



# PLANNED DEVELOPMENT (PD) REQUEST CHECKLIST

This checklist is not all-inclusive of all City ordinances and standards, additional information may be requested by Staff.

NOTE: Minimum net acreage for a Planned Development (PD) is fifteen (15) Acres.

## HOA

The Applicant is encouraged to schedule a meeting with surrounding homeowners and HOAs within 1,500 feet of the subject property prior to submitting the Zoning application. Please coordinate the scheduling of this meeting with the Planning Division so the Planner can attend.

## REQUIRED DOCUMENTS

- ☐ **Planned Development Request Checklist** (this document) completed, signed, and included in submittal packet.
- ☐ **Current Deed** showing proof of ownership. Ownership reflected on the deed shall match the application.
- ☐ **Landowner Authorization** (for each property owner) completed and signed by LANDOWNER AND PROJECT REPRESENTATIVE/APPLICANT.
- ☐ **Signatory Authorization** when the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership.
- ☐ **City Tax statement(s)** from Collin County and/or Denton County indicating City taxes are current. Applications with past due taxes will be rejected.
- ☐ **Comprehensive Plan Checklist**
- ☐ **A statement that shows compliance** with the City's Comprehensive Plan, Future Land Use Plan, Thoroughfare Plan, Hike & Bike Master Plan and a justification for alternate standards from zoning ordinance.
- ☐ **Traffic Impact Analysis (TIA)**, if applicable
- ☐ **Downstream Assessment and/or Flood Study**, if applicable
- ☐ **Water and Wastewater Demand Analysis**: provide table and/or plan with a comparison of the estimated pre-development versus post-development water and wastewater demands.
- ☐ **Zoning Sign Criteria** read, signed, and included in the submittal packet.
- ☐ **Exhibit A**: Legal description (metes and bounds) of the area within the PD request. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
  - titled as "Exhibit A: Z<City Project Number>"
  - signed & sealed by a surveyor.
- ☐ **Exhibit B**: Planned Development Standards. See Exhibit B criteria below.

## REQUIRED DRAWINGS

- ☐ **Exhibit A-2**: graphic drawing of the property. See Exhibit A-2 criteria below.
- ☐ **Exhibit C**: Zoning Exhibit. See Exhibit C criteria below.
- ☐ **Tree Survey & Preservation Plan Checklist** with the detailed Tree Survey, including proposed tree loss and if they are protected or not. If no trees, indicate on the checklist.

## EXHIBIT A-2

- ☐ Name (company name and contact name), address and phone number of owner, applicant, and surveyor and/or engineer.
- ☐ North arrow, scale, location/vicinity map (as single line drawing), and legend, if abbreviations or symbols are used.
- ☐ Title block located in lower right corner:
  - titled as "Exhibit A-2: Z<City Project Number>"
  - subdivision name
  - block and lot numbers
  - survey name and abstract number
  - preparation date
- ☐ Property boundary and dimensions.
- ☐ Adjacent Property within 200 feet - subdivision name, owner's name and recording information, land use, and zoning.
- ☐ Existing and requested zoning boundary lines.
- ☐ Total gross and net acreage of existing and requested zoning.
- ☐ Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations).
- ☐ Location of existing rights-of-way and utility easements.
- ☐ Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property.
- ☐ Topography at five (5) foot contours or less.
- ☐ Existing and proposed limits of City and/or FEMA Effective floodplains and shade FEMA Effective Floodway within development. Indicate all areas of proposed floodplain reclamation area.
- ☐ Provide Floodplain Note:

"According to Flood Insurance Rate Map (FIRM) Map No. \_\_\_\_\_ dated \_\_\_\_\_ prepared by Federal Emergency Management Agency (FEMA) for <Denton/Collin> County, Texas, the property is within Zone(s) <A, AE, X>."



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## EXHIBIT B

- ☐ Labeled "Exhibit B: Planned Development Standards"
- ☐ List of proposed standards for the PD. If different standards will be applied to different tracts within the PD, list proposed standards for all tracts separately, label each list of standards, and comparably label the corresponding tracts on the Zoning exhibit (Exhibit A-2). Provide justification for and/or explanation of need for alternative standards.
- ☐ If exhibit contains proposed thoroughfares add note:  
"The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined on final plat."
- ☐ Form Based Codes Standards – Provide a statement of compliance with Form Based Codes Standards or submit request for waivers.

