS**

Subject Property Information

Current or if unplatted, proposed subdivision name(s), block(s), & lot(s)	Gross area of parcel (to nearest tenth of acre)
Street frontage & distance to nearest cross street	Describe the Proposed Use
Proposed Zoning	Existing Zoning
Future Land Use Designation	Subject Property Address

Property Owner Information, Authorization and Acknowledgements

All Zone Change Requests are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of staff. Based on the size of the agenda, your application may be scheduled to a later date.

All public hearings will be opened and testimony given by applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.

Any changes to a concept plan approved with a zone change request can only be approved by City Council through the public hearing process.

Any application for a change in zoning or for an amendment to the zoning ordinance shall have, from the date of submittal, a period of four months to request and be scheduled on an agenda before the Planning and Zoning Commission and City Council. If after said period of four months an application has not been scheduled before the Commission and Council said application shall be considered withdrawn, with forfeiture of all filing fees. The application, along with the required filing fee may be resubmitted any time thereafter for reconsideration. Delays in scheduling applications before the Planning and Zoning Commission and City Council created by city staff shall not be considered a part of the four-month period.

I have read and understand all of the requirements as set forth by the application for zoning change request and acknowledge that all requirements of this application have been met at the time of submittal.

Property Owner Name _____

Company _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

**SPECIAL USE PERMIT APPLICATION
AND SITE PLAN SET CHECKLISTS**

Project Representation (check one):

- I will represent the application myself; OR
- I hereby designate _____ (*name of project representative*) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

I hereby certify that I am the property owner of the property and further certify that the information provided on this development application is true and correct. I have selected the above submittal type and representation of my own volition and not at the request of the City of Grapevine.

Property Owner's Signature _____ Date _____

STATE OF: _____
COUNTY OF: _____

BEFORE ME, a Notary Public, on this day personally appeared _____ (*printed property owner's name*) the above signed, who, under oath, stated the following: "I hereby certify that I am the property owner for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20____

NOTARY PUBLIC in and for the State of Texas

**SPECIAL USE PERMIT APPLICATION
AND SITE PLAN SET CHECKLISTS**

Project Representative Information *(complete if designated by owner)*

Engineer Purchaser Tenant Preparer Other (specify) _____

Name _____ Company _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Applicant's Signature _____ Date _____

STATE OF: _____

COUNTY OF: _____

BEFORE ME, a Notary Public, on this day personally appeared _____
(printed property owner's name) the above signed, who, under oath, stated the following: "I hereby
certify that I am the applicant for the purposes of this application; that all information submitted herein
is true and correct."

SUBSCRIBED AND SWORN TO before me, this the _____ day of
_____, 20_____

NOTARY PUBLIC in and for the State of Texas

If the legal owner of the property is a corporation, company, partnership, or Limited Liability Company, provide a copy of a legal document attached with this application showing that the individual signing this document is a duly authorized partner, officer, or owner of said corporation, partnership, or Limited Liability Company.

For any individual or organization who consents to act as an agent for the entity for purposes of receiving any process, notice or demand:

Entity Name or File Number: _____

Provide a most recent public information report that includes:

1. All general partners
2. File Number
3. Registered agent name
4. Mailing address

(You may order a copy of a Public Information Report from open.records@cpa.texas.gov or Comptroller of Public Accounts, Open Records Section, PO Box 13528, Austin, Texas 78711 or go to <https://mycpa.cpa.state.tx.us/coa/search.do>)

**SPECIAL USE PERMIT APPLICATION
AND SITE PLAN SET CHECKLISTS**

PLATTING VERIFICATION:

To be filled out by the Public Works & Engineering Department at time of submittal

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

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

Address of subject property _____

Legal description of subject property

Public Works Department

Date



City of Grapevine

Signage Requirements

Signage Requirements

The following is a list of requirements for signage associated with zoning applications. A completed checklist must be submitted with each application. Applicants shall indicate willingness to comply with standards by checking the box adjacent to the standard.

