



# OPEN SPACE PLAN CHECKLIST

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

## REQUIRED DOCUMENTS

- ☐ **Open Space Plan Checklist** (this document) completed, signed, and included in submittal packet.
- ☐ **Current Deed** (for each property) 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.
- ☐ Include a completed **Landscape and Screening Plan Checklist**.

## REQUIRED DRAWINGS

- ☐ **Open Space Plan**, as a 24" x 36" drawing, including detail sheets of all proposed amenities.
- ☐ **Stamped and signed by a registered landscape architect.**

## OPEN SPACE PLAN DETAILS

At a minimum, an Open Space Plan shall depict the following information:

- ☐ Name (company name and contact name), address and phone number of owner, applicant, landscape architect and surveyor and/or engineer.
- ☐ Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street
- ☐ Legend, if abbreviations or symbols are used. In the legend include the shading, hatching or line types used to clearly delineate open space from required landscape buffers.
- ☐ Identify each area on the plan and provide dimensions of the open space and the area in square feet for each space.
- ☐ Location/vicinity map (single line drawing), north arrow, and scale
- ☐ Existing and proposed building locations & site improvements

- ☐ Location of parking areas, off-street loading areas, dumpsters, trash compactors, and sidewalks and/or hike and bike trails
- ☐ Title Block (located in the lower right-hand corner) containing the following information:
  - Plan type
  - proposed subdivision name
  - block designation
  - lot number
  - acreage
  - Survey name and Abstract number
  - City Project Number
  - preparation date
- ☐ City Action block placed above Title Block.

| ACTION                                                                                                           |           |             |
|------------------------------------------------------------------------------------------------------------------|-----------|-------------|
| APPROVED                                                                                                         | DENIED    | DISAPPROVED |
| STAFF                                                                                                            | _____     | _____       |
|                                                                                                                  | Signature | Date        |
| P&Z                                                                                                              | _____     | _____       |
|                                                                                                                  | Signature | Date        |
| Neighborhood # _____                                                                                             |           |             |
| See the Staff Approval Letter or P&Z Result Memo for any conditions associated with the approval of the project. |           |             |

- ☐ Proposed open space and landscape features including detention/ retention ponds with dimensions
- ☐ Proposed amenity locations and labels with Sheet number and Detail number for all details of open space amenities. (i.e. seating area, fountains, etc.)
- ☐ Screening walls, fences, living screens, retaining walls, and service area screens, including height and type of construction and/or planting specification, with top and bottom of wall grades.
- ☐ Landscape buffers with dimensions
- ☐ Identify vegetation and sensitive areas
- ☐ Floodplain limits, Erosion Hazard Setback lines and Floodplain reclamation areas
- ☐ Existing and proposed detention/retention, and stormwater quality treatment areas
- ☐ Detail sheets of all proposed amenities (dimensions, materials, colors, manufacturer, etc.)



# OPEN SPACE PLAN CHECKLIST

- ☐ Add the following note to plan:

"Any revision to this plan will require City of Frisco approval and will require revisions to any corresponding plans to avoid conflicts between plans."

## DESIGN ELEMENTS

The open space plan shall comply with the location, size, and amenity requirements within the nonresidential open space standards in the Zoning Ordinance. Check all the following applicable to the proposed development:

- ☐ Pedestrian amenities (i.e. enhanced pavement, shade trees, pedestrian bridges over drainage features, benches, walkways winding through various levels and native plantings)
- ☐ Pergolas along/over walkways.
- ☐ A variety of programming elements are provided to make open space inclusive.
- ☐ Orientation of businesses to open space meets locational criteria.
- ☐ Stone terracing of open drainage areas.
- ☐ Fountains in drainage areas.
- ☐ Incorporate natural features and topography into the development design.
- ☐ Naturalized stream bank
- ☐ Incorporate streams, creeks, wetlands and other natural amenities into water features and open space.
- ☐ The open spaces along streams and creeks provide trails. Trail design does not negatively impact drainage capacity and/or erosion or require retaining walls for the trails.
- ☐ Enhanced and/or increased healthy tree cover and natural prairie.
- ☐ Stone and/or masonry veneers for infrastructure elements (retaining walls, bridges, culverts, etc.)
- ☐ The use of low masonry walls with stone capping to provide seating.
- ☐ Open Space provided within urban areas is designed to provide a unique experience and sense of identity.

Provide a table listing required amenities and the additional elected amenities for the required eight (8) points.

Example:

| Amenity Point Table                                          |          |        |
|--------------------------------------------------------------|----------|--------|
| Amenity list                                                 | Provided | Points |
| Required amenities:                                          |          | N/A    |
| Additional elected amenities listed for a total of 8 points: |          |        |

Provide a table showing the required and provided interior landscape and open space

Example:

|            | Required<br>(% and sq. ft.) | Provided<br>(% and sq. ft.) |
|------------|-----------------------------|-----------------------------|
| Open Space |                             |                             |

See the City of Frisco [Zoning Ordinance \(§4.13.03\)](#) (Ordinance #17-08-51 Nonresidential Open Space Standards) for reference.

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.

Preparer's Name (printed)

Preparer's Signature

DATE