
**City of Colleyville
Community Development Department**

**Package Store SUP
Application Packet**



Package Store SUP Development Review and Case Briefing Policy

Overview of Package Store Development Review and Consideration Process

Every request for a package store desiring to locate in the City of Colleyville must follow the steps outlined below:

1. Submit an application for a Special Use Permit (SUP) for a Package Store to the Community Development Department. The application fee is \$500.00. Application forms are available in the Community Development Department and online at www.colleyville.com.
2. The application is reviewed by the Development Review Committee (DRC), composed of representatives from all City departments. The applicant will receive a memo from the DRC detailing any development review comments and requesting additional information if needed.
3. Once all required information is received, the request is then scheduled for public hearings before the Planning and Zoning Commission (P&Z) and City Council. All properties within 500 feet of the property where the proposed package store is to be located are notified of the public hearings via mail by the City and a notice is also published in the *Fort Worth Star-Telegram*.
4. In addition to the Planning and Zoning Commission, the City Council holds two public hearings with the vote scheduled for the final public hearing. The City Council may attach certain development conditions to the SUP ordinance if approved.
5. If approved, the package store is allowed to begin the next step(s) in the development process which may include platting, obtaining a building permit and certificate of occupancy.

Information Required by Applicant for each SUP Request

At a minimum, in addition to the items required on the zoning application checklist attached to the universal application, the information described below must be submitted from **all** package store applicants at the time of application submittal. More information may be required upon review by the Development Review Committee.

1. **Detailed Statement of Planning Objectives and Business Description.** The Land Development Code describes the Statement of Planning Objectives as a written statement of what is to be achieved in the development proposal for this property. The statement should be prepared as a narrative description of the character of the proposed development and rationale behind the assumptions and choices made by the applicant, including the use and ownership of open spaces. This is the applicant's opportunity to describe what they want to do with the property and why. The applicant may also submit drawings, photographs, company information, etc. with the application. At a minimum, the Statement of Planning Objectives and Business Plan shall contain the following:
 - Development/Opening schedule for business
 - Operations Plan: includes proposed hours of operation, number of employees.
 - Economic Development Information: Provide the following data in table or spreadsheet format: total square feet of building area, estimated sales per square foot, estimated ad valorem taxes per year and estimated sales tax generated per year. Provide any additional economic development information deemed relevant to the request.
2. **Building articulation/design plan.** These plans shall include all four building elevations of the proposed business including any proposed façade and articulation enhancements. A detailed description of exterior wall building materials shall be included in the plans. Plans stamped by registered architect in the State of Texas are preferred.
3. **Signage details including proposed name of business.** This shall include a detailed, color drawing of all proposed signs, drawn to scale, relating to the business including monument and wall signs.

4. **Detailed site/parking plan.** These plans shall be drawn to scale and shall meet the requirements for site plan submittals found in Section 3.23(K)6 of the Land Development Code. At a minimum the number of parking spaces shown on the plan should equal to one space per 200 square feet of gross floor area. However, as a condition of the approval of the SUP more parking may be required.
5. **Building Floor Plan and Security Plan.** These plans shall include a detailed floor plan of the proposed business showing, at a minimum, aisle layouts, locations of coolers and freezers, locations of any specialty areas such as humidors, location descriptions for all product sales such as beer, wine and hard liquor, locations of check-out registers and all building ingress and egress points.

At a minimum, security plans should include the number of any proposed cameras, alarm system details, locations of burglar bars (if any) and any planned on-site security personnel. Also, details should be provided concerning any proposed features that adhere to any Crime Prevention Through Environmental Design (CPTED) site design tenets. CPTED is based upon the concept that the proper design and effective use of the built environment can lead to the reduction in the incidence and fear of crime, and an improvement in the quality of life. The goal of CPTED is to reduce opportunities for crimes to occur that are often inherent in the design of buildings and the layout of neighborhoods and streets. More information can be obtained about CPTED online at http://en.wikipedia.org/wiki/Crime_prevention_through_environmental_design. More information can also be obtained from Raymon Cannon, Public Services Officer for the Colleyville Police Department at rcannon@colleyville.com.

