



SPECIFIC USE PERMIT (SUP) REQUEST CHECKLIST

Schedule and attend a pre-submittal meeting with the Planning Division.

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

SPECIFIC USE PERMIT REQUEST

- Specific Use Permit 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](#)
- [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:** graphic display of the property as well as the proposed use and related details. See Exhibit B criteria below.
- [Landscape & Screening Plan Checklist](#) with corresponding Preliminary Landscape Plans and Preliminary Screening Plan for Landscaping in lieu of Screening Walls
- Preliminary Screening Plan for Landscaping in lieu of Screening Walls
- [Tree Survey and Tree Preservation Plan Checklist](#) Detailed Tree Survey, including tree loss with checklist.
- Tree Removal Permit Application
- Traffic Impact Analysis may be required (see TIA criteria in the Engineering Standards).
- The Applicant is encouraged to schedule a meeting with surrounding homeowners and HOAs prior to submitting the Zoning application. Please coordinate the scheduling of this meeting with the Planning Division so that the planner can attend.
- 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.
 - Titled as “**Exhibit A:** SUP _____”,
 - 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:** SUP _____”
 - with subdivision name,
 - block and lot numbers,
 - survey name and abstract number, and
 - preparation date.
 - City Project Number to be provided at time of 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
- 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.
- 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 ([§6.05.07](#))

- Title block (located in the lower right-hand corner) containing the following information: (title as “Exhibit B: SUP _____”), type of plan, proposed subdivision name, block designation, lot number, acreage, Abstract/Survey name and number, City Project Number (to be provided with submittal) and preparation date.
- Add the following note, if applicable:
 “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.”
- 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.		

- 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.
- Estimated use(s) and size of all buildings and amount of required parking ([§4.04.08](#)) per use. The exact location of the buildings is not required.
- The general design of adjacent public street improvements and right-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 ([§4.02.04](#)), ([§4.03.03](#)), ([§4.03.04](#)).
- Existing natural and hydrological features including wetlands.
- Location of centralized or concentrated open spaces ([§4.13.03](#)), screening and other site improvements.

EXHIBIT B

- Shade fire lane, access, and utility easements with 10% gradation.
- 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 ([§4.04](#)) Ordinance 16-05-42
 - Total Bicycle Parking Provided
 - Square footage of Impervious Surface
 - Usable Open Space Required, ([§4.13.02](#)), ([§4.13.03](#))
 - 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 shall be shown on Exhibit B 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.



SPECIFIC USE PERMIT (SUP) REQUEST CHECKLIST

EXHIBIT B

- Add note whether any trees will be removed and if they are protected or not.
- Limited access control gates across fire lane easements shall be shown on Exhibit B and are subject to Fire Department approval.
- 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, building lines and setbacks, and use ([§2.06.04](#) & [§2.06.05](#))
- 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](#)).
- Show the location of crosswalks, sidewalks, and barrier free ramps with typical dimensions.
- Proposed dedications and reservations of land for public use including but not limited to rights of way, easements, park land, open space, drainage ways, flood plains and facility sites with gross and net acreage.
- Screening types, retaining walls, and service area screens, including height and type of construction and/or planting specification, ([§4.03](#)).
- Conceptual detail of landscaping including islands and landscape buffers.
- In addition, the following plans shall be filed with a Specific Use Permit application and approval is necessary prior to final authorization for development:
 - ___ **Preliminary Drainage & Preliminary Utility Plan** (see Checklist)
 - ___ **Preliminary Façade Plans** (see Façade Plan Checklist)
 - ___ **Preliminary Screening Plan for Landscaping** in lieu of Screening Walls
 - ___ **Detailed Tree Survey & Tree Preservation Plan** (see Checklist)
 - ___ **Preliminary Landscape Plans** (see Landscape Plan checklist)
 - ___ **Open Space Plan** (See Open Space Plan Checklist)
 - ___ An exhibit to scale showing proposed development on color aerial of the property.

EXHIBIT B

- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements:
 - ___ Traffic Impact Analysis, if required (see Engineering Standards for TIA criteria)
 - ___ Traffic Circulation Study, if required
 - ___ Flood study, if required

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
- Location and general size of drainage, detention, and retention areas.
- 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)
- 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>.”
- Provide detention note:
 - “On-site detention limiting post-development discharge to a pre-development runoff rate is required for all new construction unless a downstream assessment has been provided demonstrating that the existing storm system is adequate to handle post-development discharge rates. If regional detention exists for this project, provide a note referencing where the regional detention was designed and constructed.”



SPECIFIC USE PERMIT (SUP) REQUEST CHECKLIST

ENGINEERING

- 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

- 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.
- 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 (on-site and off-site) and streets
- 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."

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.
- 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.

LANDSCAPE

- Site boundaries, bearings and dimensions, lot lines
- Existing topography at **two (2) foot contours** or less.
- Existing and proposed utilities.
- Plant materials, selection, size, location and coverage.

LANDSCAPE

- Landscape tabulations showing how landscape requirements have been met, including tree mitigation.
- Detailed Tree Survey and tree Preservation Plan.
- Provide all street frontage type S1, S2, S3, or S4.
- Provide all Water Resource Zone Z1 and Z2.
- Provide Landscape Façade Treatment (F1 for retail or F2 for Office/Non-retail).
- Provide appropriate Screening Buffer B1, B2, B3, B4, or B5.
- City of Frisco required Landscape Notes.

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: _____

Preparer's Signature: _____