



City of Willow Park
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Willow Park, Texas 76087
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Concept Plan

The purpose of a concept plan is to set forth the development objectives allowed under the zoning criteria in a graphic or specific written manner. A Concept Plan shall act as a preliminary site plan for a Zoning Area. A zoning area shall be a tract of land or contiguous tracts of land under the same zoning district, such as a neighborhood of a particular housing type, a complex of apartments, a shopping center tract, a complex of office building, and an industrial or business park. Concept Plans are only a requirement of tracts subject to the "PD" – Planned Development District.

Concept Plans shall address the following:

1. For Non-residential or Multifamily:
 - a. Common areas (indicating use and purpose)
 - b. Landscape concept
 - c. Streetscape concept
 - d. Location of parking
 - e. Vehicular and pedestrian systems (private or public)
 - f. Points of ingress/egress
 - g. In districts where mixed land uses are allowed, identification, and location
 - h. Screening
 - i. Signage
 - j. Water and Sewer
2. For zero lot line, Duplex, Fourplex, townhomes:
 - a. Setbacks (justification for reduction of setbacks)
 - b. Points of ingress/egress
 - c. Vehicular and pedestrian system (private or public)
 - d. Landscape concept
 - e. Common areas (indicating use and purpose)
 - f. Streetscape concept
 - g. Parking
 - h. Fencing/Screening
 - i. Signage
 - j. Water and Sewer

Letter of Intent

A Letter of Intent is a statement of the existing zoning, proposed use(s), as well as the location of the property. Please provide a Letter of Intent to the Planning & Zoning Commission and the City Council. This letter should include:

- Define acreage of subject property
- Specify existing zoning district
- Describe in detail the major aspects of the concept plan
- Describe in detail the location of the property (including Lot and Block)

CONCEPT PLAN REQUIREMENTS

This checklist is provided to assist you in addressing the minimum requirements for the Concept Plan submission. An application is incomplete unless all applicable information noted below is submitted to the City of Willow Park Community Development Department. Indicate that all information is included on the submitted plans by initialing in the box next to the required information. **Initialing 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 completed form at the time of your application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet of paper with sufficient details as to allow a determination by the appropriate approval body. Additional information may be required. Reference the specific requirements.

Plans are expected to be submitted complete and accurate in all details as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes, depending on the amount/magnitude of changes or corrections needed. Please keep in mind that changes to previously incomplete or inaccurate plans may generate additional comments at re-submittal of corrected Plans. Therefore, diligence to the initial submittal is paramount to expediting the review process.

Applicant: Please complete the following

For Office Use Only

ITEM	INITIAL HERE	CONCEPT PLAN REQUIREMENTS	N/A	COMPLETE	MISSING
1		Site boundary of proposed PD District is indicated and dimensioned. Indicate and label lot lines, setback lines, and distance to the nearest cross street.			
2		Proposed and existing land uses by category (including, if applicable, proposed and existing land uses by category for any sub-areas to be developed within the PD District)			
3		Proposed density by type of residential uses, including the maximum numbers of dwelling units for residential uses other than single-family detached, and lot sizes for single-family detached.			
4		Proposed estimated total floor area and floor area ratios.			
5		Proposed maximum square footage measured under roof for all structures.			
6		Proposed construction type and maximum height indicated.			
7		Proposed public and private open space serving the development.			
8		Proposed and existing thoroughfares, boulevards and roadways.			
9		Location of FEMA and local floodplain limits (include F.I.R.M. date and map number)			
10		A general plan for circulation of traffic within and external to the development, including designated points of access.			

		CONCEPT PLAN INFORMATION STATEMENT Provide the following			
1		The total acreage within the proposed PD District			
2		If the development is to occur in phases, a conceptual phasing plan that identifies the currently anticipated general sequence of development, including the currently anticipated general sequence for installation of major capital improvements to serve the development.			

3		An aerial photograph with the boundaries of the PD Concept Plan clearly defined.			

PROPOSED PD DEVELOPMENT STANDARDS					
		Proposed PD District development standards shall be processed simultaneously with the zoning change application, and if the zoning change application is approved, such standards shall be incorporated as part of the PD Ordinance. Such proposed development standards may include (but not limited to):			
1		Uses			
2		Density			
3		Lot size			
4		Lot dimensions			
5		Setbacks			
6		Coverage			
7		Amenities			
8		Streetscape			
9		Height			
10		Landscaping			
11		Lighting			
12		Fencing			
13		Parking and loading			
14		Signage			
15		Open space			
16		Drainage			
17		Utility and street standards			
18		Floodplain details			

PROPOSED UTILITY SERVICE PLAN					
		A proposed utility service plan pertaining to sanitary sewers, storm drainage, potable water supply, fire hydrants, street lighting, showing general locations of major water and sewer lines, lift stations, and indicating whether gravity or forced systems are planned as well as location of other major utility infrastructure. Utility infrastructure shall be identified as either public or private.			

TRAFFIC IMPACT ANALYSIS					
		If deemed necessary by the City Engineer or if required by the PD Ordinance, the applicant for a proposed PD Concept Plan shall submit a traffic impact analysis prior to action by the Commission. The purpose of the analysis is to determine whether the traffic estimated to be generated by the development will necessitate specific on-site or adjacent traffic improvements (e.g., turn lanes, stacking lanes, signal, etc.)			