Agenda Briefing Details

- In order to enable a thorough review by the Planning and Zoning Commission and City Council, it is recommended that every Special Use Permit (SUP) for Package Store agenda briefing, at a minimum, address the following items:
 1. Signage details and recommendations
 2. Proximity to other package stores
 3. Estimated traffic impact/Trips generated
 4. Proximity to schools, churches, hospitals, residential structures and day care centers
 5. Crime Prevention Through Environmental Design (CPTED) recommendations and building security details
 6. Building design/Elevations and Articulation
 7. Interior layout/Floor plan
 8. Site landscaping
- For every package store, staff will at a minimum, recommend the minimum development requirements of the Land Development Code be adhered to, including but not limited to: landscaping, building articulation and signage standards. Copies of the Land Development Code are available online on the Community Development Department web page located at www.colleyville.com. Copies are also available to purchase in the Community Development Department, 100 Main Street, Colleyville, TX 76034.

Please forward any questions or comments to Mary Elliott at (817)503-1056, melliott@colleyville.com or Ron Ruthven at (817)503-1052, rruthven@colleyville.com.



ZONING APPLICATION CHECKLIST

City of Colleyville
100 Main Street
Colleyville TX 76034
817.503.1050

INSTRUCTIONS The Community Development Department reviews each zoning application partially based on the items on the following checklist. Every zoning application must be accompanied by a Zoning Exhibit and supporting documents. The applicant is encouraged to meet with a Community Development staff member to determine the extent of plans needed for review. Applications for carports and certain accessory buildings and may require less substantial drawings.

- Zoning Exhibits for most applications should include the applicable items listed in Sections A-C, depending upon the type of application.
- Carport and accessory building applications must provide the information listed in Section E only.

SUBMITTAL REQUIREMENTS

The following items must be submitted with this application, the following checklist, and the exhibit drawings:

- Twelve (12) **FOLDED** copies of the Zoning Exhibit(s)
- One (1) reduced copy (8½" x 11") of the Zoning Exhibit(s)
- One (1) CD copy of all Zoning Exhibit(s)
- Metes and bounds description on separate sheet, if property is not platted; may be submitted on CD
- Copies of **STATEMENT OF PLANNING OBJECTIVES, DEVELOPMENT SCHEDULE, PROPOSED OWNERSHIP, UTILITY PROVISIONS, ECONOMIC DEVELOPMENT INFORMATION, and TRAFFIC IMPACT ANALYSIS** if required
- Outstanding Liens and Charges Certificate (attached)
- \$500 + \$5 per acre application fee

A. Zoning Exhibit General Requirements

- _____ 1. The scale of the exhibit shall be no smaller than 1" = 100'. The sheet size may be 11"x17", 18"x24", or 24"x36"
- _____ 2. Show the use of the land and the zoning designation of all adjacent properties.
- _____ 3. Show names and addresses of applicant, owner of record, and land planner or surveyor.
- _____ 4. Vicinity map - show nearby major roads and site location within the community.
- _____ 5. Physical features - show the location of existing streets, buildings, railroads, watercourses, ponds, etc. on and adjacent to the subject property.
- _____ 6. Show the existing 100-year flood plain limits within the subject property.
- _____ 7. If the property will be subdivided, include a conceptual layout of the property into blocks and lots showing the dimension, area or square footage of the proposed parcels.
- _____ 8. A legal description (metes and bounds) of the total site area proposed for the zoning change on the Exhibit and submitted separately on 8½" x 11" paper. Provide deed restrictions, if any.
- _____ 9. Provide a caption on the bottom right corner of the exhibit that states ZONING EXHIBIT FOR ZONING CHANGE REQUEST FROM _____ TO _____.

