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# CITY OF GRAPEVINE

## CONCEPT PLAN APPLICATION

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### **SUMMARY OF CONCEPT PLAN APPLICATION REQUIREMENTS**

1. APPLICATION REVIEW REQUIREMENTS:
  - A. MEET WITH DEVELOPMENT SERVICES STAFF TO REVIEW APPLICATION REQUIREMENTS FOR YOUR SPECIFIC DEVELOPMENT.
  - B. APPLICATION WITH NOTARIZED SIGNATURES OF OWNER AND APPLICANT.
  - C. SURVEY AND/OR LEGAL DESCRIPTION (LOT, BLOCK & SUBDIVISION) OF THE PROPERTY ON 8 ½" X 11".
  - D. VERIFY WITH THE CITY OF GRAPEVINE PUBLIC WORKS DEPARTMENT REGARDING PLATTING INFORMATION. HAVE THE ATTACHED VERIFICATION STATEMENT SIGNED BY PUBLIC WORKS.
  - E. **FIVE (5) Z-FOLDED BLUELINE COPIES OF CONCEPT PLAN.** NO LESS THAN 22" X 34" AND SCALE OF NO LESS THAN 1" TO 50'.
  - F. A FLASH DRIVE WITH ALL FILES IN PDF FORMAT AT TIME OF SUBMITTAL.

**APPLICATIONS MUST BE COMPLETE AND MEET ALL  
GRAPEVINE ORDINANCE REQUIREMENTS BEFORE A  
REQUEST CAN BE SET FOR PUBLIC HEARING**

DIRECT QUESTIONS TO DEVELOPMENT SERVICES STAFF AT (817) 410-3155

**DELIVERY ADDRESS**  
DEVELOPMENT SERVICES  
PLANNING DEPARTMENT  
200 S. MAIN STREET  
GRAPEVINE, TEXAS 76051

**CORRESPONDENCE ADDRESS**  
DEVELOPMENT SERVICES  
PLANNING DEPARTMENT  
P O BOX 95104  
GRAPEVINE, TEXAS 76099

## CONCEPT PLAN APPLICATION

1. APPLICANT/AGENT NAME \_\_\_\_\_  
COMPANY NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_  
EMAIL \_\_\_\_\_ MOBILE # \_\_\_\_\_
2. APPLICANT'S INTEREST IN SUBJECT PROPERTY \_\_\_\_\_  
\_\_\_\_\_
3. PROPERTY OWNER(S) NAME \_\_\_\_\_
4. ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_
4. ADDRESS OF SUBJECT PROPERTY \_\_\_\_\_  
LEGAL DESCRIPTION: LOT \_\_\_\_ BLOCK \_\_\_\_ ADDITION \_\_\_\_\_  
SIZE OF SUBJECT PROPERTY \_\_\_\_\_ ACRES \_\_\_\_\_ SQUARE FOOTAGE  
METES & BOUNDS MUST BE DESCRIBED ON 8 1/2" X 11" SHEET
5. PRESENT ZONING CLASSIFICATION \_\_\_\_\_
6. PRESENT USE OF PROPERTY \_\_\_\_\_
7. REQUESTED ZONING DISTRICT \_\_\_\_\_

- 8. THE APPLICANT UNDERSTANDS THE MASTER PLAN DESIGNATION AND THE MOST RESTRICTIVE ZONE THAT WOULD ALLOW THE PROPOSED USE IS \_\_\_\_\_
- 9. MINIMUM/MAXIMUM DISTRICT SIZE FOR REQUESTED ZONING \_\_\_\_\_
- 10. DESCRIBE THE PROPOSED USE \_\_\_\_\_
- 11. THE CONCEPT PLAN SUBMISSION SHALL MEET THE REQUIREMENTS OF SECTION 45, CONTENTS OF A CONCEPT PLAN, SECTION 45.C.

