CITY OF MCKINNEY

DEVELOPMENT GUIDE

A GUIDE TO THE PLANNING DEPARTMENT'S MOST COMMON PROCESSES
WELCOME!

Thank you for your interest in developing in the City of McKinney! This Development Guide is a companion to the City of McKinney’s Unified Development Code (UDC). This guide provides information that will help you navigate the planning processes associated with developing in McKinney. It includes basic submittal requirements, timelines, flowcharts, development processes and more.

If you are looking for specific ordinance requirements, please refer to the Unified Development Code (UDC) found in Chapter 150 of the City’s Code of Ordinances.
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City of McKinney Planning Department
972.547.2000
contact-planning@mckinneytexas.org
The following section provides details and information on the various planning submittal types, submittal requirements, fees, process flows, sample exhibits and more.
Citizen Self-Service (CSS) and eReviews are the city's online platforms for processing development-related plans, permits, and inspections. On the platforms, project partners can create an account, apply for permits, make payments, request inspections, submit new development applications, and review real-time data.
WHEN DO I NEED TO USE CSS AND E-REVIEWS?

The Planning Department processes all development-related activities through CSS and eReviews. Project partners will need to create an account to request/submit the following planning-related items:

- Scheduling a Pre-Development Meeting (PDM)
- Requesting a Zoning Verification Letter (ZVL)
- Submitting a new planning case (i.e. zoning, site plan, sup, plat)
- Submitting a revision to an existing case (eReviews)

SUBMITTING THROUGH CSS

- Make sure you are logged in to your registered account in CSS.
- Select “Apply”, navigate to the Plan module, and select the Plan Type for which you want to apply.
- After submitting, you will be directed to a confirmation screen with your assigned planning case number, and will receive a confirmation email.
- Once received, Staff will determine if the application is administratively complete and an invoice for payment will be issued. Payment made through CSS must be made with MasterCard, Visa or Discover. Cash and check payments cannot be accepted. Applications that are deemed administratively incomplete will be rejected and no invoice will be issued.
- Once in review, Staff comments and requested revisions will be emailed to you with instructions for submitting necessary reviews through the eReviews component of CSS.

IMPORTANT NOTES FOR ALL DIGITAL SUBMITTALS

- If you need assistance registering with CSS or with any of the steps above, visit our How-To Guides online or contact the Planning Department at 972-547-2000.
- All documents and plans must be submitted through CSS and eReviews. Please do not email files as Staff will be unable to accept them. When submitted through eReviews, only PDF files can be accepted.
- Revisions submitted for different case types on a single development project (i.e., site plan, preliminary plat, final plat) should be submitted through the individually-assigned case number shown in eReviews. Failure to do so may result in processing and review delays.
Pre-Development Meetings (PDMs) provide an opportunity for an applicant and city staff to review a proposed development as it relates to the standards for development in McKinney. This includes reviewing applicable submittal requirements, procedures, and schedules; discussing the scope, features, and potential impacts of the proposed development; and identifying primary contacts for the applicant and City staff.
WHEN DO I NEED A PRE-DEVELOPMENT MEETING?

Meetings are highly encouraged (but not required) prior to submitting for the following:

- Annexation
- Zoning or Rezoning
- Specific Use Permit
- Site Plan
- Plat or Replat
- ETJ Projects

SCHEDULING & PROCESSING

PDMs may be requested online via the Citizen Self-Service (CSS) Portal under Apply > Plans > Pre-Development Meetings at any time.

Meetings must be scheduled at least 7 days in advance to provide adequate time for review. PDMs are held either virtually or in-person in 30-minute or one-hour increments on Wednesdays between 9 am and 12 pm, and on Thursdays between 1:30 pm and 4:30 pm, and are scheduled on a first-come, first-serve basis.

FORMS & EXHIBITS

- Conceptual Layout
- Letter of Intent

FEES

- Submittal Fee: n/a

MISCELLANEOUS

To see existing zoning information on a property, please visit our Interactive Planning Map.

If you are looking solely for zoning information, and are not seeking feedback on a layout, please request a Zoning Verification Letter online via the Citizen Self-Service (CSS) Portal under Apply > Plans > Zoning/Rezoning - Zoning Verification Letter. Zoning Verification Letters can be requested at any time.

POST-MEETING

Following the meeting, comments on any submitted plans will be visible on the CSS portal. If you have any outstanding questions, contacts from each department will be provided as well.
CONCEPTUAL LAYOUTS FOR PRE-DEVELOPMENT MEETINGS ARE ENCOURAGED TO INCLUDE THE FOLLOWING:

- Property location
- Dumpster location
- Building footprint
- HVAC locations
- Parking, stacking, and loading areas
- Overhead or bay doors/docks
- Building setbacks and heights
- Open storage
- Landscape areas
- Existing or proposed easements
- Screening devices
- Drive approaches and dimensions
- Medians and openings in adjacent ROW
- Fire lanes and radii
- Streets and alleys
- Common areas

PLEASE NOTE: THE MORE INFORMATION PROVIDED, THE MORE DETAILED FEEDBACK STAFF CAN PROVIDE

OTHER DEPARTMENTS

Building Inspections: 972.547.7400
Engineering: 972.547.7475
Fire: 972.547.2850
Parks: 972.547.7480
Solid Waste: 972.547.7500

RELEVANT CODE SECTIONS TO GET YOU STARTED:

SITE PLANS
Section 203

PLATS
Section 305

DUMPSTERS & SCREENING
Section 206D

PARKING
Section 206E

LANDSCAPING & TREE PRESERVATION
Section 206A | Section 206B

SCREENING & BUFFERING
Section 206C

QUICK GUIDE TO UNDERSTANDING ZONING IN MCKINNEY:

Look up your current zoning district and any applicable overlay districts on the Interactive Map.

