



REQUIRED DOCUMENTS CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH FILING

DO NOT STAPLE

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

ZONING REQUEST

- Completed ZONING/SPECIFIC USE PERMIT (SUP) APPLICATION, signed by land OWNER AND PROJECT REPRESENTATIVE/APPLICANT. When the ownership is a Corporation, Limited Liability Company (L.L.C.), Limited Company (L.C.), Partnership, Limited Partnership, Trustee or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership. **APPLICATION MUST INCLUDE ORIGINAL WET SIGNATURES, COPIES WILL BE REJECTED.**
- Current Deed showing proof of ownership. Ownership reflected on the deed shall match the application.
- Fees
- All plans shall be 24" x 36" and folded
- Disk with all application documents, plans and meets and bounds description in MS Word format and/or PDF format – plans will be date stamped electronically.**
- City Tax statement(s) from Collin County and/or Denton County indicating City taxes are current. **Applications with past due taxes will be rejected.**
- List of authorized contacts affiliated with the project (refer to Authorized Contact List document)
- Photocopy of the Driver's License of the project representative
- Zoning Request Checklist
- Comprehensive Plan Checklist
- Zoning Sign Criteria, signed
- Exhibit A: metes and bounds description (on an 8½ x 11 sheet)
- Exhibit A-2: graphic drawing of the property. (9 Copies)
- Traffic Impact Analysis, if applicable. (1 Copy)
- 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 (PD) REQUEST

- Completed ZONING/SPECIFIC USE PERMIT (SUP) APPLICATION, signed by land OWNER AND PROJECT REPRESENTATIVE/APPLICANT. When the ownership is a Corporation, Limited Liability Company (L.L.C.), Limited Company (L.C.), Partnership, Limited Partnership, Trustee or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership. **APPLICATION MUST INCLUDE ORIGINAL WET SIGNATURES, COPIES WILL BE REJECTED.**
- Current Deed showing proof of ownership. Ownership reflected on the deed shall match the application.
- Fees
- All plans shall be 24" x 36" and folded
- Disk with all application documents, plans and meets and bounds description in MS Word format and/or PDF format – plans will be date stamped electronically.**
- City Tax statement(s) from Collin County and/or Denton County indicating City taxes are current. **Applications with past due taxes will be rejected.**
- List of authorized contacts affiliated with the project (refer to Authorized Contact List document)
- Photocopy of the Driver's License of the project representative
- Planned Development Checklist
- Comprehensive Plan Checklist
- Zoning Sign Criteria, signed
- Exhibit A: metes and bounds description (on an 8½ x 11 sheet)
- Exhibit A-2: graphic drawing of the property. (9 Copies)
- Exhibit B: Planned Development Standards on an 8½ x 11 sheet (9 Copies)
- Exhibit C: Zoning Exhibit (9 Copies)
- Tree Survey and Tree Preservation Plan with Checklist (1 Copy)
- Tree Permit Application



- Traffic Impact Analysis, if applicable. (1 Copy)
- 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

- Tree Survey and Tree Preservation Plan with Checklist (1 Copy)
- Tree Permit Application
- Traffic Impact Analysis, if applicable.
- Additional exhibits as requested by staff

SPECIFIC USE PERMIT APPLICATION

- Completed ZONING/SPECIFIC USE PERMIT (SUP) APPLICATION, signed by land OWNER AND PROJECT REPRESENTATIVE/APPLICANT. When the ownership is a Corporation, Limited Liability Company (L.L.C.), Limited Company (L.C.), Partnership, Limited Partnership, Trustee or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership. **APPLICATION MUST INCLUDE ORIGINAL WET SIGNATURES, COPIES WILL BE REJECTED.**
- Current Deed showing proof of ownership. Ownership reflected on the deed shall match the application.
- Fees
- All plans shall be 24" x 36" and folded
- Disk with all application documents, plans and meets and bounds description in MS Word format and/or PDF format – plans will be date stamped electronically.**
- City Tax statement(s) from Collin County and/or Denton County indicating City taxes are current. **Applications with past due taxes will be rejected.**
- List of authorized contacts affiliated with the project (refer to Authorized Contact List document)
- Specific Use Permit Checklist.
- Comprehensive Plan Checklist.
- Zoning Sign Criteria, signed
- Photocopy of the Driver's License of the project representative.
- Exhibit A: metes and bounds description (on an 8½ x 11 sheet)
- Exhibit A-2: graphic drawing of the property. (9 Copies)
- Exhibit B: graphic display of the property as well as the proposed use and related details. (9 Copies)

