



PRE-SUBMITTAL MEETING INFORMATION

Thank you for your interest in developing in the City of Frisco. We are privileged to serve in one of the fastest growing cities in the U.S. and be part of an organization dedicated to maintaining Frisco's reputation for an exemplary quality of life. In order to efficiently manage the high volume of applications for new development and redevelopment, applicants are encouraged to confer with the City's development review team to discuss proposals prior to making a formal submittal.

The purpose of the pre-submittal meeting is to allow the applicant to become more familiar with the City's development codes and procedures and to ensure that applications will contain the required information.

Pre-submittal meetings are not intended to provide every detail associated with the development process; it is a tool to exchange information between City staff and the applicant. We want the applicant to understand the next steps of the process, be made aware of any major issues, and understand which ordinances apply. This is an advisory meeting, not a review meeting.

The pre-submittal meeting is a one-hour virtual meeting; however, staff is available for follow-up. Staff members representing the following departments will be present at the meeting:

- Development Services (Planning & Landscape Architecture)
- Engineering Services & Parks (Civil and Transportation)
- Environmental Services (Solid Waste Collection)
- Fire Department

Experience has shown that many applicants have questions about the City's Building and Fire Codes. While representatives from the Fire Department can answer general Fire Code questions, separate meetings will need to be scheduled with Fire Department and Building Inspection Division personnel to discuss detailed fire and building code topics.

HOW TO SCHEDULE A MEETING

Pre-submittal meetings are held on the 2nd and 4th Wednesdays of the month beginning at 9:00 a.m.

Due to the number of development inquiries that we receive, available time slots fill quickly, and **we cannot guarantee an appointment at the next scheduled meeting. We recommend requesting an appointment a minimum of two weeks in advance, though slots are often filled up to a month in advance.**

***NOTE: If you will have legal representation at the meeting you will need to make staff aware before the meeting occurs.**

To request a meeting, please submit your request via the [Plans and Permits](#) portal. Your request shall include a scale drawing of the property showing the following, but not limited to:

- Location/Vicinity Map,
- Dimensioned building(s),
- Parking area(s),
- Fire lane and/or drive aisle location(s),
- Proposed open space area(s); and
- Screening

Your request shall also include a narrative describing the proposed development with any questions and/or topics you would like to discuss with Staff.

Staff will conduct a Prescreen review to ensure adequate information has been provided for your proposal. Upon successful completion of the Prescreen review, a Planning Technician will contact you to schedule the Pre-submittal meeting.

WHAT YOU CAN DO PRIOR TO THE MEETING

The attached document contains many of the topics and references to codes commonly discussed during the pre-submittal meetings.

The City's web site also contains a wealth of information. Suggested links include the [Development Services Department page](#) and the City's [GIS Mapping Portal](#).



COMMON PRE-SUBMITTAL ISSUES & RESOURCES

DEVELOPMENT SERVICES

- Prior to the pre-submittal meeting, please verify whether Zoning permits the proposed use.**
- Note: properties within 750 feet of the right-of-way of the Dallas North Tollway or 750 feet of the centerline of Preston Road are subject to additional “overlay” standards as found the [City’s Zoning Ordinance](#).
- For Planned Developments, please refer to the requirements in the [Form Based Codes Manual](#).
- For projects within the downtown, refer to the Downtown Architectural Design Standards.
- The [Development Application Handbook](#) provides a comprehensive list of items and information required to be depicted on all applications.
Key items in the handbook include:
 - Fees
 - Submittal deadlines
 - Standard notes and language for plats & plans
 - Application forms
 - Checklists by project type
- The goal is to place a submittal on the Planning & Zoning Commission’s (P&Z) agenda within approximately 30 days of receipt of a valid, complete, application. Zoning change requests require more time to be placed on a P&Z agenda. Incomplete applications and delays in resubmitting corrected plans and plats will postpone items from being considered by the P&Z.
- Applications for final plats are not accepted until all required public improvements have been installed in accordance with Construction Plans and the Preliminary Plat, where applicable, and approved by the City.

