



# City of Rowlett

## Special Use Permit Checklist

Community Development Department  
Planning and Urban Design Division  
5702 Rowlett Road  
Rowlett, TX 75089  
(972) 463-3927

**Project Name:** \_\_\_\_\_

**Submittal Date:** \_\_\_\_\_

All Special Use Permits and associated plans shall be submitted complete and accurate in all detail through the [MyGov](#) portal on the designated *submittal date*. Should plans be determined to be incomplete, they will be marked with needed changes and returned. **Please note that if after *three* submittals staff determines that significant progress is not being made toward completing plans, a resubmittal and payment of the original submission fee will be required.**

Materials **required with this cover page** for a Special Use Permit application:

- A completed Uniform Development Application (included below);
- A completed Consent Form (included below) either signed by the property owner or accompanied by a signed and notarized letter authorizing the representative to submit the application on behalf of the owner;
- A current Tax Certificate or statement showing that no taxes are due to the City (see [DCAD](#) for Dallas County, or see [RCAD](#) for Rockwall County);
- A copy of the Recorded Deed for the property, and, if owned by a company, signatory authority for the individual signing the application;
- A copy of the appropriate checklist for the request being submitted (included below), completed and signed by the applicant; and
- A written response to staff's comments (if resubmitting).

This checklist is provided to assist in addressing the minimum requirements for a Special Use Permit. Indicate all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.**

| <b>Single-Family Special Use Permit</b>            |                          |  |
|--|--------------------------|--|
| <b>EXHIBIT A – STATEMENT OF INTENT AND PURPOSE</b> |                          |  |
| <b>No.</b>   | <b>Included</b>          | <b>Item Description</b>  |
| 1.   | <input type="checkbox"/> | Description of proposed uses.  |
| 2.   | <input type="checkbox"/> | Existing and proposed zoning and land use.   |
| 3.   | <input type="checkbox"/> | <p>Address the approval criteria in Section 77-206.D, outlined below:</p> <ol style="list-style-type: none"> <li>1. The proposed special use permit is consistent with the comprehensive plan and other infrastructure-related plans, all applicable provisions of this Code, and applicable state and federal regulations;</li> <li>2. The proposed special use permit is consistent with the purpose and intent of the zoning district in which it is located;</li> <li>3. Whether the proposed special use permit meets the challenge of some changing condition, trend, or fact;</li> <li>4. Whether the proposed special use permit will protect or enhance the health, safety, morals, or general welfare of the public;</li> <li>5. Whether the municipality and other service providers will be able to provide sufficient transportation and utility facilities and services to the subject property, while maintaining sufficient levels of service to existing development;</li> <li>6. Whether the proposed special use permit is consistent with or will have significant adverse impacts on other property in the vicinity of the subject tract; and</li> <li>7. The suitability of the subject property for the existing zoning and the proposed use sought by the special use permit.</li> </ol> |
| <b>EXHIBIT B – LEGAL DESCRIPTION</b>               |                          |  |
| <b>No.</b>   | <b>Included</b>          | <b>Item Description</b>  |
| 4.   | <input type="checkbox"/> | A copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating Exhibit “B”. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.   |
| <b>EXHIBIT C – EXISTING SITE CONDITIONS</b>        |                          |  |
| <b>No.</b>   | <b>Included</b>          | <b>Item Description</b>  |
| 5.   | <input type="checkbox"/> | A title block in the lower right corner that includes large, boldly printed “EXHIBIT C – EXISTING SITE CONDITIONS”, that includes project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.   |
| 6.   | <input type="checkbox"/> | Names, addresses, and phone numbers of the owner, applicant and surveyor.  |
| 7.   | <input type="checkbox"/> | Written and bar graph scale and north arrow are indicated.<br>(North shall be oriented to the top or left side of the sheet)   |
| 8.   | <input type="checkbox"/> | Legend, if abbreviations or symbol are used.   |
| 9.   | <input type="checkbox"/> | Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.   |
| 10.  | <input type="checkbox"/> | The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and signed and sealed by a surveyor.  |
| 11.  | <input type="checkbox"/> | Existing and requested Special Use Permit boundary lines.<br>(Requested SUP district boundary is indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances)   |
| 12.  | <input type="checkbox"/> | Adjacent property within 200 feet - subdivision name or owner’s name and recording information, land use, future land use plan designation, and zoning.  |
| 13.  | <input type="checkbox"/> | Location of existing rights-of-way and easements with filing information.  |
| 14.  | <input type="checkbox"/> | Existing and proposed FEMA 100-year floodplain areas, or a note that no 100-year floodplain exists on the property.  |
| 15.  | <input type="checkbox"/> | A note that states, “The development of the site will be in accordance with City of Rowlett development standards.”  |