Sign Posting Standards

Zoning signage shall comply with the following standards:

- The applicant shall be responsible for posting at least one zoning sign on the subject property perpendicular to the street right-of-way whenever feasible 10-14 days prior to the Joint City Council and Planning & Zoning Commission (P&Z) scheduled public hearing. If the subject property does not have any pervious frontage, the sign shall be posted in the window or in another clearly visible location as determined by staff.
- The applicant shall furnish an affidavit, as well as date-stamped photographs of each side of the posted sign(s), to the City of Grapevine Planning Services Department certifying that the required signs were posted on the subject property 10-14 days prior to the said public hearing.
- Failure to post signage 10-14 days prior to the public hearing shall result in the postponement of the case being presented to City Council and P&Z.

Public Hearing Date	Dates to post Signage
December 16, 2025	December 1-5
January 20, 2025	January 5-9
February 17, 2026	February 2-6
March 17, 2026	March 2-6
April 21, 2026	April 6-10
May 19, 2026	May 4-8
December 16, 2025	December 1-5

Sign Maintenance Standards

Maintenance of zoning notification signage shall comply with the following standards:

- The applicant shall be responsible for ensuring that the zoning sign(s) remain visible and present on the property from the time of posting to final action of the City of Grapevine.

**SPECIAL USE PERMIT APPLICATION
AND SITE PLAN SET CHECKLISTS**

- The applicant shall be responsible for removing zoning notification signage within one week of final action by the City of Grapevine.

Sign Design Criteria

Signs must be:

- 24 inches long by 48 inches wide, per State law.
- Signs must be designed and printed according to the template provided below.

NOTICE OF PUBLIC HEARING

A ZONING AND/OR DEVELOPMENT APPLICATION(S)
HAS BEEN FILED FOR THIS PROPERTY



For information contact:
City of Grapevine
(817) - 410-3155
planning@grapevinetexas.gov

Project Representative Information *(complete if designated by owner)*

Engineer Purchaser Tenant Preparer Other (specify) _____

Name _____ Company _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Applicant's Signature _____ Date _____

SPECIAL USE PERMIT APPLICATION AND SITE PLAN SET CHECKLISTS

SITE PLAN CHECKLIST:

The following is a partial listing of requirements for site plan applications as found in Grapevine's development regulations and policies. A completed checklist must be submitted with each application. Applicants must indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of the application and/or delay of concept plan approval.

Section 1 - Plan Format & General Standards (*check if provided; indicate NA if not applicable*)

Plan graphics shall comply with the following plan format and general standards:

- Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blueline copies will be accepted.
- Plan is clear and legible. Use a variety of line types and line weights. Do not use grey-scale shading; use stipple shading instead. Offsite information and onsite existing conditions may be screened for clarity.
- Permissible scale for plan is engineer scales 1" = 10', 20', 30', 40', or 50'. A 1" = 60' or 100' scale may be used with prior approval. Architectural scales are not acceptable.
- Title block shall be in the lower, right-hand corner of the plan. The title block shall contain: plan type; project name (subdivision name, lot and block designations); gross acreage; city, county and state name; survey and abstract name; and date of preparation.
- Provide the appropriate Signature/Approval [block](#) above the Title Block. (available online)
- Label company name, preparer name, address, and phone number of plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block.
- Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- Orient plan so that north is to the top or left-hand side of sheet.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Provide a vicinity map in the same orientation of plan showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one-mile radius of site.
- State purpose of request (e.g., "The purpose of this Special Use Permit is _____.")
- Provide a site data summary [table](#) (available online).
- Provide the City of Grapevine general [notes](#) (available online).

Section 2 - Site Information (*check if provided; indicate NA if not applicable*)

For the proposed site, provide the following:

- Show current and proposed property boundaries/lot lines. Label approximated boundary distances.
- If development is to be phased on site, show phases and sequencing of development.
- Label proposed lot and block designations.
- Label approximate lot area for each lot in acres and square feet.
- Show and label front, side, and rear yard building setbacks.
- Show and label existing and proposed buildings. Provide general building dimensions and distances between buildings.
- For each building, label proposed use, gross building area (square feet), building height (# of stories), and building height (in feet to tallest element of the building).
- If proposed lot is adjacent to or contains 100-year developed floodplain, label each building's minimum finish floor elevation.

