



Site Plan Checklist

Community Development Department

Pre-Application Procedures

Prior to formal application for approval of any site plan, the applicant shall request and attend a pre-application conference with the appropriate City official(s) in order to become familiar with the City's development regulations and process. At the pre-application conference, the applicant may be represented by his or her land planner, engineer and/or surveyor.

Zoning Requirements

A property within the City's corporate limits that is being proposed for development must be properly zoned by the City prior to submission of an application for approval of any site plan. In addition, the proposed development layout or design shown on the proposed site plan must be in conformance with all standards and requirements prescribed in the City's Zoning Ordinance and other development codes.

Completeness of Application

Site Plan applications which do not include all required information and materials, as outlined below and per other City development review policies which may change from time to time, will be considered incomplete, shall not be accepted for official submission by the City, and shall not be scheduled on a Planning and Zoning Commission agenda until the proper information is provided to City officials including the City's retained engineering consultant, if applicable.

Applicability

Site plan review and approval shall be required for all nonresidential, mixed-use, townhouse, single-family attached, and multi-family residential projects and structures, and for any Planned Development district or Specific Use Permit. **Exception:** Site plan review shall not be required for single-family residential developments, unless the proposed subdivision will include a private amenity, facility or a golf course. In these instances, site plan submission and approval will be required for the private amenity or facility, or the golf course clubhouse/hospitality area.

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The proposed site plan shall show the following information (other physical and engineering data shall be included in the engineering plans or as separate documents):

1. A title block within the lower right hand corner of the site plan with the proposed name of the project, total site acreage, and the location of the property according to the abstract and survey records of Collin County, Texas;
2. The name and address of the owner/developer and the land planner, engineer architect or surveyor responsible for the plan;
3. The scale of the drawing (both written and graphic scale);
4. The date the drawing was prepared;

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5. A vicinity or location map that shows the location of the proposed development within the City, or its ETJ, and in relationship to existing roadways;
6. The boundary survey limits of the tract and each proposed lot/tract and scale distances with north clearly indicated;
7. The names of adjacent additions or subdivisions or the name of the owners of record and recording information for adjacent parcels of unplatted land, including parcels on the other sides of roads, creeks, etc.;
8. The existing zoning and existing/proposed uses on adjacent land;
9. The location, width and names of all existing or platted streets or other public ways within or adjacent to the tract;
10. Any existing easements, with recording information;
11. Existing buildings;
12. Railroad rights-of-way;
13. Topography (contours at two-foot intervals) with existing drainage channels or creeks, including the 100-year flood plain, if applicable;
14. Any other important natural features, such as rock outcroppings, caves, wildlife habitats, etc.; and all substantial natural vegetation;
15. Proposed strategies for tree preservation including showing individual trees or tree masses that will be preserved, and the techniques that will be used to protect them during construction;
16. The layout and width (right-of-way lines and curblines) of existing and proposed thoroughfares, collector streets and/or intersections, and specific configuration of proposed streets, lot/tracts and blocks;
17. Proposed driveways including driveway widths and distances between driveways;
18. Proposed median openings and left turn lanes on future divided roadways and existing and planned driveways on the opposite side of divided roadways must also be shown for coordination and sharing of future median openings;
19. Mutual access easements to adjoining nonresidential properties;
20. Specific locations and footprints of buildings, including but not limited to proposed nonresidential and residential densities;
21. Square footages (for multi-tenant or multi-purpose buildings, show square footage for each intended use), massing, orientation;
22. Loading/service areas (including proposed screening);
23. Recycling containers, compactors and dumpster enclosures (including proposed screening);
24. Pedestrian walkways;
25. Parking areas (including parking ratio calculations);
26. Any proposed sites for parks, schools, public facilities, public or private open space;
27. Flood plains/drainage ways;

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28. All proposed and existing utilities and easements;
29. Drainage structures;
30. Retention/detention ponds with proposed aesthetic treatments;
31. Screening walls and fences;
32. Signage;
33. Fire lanes and fire hydrants;
34. Lighting;
35. Visibility easements;
36. A landscape plan showing turf areas, tree types and sizes, screening walls, ornamental plantings, planting schedule (including species, planted height, spacing, container/caliper size, numbers of each plant material, etc.) any existing wooded areas, trees to be planted, and irrigation plans, if required; and
37. Color building façade (elevation) plans showing elevations with any attached (wall-mounted) signage to be used, as determined appropriate by the City Planner.

Effect of Approval

The approval of a site plan shall be effective for a period of six (6) months beyond the date that the plan was approved by the City Council. Upon the expiration of six months following Council approval of the plan, the applicant shall have completed a City-required “progress benchmark” as set forth in see Section 30.02.230 of the Comprehensive Zoning Ordinance. If this is not accomplished, then the approved site plan shall be deemed to have expired and shall become null and void.

Revisions to Approved Site Plan

Minor Revisions/Amendments – It is recognized that final architectural and engineering design may necessitate minor changes in the approved site plan. In such cases, the City Planner, shall have the authority to approve minor modifications to an approved site plan and which shall be submitted as an “amended site plan” which substantially conforms to the previously approved site plan, provided that such modifications do not significantly change traffic circulation, building location(s) on the site, proximity of building(s) to nearby residential areas, increase the size or height of building(s), or any other conditions specifically attached as part of the City Council’s approval of the site plan. Submission materials and requirements for approval of an amended site plan shall be as determined by the City Planner. If the City Planner, refuses to approve an amended site plan, then the applicant shall re-submit the amended site plan as a “revised site plan”, whereupon the revised site plan shall be scheduled for consideration by the Planning and Zoning Commission and City Council.

Major Revisions – In the event of revisions that are more extensive in nature and do not conform to the description for minor amendments above, a “revised site plan” must be resubmitted, reviewed by the City Planner and reconsidered by the Planning and Zoning Commission and the City Council in accordance with the site plan review and approval procedures.