PRELIMINARY SITE PLAN

- Completed LAND DEVELOPMENT APPLICATION, signed by land OWNER AND PROJECT REPRESENTATIVE/APPLICANT. When the ownership is a Corporation, Limited Liability Company (L.L.C.), Limited Company (L.C.), Partnership, Limited Partnership, Trustee or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership. **APPLICATION MUST INCLUDE ORIGINAL WET SIGNATURES, COPIES WILL BE REJECTED.**
- Current Deed showing proof of ownership. Ownership reflected on the deed shall match the application.
- Fees
- All plans shall be 24" x 36" and folded
- Submit a disk with all plans in MS Word format and/or PDF format – plans will be date stamped electronically.**
- City Tax statement(s) from Collin County and/or Denton County indicating City taxes are current. **Applications with past due taxes will be rejected.**
- List of authorized contacts affiliated with the project (refer to Authorized Contact List document)
- Preliminary Site Plan (9 Copies)
- Preliminary Site Plan Checklist.
- Open Space Plan with Checklist. **A separate application IS required, refer to Required Documents for Open Space Plan**
- Preliminary Façade Plan with Checklist (1 Copy). **A separate application is NOT required**
- Preliminary Landscape Plans with Checklist (1 Copy) (no irrigation plans required until site plan)
- Detailed Tree Survey, including proposed tree loss, with Checklist (1 Copy)
- Tree Permit Application
- Preliminary Utility and Drainage Plans with Checklist (4 Copies)



- Water and Wastewater Demand Analysis
- Color Aerial of site with imposed development. (1 Copy)
- Intersection Control Evaluation, if applicable
- Preliminary Living Screen Plan, if applicable (2 Copies)
- Downstream Assessment and/or Flood Study, if applicable
- Traffic Impact Analysis (TIA), if applicable (1 copy)
- List of proposed street names for approval, if applicable. (Required for public ways.) See *Street Name Approval Criteria*

- Landscape and Irrigation Plans with Checklist (1 Copy)
- Detailed Tree Survey with Checklist (1 Copy)
- Tree Permit Application
- Preliminary Utilities Plan and Profile
- Preliminary Stormwater Management/Drainage Area Map with storm and detention calculations
- Living Screen Plan, if applicable (2 Copies)
- City Accepted Downstream Assessment and/or Flood Study, if applicable
- Traffic Impact Analysis (TIA), if applicable
- Intersection Control Evaluation, if applicable
- Preliminary Roundabout Design for Peer Review, if applicable

SITE PLAN

- Completed LAND DEVELOPMENT APPLICATION, signed by land OWNER AND PROJECT REPRESENTATIVE/APPLICANT. When the ownership is a Corporation, Limited Liability Company (L.L.C.), Limited Company (L.C.), Partnership, Limited Partnership, Trustee or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership. **APPLICATION MUST INCLUDE ORIGINAL WET SIGNATURES, COPIES WILL BE REJECTED.**
- Current Deed showing proof of ownership. Ownership reflected on the deed shall match the application.
- Fees
- All plans shall be 24" x 36" and folded
- Submit a disk with all plans in MS Word format and/or PDF format – plans will be date stamped electronically.**
- City Tax statement from County and/or Denton County indicating City taxes are current. **Applications with past due taxes will be rejected.**
- List of authorized contacts affiliated with the project (refer to Authorized Contact List document)
- Site Plan (9 Copies)
- Site Plan Checklist.
- Open Space Plan with Checklist. **A separate application IS required, refer to Required Documents for Open Space Plan**
- Façade Plans with checklist. **A separate application IS required, refer to Required Documents for Façade Plan**