Determine if your proposed use is permitted by right, requires an SUP, or is not permitted under the current zoning using the Schedule of Uses Table.

Review the space limits of the zoning district in the Schedule of Space Limits.
details:

SITE PLAN

A site plan is a plan drawing of a site that includes the layout of buildings, circulation system, parking, walls, open space and any other appropriate information as required by the City.
WHEN DO I NEED A SITE PLAN?

Site plans are required prior to any new development, redevelopment, expansion, alteration, or change in use on a property or lot in order to ensure compliance with the City’s Unified Development Code (UDC). Single family residential developments do not require a site plan.

SCHEDULING & PROCESSING

Site plans may be submitted online via the Citizen Self-Service (CSS) Portal under Apply > Plans > Site Plans on designated submittal days listed in the Schedules section of this Guide (generally Mondays between 8 am and 5 pm).

REQUIRED FORMS & EXHIBITS

- Application
- Site Plan Exhibit
- Landscape Plan Exhibit
- Tree Preservation Plan or Statement of No Trees
- Façade Plan or Statement of No Façade Required
- Preliminary Utility Plan
- Preliminary Drainage Plan

APPROVAL AUTHORITY

Site plans are typically approved by Staff.

Exceptions:

- If a Design Exception is requested, the site plan must be approved by Planning & Zoning Commission or City Council.
- If the zoning on the property requires that the site plan be approved by Planning & Zoning Commission or City Council.

FEES

- Submittal Fee:
  - $250 if less than 5 acres;
  - $50 per acre (or portion thereof) if greater than 5 acres, to a maximum fee of $2,500

- Other required fees can be found in the Fees section of this Guide

NOTICING

- None, unless a Design Exception is being requested, or it is otherwise required by the zoning on the property.

The information contained herein is intended to provide assistance, but is not a replacement for the requirements of the Code. If you have any questions, please contact the Planning Department.
Site Plan Submittal

Staff Review & Comments*

Revision(s) Resubmittal*

Is a Design Exception being requested?

No

Staff Approval

Yes

Schedule for P&Z Commission or City Council

Does the zoning on the property require a public meeting?

No

Yes

Property Owner Notice (if required)

P&Z Commission or City Council Hearing

Site Plan Final Decision

*These steps will repeat until all comments from Staff have been addressed
Vicinity Map

Site Data Table including:
- Existing zoning, proposed use(s), lot coverage, impervious area, required & provided parking, FAR, height, density, and lot area

Title Block including:
- Name of project, applicant & owner names, addresses & phone numbers, development location (lot, block, and addition)

Site Graphic including:
- Building footprint, adjacent uses & improvements within 200', parking spaces (dimensioned), existing & proposed easements with filing information, stacking spaces, drive-thru location (if applicable), drive-in, drive up, drive through, drive through a covered drive, drive through a covered opening, drive through a covered area, drive through a covered parking space (dimensioned), existing & proposed easements

Tips & Tricks:
- Do: Make sure your drawings are at a high pixel ratio to ensure clean, unblurry details
- Don't: Use multiple colors - stick with black & grey
- Do: Use different line types for different features (i.e., solid for property line, dashed lines for easements)
- Don't: Include topography or show actual easement lines (these can be shown on separate exhibits)
- Do: Include topography or show actual easement lines (these can be shown on separate exhibits)

Site plan

Legend

Map
A plat is a plan that shows a subdivision or creates building lots or tracts. It shows all essential dimensions, lot designations, easements and rights-of-way.
FOR DEVELOPMENT OR REDEVELOPMENT:

- **Preliminary Plat (PP)**
  - The purpose of a preliminary plat is to provide preliminary information when a development or subdivision is to occur in phases and when it:
    - subdivides land into more than 4 lots for development; or
    - includes lots without frontage on an existing street; or
    - requires the creation of a new street; or
    - requires the extension of municipal facilities.
  - A PP provides preliminary approval of the proposed subdivision or development by the city. A final plat shall subsequently be required for filing with the county for record, following any necessary approvals and the construction/acceptance of required infrastructure by the city.

- **Final Plat (FP)**
  - The purpose of a final plat is to provide information when a development or subdivision:
    - subdivides land into more than 4 lots for development; or
    - includes lots without frontage on an existing street; or
    - requires the creation of a new street; or
    - requires the extension of municipal facilities.
  - Final plats are filed with the county for record, following necessary approvals by the city and the construction/acceptance of required infrastructure.

- **Minor Plat (MP)**
  - The purpose of a minor plat is to subdivide land for development when there are 4 or fewer lots and when the dedication of streets or extension of utilities is not required.
  - Since a MP does not involve any improvements to infrastructure, after its approval the plat may move forward to be filed with the county for record.

- **Replat**
  - The purpose of a replat is to further subdivide an existing platted property and/or further extend streets or utilities.
  - If the replat involves residential property, additional property owner notices and public hearings may be required.
  - If improvements to infrastructure are required, construction and acceptance of said improvements is required prior to filing the replat with the county.

FOR BUYING AND SELLING:

- **Conveyance Plat (CVP)**
  - The purpose of a conveyance plat is to subdivide land for the purpose of conveying the property to another owner without developing it.
  - A conveyance plat serves as a map of the property for sale, but does not act as approval for any development, nor does it authorize any construction or other activities to occur on the property.
  - Because a conveyance plat is not for development purposes, the submission and approval does not vest any rights in the property.