B. Shown on Exhibits for Applications for PUD, SUP, CPO, CN, CC1, CC2, CC3, ML, RD & R-MF Districts

- _____ 1. Show general landscaping areas and extensive areas of existing tree cover.
- _____ 2. Show proposed screening fences and walls around the perimeter of the land, including any screening of internal separations of land use.
- _____ 3. Show the building layout and the layout of proposed parking areas.
- _____ 4. Show the proposed pedestrian walkways and sidewalks
- _____ 5. Provide the following information on a schedule or table on the exhibit:
 - a. gross area (acreage or square feet) of the property proposed for zoning change
 - b. gross area and floor area of each separate building and its percentage of the total property area
 - c. gross area of streets, sidewalks and other paved surfaces and its percentage of the total property area
 - d. gross area of open space and its percentage of the total property area
 - e. For residential uses (PUD, RD and R-MF), indicate the number of dwelling units per acre.
 - f. For residential uses (PUD, RD and R-MF), indicate the number of each type of dwelling unit (i.e. Single Family, Duplex).

C. Supporting Documents for Applications for PUD, SUP, CPO, CN, CC1, CC2, CC3, ML, RD & R-MF Districts

- STATEMENT OF PLANNING OBJECTIVES** Written statement of what is to be achieved in the development proposal for this property. The statement should be prepared as a narrative description of the character of the proposed development and rationale behind the assumptions and choices made by the applicant, including the use and ownership of open spaces. This is the applicant's opportunity to describe what they want to do with the property and why. The applicant may also submit drawings, photographs, company information, etc. with the application.
- DEVELOPMENT SCHEDULE** Indicate the approximate date(s) when construction of the proposed development, and subsequent stages or phases can be expected to begin and be completed, to the best of applicant's knowledge and belief.
- ECONOMIC DEVELOPMENT INFORMATION** Provide the following data in table or spreadsheet format: ① total square feet of building area, ② estimated sales per square foot, ③ estimated sales per year, and ④ estimated ad valorem taxes per year.
- TRAFFIC IMPACT ANALYSIS** Required when a proposed development is projected to generate more than 1,000 vehicle trips per day, as determined by the Director of Public Services. The purpose of the analysis is to determine the need for traffic mitigation measures such as additional right-of-way width, turning lanes, or traffic control devices.

D. Supporting Documents for Applications for PUDR and PUDC.

- _____ 1. *Drainage Analysis* – The applicant shall submit a Preliminary Drainage Analysis to determine the need for drainage facilities. The Preliminary Drainage Analysis shall be prepared in accordance with drainage analysis requirements contained in *Chapter 14 – Engineering Design Standards* of the Land Development Code.
- _____ 2. *Site Plan* – The Site Plan, which may be conceptual and general in nature, but in sufficient detail appropriate for the type of development being proposed and shall at a minimum include the following items, where applicable:
 - a. Proposed layout, indicating the approximate size and dimensions of all residential and non-residential lots
 - b. Proposed land uses and building locations
 - c. General elevation drawings of all non-residential structures indicating building height
 - d. Landscaping, lighting, fencing and screening of common areas
 - e. General locations of existing tree clusters
 - f. Location and construction type of perimeter fencing
 - h. Design of ingress and egress with description of any special pavement treatments
 - i. Calculations and location of off-street parking and loading facilities
 - j. Location and type of all commercial signage and lighting, including pole heights, for parking lots and common areas
 - k. Location and description of subdivision signs and landscaping at entrance areas
 - l. Street names on all proposed streets

Exception: A Planned Unit Development application may be submitted and approved without a Site Plan, if the approving ordinance contains sufficient written detail to establish all site criteria.

** Refer to Section 3.23 PUD - Planned Unit Developments of the Land Development Code for detailed PUDR and PUDC development standards

E. Information Required for Accessory Buildings and Carports Only

The following information is required for SUP applications for accessory buildings and carports. This information should be provided instead of that listed in Sections A-C.

- PLOT PLAN** A dimensioned drawing showing the location of all structures on the property and the proposed location for the accessory building or carport, including all setbacks. A copy of a title survey may be used for this purpose.
- DRAWINGS** Complete drawings of the accessory building or carport, showing enough detail to determine compliance with the applicable ordinances, such as height, area and design.
- MATERIALS** Description of the construction materials of the accessory building or carport.

Acknowledgments

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal before the Planning & Zoning Commission and City Council.