SUBSTANTIALLY CONFORMING SITE PLAN

- Completed LAND DEVELOPMENT APPLICATION, signed by land OWNER AND PROJECT REPRESENTATIVE/APPLICANT. When the ownership is a Corporation, Limited Liability Company (L.L.C.), Limited Company (L.C.), Partnership, Limited Partnership, Trustee or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership. **APPLICATION MUST INCLUDE ORIGINAL WET SIGNATURES, COPIES WILL BE REJECTED.**
- Current Deed showing proof of ownership. Ownership reflected on the deed shall match the application.
- Fees
- All plans shall be 24" x 36" and folded
- Submit a disk with all plans in MS Word format and/or PDF format – plans will be date stamped electronically.**
- City Tax statement from Collin County and/or Denton County indicating City taxes are current. **Applications with past due taxes will be rejected.**
- List of authorized contacts affiliated with the project (refer to Authorized Contact List document)
- Substantially Conforming Site Plan (9 Copies)
- Substantially Conforming Site Plan (Telecommunications Antennas) Checklist
- Site Plan Checklist



- Open Space Plan with Checklist with Checklist, if applicable. **A separate application IS required, refer to Required Documents for Open Space Plan**
- Façade Plans with Checklist, if applicable. **A separate application IS required, refer to Required Documents for Façade Plan**
- Landscape Plans with Checklist (1 Copy)

CONVEYANCE PLAT

- Completed LAND DEVELOPMENT APPLICATION, signed by land OWNER AND PROJECT REPRESENTATIVE/APPLICANT. When the ownership is a Corporation, Limited Liability Company (L.L.C.), Limited Company (L.C.), Partnership, Limited Partnership, Trustee or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership. **APPLICATION MUST INCLUDE ORIGINAL WET SIGNATURES, COPIES WILL BE REJECTED.**
- Current Deed showing proof of ownership. Ownership reflected on the deed shall match the application.
- Fees
- All plans shall be 24" x 36" and folded
- Submit a disk with all plans in MS Word format and/or PDF format – plans will be date stamped electronically.**
- City Tax statement from Collin County and/or Denton County indicating City taxes are current. **Applications with past due taxes will be rejected.**
- List of authorized contacts affiliated with the project (refer to Authorized Contact List document)
- Conveyance Plat (9 Copies)
- Conveyance Plat Checklist.

MINOR AMENDMENT TO A PRELIMINARY PLAT

- Completed LAND DEVELOPMENT APPLICATION, signed by land OWNER AND PROJECT REPRESENTATIVE/APPLICANT. When the ownership is a Corporation, Limited Liability Company (L.L.C.), Limited Company (L.C.), Partnership, Limited Partnership, Trustee or any organization other than an individual owner, provide documentation authorizing the signatory

to sign on behalf of the ownership. **APPLICATION MUST INCLUDE ORIGINAL WET SIGNATURES, COPIES WILL BE REJECTED.**

- Current Deed showing proof of ownership. Ownership reflected on the deed shall match the application.
- All plans shall be 24" x 36" and folded
- Submit a disk with all plans in MS Word format and/or PDF format – plans will be date stamped electronically.**
- City Tax statement from Collin County and/or Denton County indicating City taxes are current. **Applications with past due taxes will be rejected.**
- List of authorized contacts affiliated with the project (refer to Authorized Contact List document)
- Preliminary Plat Minor Amendment (9 Copies)
- Preliminary Plat Checklist.
- A letter from the representative describing the modifications being made to the approved preliminary plat.

PRELIMINARY PLAT

- Completed LAND DEVELOPMENT APPLICATION, signed by land OWNER AND PROJECT REPRESENTATIVE/APPLICANT. When the ownership is a Corporation, Limited Liability Company (L.L.C.), Limited Company (L.C.), Partnership, Limited Partnership, Trustee or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership. **APPLICATION MUST INCLUDE ORIGINAL WET SIGNATURES, COPIES WILL BE REJECTED.**
- Current Deed showing proof of ownership. Ownership reflected on the deed shall match the application.
- Fees
- All plans shall be 24" x 36" and folded
- Submit a disk with all plans in MS Word format and/or PDF format – plans will be date stamped electronically.**
- City Tax statement from Collin County and/or Denton County indicating City taxes are current. **Applications with past due taxes will be rejected.**