**EFFECT OF CONCEPT PLAN**

**ALL SUBSEQUENT SITE PLANS SHALL CONFORM TO THE CONCEPT PLAN SUBMITTED.**

**THE DEVELOPMENT SERVICES STAFF WILL DETERMINE THE AGENDA FOR EACH OF THE PUBLIC HEARING DATES. BASED ON THE SIZE OF THE AGENDA, YOUR APPLICATION MAY BE RESCHEDULED TO A LATER DATE.**

- 12. SIGNATURE TO AUTHORIZE THE FILING OF A FINAL CONCEPT PLAN.

APPLICANT (PRINT) \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

OWNER (PRINT) \_\_\_\_\_

OWNER SIGNATURE \_\_\_\_\_

The State of \_\_\_\_\_

County of \_\_\_\_\_

Before me \_\_\_\_\_ on this day personally appeared  
\_\_\_\_\_ known to me (or proved to me on the oath of  
\_\_\_\_\_ or through \_\_\_\_\_  
(description of identity card or other document) to be the person whose name is subscribed  
to the foregoing instrument and acknowledged to me that he executed the same for the  
purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_,  
A.D. \_\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary Signature

The State of \_\_\_\_\_

County of \_\_\_\_\_

Before me \_\_\_\_\_ on this day personally appeared  
\_\_\_\_\_ known to me (or proved to me on the oath of  
\_\_\_\_\_ or through \_\_\_\_\_  
(description of identity card or other document) to be the person whose name is subscribed  
to the foregoing instrument and acknowledged to me that he executed the same for the  
purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_,  
A.D. \_\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary Signature

PLATTING VERIFICATION

THIS VERIFICATION STATEMENT MUST BE SIGNED PRIOR TO THE  
SUBMITTAL OF THIS CONCEPT PLAN APPLICATION

\_\_\_\_\_ 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

**THIS FORM MUST BE SIGNED BY THE PUBLIC WORKS DEPARTMENT  
AND SUBMITTED ALONG WITH A COMPLETED APPLICATION TO THE  
PLANNING AND ZONING DEPARTMENT.  
SECTION 45.C.**

## CONTENT OF A CONCEPT PLAN

A concept plan shall include all of the following information in graphic representation and shall be prepared by a registered architect, registered engineer or registered surveyor.

1. The legal description, or the metes and bounds description, certified by a registered land surveyor; showing the date, scale, north point, property boundary lines, dimensions and easements.
2. Applicant's name and address and their legal interest in the subject property.
3. Owner's name and address, if different from applicant.
4. Zoning classification and present use of the subject property.
5. Land use designation as contained in the Comprehensive Master Plan.
6. Conceptual representation of proposed use.
7. Conceptual representation of vehicular circulation within the subject site.
8. Conceptual representation of points of connection to the public right of way.
9. Computation of proposed number of dwelling units and the total acreage for residential uses. For nonresidential uses compute the approximate square footage of building, by type, or the maximum building square footage allowed in the particular district requirements.
10. Conceptual landscaping and buffer plan according to Section 53, Landscaping.
11. Description of how essential public services, including water, sewer, drainage and solid waste, will be provided.
12. Description of any proposed grading, regrading or fill that is proposed on the subject site.
13. Maximum number of parking spaces required according to Section 56, Off-Street Parking Regulations.
14. Other information the applicant and/or owner might wish to include.
15. The names, addresses and telephone numbers of all professional consultants, if any, advising the applicant with respect to the proposed rezoning.
16. Street address, or common description of the property.