FOR CORRECTIONS:

- **Amending Plat (AP)**
  - The purpose of an amending plat is to correct errors and amend property information on an existing plat.
  - An amending plat does not involve any improvements to infrastructure. After its approval, the plat may be filed with the county for record.
Plat Submittal

Administrative Completeness Review

Is the plat administratively complete?

No
- Email Notification: Plat Not Accepted

Yes
- Email Notification: Plat Accepted & Under Review

- Staff Review*

P&Z Commission or City Council Action

Was the plat approved or approved with conditions?

No
- Secondary Submittal

Yes
- Approval Letter

P&Z Commission or City Council Final Action

*Note: Revisions will not be accepted prior to consideration by the Planning & Zoning Commission or City Council
WHEN DO I NEED A PRELIMINARY PLAT?

A Preliminary plat provides preliminary approval of a proposed subdivision or development by the city. It is required when a proposed development or subdivision is to occur in phases on land that has not yet been platted and when the proposed subdivision is creating more than 4 lots; requires the creation of a new street; or requires the extension of municipal facilities. A final plat shall subsequently be required for each phase of the development and will be filed with the county for record, following any necessary approvals and the construction/acceptance of required infrastructure by the city.

SCHEDULING & PROCESSING

Preliminary plats may be submitted online via the Citizen Self-Service (CSS) Portal under Apply > Plans > Plats - Preliminary on designated submittal days listed in the Schedules section of this Guide (generally Mondays between 8 am and 5 pm).

REQUIRED FORMS & EXHIBITS

- Application
- Plat Exhibit
- Setback Exhibit (residential only)
- Tree Preservation Plan or Statement of No Trees
- Preliminary Utility Plans
- Preliminary Drainage Plans
- Off-site parking exhibit (if applicable)

FEES

- Submittal Fee:
  - $325 + $10 per lot (city limits);
  - $650 + $10 per lot (ETJ)
- Other required fees can be found in the Fees section of this Guide

STAFF REVIEW TIMING

- Initial Submittal: 30 Days (Maximum)
- Secondary Submittal: 15 Days (Maximum)

APPROVAL AUTHORITY

Preliminary plats are typically approved by the Planning & Zoning Commission.

Exceptions:
- If a Planning and Zoning Commission meeting does not occur within the required timeframe, or if a variance is being requested, the plat will be considered by City Council.

NOTICING

- None

PLAT FILING

Preliminary plats only offer preliminary approval of the proposed subdivision or development by the city and are not filed with the county.

The information contained herein is intended to provide assistance, but is not a replacement for the requirements of the Code. If you have any questions, please contact the Planning Department.
WHEN DO I NEED A FINAL PLAT?

A final plat provides approval of a proposed subdivision or development by the city and is filed with the county to create lots of record. A final plat is required when a proposed development or subdivision is located on land that has not yet been platted for development and when the proposed development or subdivision is creating more than 4 lots; requires the creation of a new street; or requires the extension of municipal facilities.

SCHEDULING & PROCESSING

Final plats may be submitted online via the Citizen Self-Service (CSS) Portal under Apply > Plans > Plats - Final on designated submittal days listed in the Schedules section (generally Mondays between 8 am and 5 pm).

REQUIRED FORMS & EXHIBITS

- Application
- Plat Exhibit
- Setback Exhibit (residential only)
- Off-site parking exhibit (if applicable)
- Approved Civil Engineering Plans

FEES

- Submittal Fee:
  - $325 + $10 per lot (city limits);
  - $650 + $10 per lot (ETJ)
- Other required fees can be found in the Fees section of this Guide

APPROVAL AUTHORITY

Final plats are typically approved by the Planning & Zoning Commission.

Exceptions:
- If a Planning and Zoning Commission meeting does not occur within the required timeframe, the plat will be considered by City Council.

NOTICING

- None

PLAT FILING

Once public improvements have been installed and accepted by the city, the final plat will be filed with the county, creating the official record of the subdivision. Please see the Plat Filing section of this Guide for more details.
WHEN DO I NEED A MINOR PLAT?

A minor plat provides approval of a proposed subdivision or development by the city and is filed with the county to create lots of record. A Minor Plat is required when a proposed development or subdivision is located on land that has not yet been platted for development and when the proposed development or subdivision involves 4 or fewer lots and does not require the dedication of streets or extension of utilities.

SCHEDULING & PROCESSING

Minor plats may be submitted online via the Citizen Self-Service (CSS) Portal under Apply > Plans > Plats - Minor on designated submittal days listed in the Schedules section (generally Mondays between 8 am and 5 pm).

REQUIRED FORMS & EXHIBITS

- Application
- Plat Exhibit
- Tree Preservation Plan (if applicable)
- Setback Exhibit (residential only)
- Screening and Buffering Plans (residential only)
- Approved Civil Engineering Plans

APPROVAL AUTHORITY

Minor plats are typically approved by Staff.

Exceptions:
- If a variance is requested, the plat will be taken to City Council.

NOTICING

- None

PLAT FILING

After approval of the minor plat, it will be filed with the county, creating the official record of the subdivision. Please see the Plat Filing section of this Guide for more details.
WHEN DO I NEED A REPLAT?

A replat allows for existing platted property to be further subdivided or platted into a different configuration.

SCHEDULING & PROCESSING

Replats may be submitted online via the Citizen Self-Service (CSS) Portal under Apply > Plans > Plats - Replat on designated submittal days listed in the Schedules section of this Guide (generally Mondays between 8 am and 5 pm).

