



Town of Hickory Creek Community Development Services
Development Application

(Incomplete applications will be rejected)

- Amending Plat, Preliminary Plat, Final Plat, Replat, Variance, Zoning Change, Special Use Permit, Site Plan: Preliminary, Final, Landscaping Plan, Other (Specify)

PROJECT INFORMATION (Please complete each field)

- Residential, Commercial, ETJ

Project Name: Parcel(s) Tax ID (required)

Project Address: Total Acres:

Brief Description of Project:

Existing Zoning: # Existing Lots: # Existing Units:

Proposed Zoning: # Proposed Lots: # Proposed Units:

APPLICANT / CONTACT INFORMATION

Name: Company:

Address: City, State: Zip:

Phone: Cell #: Fax:

E-Mail Address:

PROPERTY OWNER INFORMATION

Name: Company:

Address: City, State: Zip:

Phone: Cell #: Fax:

E-Mail Address:

- Developer, Engineer, Surveyor

Name: Company:

Address: City, State: Zip:

Phone: Cell #: Fax:

E-Mail Address:

By signing this application, Town of Hickory Creek staff or the town's designee is granted access to your property to perform work related to your application. I waive the statutory Time Limits in accordance with Section 212.009 of the Texas Local Government Code. All applicable fees must be paid to the Town of Hickory Creek at the time this application is submitted. I understand the requirements and have read them thoroughly and my statements are true and correct. All submissions must be made a minimum of 21 days prior to the scheduled Planning and Zoning Commission meeting.

Applicant's Signature

Owner's Signature (notarized)

Date

Please attach a copy of the deed to the property. If you are currently purchasing the property, please include a copy of the contract for the purchase of the property. Also include a copy of any and all restrictive covenants pertaining to any property to be developed or rezoned.

**Appeals and Zoning Changes**

What is the proposed use?

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Why do you believe that the approval of the request would be in harmony with the character of the neighborhood?

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Why do you believe that the approval of this request would not be detrimental to the property or persons in the neighborhood?

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Why do you believe that there is a need in this area for the uses that would be allowed under this proposed zoning change?

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**Lien holder:**

Is the property burdened by a lien of any nature? ( ) Yes ( ) No

If so, describe the lien and give the name and address of lien holder and secure their consent to the requested zoning change with their signature.

**Other:**

Approximate cost of work involved? \_\_\_\_\_

Include a schematic drawing of the site.

To the Applicant:

I, \_\_\_\_\_, understand the above requirements and have read them thoroughly and my statements are true and correct.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lien holders (if any)

STATE OF TEXAS:

COUNTY OF DENTON:

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared \_\_\_\_\_, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public, in and for the State of Texas

\_\_\_\_\_  
My Commission Expires On:

The following are checklists of items that may be required as a part of plan submission. In addition, other information may be required if it is necessary for an adequate review of a specific development proposal. If property is not platted then a preliminary plat must be submitted with site plan.