17. A graphic rendering of the existing site conditions, which depicts all significant natural, topographical and physical features of the subject property including contours; location and extent of tree cover; location and extent of water courses, marshes and flood plains on the subject property; and existing drainage patterns.
18. Vicinity map indicating the area in which the property is located.
19. In the bottom right corner title the plan the same as the subdivision being platted and number each sheet in a similar manner (Example: Sheet 1 of 1).
20. Note the assigned case number in the bottom right corner on each sheet.
21. The initial submittal for review purposes shall be on a sheet no less than 22" x 34". The scale shall be no less than 1" = 50'.
22. Include an internal traffic circulation plan on the concept plan.
23. All turning radii - 35 feet minimum per Grapevine Fire Department

CASE NAME:  
CASE NUMBER:  
LOCATION:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SECRETARY

DATE: \_\_\_\_\_

PLANNING AND ZONING COMMISSION

\_\_\_\_\_  
CHAIRMAN

DATE: \_\_\_\_\_

SHEET: \_\_\_\_\_ OF \_\_\_\_\_

APPROVAL DOES NOT AUTHORIZE ANY WORK  
IN CONFLICT WITH ANY CODES OR  
ORDINANCES.

DEPARTMENT OF DEVELOPMENT SERVICES

THIS SIGNATURE BLOCK MUST APPEAR ON EACH PAGE OF THE SUBMITTAL AND FINAL REVISIONS.

NUMBER EACH SHEET AS PER EXAMPLE BELOW:

SHEET 1 OF 4 ;  
SHEET 2 OF 4 ;  
SHEET 3 OF 4 ;  
SHEET 4 OF 4 , ETC.



**CONCEPT PLAN APPLICATION  
PROCEDURAL TIMETABLE**

<b>APPLICATION DEADLINE</b>	CONCEPT PLAN REVIEW SUBMITTAL
<b>DAYS 1 - 14</b>	PLANNING STAFF REVIEW
<b>DAY 15</b>	TECHNICAL REVIEW COMMITTEE  PLANNING DEPARTMENT PUBLIC WORKS BUILDING INSPECTIONS FIRE DEPARTMENT POLICE DEPARTMENT UTILITY COMPANIES
<b>DAY 23</b>	RETURN NECESSARY REVISIONS TO PLANNING DEPARTMENT STAFF
<b>DAY 25</b>	NOTICE TO NEWSPAPER
<b>DAY 32</b>	ADJACENT PROPERTY OWNERS; POSTING OF SIGNS ON PROPERTY
<b>DAY 39</b>	PACKETS SUBMITTED FOR DISTRIBUTION TO CITY COUNCIL AND PLANNING AND ZONING COMMISSION
<b>DAY 42</b>	CITY COUNCIL AND PLANNING AND ZONING COMMISSION JOINT PUBLIC HEARING

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

<b>APPROVAL</b>	-	<b>REQUIRES A COUNCIL MAJORITY VOTE</b>
<b>DENIAL</b>	-	<b>REQUIRES 3/4 VOTE APPROVAL BY COUNCIL</b>
<b>TABLING</b>	-	<b>SET TO A DATE CERTAIN; FURTHER RESEARCH AND INFORMATION REQUIRED</b>

**2010  
CITY OF GRAPEVINE  
PLANNING & ZONING COMMISSION  
MEETING AGENDA SCHEDULE**

<b>CITY COUNCIL PLANNING &amp; ZONING MEETING DATES *</b>	<b>FILING DEADLINE First Monday of the month</b>
December 15, 2009	November 2, 2009
January 19, 2010	December 7, 2009
February 16, 2010	January 4, 2010
March 16, 2010	February 1, 2010
April 20, 2010	March 1, 2010
May 18, 2010	April 5, 2010
June 15, 2010	May 3, 2010
July 20, 2010	June 7, 2010
August 17, 2010	July 6, 2010
September 21, 2010	August 2, 2010
October 19, 2010	September 7, 2010
November 16, 2010	October 4, 2010
December 21, 2010	November 1, 2010
January 18, 2011	December 6, 2010

**\* These dates are prior to council approval and may change**

**THE DEVELOPMENT SERVICES STAFF WILL DETERMINE  
THE AGENDA FOR EACH OF THE PUBLIC HEARING DATES.  
BASED ON THE SIZE OF THE AGENDA, YOUR APPLICATION  
MAY BE RESCHEDULED TO A LATER DATE.**