REQUIRED FORMS & EXHIBITS

- Application
- Plat Exhibit
- Setback Exhibit (residential only)
- Screening and Buffering Plans (residential only)
- Tree Preservation Plan (if applicable)

FEES

- Submittal Fee:
  - $325 + $10 per lot (city limits);
  - $650 + $10 per lot (ETJ)
- Other required fees can be found in the Fees section of this Guide

STAFF REVIEW TIMING

- Initial Submittal: 30 Days (Maximum)
- Secondary Submittal: 15 Days (Maximum)

APPROVAL AUTHORITY

Replats are typically approved by the Planning & Zoning Commission.

Exceptions:
- If a Planning and Zoning Commission meeting does not occur within the required timeframe, or if a variance is requested, the plat will be taken to city Council.
- If the replat involves less than 4 lots and no public improvements, it may be approved by Staff.

NOTICING

- 15-Day Property Owner Notice and 15-Day Legal Notice, when the subject property is residential and a variance is being requested.
- Property Owner Notices will be sent after action has been taken on a residential replat.

PLAT FILING

If public improvements are required, they must be installed and accepted by the city, after which the replat will be filed with the County, creating the official record of the subdivision. Please see the Plat Filing section of this Guide for more details.

The information contained herein is intended to provide assistance, but is not a replacement for the requirements of the Code. If you have any questions, please contact the Planning Department.
WHEN DO I NEED AN AMENDING PLAT?

An amending plat is used to correct errors and amend property information on an existing plat. It does not involve the creation of new lots or the extension of any rights-of-way or utilities.

SCHEDULING & PROCESSING

Amending plats may be submitted online via the Citizen Self-Service (CSS) Portal under Apply > Plans > Plats - Amending on designated submittal days listed in the Schedules section of this Guide (generally Mondays between 8 am and 5 pm).

REQUIRED EXHIBITS

- Application
- Plat Exhibit
- Setback Exhibit (residential only)
- Tree Preservation Plan (if applicable)

APPROVAL AUTHORITY

Amending plats are typically approved by Staff.

FEES

- Submittal Fee:
  - $150 + $10 per lot (city limits);
  - $650 + $10 per lot (ETJ)
- Other required fees can be found in the Fees section of this Guide

NOTICING

- None

STAFF REVIEW TIMING

- Initial Submittal: 30 Days (Maximum)
- Secondary Submittal: 15 Days (Maximum)

PLAT FILING

After approval of the amending plat, it will be filed with the county, creating the official record of the subdivision. Please see the Plat Filing section of this Guide for more details.

The information contained herein is intended to provide assistance, but is not a replacement for the requirements of the Code. If you have any questions, please contact the Planning Department.
WHEN DO I NEED AN CONVEYANCE PLAT?

A Conveyance Plat is used to subdivide land for the purpose of conveying the property to another owner. This plat serves as a map of the property for sale, but does not act as approval for any development, nor does it authorize any construction or other activities to occur on the property. A conveyance plat must be followed by a plat for development in order to develop the property.

SCHEDULING & PROCESSING

Conveyance plats may be submitted online via the Citizen Self-Service (CSS) Portal under Apply > Plans > Plats - Conveyance on designated submittal days listed in the Schedules section of this Guide (generally Mondays between 8 am and 5 pm).

REQUIRED EXHIBITS

- Application
- Plat Exhibit

FEES

- Submittal Fee:
  - $325 + $10 per lot (city limits);
  - $650 + $10 per lot (ETJ)
- Other required fees can be found in the Fees section of this Guide

STAFF REVIEW TIMING

- Initial Submittal: 30 Days (Maximum)
- Secondary Submittal: 15 Days (Maximum)

NOTICING

- None

APPROVAL AUTHORITY

Conveyance plats are typically approved by the Planning & Zoning Commission.

Exceptions:
- If a Planning and Zoning Commission meeting does not occur within the required timeframe, or if a variance is being requested, the plat will be taken to City Council.

PLAT FILING

After approval of the conveyance plat, it will be filed with the County, creating the official record of the subdivision. Please see the Plat Filing section of this Guide for more details.

MISCELLANEOUS

A conveyance plat does not act as approval for development, nor does it authorize any construction or other activities to occur on the property.
A Specific Use Permit (SUP) is a discretionary permit required prior to certain uses being permitted in particular zoning districts. These uses typically have unique or widely varying operating characteristics that warrant review and approval by the Planning and Zoning Commission and City Council as part of a public hearing process.
WHEN DO I NEED A SPECIFIC USE PERMIT?

A Specific Use Permit is required when a proposed use has unique characteristics or unusual site features that warrant review and approval by City officials through a public hearing process. Uses that may require a SUP include car washes, restaurants with drive-through windows, fuel stations, self storage facilities, and more. Specific information on when a SUP is needed can be found in the UDC Schedule of Uses.

SCHEDULING & PROCESSING

Specific Use Permits (SUP) may be submitted online via the Citizen Self-Service (CSS) Portal under Apply > Plans > Specific Use Permit on designated submittal days listed in the Schedules section (generally Mondays between 8 am and 5 pm).

REQUIRED FORMS & EXHIBITS

- Application
- Letter of Intent
- Metes & Bounds Description
- Site Exhibit

APPROVAL PROCESS

As part of the public hearing process, SUPs are reviewed by the Planning and Zoning Commission and receive final action by the City Council.

FEES

Submittal Fee: $300 + $10 per acre, to a maximum fee of $2,500

NOTICING

- 10-Day Property Owner Notice prior to the Planning & Zoning Commission meeting
- 15-Day Legal Notice prior to the City Council meeting
- SUP Notification Signs are required to be posted on the property. See Notification Sign section of this Guide for more details.