| <b>EXHIBIT D – PROPOSED SITE CONCEPT</b>  |  |   |   |  |
|---|--|---|---|--|
| <b>No.</b>  | <b>Included</b>  | <b>Item Description</b>   |   |  |
| 16.   | <input type="checkbox"/>   | A title block in the lower right corner that includes large, boldly printed “ EXHIBIT C – PROPOSED SITE CONCEPT that includes project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.  |   |  |
| 17.   | <input type="checkbox"/>   | Names, addresses and phone numbers of owner, applicant and surveyor.  |   |  |
| 18.   | <input type="checkbox"/>   | Written and bar graph scale and north arrow are indicated. (North shall be oriented to the top or left side of the sheet)   |   |  |
| 19.   | <input type="checkbox"/>   | Legend, if abbreviations or symbol are used.  |   |  |
| 20.   | <input type="checkbox"/>   | Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.  |   |  |
| 21.   | <input type="checkbox"/>   | <table border="0"> <tr> <td style="vertical-align: top;">           Site Data Summary Table including:           <ul style="list-style-type: none"> <li>• Gross &amp; Net Site Area</li> <li>• Site Frontage</li> <li>• Site Width</li> <li>• Site Depth</li> <li>• Impervious Surface Area</li> <li>• Pervious Surface Area</li> </ul> </td> <td style="vertical-align: top; padding-left: 20px;"> <ul style="list-style-type: none"> <li>• Maximum Lot Coverage (permitted &amp; proposed)</li> <li>• Minimum Lot Area (required &amp; proposed)</li> <li>• Minimum Lot Width (required &amp; proposed)</li> <li>• Minimum Lot Depth (required &amp; proposed)</li> <li>• Setbacks (required &amp; proposed)</li> <li>• Front Setback</li> <li>• Side Interior Setback</li> <li>• Side Street Setback</li> <li>• Rear Setback</li> <li>• Max Structure Height (permitted &amp; proposed)</li> <li>• Max No. Stories/Floors (permitted &amp; proposed)</li> </ul> </td> </tr> </table> | Site Data Summary Table including: <ul style="list-style-type: none"> <li>• Gross &amp; Net Site Area</li> <li>• Site Frontage</li> <li>• Site Width</li> <li>• Site Depth</li> <li>• Impervious Surface Area</li> <li>• Pervious Surface Area</li> </ul> | <ul style="list-style-type: none"> <li>• Maximum Lot Coverage (permitted &amp; proposed)</li> <li>• Minimum Lot Area (required &amp; proposed)</li> <li>• Minimum Lot Width (required &amp; proposed)</li> <li>• Minimum Lot Depth (required &amp; proposed)</li> <li>• Setbacks (required &amp; proposed)</li> <li>• Front Setback</li> <li>• Side Interior Setback</li> <li>• Side Street Setback</li> <li>• Rear Setback</li> <li>• Max Structure Height (permitted &amp; proposed)</li> <li>• Max No. Stories/Floors (permitted &amp; proposed)</li> </ul> |
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| 22.   | <input type="checkbox"/>   | Site boundaries, bearings and dimensions, site acreage and square footage.  |   |  |
| 23.   | <input type="checkbox"/>   | Natural features including tree masses, drainage ways, and creeks.  |   |  |
| 24.   | <input type="checkbox"/>   | Proposed reclamation of floodplain area(s), if applicable, with acreage.  |   |  |
| 25.   | <input type="checkbox"/>   | Assignment of use to specific areas within the plan.  |   |  |
| 26.   | <input type="checkbox"/>   | Area, use, and approximate location of existing and proposed structures. Existing structures, whether to remain or be removed, should be included.  |   |  |
| 27.   | <input type="checkbox"/>   | Existing and proposed landscaping, including trees on site. Indicate if trees are to remain or be removed.  |   |  |
| 28.   | <input type="checkbox"/>   | Existing and proposed easements (utility, drainage, visibility and maintenance, etc.).  |   |  |
| 29.   | <input type="checkbox"/>   | A note is included that states, “The development of the site will be in accordance with City of Rowlett development standards.”   |   |  |
| 30.   | <input type="checkbox"/>   | A note is included that states, “All current development requirements of the City as amended shall be met unless otherwise approved.”   |   |  |
| 31.   | <input type="checkbox"/>   | Additional information as requested by the City to clarify the proposed development and compliance with minimum development requirements, including Façade Plans and Landscape Plans.   |   |  |