SPECIAL USE PERMIT APPLICATION AND SITE PLAN SET CHECKLISTS

- Show, label, and dimension visibility triangles and corner clips at driveways and intersections.
- Show, label, and dimension drive-through lanes including all stops (menu boards, windows, etc.) and stacking and escape lanes.
- Dimension property boundaries to nearest intersecting streets or driveways.
- Show and label existing topography at 2-foot contours referenced to sea-level datum.
- Show and label floodplains, drainage ways, and creeks.
- Show parking areas. Label as existing or proposed. Label pavement construction (e.g., asphalt, concrete, etc.). Dimension parking spaces and label number of spaces per tier of parking. Show and label accessible parking spaces including accessible passenger loading zones and routes.
- Show and label offsite parking. Dimension distance from offsite parking to nearest lot line of site.
- Show, label, and dimension required off-street loading spaces.
- Show and label landscape areas.
- Show, label, and dimension (width) of required landscaped front yard, buffer yards, and areas within parking areas.
- Show existing and proposed water utilities and associated easements. Dimension easement widths. Label line sizes. Show and label water meters and provide identification symbols. Show and label valves, Fire Department connections, fire hydrants, detector check vaults, and other associated structures.
- Show existing and proposed sanitary sewer utilities and associated easements. Dimension easement widths. Label line sizes. Label cleanouts, manholes, and other associated structures.
- Show existing and proposed storm sewer utilities and associated easements. Dimension easement widths. Label line sizes. Label culverts, inlets, junction boxes, and other associated structures.
- Show and label vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed. Shade fire lanes with a ten percent stipple pattern.
- Show a minimum of two points of access (one is direct street access and one is to a median opening).
- Show cross-access circulation lanes are provided between lots.
- Show and label 100-year FIRM floodplain.
- Show and label floodway and drainage easement.
- Show and label structural and nonstructural storm water controls/best management practices.
- Show, label, and dimension open storage and vehicle storage areas including required screening and pavement construction (e.g. asphalt, concrete, etc.)
- Show and label above ground and underground fuel storage tanks. Label fuel tank capacities.
- Show and label emergency electrical generators. Label fuel type and tank capacity. Indicate location for refueling vehicles. Add note: "Tentative location of emergency electrical generator. Location may change subject to compliance with zoning, building, fire, and noise regulations."
- Show area for a refuse and recycling container enclosure per lot. Provide interior dimensions and label enclosure screening height and material(s).
- Show, label, and dimension trash compactor enclosure areas. Label compactor screening height and material(s).
- Show and label type and height of screening walls, retaining walls, headlight screens, and/or living screens. For living screens, state plant type, size, and spacing.
- Show and label type and height of fences and gates.

SPECIAL USE PERMIT APPLICATION AND SITE PLAN SET CHECKLISTS

Section 3 - R.O.W., Street Design, and Access Information Continued

(check if provided; indicate NA if not applicable)

- Show public, semi-private, and private streets. Show and dimension approximate R.O.W. and/or easement widths. Label as existing or proposed.
- Show and dimension median openings. Label as existing or proposed. Dimension approximate distances between median openings and distances to nearest offsite median openings.
- Show and dimension left turn lanes and deceleration lanes with associated storage and transition areas. Label as existing or proposed.
- Show driveways. Label as existing or proposed. Dimension driveway throat widths and approximate distances between driveways and intersecting streets.
- Show and label existing topography at 2-foot contours referenced to sea-level datum.
- Show, label and dimension on-street parking. Label as existing or proposed.
- Show and dimension sidewalks and barrier-free ramps. Label as existing or proposed.

Section 4 - Adjacent Property Information *(check if provided; indicate NA if not applicable)*

For properties contiguous to the site and for properties across R.O.W. contiguous to the site, provide the following:

- Show, label, and dimension the portion of previously approved site plans within 50 feet of the site boundary and within 50 feet of R.O.W. contiguous to the site boundary.
- For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot.
- For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- Label zoning and land use per City of Grapevine's permitted uses for each lot and parcel.
- Show and label existing topography at 5-foot contours referenced to sea-level datum.
- Show and label existing and proposed buildings, landscape areas, and parking areas. Label parking area construction (e.g., asphalt, concrete, etc.).
- Show vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed. Shade fire lanes with a ten percent stipple pattern; do not use grey-scale shading. Dimension pavement widths, R.O.W. and/or easement widths, driveway throat widths, radii, and distances between driveways and intersecting streets. Label pavement construction (e.g., asphalt, concrete, etc.).
- Show, label, and dimension water, sanitary sewer, and storm sewer utilities. Label as existing or proposed.
- Show, label, and dimension easements. Label as existing or proposed. Provide recording information for existing easements.