The information contained herein is intended to provide assistance, but is not a replacement for the requirements of the Code. If you have any questions, please contact the Planning Department.
*These steps will repeat until all comments from Staff have been addressed
Zoning is required for each property within the city limits and provides the land uses and regulations for which the property may be developed. The zoning process is where an applicant establishes the initial zoning district or by which they may request a different zoning district than what currently exists on a property. The Planning and Zoning Commission and City Council will review all proposed zoning changes.
WHEN DO I NEED A STRAIGHT ZONING?

Any time a property owner wishes to change the zoning on a property to another established zoning district of the city, a straight (re)zoning is required. The desire to (re)zone could happen for a number of reasons, but it typically occurs when a land use or development regulation is not allowed within the current zoning of the property.

SCHEDULING & PROCESSING

Straight Zonings may be submitted online via the Citizen Self-Service (CSS) Portal under Apply > Plans > Zoning/Rezoning - Straight on designated submittal days listed in the Schedules section of this Guide (generally Mondays between 8 am and 5 pm).

REQUIRED FORMS & EXHIBITS

- Application
- Letter of Intent
- Metes & Bounds Description
- Zoning Exhibit

APPROVAL AUTHORITY

Straight Zonings are reviewed by the Planning and Zoning Commission and receive final action by the City Council.

FEES

- Submittal Fee:
  - $750 if less than 50 acres;
  - $1,200 if 50 acres or more

NOTICING

- 10-Day Property Owner Notice prior to the Planning & Zoning Commission meeting
- 15-Day Legal Notice prior to the City Council meeting
- Zoning Notification Signs are required to be posted on the property. See Notification Sign section of this Guide for more details.

The information contained herein is intended to provide assistance, but is not a replacement for the requirements of the Code. If you have any questions, please contact the Planning Department.
WHEN DO I NEED A PLANNED DEVELOPMENT ZONING?

A Planned Development zoning is required any time a property owner wishes to change the zoning on a property to allow for use and development patterns that are individually determined for the tract. PD zonings typically provide for the unified and coordinated development of property. They are intended to achieve greater flexibility than otherwise allowed by strict application of this Code, but also provide greater benefit to the city. A PD zoning typically includes unique development standards and zoning exhibits to clearly outline the way in which the subject property will develop.

SCHEDULING & PROCESSING

Planned Development (PD) Zonings may be submitted online via the Citizen Self-Service (CSS) Portal under Apply > Plans > Zoning/Rezoning - PD on designated submittal days listed in the Schedules section of this Guide (generally Mondays between 8 am and 5 pm).

REQUIRED FORMS & EXHIBITS

- Application
- Letter of Intent
- Metes & Bounds Description
- Development Standards
- Zoning Exhibit

FEES

- Submittal Fee: $1,200 + $10 per acre, to a maximum fee of $2,500

APPROVAL AUTHORITY

PD Zonings are reviewed by the Planning and Zoning Commission and receive final action by the City Council.

NOTICING

- 10-Day Property Owner Notice prior to the Planning & Zoning Commission meeting
- 15-Day Legal Notice prior to the City Council meeting
- Zoning Notification Signs are required to be posted on the property. See Notification Sign section of this Guide for more details.

The information contained herein is intended to provide assistance, but is not a replacement for the requirements of the Code. If you have any questions, please contact the Planning Department.
Zoning Submittal → Staff Review & Comments*

Revision(s) Resubmittal* → Property Owner Notice

Notification Signs (Posted by Applicant) → Planning & Zoning Commission Hearing

Legal Notice → Notification Signs (Maintained by Applicant)

City Council Hearing → Zoning Final Decision

*These steps will repeat until all comments from Staff have been addressed
Annexation is the process by which a property located within McKinney’s Extraterritorial Jurisdiction (ETJ), may be brought into the city limits.
WHEN DO I NEED AN ANNEXATION?

If a property owner desires to incorporate a piece of property into the corporate limits of the city, the owner may request to be annexed into the city through the annexation procedure. The property must meet the requirements of Chapter 43 of the Texas Local Government Code in order to be eligible for annexation. An associated zoning request is also required as part of the annexation process.

SCHEDULING & PROCESSING

Annexations may be submitted online via the Citizen Self-Service (CSS) Portal under Apply > Plans > Annexation on designated submittal days listed in the Schedules section of this Guide (generally Mondays between 8 am and 5 pm).

REQUIRED FORMS & EXHIBITS

- Application
- Petition
- Metes & Bounds Description
- Property Exhibit
- Annexation Agreement
- Service Plan

APPROVAL AUTHORITY

Annexation requests are reviewed solely by the City Council.

NOTICING

- Legal and Internet notice (11 to 20 days prior to the meeting), including a written notice to the school districts and public entities, prior to the hearing for the annexation in accordance with Chapter 43 of the TLGC.

MISCELLANEOUS

All annexations must be accompanied by an associated zoning case.

The information contained herein is intended to provide assistance, but is not a replacement for the requirements of the Code. If you have any questions, please contact the Planning Department.
Annexation Submittal → Staff Review & Comments*

Revision(s) Resubmittal* → Associated Zoning Submittal Ready for Hearing

Property Owner Notice for Zoning → Notification Signs for Zoning (Posted by Applicant)

P&Z Commission Hearing for Zoning → Legal Notice

Notification Signs for Zoning (Maintained by Applicant) → City Council Hearing

Annexation & Zoning Final Decision

*These steps will repeat until all comments from Staff have been addressed
This section contains the typical processes from start to finish for a project in the City of McKinney.
non-residential development process

Projects with more than 4 lots or where public improvements are required:

1. Pre-Development Meeting
2. Conveyance Plat
3. Site Plan
4. Preliminary Plat
5. Development Permit
6. Final Plat or Replat
7. Building Permit

Projects with 4 lots or less AND where no public improvements are required:

1. Pre-Development Meeting
2. Site Plan
3. Amending Plat/Minor Plat/Replat
4. Building Permit
Projects with more than 4 lots or where public improvements are required:

1. Pre-Development Meeting
2. Conveyance Plat
3. Preliminary Plat
4. Development Permit
5. Final Plat or Replat
6. Building Permit

Projects with 4 lots or less AND where no public improvements are required:

1. Pre-Development Meeting
2. Amending Plat/Minor Plat/Replat
3. Building Permit
This section contains the appropriate schedules for submittal days and public meetings.
<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>1/3/2023 *</td>
<td>7/3/2023</td>
</tr>
<tr>
<td>1/9/2023</td>
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</table>

**Please Note: Dates are Subject to Change**

*Red* - Cancelled Submittal Date  
Asterisked (*) - Tuesday Submittal Date due to Monday Holiday

Submittals will be accepted on the dates above from 8am to 5pm through the [Citizen Self-Service (CSS) Portal](#). In-person or emailed submittals will not be accepted.
<table>
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<th>Submittal Date</th>
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<th>Meeting Date</th>
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**Please Note:** Dates are Subject to Change

- Red - Cancelled Submittal Date
- Asterisked (*) - Tuesday Submittal Date due to Monday Holiday
- Date - Denotes a City Council Meeting instead of a Planning & Zoning Commission Meeting

Submittals will be accepted on the dates above from 8am to 5pm through the Citizen Self-Service (CSS) Portal. In-person or emailed submittals will not be accepted.
### Revised Plans Resubmitted to City

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### Please Note: Dates are Subject to Change

Revised submittals will be accepted on the dates above until 3:00 pm through the Citizen Self-Service (CSS) Portal. In-person or emailed submittals will not be accepted. Revised plans must fully address all outstanding comments in order to be placed on an agenda. Submission or re-submission of plans by the deadlines above does not guarantee automatic placement on an agenda.
The details below walk through the steps necessary to file a plat, including final plats, minor plats, replats, amending plats, and conveyance plats.
PROCEDURE

Final copies of the plat should be submitted in person after the plat has been approved and improvements have received final acceptance from the Engineering Department. Along with the plat, certified, original tax certificates for each property, a copy of the plat approval letter, copy of the final acceptance, and an applicable HOA documents must be submitted as well. Once submitted, the final copies will be routed for Staff review to ensure that there are no outstanding comments and obtain signatures.

After the final copies has been reviewed and accepted, Staff will obtain the necessary City Official signatures. Please make sure that any owner, notary, or surveyor signatures have been obtained prior to submitting to the City. Please submit the plat by Wednesday in order to be filed the following Wednesday.

Filing fees will be assessed via the Citizen Self-Service (CSS) Portal; please make sure the payee is registered and denoted as a billing contact, and that the fees are paid promptly as they must be paid prior to filing the plat with Collin County.

Once all signatures have been collected and fees paid, the city will file the plat with Collin County. After filing, Staff will notify the applicant and/or owner that the copies are ready to be picked up.

REQUIRED EXHIBITS

- Plat Exhibit, Signed (2 Copies)
  - 24” x 36”, notarized signature of all property owners
- Certified, Original Tax Certificates for each property
- Copy of Plat Approval Letter
- Copy of Final Acceptance Paperwork (when applicable)
- Approved HOA Documents (when applicable)

CITY SIGNATURES

- Plats approved by Staff: City Manager or designee
- Plats approved by Planning & Zoning Commission: P&Z Chairman or designee
- Plats approved by City Council: Mayor or designee

All plats must also include a signature block for the appropriate Board, Commission, or City Secretary

FEES

- 1st page: $31
- Each additional page: $10
- 3+ Copies: $0.50 per page
- Tax Certificates: $2 per page
Plat Approval

Prior to starting the plat filing process, a plat must be submitted and approved by the appropriate authority of the city. The plat type(s) will vary depending on the type of project. Please see the Plats section of this Guide for more information on the correct type for your project.

Acceptance of Public Improvements*

If public improvements (construction or extension of public utilities or streets) are required as part of the project, these must be constructed and accepted by the City prior to plat filing. This acceptance will be in accordance with any previously approved development permits. Please see the Development Process section of this Guide for more details.

Review of Signed Plat and Tax Certificates

Once the public improvements have been accepted, two (2) copies of the plat, signed by the owner(s) and notarized, are to be dropped off or delivered to the Planning Department for final review. Along with the plat, current tax certificates for all properties included in the plat, a copy of the plat approval letter, copy of the final acceptance paperwork, and approved HOA documents (if applicable) must also be provided.

Payment of Plat Filing Fee

After Staff has reviewed the final copies of the plat and tax certificates, an invoice for the cost of filing with the County will be issued via the Citizen Self-Service (CSS) Portal. Please make sure the payee is registered and listed as a billing contact and that this is paid promptly to avoid any delays in filing.

Staff Files Plat

Once review is complete and the fees paid, Staff will obtain any city signatures required on the plat, after which it will be filed with Collin County. The plat and all associated documents must be submitted by Wednesday in order to file the following Wednesday. Staff will notify the applicant once the plat has been filed so that the copies may be picked up. After filing, the plat copies will be kept for 30 days.
The process detailed in this section outlines what is needed when notification signs are required to be posted on a property pursuant to Section 203A of the McKinney UDC.
Prepare Signs

Signs should be prepared after submittal and during the review phase of the project. The design of the sign should meet the requirements outlined in Section 203A.4 of the McKinney UDC.

Confirm Meeting Date

Prior to posting signs on the property, please confirm with Staff that your project has been scheduled for a Planning and Zoning Commission and/or City Council meeting.