Preparer’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

| <b>General Special Use Permit</b>                  |                          |  |
|--|--------------------------|--|
| <b>EXHIBIT A – STATEMENT OF INTENT AND PURPOSE</b> |                          |  |
| <b>No.</b>   | <b>Included</b>          | <b>Item Description</b>  |
| 32.  | <input type="checkbox"/> | Description of proposed uses.  |
| 33.  | <input type="checkbox"/> | Existing and proposed zoning and land use.   |
| 34.  | <input type="checkbox"/> | Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations).  |
| 35.  | <input type="checkbox"/> | <p>Address the approval criteria in Section 77-206.D, outlined below:</p> <ol style="list-style-type: none"> <li>1. The proposed special use permit is consistent with the comprehensive plan and other infrastructure-related plans, all applicable provisions of this Code, and applicable state and federal regulations;</li> <li>2. The proposed special use permit is consistent with the purpose and intent of the zoning district in which it is located;</li> <li>3. Whether the proposed special use permit meets the challenge of some changing condition, trend, or fact;</li> <li>4. Whether the proposed special use permit will protect or enhance the health, safety, morals, or general welfare of the public;</li> <li>5. Whether the municipality and other service providers will be able to provide sufficient transportation and utility facilities and services to the subject property, while maintaining sufficient levels of service to existing development;</li> <li>6. Whether the proposed special use permit is consistent with or will have significant adverse impacts on other property in the vicinity of the subject tract; and</li> <li>7. The suitability of the subject property for the existing zoning and the proposed use sought by the special use permit.</li> </ol> |
| <b>EXHIBIT B – LEGAL DESCRIPTION</b>               |                          |  |
| <b>No.</b>   | <b>Included</b>          | <b>Item Description</b>  |
| 36.  | <input type="checkbox"/> | A copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating Exhibit “B”. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.   |
| <b>EXHIBIT C – EXISTING SITE CONDITIONS</b>        |                          |  |
| <b>No.</b>   | <b>Included</b>          | <b>Item Description</b>  |
| 37.  | <input type="checkbox"/> | A title block in the lower right corner that includes large, boldly printed “EXHIBIT C – EXISTING SITE CONDITIONS”, that includes project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.   |
| 38.  | <input type="checkbox"/> | Names, addresses, and phone numbers of the owner, applicant and surveyor.  |
| 39.  | <input type="checkbox"/> | Written and bar graph scale and north arrow are indicated. (North shall be oriented to the top or left side of the sheet)  |
| 40.  | <input type="checkbox"/> | Legend, if abbreviations or symbol are used.   |
| 41.  | <input type="checkbox"/> | Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.   |
| 42.  | <input type="checkbox"/> | The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and signed and sealed by a surveyor.  |
| 43.  | <input type="checkbox"/> | Distances to nearest cross streets.  |
| 44.  | <input type="checkbox"/> | Total gross and net acreage of existing and requested zoning.  |
| 45.  | <input type="checkbox"/> | Existing and requested Special Use Permit boundary lines. (Requested SUP district boundary is indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances)  |
| 46.  | <input type="checkbox"/> | Abstract lines, survey lines, county lines, corporate boundaries are correctly shown and clearly labeled.  |