SPECIAL USE PERMIT APPLICATION AND SITE PLAN SET CHECKLISTS

LANDSCAPE PLAN CHECKLIST:

The following is a partial listing of requirements for landscape plan applications as found in Grapevine's development regulations and policies. A completed checklist must be submitted with each application. Applicants must indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of the application and/or delay of concept plan approval.

Section 1 - Plan Format & General Standards *(check if provided; indicate NA if not applicable)*

Plan graphics shall comply with the following plan format and general standards:

- Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blue line or color copies will be accepted.
- Plan is clear and legible. Use a variety of line types and line weights. Do not use grey-scale shading; use stipple shading instead. Offsite information and onsite existing conditions may be screened for clarity.
- Provide a key sheet as the first page if the plan is on multiple pages.
- Permissible scale for plan is engineer scales 1" = 10', 20', 30', 40', or 50'. A 1" = 60' or 100' scale may be used with prior approval. Architectural scales are not acceptable.
- Title block shall be in the lower, right-hand corner of the plan. The title block shall contain: plan type; project name (subdivision name, lot and block designations); gross acreage; city, county and state name; survey and abstract name; and date of preparation.
- Provide the appropriate Signature/Approval [block](#) above the Title block. (available online)
- Label company name, preparer name, address, and phone number of plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block.
- Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- Orient plan so that north is to the top or left-hand side of sheet.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Provide a vicinity map in the same orientation of plan showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one-mile radius of site.
- State purpose of request (e.g., "The purpose of this Special Use Permit is _____.")
- Provide a site data summary [table](#) (available online).
- Provide the City of Grapevine general landscape [notes](#) (available online).

Section 2 - Site Information *(check if provided; indicate NA if not applicable)*

For the proposed site, provide the following:

- Show current and proposed property boundaries/lot lines. Label approximated boundary distances.
- If development is to be phased on site, show phases and sequencing of development.
- Provide details for all entry features, sign structures, walls, fences, and pavements not addressed and referenced to City of Grapevine standards.
- Show and label graphically which are required and provided trees and shrubs in the landscape yards and buffer areas. If applicable, distinguish existing and mitigation trees.
- Show and label required and provided area for interior parking lot landscape.
- Show and label graphically which are required and provided trees for interior parking lot landscape. If applicable, distinguish existing and mitigation trees.
- Show and label required and provided open space and trees for residential projects.

SPECIAL USE PERMIT APPLICATION AND SITE PLAN SET CHECKLISTS

- Show and label landscape plants with common name and size (caliper or container) or provide adequate legend.
- Provide landscape plant list indicating common and scientific name, plant spacing, size specifications.
- Provide root barrier details as required.
- Show current and proposed property boundaries/lot lines. Label distances and bearings or curve data as appropriate.
- Show and label proposed topography at one-foot contours. Spot elevations may be used but cannot substitute for contours.
- Show and label existing and proposed buildings.
- If proposed lot is adjacent to or contains 100-year developed floodplain, label each building's minimum finish floor elevation
- Show and label vehicle circulation lanes, private drives, fire lanes, and driveways. Shade fire lanes with a ten percent stipple pattern. Dimension pavement widths, R.O.W., and/or easement widths, and label pavement construction (e.g., asphalt, concrete, etc.).
- Show, label, and dimension visibility triangles and corner clips at driveways and intersections.
- Show existing and proposed water utilities and associated easements. Dimension easement widths. Label line sizes. Dimension easement widths. Label line sizes. Show and label water meters and provide identification symbols. Show and label valves, Fire Department connections, fire hydrants, detector check vaults, and other associated structures
- Provide water meter schedule. Schedule should contain meter symbol identification, meter type (domestic or irrigation), meter size, quantity of meters, note if existing or proposed meters and note associated sanitary sewer size (or "not applicable" if for irrigation meter). Do not include Fire Department services
- Show existing and proposed sanitary sewer utilities and associated easements. Dimension easement widths. Label line sizes. Label cleanouts, manholes, and other associated structures.
- Show existing and proposed storm sewer utilities and associated easements. Dimension easement widths. Label line sizes. Label culverts, inlets, junction boxes, and other associated structures. S
- Show and label floodway and drainage easements.
- Show and label structural and nonstructural storm water controls/best management practices.
- Show and label type and height of screening walls and retaining walls.