Post Signs on Property

Signs are to be posted in the correct location and by 5 p.m. on the Tuesday prior to the public hearing. Make sure that signs are fully visible from the right-of-way and posted on the subject property.

Submit Affidavit of Posting

A notarized affidavit and sign posting photos are required to be provided to city staff to confirm that signs have been posted in the correct location(s) at least 7 days prior to the meeting. The affidavit and photos must be emailed by noon (12pm) the Wednesday before the meeting to publicnotice@mckinneytexas.org.

On-Going Maintenance*

Signs must be maintained throughout the public hearing process. This includes any tabling requests or between the Planning and Zoning Commission meeting and City Council meeting. An affidavit and updated photos confirming that the signs have been maintained must also be submitted by the Wednesday prior to the public hearing.

Remove Signs

Once final action has been taken on the request, the signs must be removed within two (2) weeks.

Quick Reference Guide

<table>
<thead>
<tr>
<th>Required Hearing</th>
<th>Sign Posting Deadline</th>
<th>Affidavit &amp; Photo Deadline</th>
<th>Affidavit Type</th>
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<tr>
<td>Planning &amp; Zoning Commission</td>
<td>No later than 5:00 PM on the Tuesday before the hearing</td>
<td>No later than 12:00 PM on the Wednesday before the hearing</td>
<td>Affidavit of Sign Posting</td>
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<tr>
<td>City Council</td>
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<td>Affidavit of Sign Maintenance</td>
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</table>

*This step is required for projects that have been heard by the Planning and Zoning Commission and will continue on to a City Council hearing, or for cases that have been tabled and will continue on to another hearing.
Required signs shall be posted in unobstructed view on private property and in a manner in which they can be clearly read from the public right-of-way.

On tracts of land with frontage on public right-of-way greater than 250 feet, signs shall be posted along the frontage so the distance between signs is no greater than approximately 200 feet.

On corner lots, a single sign may be posted at the intersection of the two streets if the frontage on either street does not exceed 250 feet.
SAMPLE SIGN PHOTOS:

Above: Photo showing multiple signs along right-of-way and street sign.

Above: Individual sign photo showing clear required text.

Above: Exhibit showing location of signs along the right-of-way.

PHOTO SPECIFICATIONS

- One time-stamped photo of each right-of-way frontage shall be taken showing that the signs are facing the right-of-way. If possible, provide photos with adjacent street signs or other adjacent right-of-way information for context as shown in the pictures above.

- An individual, time-stamped photo shall be taken showing the required information meeting the standards of the city on the sign.

- An exhibit shall be provided showing the location of signs along the rights-of-way.
planning

FEES
<table>
<thead>
<tr>
<th>Application Type</th>
<th>Base Fee</th>
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<td>Preliminary Plat / Final Plat</td>
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<tr>
<td>Minor Plat / Replat</td>
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<td>Specific Use Permit*</td>
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<td>Site Plan*</td>
<td>$250 if less than 5 acres OR $50/acre if 5 acres or more</td>
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Other fees that may be required during the development process in order to gain approval of a project or to receive a building permit:

<table>
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<tr>
<th>Type</th>
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<tbody>
<tr>
<td>Plat Filing</td>
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<tr>
<td>Impact Fees</td>
<td>see <a href="#">Impact Fee Calculator</a></td>
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<td>Parkland Dedication</td>
<td>see <a href="#">Section 309 of the McKinney UDC</a></td>
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<td>Median Landscaping</td>
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<td>Zoning Verification Letter</td>
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<td></td>
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DEPARTMENTS

other

Building Inspections
Engineering
Fire
Parks
Solid Waste
WHAT TYPES OF PLANS, STUDIES OR INFORMATION DOES THIS DEPARTMENT HANDLE?

- Reviewing permits for new construction
- Reviewing permits for additions, alterations, demolitions and rebuilds
- Inspecting building progress throughout the permit process
- Issuing Certificates of Occupancy and Certificates of Completion
- And much more

WHERE CAN I FIND MORE INFORMATION?

- Visit [www.mckinneytexas.org/building](http://www.mckinneytexas.org/building)
- Call 972-547-7400
- Check out the International Building Codes
WHAT TYPES OF PLANS, STUDIES OR INFORMATION DOES THIS DEPARTMENT HANDLE?

- Reviewing utility and/or drainage plans as part of a plat or site plan submittal
- Assessing street and alley layouts for new developments
- Coordinating with certain external groups (such as TXDOT) when the development requires
- Reviewing and approving civil plans, also known as a development permit, as well as conducting inspections on the construction
- And much more

WHERE CAN I FIND MORE INFORMATION?

- Visit www.mckinneytexas.org/engineering
- Call 972-547-7475
- Check out the Engineering Design Manual
WHAT TYPES OF PLANS, STUDIES OR INFORMATION DOES THIS DEPARTMENT HANDLE?

- Reviewing fire lane, riser room, and fire hydrant requirements as part of a plat or site plan submittal
- Assessing water lines to ensure proper flow for fire equipment
- Reviewing and approving fire permits, including sprinkler systems, fire alarms and more
- Inspecting installation of above systems
- And much more

WHERE CAN I FIND MORE INFORMATION?

- Visit www.mckinneytexas.org/firemarshal
- Call 972-547-2850
- Check out the Fire Code
WHAT TYPES OF PLANS, STUDIES OR INFORMATION DOES THIS DEPARTMENT HANDLE?

- Reviewing plats and site plans to determine any parkland dedication requirements
- Determining fee-in-lieu of parkland dedication
- Construction and maintenance of city parks and recreation facilities
- Landscaping of road medians
- And much more

WHERE CAN I FIND MORE INFORMATION?