|  |  |   |  |  |
|--|--|---|--|--|
| 47.  | <input type="checkbox"/>   | Adjacent property within 200 feet - subdivision name or owner's name and recording information, land use, future land use plan designation, and zoning.   |  |  |
| 48.  | <input type="checkbox"/>   | Location and width of driveways, streets, roads and other thoroughfares within 200 feet of the property.  |  |  |
| 49.  | <input type="checkbox"/>   | Location of existing rights-of-way and easements with filing information.   |  |  |
| 50.  | <input type="checkbox"/>   | Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property.   |  |  |
| 51.  | <input type="checkbox"/>   | If exhibit contains proposed thoroughfares note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."   |  |  |
| 52.  | <input type="checkbox"/>   | Topography at five-foot contours or less.   |  |  |
| 53.  | <input type="checkbox"/>   | Existing and proposed FEMA 100-year floodplain areas, or a note that no 100-year floodplain exists on the property.   |  |  |
| 54.  | <input type="checkbox"/>   | A note that states, "The development of the site will be in accordance with City of Rowlett development standards."   |  |  |
| <b>EXHIBIT D – PROPOSED SITE CONCEPT</b>   |  |   |  |  |
| <b>No.</b>   | <b>Included</b>  | <b>Item Description</b>   |  |  |
| 55.  | <input type="checkbox"/>   | A title block in the lower right corner that includes large, boldly printed " EXHIBIT C – PROPOSED SITE CONCEPT that includes project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.  |  |  |
| 56.  | <input type="checkbox"/>   | Names, addresses and phone numbers of owner, applicant and surveyor.  |  |  |
| 57.  | <input type="checkbox"/>   | Written and bar graph scale and north arrow are indicated.<br>(North shall be oriented to the top or left side of the sheet)  |  |  |
| 58.  | <input type="checkbox"/>   | Legend, if abbreviations or symbol are used.  |  |  |
| 59.  | <input type="checkbox"/>   | Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.  |  |  |
| 60.  | <input type="checkbox"/>   | <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;">           Site Data Summary Table including:           <ul style="list-style-type: none"> <li>• Gross &amp; Net Site Area</li> <li>• Site Frontage</li> <li>• Site Width</li> <li>• Site Depth</li> <li>• Impervious Surface Area</li> <li>• Pervious Surface Area</li> <li>• Accessory Use %</li> <li>• Open Space (ac &amp; %)</li> <li>• Detention/Retention (ac &amp; %)</li> <li>• Recreation (ac &amp; %)</li> <li>• Preserve (ac &amp; %)</li> <li>• Civic (ac &amp; %)</li> <li>• Other (ac &amp; %)</li> <li>• Total Gross Intensity (FAR)</li> <li>• Total Square Footage</li> <li>• Commercial (SF)</li> <li>• Industrial (SF)</li> <li>• Other (SF)</li> </ul> </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li>• Maximum Lot Coverage (permitted &amp; proposed)</li> <li>• Minimum Lot Area (required &amp; proposed)</li> <li>• Minimum Lot Width (required &amp; proposed)</li> <li>• Minimum Lot Depth (required &amp; proposed)</li> <li>• Setbacks (required &amp; proposed)</li> <li>• Front Setback</li> <li>• Side Interior Setback</li> <li>• Side Street Setback</li> <li>• Rear Setback</li> <li>• Max Structure Height (permitted &amp; proposed)</li> <li>• Max No. Stories/Floors (permitted &amp; proposed)</li> </ul> </td> </tr> </table> | Site Data Summary Table including: <ul style="list-style-type: none"> <li>• Gross &amp; Net Site Area</li> <li>• Site Frontage</li> <li>• Site Width</li> <li>• Site Depth</li> <li>• Impervious Surface Area</li> <li>• Pervious Surface Area</li> <li>• Accessory Use %</li> <li>• Open Space (ac &amp; %)</li> <li>• Detention/Retention (ac &amp; %)</li> <li>• Recreation (ac &amp; %)</li> <li>• Preserve (ac &amp; %)</li> <li>• Civic (ac &amp; %)</li> <li>• Other (ac &amp; %)</li> <li>• Total Gross Intensity (FAR)</li> <li>• Total Square Footage</li> <li>• Commercial (SF)</li> <li>• Industrial (SF)</li> <li>• Other (SF)</li> </ul> | <ul style="list-style-type: none"> <li>• Maximum Lot Coverage (permitted &amp; proposed)</li> <li>• Minimum Lot Area (required &amp; proposed)</li> <li>• Minimum Lot Width (required &amp; proposed)</li> <li>• Minimum Lot Depth (required &amp; proposed)</li> <li>• Setbacks (required &amp; proposed)</li> <li>• Front Setback</li> <li>• Side Interior Setback</li> <li>• Side Street Setback</li> <li>• Rear Setback</li> <li>• Max Structure Height (permitted &amp; proposed)</li> <li>• Max No. Stories/Floors (permitted &amp; proposed)</li> </ul> |
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| 61.  | <input type="checkbox"/>   | Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street.  |  |  |
| 62.  | <input type="checkbox"/>   | Topography at 5-foot contours or less.  |  |  |
| 63.  | <input type="checkbox"/>   | Natural features including tree masses, drainage ways, and creeks.  |  |  |
| 64.  | <input type="checkbox"/>   | Existing and proposed FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site".  |  |  |