**Site Plan Requirements**

Provided            N/A

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|-------|-------|---|
| _____ | _____ | 1. All Site Plan drawings are to be submitted on minimum 18” by 24” sheets: one (1) copy folded to 9” x 12” with title block showing in the lower right hand corner for initial review, one (1) set landscape plans with irrigation plans and one (1) set elevation plans. One (1) PDF file set shall be emailed to the Building Department. Site plans must be drawn to a minimum scale of 1” = 100’. Ten (10) folded copies of revisions are to be submitted for Planning and Zoning Commission review. |
| _____ | _____ | 2. In the lower right hand corner of the drawing show the name of the addition or project, name of owner, engineer, architect, surveyor, etc. with addresses and phone numbers, legal description, date, graphic scale, north arrow and legend.   |
| _____ | _____ | 3. Show entire lot or site area with dimensions of boundaries. Show each lot size in square feet if under an acre or in acres to at least two decimal places if over an acre, and show site on location map.  |
| _____ | _____ | 4. Include on Site Plan: current zoning of site and all adjacent properties, lot and block numbers, proposed uses, lot coverage, parking required/provided, intersections of streets, roads, highways and driveways adjacent or the lot, areas to be fenced and materials used, and any other request deemed by the Planning and Zoning Commission necessary to consider in the interest of promoting the public health, safety, order, convenience, prosperity and general welfare.                      |
| _____ | _____ | 5. Indicate landscaped areas and provide elevation drawings citing proposed exterior finish and structural materials of all buildings.  |
| _____ | _____ | 6. Location, footprints, dimensions, setbacks, square footage and height of all proposed and existing structures on the subject property and approximate locations of structures on adjoining property within 100 feet. Show 3:1 proximity slope graphic if residential adjacency applies.  |
| _____ | _____ | 7. Location, layout and dimensions of all off street parking spaces, drives, ingress and egress points, fire lanes, access easements, rights-of-way, alleys, sidewalks, loading areas and turn arounds. Corner “visibility range” shall be drawn as illustrated in exhibits A and B, as maintained in file in the office of the town secretary when applicable.   |
| _____ | _____ | 8. Location of all utilities, easements, fire hydrants, drainage systems or storm water control elements and flood plain designation.   |
| _____ | _____ | 9. All Site Plans must be accompanied by a landscaping plan. The Site or Landscaping Plan shall indicate all trees to be retained outside of outside of -street, alley and road right-of-ways. The removal of trees prior to approval being granted shall be a violation of the Ordinance.  |
| _____ | _____ | 10. Location, dimensions, construction materials of screen walls and fences.  |
| _____ | _____ | 11. Location and screening of trash facilities.   |
| _____ | _____ | 12. Names of existing and proposed street names.  |
| _____ | _____ | 13. Proposed sign locations (signs are permitted separately by the Building Department).  |

Provided

N/A

**Preliminary Plat Requirements**

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|-------|-------|---|
| _____ | _____ | 1. The plat shall be drawn to a scale of one hundred feet to the inch (1"=100').  |
| _____ | _____ | 2. The boundary line (accurate in scale) of the tract to be subdivided.   |
| _____ | _____ | 3. The location, widths, and names of all existing or platted streets or other public ways within or adjacent to the tract, existing permanent buildings, railroads, right-of-way and other important features, such as abstract lines, political subdivision or corporation lines, and school district boundaries. |
| _____ | _____ | 4. Existing sewer mains, water mains, drainage culverts, or other underground structures within the tract and within two hundred (200) feet thereto with pipe sizes and locations indicated.  |
| _____ | _____ | 5. Contours with intervals of two (2) feet or less, referred to mean sea level datum.   |
| _____ | _____ | 6. The names of adjacent subdivision and/or the names of record owners of adjoining parcels of unsubdivided land.   |
| _____ | _____ | 7. The proposed name of the subdivision.  |
| _____ | _____ | 8. North point, scale, date, and approximate acreage of the proposed subdivision.   |
| _____ | _____ | 9. The names and addresses of the subdivider and of the engineer, surveyor, or planner.   |
| _____ | _____ | 10. The tract designation and other description by metes and bounds.  |
| _____ | _____ | 11. The designation and other description by metes and bounds.  |
| _____ | _____ | 12. All parcels of land intended to be dedicated for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, together with the purpose of conditions of limitations of such reservation.  |
| _____ | _____ | 13. The layout, names, and widths of proposed streets, alleys and easements.  |
| _____ | _____ | 14. The layout, numbers, set-back lines, and dimensions of proposed lots, blocks and parks.   |
| _____ | _____ | 15. Any known or proposed deed restriction for town information purposes.   |
| _____ | _____ | 16. A plan of the proposed water and sanitary sewer mains including line sizes, fire hydrants, valves, manholes and proposed drainage facilities, including approximate sizes of storm sewer pipes and structures.  |
| _____ | _____ | 17. A location map of the proposed subdivision on a scale of one inch to two thousand feet (1"=2,000") showing existing and proposed streets and thoroughfares covering an area at least one (1) mile outside the proposed subdivision.   |
| _____ | _____ | 18. Typical cross-sections of proposed streets showing the width of pavement, type of pavement, and location and width of sidewalks.  |

