



# City of Rowlett

## Temporary 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 Temporary 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 Temporary 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 submitting the application; and
- A narrative describing:
  - The type of temporary use requested;
  - The specific time period for which the applicant is requesting temporary use
  - Types of items to be sold or displayed;
  - Why the use is needed or will be beneficial for the community for a short period of time;
  - Any negative impacts the use might have and how these impacts will be addressed; and
  - Letters of support from adjoining property owners concerning this application (optional).
- A dimensioned site plan showing:
  - The specific dimensions and arrangement of the proposed temporary use including any planned temporary buildings, tents, or structures and their fire ratings;
  - Building setbacks; and
  - Provisions for parking, water service, and sanitary sewer if applicable.



# UNIFORM DEVELOPMENT APPLICATION

APPLICATION INFORMATION			
Project Name:		Total Acreage:	
Nearest Cross Streets:		Appraisal District County:	
Address:		Appraisal District Number/Parcel ID:	
City:	State:	Zip:	Current Zoning Designation(s):
Subdivision/Addition Name:		Block:	
		Lot(s):	
Please provide a brief description of the proposed request/use:			
TYPE OF REQUEST		FEE	TOTAL DUE
<b>ROWLETT DEVELOPMENT CODE (RDC)</b>			
1.	<input type="checkbox"/> Rezoning (RDC or Form Based Code)	\$1,250.00	
2.	<input type="checkbox"/> Planned Development	\$3,800.00	
3.	<input type="checkbox"/> Special Use Permit (SUP)	\$1,300.00	
4.	<input type="checkbox"/> Board of Adjustment/Variance Request—Commercial	\$500.00	
5.	<input type="checkbox"/> Board of Adjustment/Variance Request—Residential	\$250.00	
6.	<input type="checkbox"/> Site Development Plan (Includes Landscape and Façade Plan)	\$2,250.00	
7.	<input type="checkbox"/> Alternative Landscape Plans	\$300.00	
<b>FORM-BASED CODE (FBC)</b>			
8.	<input type="checkbox"/> Framework Plan	\$1,250.00	
9.	<input type="checkbox"/> Regulating Plan/ Phased Master Plan	\$2,250.00	
10.	<input type="checkbox"/> Development Plan (FBC)	\$2,250.00	
11.	<input type="checkbox"/> Major Warrants (3 or fewer)- Single Family	\$250.00	
12.	<input type="checkbox"/> Minor Warrants-Single Family	No Cost	
13.	<input type="checkbox"/> Minor Warrants-Non-homeowner	\$750.00	
<b>PLATTING</b>			
14.	<input type="checkbox"/> Preliminary Plat	\$1,000.00	
15.	<input type="checkbox"/> Final Plat—includes Minor Subdivisions	\$1,000.00	
16.	<input type="checkbox"/> Final Plat—Single Lot Residential	\$1,000.00	
17.	<input type="checkbox"/> Replat—Non-Residential	\$1,000.00	
18.	<input type="checkbox"/> Replat—Residential	\$1,000.00	
19.	<input type="checkbox"/> Amending Plat	\$1,000.00	
20.	<input type="checkbox"/> Minor Plat	\$1,000.00	
21.	<input type="checkbox"/> Conveyance Plat	\$1,000.00	
22.	<input type="checkbox"/> Vacation Plat	\$1,000.00	
23.	<input type="checkbox"/> Administrative Plat	\$1,000.00	
<b>Field required to be checked if platting</b>			
<b>CIVILS</b>			
24.	<input type="checkbox"/> Civil Plan Review—Residential and Commercial	\$1,000.00 plus \$175 per acre over 1 acre*	
25.	<input type="checkbox"/> Grading Permit	\$500.00	
26.	<input type="checkbox"/> Tree Removal Permit	\$265.00	
<b>Please note that first acre is included, acreage will be rounded to nearest whole number</b>			
<b>CURRENT PROPERTY OWNER</b>			
Name:		Company:	
Street:		Phone:	Fax:
City:	State:	Zip:	Email:
<b>APPLICANT/CONTRACT PURCHASER</b>			
Name:		Company:	
Street:		Phone:	Fax:
City:	State:	Zip:	Email:
<b>AGENT/REPRESENTATIVE</b>			
Name:		Company:	
Street:		Phone:	Fax:
City:	State:	Zip:	Email:



# City of Rowlett Consent Form

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

**Project Name** \_\_\_\_\_ **Submittal Date** \_\_\_\_\_

I hereby give CONSENT to \_\_\_\_\_ (type, stamp or print clearly full name of agent/representative) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the City of Rowlett, Texas, and will not be returned. I understand that any false, inaccurate or incomplete information provided by me or my agent/representative will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I acknowledge that additional information may be required to process this application. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

### Property Owner Information

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

### Agent/Representative Information

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

### Notary Public Information

THE STATE OF TEXAS

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ (name of person acknowledging). He/she is personally known to me or has produced (type of identification) \_\_\_\_\_ as identification and did/did not take an oath (circle correct response).

\_\_\_\_\_  
Name (type, stamp, or print clearly)

\_\_\_\_\_  
Signature

**Notary's Seal or Stamp** \_\_\_\_\_