



PLANNED DEVELOPMENT (PD) REQUEST CHECKLIST

NOTE: Minimum net acreage for a Planned Development (PD) is fifteen (15) Acres.

Note: This checklist is not all-inclusive of all City ordinances and standards.

PLANNED DEVELOPMENT REQUEST

- Planned Development Request Checklist** (this document) completed, signed, and included in submittal packet.
- Completed [Landowner Authorization](#), signed by LANDOWNER AND PROJECT REPRESENTATIVE/APPLICANT. 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.
- Current Deed** showing proof of ownership. Ownership reflected on the deed shall match the application.
- [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](#)
- Submit a statement that shows compliance with the City's Comprehensive Plan, Future Land Use Plan, Thoroughfare Plan, Hike & Bike Master Plan and a justification for alternate standards from zoning ordinance.
- [Zoning Sign Criteria](#) read, signed, and included in the submittal packet.
- Exhibit A:** metes and bounds description. See Exhibit A criteria below.
- Exhibit A-2:** graphic drawing of the property. See Exhibit A-2 criteria below.
- Exhibit B:** Planned Development Standards. See Exhibit B criteria below.
- Exhibit C:** Zoning Exhibit. See Exhibit C criteria below.
- 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 Zoning application. Please coordinate the scheduling of this meeting with the Planning Division so the Planner can attend.
- Detailed Tree Survey. [Tree Survey and Tree Preservation Plan with checklist](#).
- Tree Removal Permit Application
- Traffic Impact Analysis may be required (see TIA criteria in the Engineering Standards).
- Water and Wastewater Demand Analysis: provide table and/or plan with a comparison of the estimated pre-development versus post- development water and wastewater demands.

PLANNED DEVELOPMENT REQUEST

- Additional information as requested by Planning & Zoning Commission, City Council, or staff to clarify the proposed development and compliance with minimum development requirements (i.e. TIA)

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.
 - Submit a copy (8 ½ x 11) of the legal description,
 - titled as "**Exhibit A: Z _____**",
 - signed & sealed by a surveyor.
 - City Project number provided by staff at time of submittal

EXHIBIT A-2

- Title block located in lower right corner:
 - titled as "**Exhibit A-2: Z _____**")
 - with subdivision name, block and lot numbers
 - survey name and abstract number, and
 - preparation date.
 - City Project Number provided at submittal.
- Names, addresses, and phone numbers of owner, applicant, and surveyor.
- North arrow, scale, location/vicinity map, and legend, if abbreviations or symbols are used.
- 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.
- Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations).
- Location of existing rights-of-way and utility easements.
- Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property.
- Topography at **five (5) 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.



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EXHIBIT A-2

- 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, the property is within Zone(s) <A, AE, X>."

EXHIBIT B

- Labeled "Exhibit B: Planned Development Standards"
- List of proposed standards for the PD as a **MS Word file**. If different standards will be applied to different tracts within the PD, list proposed standards for all tracts separately, label each list of standards, and comparably label the corresponding tracts on the Zoning exhibit (**Exhibit A-2**). Provide justification for and/or explanation of need for alternative standards.
- If exhibit 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 on final plat."
- Form Based Codes Standards – Provide a statement of compliance with Form Based Codes Standards or submit request for waivers.

EXHIBIT C

- Residential Planned Development:
 In addition to items on the Zoning Exhibit C Checklist, provide:
 - PD boundary lines;
 - general land use;
 - existing and proposed streets, alleys and easements;
 - thoroughfares; and
 - preliminary lot arrangements
- Mixed Use Planned Development:
 In addition to items on the Zoning Exhibit C Checklist, provide:
 - PD boundary lines;
 - site plan with proposed building complexes showing location of separate buildings, the minimum distance between buildings and between building and property lines;
 - street lines; and
 - alley lines.
 - Arrangement and provision of off-street parking, size and location for ingress and egress to all uses.

