



# SITE PLAN CHECKLIST

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

For Telecommunication antennas, see checklist for Site Plan and SCSP for Telecommunication Antennas.

## SITE PLAN

- Site Plan Checklist** (this document) completed, signed, and included in submittal packet.
- Site Plan:** See Site Plan Details below.
- Completed [Landowner Authorization](#), signed by land OWNER 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.**
- Landscape and Irrigation Plans** with Checklist. Refer to [Landscape & Screening Plan Checklist](#).
- Living Screen Plan**, if applicable.
- [Tree Survey and Tree Preservation Plan Checklist](#) Detailed Tree Survey, including proposed tree loss, with Checklist.
- Preliminary Drainage & Preliminary Utility Plan** with corresponding [Preliminary Drainage and Utility Plan Checklist](#).
- Preliminary Stormwater Management/Drainage Area Map** with storm and detention calculations
- An exhibit to scale showing proposed development on colored aerial of the property
- Intersection Control Evaluation**, if applicable.
- City Accepted **Downstream Assessment and/or Flood Study**, if applicable.
- Traffic Impact Analysis (TIA)** if applicable.
- Preliminary Roundabout Design** for Peer Review, if applicable
- Traffic Circulation Study**, if required
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements.

## SITE PLAN

- Other applications and plans which are required with a Site Plan.
  - Facade Plan** A separate application IS required.
  - Open Space Plan** A separate application IS required.
  - Tree Removal Permit Application

## 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
- Location map (single line drawing), north arrow, and scale
- Title block (located in the lower right-hand corner) containing the following information:
  - proposed subdivision name,
  - block designation,
  - lot number,
  - acreage,
  - Abstract/Survey name and number,
  - City Project Number, and
  - preparation date
- City Action block placed above title block

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

- Legend, if abbreviations or symbols are used
- Name (company name and contact name), address and phone number of owner, applicant, and surveyor and/or engineer



# SITE PLAN CHECKLIST

## SITE PLAN DETAILS

- 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)
    - 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
- Show the location of the open space.
- 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 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 ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions
- Location of dumpsters and trash compactors with height and material of screening

## SITE PLAN DETAILS

- 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
- Landscape islands with dimensions of the width for islands along a main driveway
- Landscape buffers with dimensions
- Identify vegetation and sensitive areas
- Limited access control gates across fire lane easements shall be shown on the site plan and are subject to Fire Department approval
- 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 be 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



# SITE PLAN CHECKLIST

## ENGINEERING

- Erosion Hazard Setback lines and 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)
- Existing and proposed easements (utility, fire lane, landscape, visibility, access and maintenance, public way access, drainage, and drainage and detention, floodplain drainage 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
- 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

## TRAFFIC

- 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.

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**Preparer's Name (printed)**

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**Preparer's Signature**