



SITE PLAN CHECKLIST

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

REQUIRED DOCUMENTS

- ☐ **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 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.
- ☐ **Intersection Control Evaluation**, if applicable
- ☐ **Downstream Assessment and/or Flood Study**, if applicable
- ☐ **Traffic Impact Analysis (TIA)**, if applicable
- ☐ **Traffic Circulation Study**, if applicable

REQUIRED DRAWINGS

- ☐ **Site Plan** as a 24" x 36" drawing.
- ☐ **A color aerial exhibit** to scale showing proposed development on the property.
- ☐ **Landscape and Irrigation Plans** and the [Landscape & Screening Plan Checklist](#).
- ☐ **Living Screen Plan**, if applicable
- ☐ **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.
- ☐ **Preliminary profiles of storm, water, and sanitary lines.** Show and label the existing proposed grades, pipe and wet utility crossings.
- ☐ **Preliminary Stormwater Management/Drainage Area Map** with storm and detention calculations.
- ☐ **Preliminary Roundabout Design**, if applicable

SEPARATE APPLICATIONS REQUIRED

Separate applications are required in ProjectDox for:

- ☐ **Façade Plan**
- ☐ **Open Space Plan**

MINOR SITE PLAN AMENDMENT (SCSP) DETAILS

****Only for minor amendments to an approved Site Plan as outlined in the [Zoning Ordinance](#).**

- ☐ **City Project Number** and plan type (ex. Substantially Conforming Site Plan – SCSP23-00XX).
- ☐ Add a purpose Statement above the Title Block.
- ☐ Update ownership information, if changed.
- ☐ Draw cloud around area(s) that is(are) being modified.
- ☐ Provide a dimensioned detail of the proposed equipment, and screening.
- ☐ Provide a numbered list of the proposed revisions that correlate to the clouded area(s).
- ☐ Update Site Data Table if changes are made to the building(s), use(s), parking, or impervious surface.
- ☐ Façade Plan, separate application as needed.

SITE PLAN DETAILS

At a minimum, a Site Plan shall depict the following information:

- ☐ 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
- ☐ Location/vicinity map (single line drawing), north arrow, and scale
- ☐ 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.

<u>ACTION</u>		
APPROVED	DENIED	DISAPPROVED
STAFF _____ <div style="text-align: center;">Signature</div>		_____ <div style="text-align: center;">Date</div>
P&Z _____ <div style="text-align: center;">Signature</div>		_____ <div style="text-align: center;">Date</div>
Neighborhood # _____		
See the Staff Approval Letter or P&Z Result Memo for any conditions associated with the approval of the project.		

- ☐ Name (company name and contact name), address and phone number of owner, applicant, and surveyor and/or engineer.
- ☐ 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
- ☐ 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(s)
- ☐ 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 dumpsters and trash compactors with height and material of screening
- ☐ 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

- ☐ For non-residential and multi-family 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)
 - o 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
 - ___ Usable Open Space Required
 - ___ Usable Open Space Provided
 - ___ Square footage of Impervious Surface
 - ___ 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
- ☐ Screening: Screening walls, fences, living screens, retaining walls, and service area screens, including height and type of construction and/or planting specification.
- ☐ Landscape: Detail of landscaping, including islands and landscape buffers, with dimensions of the width for islands along a main driveway.

- ☐ 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 shall be shown on the site plan and 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.

ENGINEERING

- ☐ Existing topography at two (2) foot contours or less and proposed at two (2) foot contours or less, referenced to sea level datum
- ☐ Natural features including tree masses and anticipated tree loss, flood plains, drainage ways and creeks
- ☐ Erosion Hazard Setback lines
- ☐ FEMA 100-year floodplain with elevation and City Fully-Developed Floodplain. Include finished floor elevations of all lot adjacent to floodplain. And proposed reclamation of floodplain area(s), if applicable, with acreage.
- ☐ Existing and proposed easements (utility, fire lane, landscape, visibility, access and maintenance, public way access, drainage, and drainage and detention, floodplain drainage easement, Stormwater Quality Treatment Easement, etc.)
- ☐ Existing and proposed franchise utility easements.
- ☐ 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

ENGINEERING

- ☐ 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>."
- ☐ 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.
- ☐ 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). Selected BMP shall be shown and labeled.

TRAFFIC

- ☐ Public streets, private drives, and fire lanes with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space).
- ☐ Existing driveways on adjacent property, 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.

FIRE

- ☐ Fire lanes must be provided within 150 feet of all exterior walls of any building. A 10-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, 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.



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- ☐ 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 exceeds 100 people.
- ☐ Show the fire department connection for the fire sprinkler system must be located 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.

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