\_\_\_\_\_ 19. The following certificates shall be placed on the preliminary plat by the subdivider/ developer:  
Recommended for Approval

\_\_\_\_\_  
Chairman, Planning and Zoning Commission Date  
Town of Hickory Creek, Texas

Approved For Preparation of Final Plat

\_\_\_\_\_  
Mayor, Town of Hickory Creek, Texas Date

\_\_\_\_\_ 20. Tree inventory plans shall be required prior to preliminary plat approval.

\_\_\_\_\_ 21. Preliminary plat fees have been paid.

**Final Plat Requirements**

1. Preliminary plat has been approved by the Town council.
2. Plat fees have been paid.
3. The boundary lines with accurate distances and bearings, a metes and bounds description of the boundary (error of closure shall no exceed one (1) in ten thousand (10,000) for unadjusted boundary and one (1) in fifty thousand (50,000) for the plat boundary), exact acreage to hundredths, and the exact location and width of all existing or recorded streets intersecting the boundary of the tract. One (1) copy of the traverse closure sheet shall be enclosed.
4. True bearings and distances to the nearest established street lines, official monuments, or subdivision corner, which shall be accurately described on the plat. Municipal, township, county, or abstract lines shall be accurately tied to the lines of the subdivision by distances and bearings.
5. An accurate location of the subdivision in reference to the deed records of the county which shall include the volume and page of the deed of the property to be subdivided.
6. Street and/or alley names
7. The length of all arcs, radii, internal angles, and points of curvature, length and bearing of the tangents
8. All easements for right-of-way provided for public services for utilities and any limitations of the easements
9. All lot numbers and lines, with accurate dimensions in feet and hundredths and with bearings and angles to street and alley lines to the nearest second.
10. The accurate location, material, and approximate size of all monuments
11. The accurate outline description of all property that may be reserved by deed covenant for the common use of the property owners in the subdivision.
12. The accurate outline description of all property which is offered for dedication for public use, with the purpose indicated thereon.
13. Building set-back lines
14. Private or deed restrictions
15. Name of the proposed subdivision
16. Name and address of the subdivider
17. North point, scale and date
18. Construction plans and profiles shall be drawn on sheets measuring twenty-two (22) inches or twenty-four (24) inches by thirty-six (36) inches, shall be the same size as the final plat and shall include the following information:
  - 18(a). A plan and profile of each street with top of curb grades shown. Each sheet shall include north point, scale, date and bench mark description to sea level datum. Unless otherwise approved by the town, scales shall be one inch equals forty feet (1" = 40') horizontally and one inch equals four feet,-five feet, or six feet (1" = 4', 5', or 6') vertically. Each plan shall show the seal and signature of the registered professional civil engineer who prepared the plans.