- Visit www.mckinneytexas.org/parks
- Call 972-547-7480
- Check out the Parks Master Plan
WHAT TYPES OF PLANS, STUDIES OR INFORMATION DOES THIS DEPARTMENT HANDLE?

- Reviewing dumpster locations and design as part of a site plan submittal
- Assisting with bulk waste, electronics recycling, yard waste, and recycling
- And much more

WHERE CAN I FIND MORE INFORMATION?

- Visit www.mckinneytexas.org/publicworks
- Call 972-547-7500
FORMS
Case No. ______________

Date of Planning and Zoning Commission Meeting: __/__/____

In accordance with the requirements of Section 203A.4.a of the Code of Ordinances of the City of McKinney, Texas, I ___________________________________ hereby certify that I have posted or caused to be posted Zoning Change Notification sign(s) on the property subject to zoning change, located at ________________

_____________________________________________________________________

_____________________________________________________________________.

Said sign(s) have been obtained through a designated contractor of the Planning Department and meet the specifications of Section 203A.4.a of the Code of Ordinances of the City of McKinney.

Posting of said signs was accomplished on __/__/____ as provided for in Section 203A.4.a of the Code of Ordinances of the City of McKinney. Said signs have been posted in a manner which provides an unobstructed view and which allows clear reading from the public right(s)-of-way along ________________

_____________________________________________________________________

_____________________________________________________________________.

I further certify that this affidavit was filed with the Planning Department of the City of McKinney within the time provisions of Section 203A.4.a of the Code of Ordinances of the City of McKinney.

Executed this the ____ day of ____________.

________________________________________________________
Signature of Applicant or Authorized Representative for Case No. ______________

___________________________________________________________
Printed Name of Applicant or Authorized Representative for Case No. ______________

________________________________________________________
Notary Public

PLEASE NOTE: Failure to post the notification sign(s) on the property by the close of business (5 pm) on the Tuesday prior to the Tuesday Planning and Zoning Commission public hearing shall result in the postponement of consideration by the Commission.
To the Mayor and Governing Body of the City of McKinney, Texas:

The undersigned are owners of real property described in Exhibit “A” attached hereto and made a part hereof for all purposes. The area described by metes and bounds in Exhibit “A” is contiguous and adjacent to the present boundaries of the City of McKinney, Texas. The signers of this Petition certify that more than fifty percent (50%) of the real property owners in the area proposed for annexation have signed this Petition Requesting Annexation. A plat of the area accompanies this petition as Exhibit “B.” We hereby petition the City Council of the City of McKinney to annex the area described in Exhibit “A” and include it as part of the City of McKinney.

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The subject property (the “Property”) shall be zoned “PD” – Planned Development District. Use and development of the Property shall conform to the requirements of the City’s Code of Ordinances, and as amended, except as noted below.

Tracts. The Property shall be divided into X tracts (collectively, the “Tracts” and each separately, a “Tract”) as shown on the Zoning Exhibit attached hereto as Exhibit “C”.

Permitted Land Uses

- Full list of allowable uses

Uses Permitted with SUP

- Full list of allowable uses with a SUP

Permitted Accessory Uses

- Full list of allowable accessory uses

Space Limits

- Minimum Lot Area:
- Minimum Lot Width:
- Minimum Lot Depth:
- Minimum Front Yard Setback:
- Minimum Rear Yard Setback:
- Minimum Side Yard Setback (interior lots):
- Minimum Side Yard Setback (corner lots):
- Maximum Height:
- Maximum Lot Coverage:
- Maximum Floor Area Ratio:
- Maximum Density (dwelling units per gross acre):

Site and Development Standards

- Full list of development standards that are deviations from the zoning ordinance standards

Exceptional Qualities

- Full list of exceptional quality provisions
STATEMENT OF NO TREES

Applicant Information

Applicant Name: ______________________  Company Name: ______________________

Address: ______________________  City: ______________________  Zip Code: ______  State: __

Phone Number: ______________________  Email: ______________________

Owner Information (if different than applicant)

Applicant Name: ______________________  Company Name: ______________________

Address: ______________________  City: ______________________  Zip Code: ______  State: __

Phone Number: ______________________  Email: ______________________

Development Site Information

Address: ______________________________________________________________

Property or Geographic ID # (if no address is available): ______________________

Certification Statement

Pursuant to the exemptions outlined in Section 203E.3 of the McKinney Unified Development Code, I hereby certify that no trees exist on the proposed development site listed above and no tree preservation plan is required.

Owner/Applicant Signature: ______________________  Date: ______________________

Authorized Signature: ______________________  Date: ______________________
STATEMENT OF NO FACADE PLAN REQUIRED

Project Information

Project Name: ________________________________________________________________

Site Plan Case Number: _______________________________________________________

General Location or Address: ________________________________________________

Property or Geographic ID # (if no address is available): __________________________

Certification Statement

Pursuant to the exceptions outlined in Section 203E.5 in the McKinney Unified Development Code, I hereby certify that a façade plan is not required for the proposed development project.

Owner/Applicant Signature: _____________________________ Date: ______________

Authorized Signature: _____________________________ Date: ______________
STATEMENT OF NO SETBACK EXHIBIT REQUIRED

Project Information

Project Name: ________________________________________________________

Project Description: _____________________________________________________

General Project Location or Address: ___________________________________________

Property or Geographic ID # (if no address is available): ________________________________

Certification Statement

I hereby certify that no Setback Exhibit is required for the above-referenced project. The proposed project meets the criteria of being a non-residential development, multi-family development, or ETJ development for which a Setback Exhibit is not required for review.

Owner/Applicant Signature: _____________________________  Date: __________________

Authorized Signature: _____________________________  Date: __________________