## EXHIBIT C (DETAILS FOR ALL PD'S)

- ☐ Name (company name and contact name), address and phone number of owner, applicant, and surveyor and/or engineer.
- ☐ North arrow, scale, location/vicinity map, and legend, if abbreviations or symbols are used.
- ☐ Title Block (located in lower right corner)
  - Titled as "Exhibit C: Z<City Project Number>"
  - proposed subdivision name
  - block designation
  - lot number
  - acreage
  - Survey name and Abstract number
  - preparation date
- ☐ City Action block placed above Title Block:

<b><u>ACTION</u></b>			
	<b>APPROVED</b>	<b>DENIED</b>	<b>DISAPPROVED</b>
<b>STAFF</b>			
	Signature		Date
<b>P&amp;Z</b>			
	Signature		Date
<b>Neighborhood #</b> _____			
See the Staff Approval Letter or P&Z Result Memo for any conditions associated with the approval of the project.			

- ☐ Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street.

- ☐ For non-residential developments, provide site data summary table using the following format:
  - \_\_\_ For multi-lot developments, provide a column for each lot and a row for development totals
  - \_\_\_ Zoning
  - \_\_\_ Proposed Use(s), (reference Section 3 of Zoning Ordinance)
  - \_\_\_ Lot Area, excluding right-of-way (square footage and acreage)
  - \_\_\_ Building Area (gross square footage)
  - \_\_\_ Building Height (feet and number of stories)
  - \_\_\_ Lot Coverage
  - \_\_\_ Floor Area Ratio (for non-residential zoning)
  - \_\_\_ Total Parking Required (with ratio(s))
  - \_\_\_ Total Parking Provided
  - \_\_\_ Total Bicycle Parking Required
  - \_\_\_ Total Bicycle Parking Provided
  - \_\_\_ Usable Open Space Required
  - \_\_\_ Usable Open Space Provided
  - \_\_\_ Square footage of Impervious Surface
  - \_\_\_ Note: "Handicap parking is provided in accordance with ADA standards"
- ☐ Multi-Family and Urban Living developments - Number of Dwelling Units with Number of Bedrooms, by building/phase.
- ☐ Existing and proposed improvements within 75 feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property.
- ☐ Show the location of Open Space
- ☐ Building setbacks, build-to lines, or minimum yard requirements
- ☐ Existing and proposed building locations, building size and dimensions, finished floor elevation, density, height, dimensions between buildings on the same lot, and use
- ☐ **Existing and proposed easements** (utility, fire lane, landscape, visibility, access and maintenance, public way access, drainage, and drainage and detention, floodplain drainage easement, etc.). **Depict existing and proposed franchise utility easements.**
- ☐ Erosion Hazard Setback lines and Floodplain reclamation areas
- ☐ Parking areas and structures, including the number and layout of standard spaces, standard parking dimensions, two-foot overhang, if applicable, angle of parking if other than 90 degrees, handicap spaces, drive aisles, loading and unloading areas.
- ☐ Location of off-street loading areas, dumpsters, and trash compactors with height and material of screening



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- ☐ Proposed dedications and reservations of land for public use including, but limited to rights of way, easements, park land, open space, drainage ways, flood plains and facility sites with gross and net acreage
- ☐ Identify vegetation and sensitive areas
- ☐ Landscape: Conceptual detail of landscaping, including islands and landscape buffers, with dimensions of the width for islands along a main driveway.
- ☐ Screening: Screening walls, fences, living screens, retaining walls, and service area screens, including height and type of construction and/or planting specification.
- ☐ City of Frisco Zoning Exhibit C notes:
  1. Any revision to this plan will require city approval and will require revisions to any corresponding plans to avoid conflicts between plans.
  2. Open storage, where permitted, shall be screened in accordance with the Zoning Ordinance.
  3. Buildings with an aggregate sum of 5,000 square feet or greater on a lot shall have automatic fire sprinklers installed throughout all structures. Alternative fire protection measures may be approved by the Fire Department.
  4. All signage is subject to Building Inspection Division approval.
  5. All fences and retaining walls are subject to Building Inspection Division approval.
  6. When used, wheel stops shall be installed so that all surface parking spaces are a minimum of 18 feet deep measured from the face of the wheel stop. Any vertical obstruction in front of a surface parking space shall be located 20 feet from the back of the parking space.