Section 3 - R.O.W., Street Design, and Access Information Continued

(check if provided; indicate NA if not applicable)

- Show public, semi-private, and private streets. Show and dimension approximate R.O.W. and/or easement widths. Label as existing or proposed.
- Show and dimension median openings. Label as existing or proposed. Dimension approximate distances between median openings and distances to nearest offsite median openings
- Show and label existing topography at 5-foot contours referenced to sea-level datum.
- Show and dimension sidewalks and barrier-free ramps. Label as existing or proposed.

Section 4 - Adjacent Property Information *(check if provided; indicate NA if not applicable)*

For properties contiguous to the site and for properties across R.O.W. contiguous to the site, provide the following:

- Label zoning and land use for each lot and parcel.

Section 5 - Other *(check if provided; indicate NA if not applicable)*

Indicate compliance with the following ordinances and guidelines:

- Historic Preservation Guidelines
- Transit District Overlay (TDO)
- Multifamily District Design Guidelines

SPECIAL USE PERMIT APPLICATION AND SITE PLAN SET CHECKLISTS

BUILDING ELEVATIONS CHECKLIST:

The following is a partial listing of requirements for building elevations as found in Grapevine’s development regulations and policies. A completed checklist must be submitted with each application. Applicants must indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of the application and/or delay of concept plan approval.

Section 1 - Plan Format & General Standards *(check if provided; indicate NA if not applicable)*

Plan graphics shall comply with the following plan format and general standards:

- Sheet size shall be 24” x 36”, black and white drawing on bond paper in landscape view. No blue-line copies will be accepted.
- Plan is clear and legible. Use a variety of line types and line weights. Do not use grey-scale shading; use stipple shading instead. Offsite information and onsite existing conditions may be screened for clarity.
- Permissible scale for plan is engineer scales 1” = 10’, 20’, 30’, 40’, or 50’. A 1” = 60’ or 100’ scale may be used with prior approval. Architectural scales are not acceptable.
- Title block shall be in the lower, right-hand corner of the plan. The title block shall contain: plan type; project name (subdivision name, lot and block designations); gross acreage; city, county and state name; survey and abstract name; and date of preparation.
- Where possible, it is preferable that all elevations be shown on a single sheet; however, to maintain scale, additional sheets may be used.
- Provide the appropriate Signature/Approval [block](#) above the Title block. (available online)
- State purpose of request (e.g., “The purpose of this Special Use Permit is _____.”)
- Elevation drawings shall be provided for all exterior facades of the building(s) showing roofline design, downspouts, meters, wall, window, and door treatments. All building elements shall be dimensioned (height and length). Elevations shall be labeled “north,” “east,” “south,” and “west” accordingly.
- Drawings shall be colored to reflect as accurately as possible the actual finish color of the exterior materials.

Section 2 - Site Information *(check if provided; indicate NA if not applicable)*

For the proposed site, provide the following:

- All materials and finishes shall be labeled for walls, exposed roofs, signboards, trim, and other visible parts of all buildings.
 - Label and dimension height of all elevations to the tallest point.
- For each building elevation provide a table indicating the amount of materials used, and the percentage each material covers. An example table is provided below for a 1,000 square foot facade:

South Elevation	
<input type="checkbox"/> Brick	500 sq. ft. (50%)
Stone	400 sq. ft. (40%)
Glass	50 sq. ft. (5%)
Metal	50 sq. ft. (5%)
TOTAL	1,000 sq. ft. (100%)
(excluding doors and windows)	