- \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_
- 18(b). The cross-sections of proposed streets showing the width of roadways and type of pavement and location and width of sidewalk.
- 18(c). A plan and profile of proposed sanitary sewers, with grades and pipe sizes, indicated and showing locations of manholes, cleanouts, etc., and a plan of the proposed water distribution system showing pipe sizes and location of valves, fire hydrants, fittings, etc., in conformance with the applicable criteria presented in ARTICLE IX. Unless otherwise approved by the town, scales shall be one inch equals forty feet or one hundred feet (1" = 40' or 100') horizontally and one inch equals four, five or six feet (1" = 4', 5', or 6') vertically. Each shall show the seal and signature of the registered professional civil engineer who prepared the plans. Each sheet shall include north point, scale, date, and bench mark description to the mean sea level datum.
- \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_
- 18(d). A plan and profile of the proposed storm sewers, showing hydraulic data and gradients, pipe grades and sizes, manholes, inlets, pipe connections, outlet structures, etc., in conformance with the applicable criteria as shown in ARTICLE IX. Unless otherwise approved by the town, scales shall be one inch equals forty feet (1" = 40') horizontally and one inch equals four, five or six feet (1" = 4', 5', or 6') vertically. Each shall show the seal and signature of the registered professional civil engineer who prepared the plans. Each sheet shall include north point, scale, date, and bench mark description to the mean sea level datum.
- \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_
19. A grading plan shall be submitted and drawn to a horizontal scale of one inch equals forty feet (1" = 40') indicating natural grades and proposed elevations of all lot corners. The building pads shall indicate proposed elevations.
- \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_
20. **CERTIFICATION OF SURVEY:** Certification by a licensed land surveyor, registered in the State of Texas, to the effect that the plan represents a survey made by him or under his direct supervision and that all monuments shown thereon actually exist, and that their location, size and material are correctly shown.
- \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_
21. **DEDICATION TO TOWN:** A certificate of ownership and dedication of all streets, alleys, parks and playgrounds to the Town of Hickory Creek for public use forever, signed and acknowledged before a notary public, by the owner and lien holder of the land, and a complete and accurate description of the land subdivided and the streets dedicated.



- \_\_\_\_\_
22. The following certificate on the plat, in a manner that will allow the filling in of the certificate by the proper parties:

Recommended for Approval

\_\_\_\_\_  
Chairman, Planning and Zoning Commission Date  
Town of Hickory Creek, Texas

Approved For Preparation of Final Plat

\_\_\_\_\_  
Mayor, Town of Hickory Creek, Texas Date

The undersigned, the town secretary of Town of Hickory Creek, Texas, hereby certifies that the foregoing final plat of the \_\_\_\_\_ subdivision or addition to the Town of Hickory Creek was submitted to the town council on the \_\_\_\_\_ of \_\_\_\_\_ 19 \_\_, and the council, by formal action, then and there accepted the dedication of streets, alleys, parks, easements, public places, and water and sewer lines, as shown and set forth in and upon said plat, and said council further authorized the Mayor to note the acceptance thereof by signing his/her name as hereinabove subscribed.

Witness my hand this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20 \_\_\_\_\_.

\_\_\_\_\_  
Town Secretary  
Town of Hickory Creek, Texas

- \_\_\_\_\_
23. TAX CERTIFICATE: The subdivider/developer must furnish a tax certificate on receipt showing that all taxes have been paid on the tract to be subdivided.
- \_\_\_\_\_
24. COMMERCIAL AND INDUSTRIAL DISTRICTS: This paragraph shall apply only if commercial or industrial districts are a part of the subdivision plat: Commercial and industrial areas shall be separated from residential areas by the erection of a sight barrier fence which must be a minimum of six (6) feet in height, constructed of materials to be determined by the town.
- \_\_\_\_\_
25. Tree inventory plan has been submitted with the preliminary plat.
- \_\_\_\_\_
26. Landscape plan shall be submitted, as an element of the required site plan, per the requirements set forth in Article 9.200, Sec 9.205
- \_\_\_\_\_
27. UTILITY. Easements shall be provided for utilities as required and approved in writing by all utility companies. Copy of said approvals shall be included in final plat.
- \_\_\_\_\_
28. DRAINAGE. Where a subdivision is bounded by a water course, drainage way, channel, or stream, there shall be provided a storm water easement or drainage right-of-way conforming substantially to the lines of such water course, or of such width to provide for any future anticipated construction, plus a minimum of ten (10) on each side.
- \_\_\_\_\_
29. In the event that a subdivider of a subdivision, commercial area or industrial area proposes access to an existing major thoroughfare, no site plan or final plat shall be approved and no building permit shall be issued until an agreement is reached between the town and the subdivider on the subdividers' cost participation in one-half (1/2) of the street section abutting the subdividers' lot(s).
- \_\_\_\_\_
30. Where major thoroughfares traverse a subdivision, the subdivider shall be required, at his own cost and expense, to construct a thirty-three (33) foot wide section on each side of the subdivision.
- \_\_\_\_\_