



# IRVING

## Procedure for Filing Development Plans in a Planned Unit Development

### Purpose:

The purpose of a Planned Unit Development (PUD) is to accommodate planned associations of uses developed as integral land use units such as industrial parks or industrial districts, offices, commercial uses, service centers, shopping centers, residential developments of multiple or mixed housing, including multi-family dwellings, single-family dwellings, townhouses or any appropriate combination of uses which may be planned, developed or operated as integral land use units whether by single owner or by a combination of owners. This zoning district shall be permitted for tracts of land not less than thirty (30) acres in area.

### Stages of a PUD:

The stages or procedure for a Planned Unit Development shall be as follows:

- (a) The application for PUD zoning;
- (b) The submission of a development plan;

The development plan is the stage of zoning which establishes a land use (zoning district category) on a specific tract of land within the PUD. Applicant may elect to classify the development plan as a Preliminary or Final subdivision plat installment, provided all requirements of the Subdivision Ordinance are met. These items, however, are considered as two individual items requiring submission of all required documents and fees and must be approved individually.

### Filing Fees Required:

#### Development Plans:

0-1.99 acres	\$500.00
2.00-4.99 acres	\$600.00
5.00-29.99 acres	\$800.00
30.00-99.99 acres	\$1,400.00
100.00 acres or greater	\$2,450.00

## Development Plan Procedures

Page 2 of 3

### Documents Necessary:

- (a) Upon filing a development plan with the Planning and Inspections Department the following items shall be submitted:
  - (1) Check (made payable to the City of Irving) or cash for the filing fee;
  - (2) Narrative description;
  - (3) Acreage breakdown of approved and proposed uses within PUD;
  - (4) Protective and restrictive covenants, homeowner's association charters, if any;
  - (5) Metes and bounds legal description; and
  - (6) Seven (7) copies of development plan drawing.

### Contents of a Development Plan:

- a. The development plan drawing shall contain the following information (it is preferable that the drawing be a 24" x 36" blueline or blackline):
  - (1) Date;
  - (2) Scale;
  - (3) Northpoint;
  - (4) Name of property owner;
  - (5) Location of existing boundary lines - tied to closest street intersection (metes and bounds legal description);
  - (6) Name of person preparing plan;
  - (7) Dimensions of the tract;
  - (8) Building setback lines adjacent to all property lines;
  - (9) Designation of proposed land use tied to closest comparable zoning district and stating any variances to that district. The following is the language to use on the plan:
    - "All uses permitted by Section \_\_\_\_\_ will be allowed and all requirements of Section \_\_\_\_\_, \_\_\_\_\_ District of Ordinance #1144 and any other applicable requirements of Ordinance #1144 will be complied with, except:
      - (a)
      - (b) (list any variances to Zoning Ordinance here)

## **Development Plan Procedures**

### **Page 3 of 3**

(c)”

- (10) Location and size of points of ingress/egress to public streets may be shown or may be required by P & Z and/or City Council;
- (11) Dimensions to the centerlines of:
  - (a) existing water courses;
  - (b) drainage features; and
  - (c) floodway easements.
- (12) Size of existing streets and alleys and proposed streets and alleys with dimension from the property line to centerline of right-of-way.
- (13) Area map showing location of project in general neighborhood; and
- (14) Title of development plan with reference to corresponding plat.

### **Procedure After Plans are Filed:**

At the time a development plan is filed, it will be scheduled for the Technical Review Committee agenda (City staff review). It is not necessary for the applicant to attend this meeting. As a result of this meeting a letter will be sent to the applicant and owner advising of any revisions which are necessary to comply with technical requirements and to advise of any concerns which the staff may have.

When all requirements of staff have been met, the item will be scheduled for the Planning and Zoning Commission agenda. For applications for approval of a development plan, a “Notice of Public Hearing” is sent to the applicant and the owners of all real property within 200 feet of the request site ten (10) days prior to the meeting of the Planning and Zoning Commission. This meeting is held on the first and third Mondays of each month at 7:00 p.m. in the Council Chamber, First Floor, Civic Center Complex, 825 West Irving Boulevard, Irving, Texas. The applicant or his/her representative should attend this meeting to be available for any questions the commission might have.

If the development plan is denied it may be appealed to the City Council for their hearing and action. The applicant/owner has ten (10) days after the Planning and Zoning Commission denial in which to appeal their decision to the City Council. This appeal must be in writing and should be directed to the Planning and Inspections Department, 825 West Irving Boulevard, Irving, Texas, 75060.