## **EXHIBIT C (USE TYPE)**

Additional requirements on the Zoning Exhibit C, per use type

- ☐ **Residential Planned Development:**
  - PD boundary lines (from centerline of adjacent street);
  - general land use;
  - existing and proposed streets, alleys and easements;
  - thoroughfares; and
  - preliminary lot arrangements

- ☐ **Mixed Use Planned Development:**

- PD boundary lines (from centerline of adjacent street)
- site plan with proposed building complexes showing location of separate buildings, the minimum distance between buildings and between building and property lines
- street lines
- alley lines
- Arrangement and provision of off-street parking, size and location for ingress and egress to all uses.

- ☐ **Non-residential Planned Development:**

- PD boundary lines (from centerline of adjacent street)
- types of uses
- topography and physical features of the site
- screening
- existing and proposed streets, alleys, fire lanes, and easements
- location of future public facilities
- proposed ingress and egress
- landscaped areas
- size, type, height, and location of buildings
- building sites
- density
- and parking areas with ratios

## **EXHIBIT C (ENGINEERING)**

- ☐ Existing and proposed topography at two (2) foot contours, referenced to sea level datum
- ☐ Natural features including tree masses and anticipated tree loss, flood plains, drainage ways and creeks
- ☐ Proposed reclamation of floodplain area(s), if applicable, with acreage with a note referencing the City accepted flood study.
- ☐ FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. Proposed detention areas (note easement)
- ☐ Provide Floodplain Note:

“According to Flood Insurance Rate Map (FIRM) Map No. \_\_\_\_\_ dated \_\_\_\_\_ prepared by Federal Emergency Management Agency (FEMA) for <Denton/Collin> County, Texas, this property is within Zone(s) <A, AE, X>.”



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- ☐ Water, sanitary sewer and franchise utility mains and service lines with sizes, valves, fire hydrants, manholes, and other structures on site or immediately adjacent to the site specified
- ☐ Water and sewer connections, meter locations, sizes, and meter and/or detector check valve vaults indicated
- ☐ Inlets, culverts and other drainage structures on-site and immediately adjacent to the site
- ☐ If onsite detention/retention is proposed, show location. If NO onsite detention/retention is proposed, add Detention Note referencing the City accepted Downstream Assessment that demonstrates onsite detention is not required. If regional detention exists for this project, provide a note referencing project the regional detention was designed and constructed.
- ☐ Provide stormwater quality note:  
"Stormwater runoff must be treated by one of three BMPs: extended detention, biofiltration or mechanical separator". (refer to section 4.18 of the [Engineering Design Standards](#))

## **EXHIBIT C (TRAFFIC)**

- ☐ Existing and proposed public streets, private drives and fire lanes with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space). Show ultimate configuration of all public streets adjacent to the site.
- ☐ Existing driveways on adjacent property, including properties on opposite side of the street, and driveways shown on approved plans for adjacent property with dimensions, radii, and surface type.
- ☐ Distances (measured edge to edge) between existing and proposed driveways and streets (on-site and off-site).
- ☐ Location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions

## **EXHIBIT C (FIRE)**

- ☐ Fire lanes must be provided within 150 feet of all exterior walls of any building. A 10 (ten) foot unobstructed width must be provided around a building for adequate fire department access.
- ☐ Fire lanes may be required to be located within 30 feet of a building to enable proper protection.
- ☐ If the vertical distance between the grade plane and the highest roof surface is 30 feet or greater, an aerial fire apparatus road is required and must meet the requirements in Appendix D in the 2021 International Fire Code.
- ☐ Interior turning radius for the fire lane must be a maximum of 20 feet.

- ☐ Fire hydrants must be provided at the entrances and intersections.
- ☐ Fire hydrants must be spaced no greater than 300 feet apart for a commercial development and no greater than 500 feet for residential development.
- ☐ Automatic fire sprinkler system will be required for the proposed buildings if the square footage exceeds 5,000 square feet or the occupant load within the assembly occupancy (A-2) exceeds 100 people.
- ☐ Show the fire department connection for the fire sprinkler system. It must be within 100 feet of a fire hydrant and 50 feet of a fire lane.
- ☐ If the building is a high-rise, show the location of the Firefighting Air Replenishment System primary panel connection.
- ☐ Limited access control gates across fire lane easements shall be shown on the site plan and are subject to Fire Department approval.

## **EXHIBIT C (PARKS)**

Proposed parkland dedication areas (Residential).

- ☐ Existing and proposed hike and bike trails and easements per Master Plan.

By signing this document, I attest that this plan complies with the Zoning and Subdivision Ordinance, Engineering Standards and all other applicable codes and ordinances of the City of Frisco.

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**Preparer's Name (printed)**

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**Preparer's Signature**

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**DATE**