DEVELOPMENT SERVICES

- Preliminary Site Plans (PSP) for nonresidential projects require a Façade Plan. In addition to the Façade Plan, PSP and Site Plan applications must include a sample board. The design must be compatible with the architectural style, colors and materials of surrounding development, where applicable.
- When a zoning change is required, the applicant must meet with adjacent Homeowner Association (HOA) representatives prior to the case being advertised for the first Public Hearing. Development Services staff can provide the names and contact information of the HOA representatives. The applicant **must** also meet with the HOA prior to submitting to the City.
- It is imperative that a definitive franchise utility easement plan be provided at the time of Site Plan submittal to ensure there are no encroachments or interference with city utilities, trees and other required landscaping. This will require the developer to work with the franchise utility provider(s) in advance of the site plan submittal. Staff will require that the applicant provide confirmation from the franchise utility provider that the plan meets their needs.
- Please note the City collects Thoroughfare, Water and Wastewater [Impact Fees](#) for new development.
- The Landscape Water Use Calculator assists with determining Landscape Water Allowance requirements.
- A water resource zone is required at the rate of 5% of the parking surface for nonresidential developments and 7% of the parking surface for multifamily developments.
- Tree islands must be a minimum of 500 square feet or an equal amount of structural soil is required under the pavement.
- Façade trees are required for retail centers and office buildings.



COMMON PRE-SUBMITTAL ISSUES & RESOURCES

DEVELOPMENT SERVICES

- Tree staking is not required but when used, metal “T” posts, wires and hoses are not permitted.

CIVIL ENGINEERING

- Development shall be served by two separate sources of water.
- Water, sanitary sewer, and storm sewer lines must be extended to adjacent developments where applicable.
- On site detention is required for commercial development unless a downstream assessment is provided.
- Roof drains and gutter downspouts shall discharge into the site storm drainage and detention system. Where a site storm drainage system is not available, roof drains and downspouts may discharge at grade provided that the discharge does not flow across walkways providing access to building entrances.
- Please refer to the City’s [Engineering Standards](#) regarding design standards, construction standard details, technical specifications, approved materials list, and general notes.
- Wastewater service laterals shall be a minimum 4 inches for residential and 6 inches for commercial developments. Manholes are required for laterals 6 inches or larger connecting to the main line.
- Storm Water discharges from proposed developments shall not cause adverse impacts to adjacent or downstream properties. In order to determine impacts, a Downstream Assessment may be required. To determine if an assessment is required, reference Section 4.03 Downstream Requirements of the [Engineering Standards](#).
- Engineering Standards 4.18 have been updated with a stormwater quality component. Non-residential sites shall use mechanical separator or biofiltration. In cases with detention, extended detention may be used.

CIVIL ENGINEERING

- All easements dedicated to the City are a minimum of 15 feet wide. Additional width may be required depending on the depth of the public service line.
- Full panel concrete pavement replacement will be required if pavement is cut.

TRAFFIC ENGINEERING

- Refer to Section 2 of the [Engineering Standards](#) for detailed requirements.
- All sites require two points of access, one of which must connect to a median opening.
- All driveways on minor and major thoroughfares must have a deceleration lane.
- The developer of a site is responsible for constructing median openings, left-turn lanes and deceleration lanes to its driveways.
- Driveways must be spaced 260 feet apart on minor thoroughfares, 280 feet apart on major thoroughfares, and further apart on TxDOT roadways.
- Near major intersections, driveways can be no closer than 75 feet upstream (or 200 feet downstream) from the ROW of the cross street. A driveway can be located within a right-turn lane at an intersection within certain limitations.
- The site shall provide for cross-access to adjacent properties (and may need to obtain access easements from an adjacent property to build a shared driveway).
- Driveways shall provide the required on-site stacking (measured from the ROW line) before giving access to parking spaces or drive aisles.
- The developer of a site is responsible for dedicating right-of-way for adjacent roadways. The developer is also responsible for constructing half of a planned thoroughfare adjacent to the site. In some cases, funds can be escrowed in lieu of construction. Construction costs of minor and major thoroughfares on the City’s Thoroughfare Plan are generally eligible to be credited against Roadway Impact Fees.