SPECIAL USE PERMIT APPLICATION AND SITE PLAN SET CHECKLISTS

- Show proposed method(s) for screening of service areas (including trash dumpsters) and ground-mounted and roof-mounted mechanical units from adjacent development (e.g., fence, wall, berm, hedge, parapet wall, etc.). Materials and colors must match main building(s).
- Building signage layout including location and approximate size shall be indicated.
The following notes shall be included on the building elevation drawings:
 - 1. All signage subject to Building Services Department approval.
 - 2. Mechanical units shall be screened in accordance with the Zoning Ordinance.
 - 3. Utility boxes and conduit shall be painted to match building color.
- General materials list (exterior walls, exposed roofs, trim, and other visible parts of all buildings).
- Photographs of samples for all proposed materials, finishes, and colors.

SPECIAL USE PERMIT APPLICATION AND SITE PLAN SET CHECKLISTS

PHOTOMETRIC PLAN CHECKLIST:

The following is a partial listing of requirements for photometric plans as found in Grapevine's development regulations and policies. A completed checklist must be submitted with each application. Applicants must indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of the application and/or delay of concept plan approval.

Section 1 - Plan Format & General Standards *(check if provided; indicate NA if not applicable)*

Plan graphics shall comply with the following plan format and general standards:

- Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blue-line or color copies will be accepted.
- Plan is clear and legible. Use a variety of line types and line weights. Do not use grey-scale shading; use stipple shading instead. Offsite information and onsite existing conditions may be screened for clarity.
- Permissible scale for plan is engineer scales 1" = 10', 20', 30', 40', or 50'. A 1" = 60' or 100' scale may be used with prior approval. Architectural scales are not acceptable.
- Title block shall be in the lower, right-hand corner of the plan. The title block shall contain: plan type; project name (subdivision name, lot and block designations); gross acreage; city, county and state name; survey and abstract name; and date of preparation.
- Provide the appropriate Signature/Approval [block](#) above the Title block. (available online)
- Label company name, preparer name, address, and phone number of plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block.
- Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- Orient plan so that north is to the top or left-hand side of sheet.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Provide a vicinity map in the same orientation of plan showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one-mile radius of site.
- State purpose of request (e.g., "The purpose of this Special Use Permit is _____.")

Section 2 - Site Information *(check if provided; indicate NA if not applicable)*

For the proposed site, provide the following:

- Site plan showing location and mounted height of all exterior lights.
- Fixture spec sheet with description, top and side drawing, and indication of lumen rating.
- Point-by-point foot-candle photometric plan showing the location and aim of exterior lighting at the developed area and at property lines.
- Lighting levels at ground level of all property lines of the subject property based on the zoning of adjacent properties:
 - Single-family – 0.2 foot-candles
 - Multi-family – 0.5 foot-candles
 - Non-residential districts, streets – 3.0 foot-candles
 - Industrial districts – 5.0 foot-candles

The following notes shall be included on the photometric plan:

- 1. All on-site electrical conductors associated with new construction shall be located underground.
- 2. Illuminated signage was included in the determination of the illumination levels.

**SPECIAL USE PERMIT APPLICATION
AND SITE PLAN SET CHECKLISTS**

SPECIAL USE PERMIT APPLICATION PROCEDURAL TIMETABLE:

Application Deadline	Special Use Review Submittal	
Days 1 -8	Planning Staff Review	
Day 9	Technical Review Committee: Planning Services Building Services Public Works Parks Fire Department Geographic Information Systems (GIS)	
Day 23	Return revisions to Planning Services	
Day 31	Notice to newspaper	
Days 35-39	Zoning signs posted on property	
Day 39	Letters to adjacent property owners and sign(s) posted on property] These steps occur internally by staff.
Day 44	Packets submitted for distribution to City Council and Planning and Zoning Commission	
Day 50	City Council and Planning and Zoning Commission joint public hearing	

PLANNING AND ZONING COMMISSION RECOMMENDATIONS TO CITY COUNCIL RESULT
IN THE FOLLOWING ACTION:

APPROVAL – Requires a Council majority vote

DENIAL - Requires a ¾ vote approval by Council

CONTINUATION – Set to a date certain; further research and information required