

## SITE PLAN

Site Plan applications which do not include all required information and materials, as outlined below and per other City development review policies, will be considered incomplete, shall not be accepted for official submission by the City, and shall not be scheduled on a Planning & Zoning Commission agenda until the proper information is provided to City officials.

### **Submittal Items:**

- Zoning & Development Application Form
- Fee (Refer to Fee Schedule)
- Tax Certificate showing all taxes paid
- Plans
  - Site Plan
  - Landscape Plan
  - Color Elevation / Façade Plan
  - Engineering / Civil Plans, if applicable

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

1. Title block (located in the lower right-hand corner) containing the proposed project name, 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.
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/ 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 streets or other public ways within or adjacent to the tract.
10. Existing buildings.
11. Railroad rights-of-way.
12. Topography (contours at two-foot intervals) with existing drainage channels or creeks, including the 100-year flood plain, if applicable.

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13. 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.
14. The layout and width (right-of-way lines and curb lines) of existing and proposed thoroughfares, collector streets and/or intersections, and specific configuration of proposed streets, lot/tracts and blocks.
15. Proposed driveways including driveway widths and distances between driveways.
16. Proposed median openings and left turn lanes on 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.
17. Mutual access easements to adjoining nonresidential properties.
18. Specific locations and footprints of buildings, including but not limited to proposed nonresidential and residential densities.
19. Square footages (for multi-tenant or multi-purpose buildings, show square footage for each intended use), massing, orientation.
20. Loading/service areas (including proposed screening).
21. Recycling containers, compactors and dumpster enclosures (including proposed screening).
22. Pedestrian walkways.
23. Parking areas (including parking ratio calculations).
24. Any proposed sites for parks, schools, public facilities, public or private open space.
25. Flood plains/drainage ways.
26. All proposed and existing utilities and easements, with recording information.
27. Drainage structures.
28. Retention/detention ponds with proposed aesthetic treatments.
29. Screening walls and fences.
30. Signage.
31. Fire lanes and fire hydrants.
32. Lighting.
33. Visibility easements.
34. Landscape and irrigation plans (see separate Landscape Plan checklist).
35. An elevation/ façade plan in color showing elevations with any attached (wall-mounted) signage to be used (see separate Elevation/ Façade Plan checklist).