- List of authorized contacts affiliated with the project (refer to Authorized Contact List document)
- Preliminary Plat (9 Copies)
- Preliminary Plat Checklist
- Residential Plans Development Review Checklist
- Landscape Plan Cross Section for interior streets on an 11"x17" exhibit. (1 Copy)
- Detailed Tree Survey with Checklist. (1 Copy)
- Screening Option Proposal along thoroughfare(s) on an 11"x17" exhibit
- Preliminary Utility and Drainage Plans with Checklist. (4 Copies)
- Preliminary Roundabout Design for Peer Review, if applicable
- Water and Wastewater Analysis
- List of proposed street names for approval. *See Street Name Approval Criteria.*
- Color Aerial of site with imposed development.
- Downstream Assessment and/or Flood Study, If applicable
- Traffic Impact Analysis, if applicable (1 copy)
- Intersection Control Evaluation, if applicable
- Separate instruments for existing on-site and off-site easements, if applicable.

FINAL PLAT, REPLAT, MINOR PLAT, AMENDED PLAT, AND PLAT VACATION

- Completed LAND DEVELOPMENT APPLICATION, signed by land OWNER AND PROJECT REPRESENTATIVE/APPLICANT. When the ownership is a Corporation, Limited Liability Company (L.L.C.), Limited Company (L.C.), Partnership, Limited Partnership, Trustee or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership. **APPLICATION MUST INCLUDE ORIGINAL WET SIGNATURES, COPIES WILL BE REJECTED.**
- Current Deed showing proof of ownership. Ownership reflected on the deed shall match the application.
- Fees
- All plans shall be 24" x 36" and folded

- Submit a disk with all plans in MS Word format and/or PDF format – plans will be date stamped electronically.**
- City Tax statement from Collin County and/or Denton County indicating City taxes are current. Applications with past due taxes will be rejected.
- List of authorized contacts affiliated with the project (refer to Authorized Contact List document)
- Plat (9 Copies)
- Final Plat, Replat, Minor Plat, Amended Plat, and Plat Vacation Checklist.
- Written statement from the Applicant's engineer that all easements have been obtained for necessary public and franchise utilities. (see Subdivision Ordinance Sec 5.03(e) – page 5-4)
- (Final Plat Only) Confirmation from the Engineering Services Department that the project construction is at a point where a Final Plat may be submitted. Contact the City Civil Engineer assigned to the project for confirmation.
- (Residential Final Plat or Replat Only) HOA document (see Subdivision Ordinance Sec. 8.11). Fee for legal review will be collected prior to Planning & Zoning Commission meeting.

CONSTRUCTION PLAN

- Completed LAND DEVELOPMENT APPLICATION, signed by land OWNER AND PROJECT REPRESENTATIVE/APPLICANT. When the ownership is a Corporation, Limited Liability Company (L.L.C.), Limited Company (L.C.), Partnership, Limited Partnership, Trustee or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership. **APPLICATION MUST INCLUDE ORIGINAL WET SIGNATURES, COPIES WILL BE REJECTED.**
- Current Deed showing proof of ownership. Ownership reflected on the deed shall match the application.
- Five (5) 24"x36" rolled paper copies and one electronic version on a disk (PDF format) of complete construction plan set (signed and sealed) including all required civil, landscape and irrigation plans.** (Plans not signed and



sealed and/or stamped "Preliminary" or "Not for Construction" will be rejected.)

- City Tax statement from Collin County and/or Denton County indicating City taxes are current. **Application with past due taxes will be rejected.**
- List of authorized contacts affiliated with the project (refer to Authorized Contact List document)
- Construction Plan Checklist for Detached Single-Family Residences and Two-Family Residences Developments, **OR**
- Construction Plan Checklist for Attached Single-Family (Townhome), Multifamily Residences, Condominiums and Non-Residential Developments, **OR**
- Construction Plan Checklist for Attached Single-Family (Townhome), Multifamily Residences, Condominiums and Non-Residential Developments Infrastructure (No Building)
- Approved Open Space Plan
- Approved Site Plan or Approved Preliminary Plat
- Landscape & Screening Plan Checklist
- Tree Survey and Tree Preservation Plan Checklist
- City Accepted Downstream Assessment and/or Flood Study
- Approved Traffic Impact Analysis (TIA)
- Approved Intersection Control Evaluation
- Approved Peer Review of Roundabout Design
- Approved USACE permit or provide a signed and sealed statement detailing why such permits are unnecessary
- TxDOT driveway permit (application and construction plans, (11" X17", 4 copies)
- Approved TCEQ Water Rights Permit
- Approved TCEQ Dam Safety
- Geotechnical Report (signed and sealed), one electronic version on a disk (PDF format)
- Operation and Maintenance (O&M) Plan for stormwater management features (above or below ground retention/retention, stormwater quality features, private onsite storm system, etc.), one electronic version on a disk (PDF format,) after plan has been recorded at County
- Letter of Adjacent Development
- Recorded Offsite Easements
- Encroachment Agreement
- Letter of permission for offsite grading