EXHIBIT C

- Non-residential Planned Development:
 In addition to items on the Zoning Exhibit C Checklist, provide:
 - PD boundary lines;
 - types of uses;
 - topography and physical features of the site;
 - screening;
 - existing and proposed streets, alleys, fire lanes, and easements;
 - location of future public facilities;
 - proposed ingress and egress;
 - landscaped areas;
 - size, type, height, and location of buildings;
 - building sites;
 - density;
 - and parking areas with ratios

ZONING EXHIBIT C ([ZO, §6.05.08](#))

- Title block located in lower right corner
 - Titled as "Exhibit C: Z _____"
 - with proposed subdivision name,
 - block designation,
 - lot number,
 - acreage,
 - Abstract/Survey name and number, and
 - preparation date.
 - City Project Number to be provided at time of submittal.
- Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street.
- North arrow, scale, location/vicinity map, and legend, if abbreviations or symbols are used.
- Names, addresses and phone numbers of owner, applicant, and surveyor and/or engineer.
- City Action block placed above Title Block:

<u>ACTION</u>		
	APPROVED	DENIED
STAFF	_____ Date _____	_____ Initials _____
P&Z	_____ Date _____	_____ Initials _____
Neighborhood # _____		
See the Staff Approval Letter or P&Z Result Memo for any conditions associated with the approval of the project.		



PLANNED DEVELOPMENT (PD) REQUEST CHECKLIST

ZONING EXHIBIT C (ZO, §6.05.08)

- 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), ([§3.02 Use Chart](#))
 - ___ Lot Area, excluding right-of-way (square footage and acreage)
 - ___ Building Area (gross square footage)
 - ___ Building Height (feet and number of stories), ([§2.06.04](#) & [§2.06.05](#))
 - ___ Lot Coverage ([§2.06.04](#) & [§2.06.05](#))
 - ___ Floor Area Ratio (for non-residential zoning), ([§2.06.05](#))
 - ___ Total Parking Required (with ratio(s)), ([§4.04](#))
 - ___ Total Parking Provided
 - ___ Total Bicycle Parking Required ([Ordinance 16-05-42](#))
 - ___ Total Bicycle Parking Provided
 - ___ Usable Open Space Required, ([§4.13.02](#) & [§4.13.03](#))
 - ___ Usable Open Space Provided
 - ___ Square footage of Impervious Surface
 - ___ Note: "Handicap parking is provided in accordance with ADA standards"
- Multi-Family and Urban Living developments - Number of Dwelling Units with Number of Bedrooms, by building/phase, ([§4.12\(E\)](#)).
- 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.
- Show the location of Open Space
- Show the building setbacks (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, ([§2.06](#))
- Existing and proposed easements** (utility, fire lane, landscape, visibility, access and maintenance, public way access, drainage, and drainage and detention, floodplain drainage easement, etc.). **Depict existing and proposed franchise utility easements.**
- Erosion Hazard Setback lines and Floodplain reclamation areas

ZONING EXHIBIT C (ZO, §6.05.08)

- 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, ([§4.04](#))
- Location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions
- Location of off-street loading areas, 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
- Screening walls, fences, living screens, retaining walls, and service area screens, including height and type of construction and/or planting specification, ([§4.03](#))
- Landscape islands with dimensions of the width for islands along a main driveway
- Landscape buffers with dimensions, ([§4.02.04](#))
- Identify vegetation and sensitive areas
- Limited access control gates across fire lane easements shall be shown on the Zoning Exhibit C and are subject to Fire Department approval
- City of Frisco Zoning Exhibit C 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 Zoning Exhibit C 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.



PLANNED DEVELOPMENT (PD) REQUEST CHECKLIST

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
- Proposed reclamation of floodplain area(s), if applicable, with acreage
- FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. Proposed detention areas (note easement)
- 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
- 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](#))

TRAFFIC

- Public streets, private drives, and fire lanes with pavement widths, right 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 (on-site and off-site) and streets

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.
- Interior turning radius for the fire lane must be a minimum 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 on each lot 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.

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