|     |                          |   |
|-----|--------------------------|---|
| 65. | <input type="checkbox"/> | Proposed reclamation of floodplain area(s), if applicable, with acreage.  |
| 66. | <input type="checkbox"/> | Subdivision name, zoning, future land use plan designation, recording information and land use description of property within 200 feet of the subject property.   |
| 67. | <input type="checkbox"/> | Assignment of use to specific areas within the plan.  |
| 68. | <input type="checkbox"/> | Building sites (including maximum building intensity, density, heights and use restrictions as appropriate). Illustration of the approximate shape and placement of buildings is required for non-residential uses.   |
| 69. | <input type="checkbox"/> | Area, use, and approximate location of existing and proposed structures. Existing structures, whether to remain or be removed, should be included.  |
| 70. | <input type="checkbox"/> | Thoroughfares as depicted on the Master Thoroughfare Plan (MTP) within and adjacent to the site are accurately located, named and dimensioned. Existing thoroughfares to be shown as a light, solid line; proposed shown as a medium weight solid line.   |
| 71. | <input type="checkbox"/> | Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions. Existing streets to be shown as a light, solid line; proposed shown as a medium weight solid line. |
| 72. | <input type="checkbox"/> | If proposed site concept contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."   |
| 73. | <input type="checkbox"/> | Phases of development, including delineation of areas, building sites, land use and other improvements to be constructed in independent phases.   |
| 74. | <input type="checkbox"/> | Proposed dedications and reservations of land for public use including but not limited to rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites.   |
| 75. | <input type="checkbox"/> | Distances (measured edge to edge) between existing and proposed driveways and streets.  |
| 76. | <input type="checkbox"/> | Existing and proposed landscaping, including trees on site. Indicate if trees are to remain or be removed.  |
| 77. | <input type="checkbox"/> | Existing and proposed easements (utility, drainage, visibility and maintenance, etc.).  |
| 78. | <input type="checkbox"/> | Existing and proposed utilities and fire hydrants.  |
| 79. | <input type="checkbox"/> | Proposed detention areas.   |
| 80. | <input type="checkbox"/> | Conceptual detail of landscaping including islands with dimensions and open space areas with dimensions and square footage.   |
| 81. | <input type="checkbox"/> | Parking areas and structures, including the number and layout of standard spaces, angle of parking if other than 90 degrees, handicap spaces, drive aisles, loading and unloading areas, the location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions.  |
| 82. | <input type="checkbox"/> | A note is included that states, "The development of the site will be in accordance with City of Rowlett development standards."   |
| 83. | <input type="checkbox"/> | A note is included that states, "All current development requirements of the City as amended shall be met unless otherwise approved."   |
| 84. | <input type="checkbox"/> | Additional information as requested by the City to clarify the proposed development and compliance with minimum development requirements, including Façade Plans and Landscape Plans.   |

Preparer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_