TRAFFIC ENGINEERING

- Day care facilities require a Queuing and Traffic Circulation Study as part of the SUP application (it will become part of the permit). **The study shall be submitted at time of the SUP application.** It needs to be reviewed and approved by Traffic Engineering before the case is scheduled for the Planning & Zoning Commission Public Hearing. The study shall:
 - describe the operations of the facility (such as hours, peak drop-off and pick-up times, if parents are required to walk in to drop off and pick up, etc.).
 - depict where the customers will come from and which driveway(s) will be used.
 - depict how traffic will circulate through the site in a way that will prevent any queues or gridlock that would back up onto the adjacent street(s).
 - include a statement that the owner & manager of the facility agree to operate the facility as set forth in the approved study.
- Schools require a stacking lane that is outside of a fire lane. Day care facilities also require this stacking lane unless additional parking is provided (using a rate of 1 per 6 students plus 1 per staff member) and parents are required to park and walk their children in and out of the facility.

FIRE DEPARTMENT

- The Frisco Fire Department has adopted the [2018 Edition of the International Fire Code with local amendments](#). Additional information can be obtained through the [Fire Prevention Office](#).
- The City of Frisco is an ISO Class 1 regarding property insurance classification.
- Fire lanes must be provided within 150 feet of all exterior walls of any building.
- The fire lane shall be a minimum of 24 feet wide.
- The inside turning radius of the fire lane shall be a minimum of 20 feet.
- Dead end fire lanes are not permitted.
- Fire hydrants must be provided at the entrances and intersections.

FIRE DEPARTMENT

- Fire hydrants must be spaced no greater than 300 feet apart for a commercial development and no greater than 500 feet for residential development.
- The fire lanes and fire hydrants must be installed and tested prior to beginning vertical construction of the building.
- 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.
- 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.
- A 10 feet unobstructed width must be provided around a building for adequate fire department access.

ENVIRONMENTAL SERVICES

- Commercial properties greater than 2,000 sq. ft. are required to comply with Ordinance #01-02-14 regarding on-site commercial and multi-family recycling. The ordinance has been codified in the City of Frisco Code of Ordinances in [Chapter 74, Sections 19-20](#).
- The location of refuse, recycling, and compactor receptacles shall be identified on the site plan. Dimensions/measurements shall be provided in accordance with the [Dumpster Enclosure Specifications](#).
- A sufficient number and size of enclosures/compactors shall be provided to meet the demands of the property.
- Refuse and recycling receptacles shall be screened with a 6'-8' masonry wall. Compactors shall be screened with an eight-foot masonry wall. All enclosures shall be of a color consistent with the primary building.
- No portion of the enclosure or enclosure gate, if provided, shall impede or encroach into a fire lane, access easement, utility easement, or drive aisle.

ENVIRONMENTAL SERVICES

- Enclosures must be located on the site that allow for the efficient circulation of the service trucks within single and multi-parcel commercial developments and shall not obstruct visibility at any intersection.
- The service opening of an enclosure shall not directly face any public right-of-way or residentially zoned property.
- In multi-family developments, refuse and recycling receptacles shall be located a minimum of 50 feet from any apartment building and a minimum of 100 feet from an adjacent residential district. Compactors shall be located minimum of 50 feet from any apartment building and a minimum of 150 feet from an adjacent residential district.

PARKS

- All residential development is subject to dedication of public parkland or the payment of a fee in lieu of dedication.
- Depending upon the location, residential and commercial development may be subject to the granting of an easement or the construction of a Hike and Bike Trail. Please contact the [Parks Department](#).

ADDITIONAL REFERENCES

- [Adopted Codes](#)
- [Comprehensive Plan](#)
- [Most Requested Ordinances](#)