



# SPECIFIC USE PERMIT (SUP) REQUEST CHECKLIST

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## 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 Specific Use Permit application. Please coordinate the scheduling of this meeting with the Planning Division so the Planner can attend.

## REQUIRED DOCUMENTS

- ☐ **Specific Use Permit 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, if applicable**
- ☐ **Zoning Sign Criteria** read, signed, and included in the submittal packet.
- ☐ **Traffic Impact Analysis (TIA)**, if applicable
- ☐ **Traffic Circulation Study**, if applicable
- ☐ **Downstream Assessment and/or Flood Study**, if applicable
- ☐ **Exhibit A** Legal description (metes and bounds) of the area within the SUP request, whether it is the entire property, located in a multi-tenant building or will occupy a portion of the property.
  - Titled as "Exhibit A: SUP<City Project Number>"
  - Signed & sealed by a surveyor

## REQUIRED DRAWINGS

The following drawings are required unless otherwise determined by the City project planner.

- ☐ **A color aerial exhibit** to scale showing proposed development on the property.
- ☐ **Preliminary Façade Plan** with Checklist.
- ☐ **Landscape & Screening Plan** with Checklist
- ☐ **Tree Survey & Preservation Plan Checklist** with the detailed Tree Survey, including proposed tree loss and if they are protected or not.
- ☐ **Preliminary Drainage & Utility Plan** with Checklist
- ☐ **Open Space Plan** with 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, and legend, if abbreviations or symbols are used.
- ☐ Title Block (located in the lower right-hand corner) containing the following information:
  - Titled as "Exhibit A-2: SUP<City Project Number>"
  - subdivision name
  - block designation
  - lot number
  - acreage
  - 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
- ☐ Location of existing rights-of-way and easements (utility, floodway and drainage, access, etc.)
- ☐ Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
- ☐ Distances to nearest cross streets
- ☐ Topography at two (2) 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 with a note referencing the City accepted flood study.
- ☐ 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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## EXHIBIT B

Exhibit B shall depict the following information per the Zoning Ordinance

- ☐ 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 the lower right-hand corner) containing the following information:
    - Titled as "Exhibit B: SUP<City Project Number>"
    - subdivision name
    - block designation
    - lot number
    - acreage
    - survey name and abstract number
    - preparation date
  - ☐ 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 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
  - ☐ Location of centralized or concentrated open spaces, screening and other site improvements.
  - ☐ Shade fire lane, access, and utility easements with 10% gradation.
  - ☐ Note whether any trees will be removed and if they are protected or not.
  - ☐ 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
  - ☐ Building setbacks, build-to lines, or minimum yard requirements
- ☐ 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
    - \_\_\_ 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 Ordinance
    - \_\_\_ 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 and number of bedrooms for multi-family developments, if applicable
  - ☐ City of Frisco Exhibit B 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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- ☐ 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
- ☐ Existing and proposed hike and bike trails per mater plan
- ☐ 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.

## **EXHIBIT B (ENGINEERING)**

- ☐ Existing topography at two (2) foot contours or less.
- ☐ 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.
- ☐ 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 FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lot adjacent to floodplain.
- ☐ Existing and proposed easements (utility, access, drainage, visibility and maintenance, street, sidewalk, etc.)
- ☐ Existing and proposed utilities (water lines, sanitary sewer lines, and storm drain). Depict existing and proposed franchise utility easements. (Less than 5 acres)
- ☐ Depict existing and proposed franchise utility easements.
- ☐ Show existing and proposed fire hydrants (Less than 5 acres)
- ☐ Proposed detention areas or provide note regarding existing regional detention, if applicable. (Less than 5 acres)
- ☐ 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, 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) Call out the selected BMP on the plan.

## **EXHIBIT B (TRAFFIC)**

- ☐ Existing and proposed public streets, private drives, and fire lanes with pavement widths, right 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 Exhibit B 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."

## **EXHIBIT B (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.



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- ☐ 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.
- ☐ 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.

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**Preparer's Name (printed)**

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**Preparer's Signature**

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**DATE**