I reserve the right to withdraw this proposal at any time upon written request filed with the Community Development Department. I understand that if the request is withdrawn before a vote is considered by the City Council that the application shall not be subject to the time limitation for submitting a new application.

Printed
name:

- Owner Applicant Representative

Signature:

Date:

	Development Application Fees	City of Colleyville 100 Main Street Colleyville TX 76034 817.503.1050
Zoning	SUP for Package Stores	\$ 500
<i>The Land Development Code and the City's Municipal Code are available at www.colleyville.com</i>		

Community Development Services Application

City of Colleyville
100 Main Street
Colleyville TX 76034
817.503.1050

APPLICATION TYPE

PLEASE CHECK THE APPROPRIATE BOX BELOW.

Special Use Permit (Package Store)

PROPERTY INFORMATION

Project Name: _____

Project Address (Location): _____

Legal Description: _____

Proposed Number of Lots: _____ Gross Acres: _____ Neighborhood District: _____

Existing Zoning: _____ Proposed Zoning: _____

Existing Use: _____ Proposed Use: _____

Application Requirements: The applicant is required to submit sufficient information that describes and justifies the proposal. See appropriate checklist and fee schedule for minimum requirements. Incomplete applications will not be processed.

APPLICANT ■ OWNER INFORMATION

Applicant: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ ZIP: _____ Email: _____

Applicant's Status: (check one) Owner Representative Tenant Prospective Buyer

Property Owner: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ ZIP: _____ Email: _____

Ownership Status: (check one) Individual Trust Partnership Corporation

SIGNATURE OF APPLICANT (SIGN AND PRINT OR TYPE NAME)

SIGNATURE: _____ Date: _____

SIGNATURE OF PROPERTY OWNER (SIGN AND PRINT OR TYPE NAME)

SIGNATURE: _____
(Letter of authorization required if signature is other than property owner)

The property owner must sign the application or submit a notarized letter of authorization.

For Departmental Use Only

Case #: _____

Total Fee(s): _____

Receipt #: _____

Date Submitted: _____

Accepted By: _____

Public Hearing Date: _____

Rev: 12/09



SUBMITTAL CALENDAR – 2014

Meeting dates are subject to change

City of Colleyville
100 Main Street
Colleyville TX 76034
817.503.1050

The table below shows the 2014 submittal deadlines for zoning case applications. The submittal deadline day is a Friday, unless shown otherwise, and applications must be turned in by noon (12:00) p.m.

The calendar also shows the anticipated Planning and Zoning Commission and City Council hearing dates associated with each application deadline. The hearing dates for an individual case may change if the request is tabled by the Commission or Council.

Planned Unit Development (PUD) application requests are tentatively scheduled

Deadline	PZ Meeting	1st Council Meeting	2nd Council Meeting
December 6, 2013	January 13, 2014	February 4, 2014	February 18, 2014
December 20, 2013	January 27, 2014	February 18, 2014	March 18, 2014
January 3, 2014	February 10, 2014	March 18, 2014	April 1, 2014
January 17, 2014	February 24, 2014	April 1, 2014	April 15, 2014
February 7, 2014	March 24, 2014	April 15, 2014	May 6, 2014
February 21, 2014	April 14, 2014	May 6, 2014	May 13, 2014
March 21, 2014	May 12, 2014	June 3, 2014	June 17, 2014
April 18, 2014	June 9, 2014	July 1, 2014	July 15, 2014
May 16, 2014	July 14, 2014	August 12, 2014	August 19, 2014
June 20, 2014	August 11, 2014	September 2, 2014	September 16, 2014
July 18, 2014	September 8, 2014	Monday , October 6, 2014	October 21, 2014
August 15, 2014	October 13, 2014	Wednesday , November 5, 2014	November 18, 2014
September 19, 2014	November 10, 2014	December 2, 2014	December 16, 2014
October 17, 2014	December 8, 2014	January 6, 2015	January 20, 2015
November 21, 2014	January 12, 2015	February 3, 2015	February 17, 2015

FOR MORE INFORMATION

Community Development Department
City of Colleyville
100 Main Street
Colleyville, Texas 76034
817.503.1050 office
817.503.1059 fax