



Specific Use Permit (SUP) Checklist

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Specific Use Permit submittal. An application is incomplete unless all applicable information noted below is submitted to the Department of Planning & Development Services. Indicate that 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. If not applicable, indicate an "N/A" next to the box. Return this form at the time of application submittal.

All initial Specific Use Permit applications shall be accompanied by the following materials:

- A fully completed [Development Application](#).
- A completed, signed [Authorization for Application Representation](#)
- Payment of all applicable fees ([see Schedule of Fees](#))
- An email with attachments, email with link not requiring a password, or USB thumb drive with electronic copies of the required documents in "PDF" format. Emails should be sent to: planning@fatetx.com
- The appropriate checklist(s) for the request being submitted.

Resubmittals of Specific Use Permit applications shall be accompanied by the following materials:

- A written response to staff comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

EXHIBIT A – LEGAL DESCRIPTION	
Included	Item Description
<input type="checkbox"/>	Digital copy of the legal description (metes and bounds) and map of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating "Legal Description".

EXHIBIT B – SUP ZONING EXHIBIT	
Included	Item Description
<input type="checkbox"/>	Map showing existing zoning for the subject property.
<input type="checkbox"/>	A title block, in the bottom right-hand corner of the sheet, with: <ul style="list-style-type: none"> • “SUP Zoning Exhibit” • Project name • Acreage • Subdivision name, lot and block, or survey name, abstract number • City of Fate, Rockwall County • Submittal date
<input type="checkbox"/>	The name or names, address, and phone number of the owner, developer, engineer, and/or surveyor.
<input type="checkbox"/>	North arrow, scale ratio, and scale bar.
<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed SUP. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	Abstract lines, survey lines, and corporate boundaries are correctly shown and clearly labeled.
<input type="checkbox"/>	Adjacent property within 200 feet - subdivision name or owner’s name and recording information, land use, and zoning.
EXHIBIT C – SUP Concept Plan	
Included	Item Description
<input type="checkbox"/>	A title block, in the bottom right-hand corner of the sheet, with: <ul style="list-style-type: none"> • “SUP Site Plan” • Project name • Acreage • Subdivision name, lot, block, or survey name and abstract. • City of Fate, Rockwall County • Submittal date
<input type="checkbox"/>	North arrow, scale ratio, and scale bar.
<input type="checkbox"/>	Location/vicinity map showing the location of the subject property. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	The name or names, address, and phone number of the owner, developer, engineer, and/or architect.
<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
<input type="checkbox"/>	On-site and off-site circulation (including truck loading and pickup areas). Public streets, public sidewalks, private drives and fire lanes with pavement widths, right-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii, surface type, and distances between driveways.
<input type="checkbox"/>	Existing streets to be labeled.

EXHIBIT C – SUP Concept Plan (continued)	
Included	Item Description
<input type="checkbox"/>	Site Data Summary Table, including: <ul style="list-style-type: none"> • Proposed Use(s) • Existing Zoning District • Gross Site Area (ac. & sq. ft.) • Required Landscape Area (ac. & %) • Provided Landscape Area (ac. & %) • Lot Coverage • Parking Ratio per Use • Parking Required • Parking Provided • Maximum Height (in ft. and stories) • Setbacks (front, side interior, side street, and rear)
<input type="checkbox"/>	Location of off-site improvements including adjacent drives, existing and proposed median cuts, parking, buildings, or other structures within 200 feet of subject property.
<input type="checkbox"/>	Parking areas and structures, including the number of parking spaces provided and required, and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type.
<input type="checkbox"/>	Dumpster and trash compactor locations and screening.
<input type="checkbox"/>	Existing overhead utility lines.
<input type="checkbox"/>	Landscape Buffers
EXHIBIT D – Building Elevations	
Included	Item Description
<input type="checkbox"/>	Elevations, from each direction, of the existing and/or proposed building(s).
<input type="checkbox"/>	Label the maximum building height per elevation.
<input type="checkbox"/>	Include the cardinal direction (north, south, east, or west) in the label for each elevation.
<input type="checkbox"/>	Label each building material.
<input type="checkbox"/>	A building material table, per elevation, that includes the square foot and percent of each building material. Please do not include glazing, doors, roofs, or awnings