



PRELIMINARY SITE PLAN CHECKLIST

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

REQUIRED DOCUMENTS

- ☐ **Preliminary Site 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 Landowner Authorization.
- ☐ **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.
- ☐ **Water and Wastewater Demand Analysis**
- ☐ **Downstream Assessment and/or Flood Study**, if applicable
- ☐ **Intersection Control Evaluation**, if applicable
- ☐ **Traffic Impact Analysis (TIA)**, if applicable
- ☐ **Traffic Circulation Study**, if applicable
- ☐ **List of proposed street names** for approval, if applicable. Required for streets and public ways. See [Street Name Approval Criteria](#).

REQUIRED DRAWINGS

- ☐ **Preliminary Site Plan** as a 24"x 36" drawing.
- ☐ **A color aerial exhibit** to scale showing proposed development on the property.
- ☐ **Preliminary Façade Plan** with Checklist. A separate application is NOT required.
- ☐ **Preliminary Living Screen Plan**, if applicable
- ☐ **Preliminary Landscape Plans** with [Landscape & Screening Plan](#) Checklist. No irrigation plans required until Site Plan submission.
- ☐ **Tree Survey & Preservation Plan Checklist** with detailed Tree Survey, including proposed tree loss and if they are protected or not.
- ☐ **Preliminary Drainage & Utility Plan** with Checklist

SEPARATE APPLICATIONS REQUIRED

A separate application is required in ProjectDox for:

___ **Open Space Plan**

PRELIMINARY SITE PLAN DETAILS

Existing or proposed tracts or lots which contain five (5) or fewer net acres shall depict a greater level of detail than tracts in excess of five (5) net acres. At a minimum, a Preliminary Site Plan shall depict the following information:

- ☐ 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 the lower right-hand corner) containing the following information:
 - Plan type with City Project Number
 - proposed subdivision name
 - block designation
 - lot number
 - acreage
 - Survey name and Abstract number
 - preparation date.
- ☐ City Action block placed above the Title Block.

	<u>ACTION</u>		
	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.			

- ☐ Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street.
- ☐ Estimated use(s) and size of all buildings and amount of required parking per use. The exact location of the buildings is not required.



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- ☐ The general design of adjacent public street improvements and rights-of-way including existing or proposed deceleration lanes, median openings and left turn bays, location of driveways, drive aisles, cross access between internal developments, and access to properties adjacent to the subject site.
- ☐ Required landscape edges and buffers adjacent to thoroughfares and bordering properties.
- ☐ Existing natural and hydrological features including wetlands.
- ☐ Shade fire lane, access, and utility easements with 10% gradation.
- ☐ 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)
 - ___ Lot Area, excluding right-of-way (square footage and acreage)
 - ___ Building Area (gross square footage)
 - List the Square footage of each use.
 - ___ 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 Handicap parking required.
 - ___ Total Handicap parking provided.
 - ___ Total Bicycle Parking Required
 - ___ Total Bicycle Parking Provided
 - ___ Square footage of Impervious Surface
 - ___ Usable Open Space Required
 - ___ Usable Open Space Provided
 - ___ Note: "Handicap parking is provided in accordance with ADA standards"
 - ___ Number of dwelling units with number of bedrooms by building/phase for multi-family and urban living developments, if applicable
- ☐ 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.
- ☐ Existing and proposed building locations, building size and dimensions, density, height, dimensions between buildings on the same lot, and use(s).
- ☐ Building setbacks, build-to lines, or minimum yard requirements
- ☐ 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.
- ☐ Proposed dedications and reservations of land for public use including but not limited to rights-of-way, easements, park land, open space, drainage ways, floodplains, and facility sites with gross and net acreage.
- ☐ 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 Site Plan 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.



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ENGINEERING

- ☐ Existing and proposed topography at two (2) foot contours, referenced to sea level datum
- ☐ Label existing drainage features, including floodplains, drainage ways, tributaries, riparian corridors, jurisdictional areas, and creeks.
- ☐ Proposed reclamation of floodplain area(s), with acreage. Flood Study shall be accepted by the City prior to Site Plan Submittal.
- ☐ 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.
- ☐ Include minimum finished floor elevations of all lot adjacent to floodplain.
- ☐ 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>."
- ☐ Existing and proposed easements (utility, access, drainage, visibility and maintenance, street, sidewalk, etc.), including dimensions.
- ☐ Existing and proposed utilities (water lines, sanitary sewer lines, and storm drain). Water line valves are not required to be shown.
- ☐ Existing and proposed franchise utility easements
- ☐ Existing and proposed fire hydrants – see FIRE section for hydrant placement.
- ☐ Location and general size of drainage, detention, and retention areas.
- ☐ If onsite detention/retention is proposed, show location.
If NO onsite detention/retention is proposed, provide detention note:
"On-site detention limiting post-development discharge to a pre-development runoff rate is required for all new construction unless a downstream assessment has been provided demonstrating that the existing storm system is adequate to handle post-development discharge rates. If regional detention exists for this project, provide a note referencing where the regional detention was designed and constructed."
- ☐ 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). Call out the selected BMP on the plan.

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.
- ☐ Location of crosswalks, sidewalks, and barrier free ramps with typical dimensions.
- ☐ 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).
- ☐ If preliminary site plan 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 at time of final plat."

FIRE

- ☐ Fire lanes must be provided within 150 feet of all exterior walls of any building. A 10 feet 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, and 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 located within 100 feet of a fire hydrant and 50 feet of a fire lane.



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- ☐ 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.

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