- Approved Specific Use Permit
- Approved Planned Development Ordinance

FAÇADE PLAN

- Completed LAND DEVELOPMENT APPLICATION, signed by land OWNER AND PROJECT REPRESENTATIVE/APPLICANT. When the ownership is a Corporation, Limited Liability Company (L.L.C.), Limited Company (L.C.), Partnership, Limited Partnership, Trustee or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership. **APPLICATION MUST INCLUDE ORIGINAL WET SIGNATURES, COPIES WILL BE REJECTED.** (Not Required for a Preliminary Façade Plan.)
- All plans shall be 24" x 36" in color, and folded
- Submit a disk with all plans in MS Word format and/or PDF format – plans will be date stamped electronically.**
- 11" x 17" Physical Material Sample Board (Not Required for a Preliminary Façade Plan)
- Façade plan (1 Copy)
- Façade plan Checklist

OPEN SPACE PLAN

- Completed LAND DEVELOPMENT APPLICATION, signed by land OWNER AND PROJECT REPRESENTATIVE/APPLICANT. When the ownership is a Corporation, Limited Liability Company (L.L.C.), Limited Company (L.C.), Partnership, Limited Partnership, Trustee or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership. **APPLICATION MUST INCLUDE ORIGINAL WET SIGNATURES, COPIES WILL BE REJECTED.**
- All plans shall be 24" x 36" and folded
- Submit a disk with all plans in MS Word format and/or PDF format – plans will be date stamped electronically.**
- Open Space Plan, including detail sheets of all proposed amenities (9 Copies)
- Open Space Plan Checklist

DISAPPROVAL FILING (except Construction Plan)



- Completed LAND DEVELOPMENT APPLICATION with Disapproval Filing checked, signed by land OWNER AND PROJECT REPRESENTATIVE/APPLICANT. When the ownership is a Corporation, Limited Liability Company (L.L.C.), Limited Company (L.C.), Partnership, Limited Partnership, Trustee or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership. **APPLICATION MUST INCLUDE ORIGINAL WET SIGNATURES, COPIES WILL BE REJECTED.**
- All plans shall be 24" x 36" and folded
- Submit a disk with all plans in MS Word format and/or PDF format – plans will be date stamped electronically.**
- City Tax statement(s) from Collin and/or Denton County indicating City taxes are current. **Applications with past due taxes will be rejected.**
- List of authorized contacts affiliated with the project (refer to Authorized Contact List document)
- Current Deed showing proof of ownership, if ownership has changed. Ownership reflected on the deed shall match the application.
- Updated plan (9 copies)
- Applicable project type checklist(s).
- Letter stating how disapproval comments were addressed.

landscape and irrigation plans. (Plans not signed and sealed and/or stamped "Preliminary" or "Not for Construction" will be rejected.)

- City Tax statement from Collin County and/or Denton County indicating City taxes are current. **Applications with past due taxes will be rejected.**
- Applicable project type checklist(s).
- All Required Documents Checklist items for Construction Plans not previously submitted.
- Letter stating how disapproval comments were addressed.

By signing this document, I attest that this plan complies with the Zoning and Subdivision Ordinance, Engineering Standards and all other applicable codes and ordinance of the City of Frisco.

Preparer's Name:

Preparer's Signature:

DISAPPROVAL FILING (for Construction Plan)

- Completed LAND DEVELOPMENT APPLICATION with Disapproval Filing checked, signed by land OWNER AND PROJECT REPRESENTATIVE/APPLICANT. When the ownership is a Corporation, Limited Liability Company (L.L.C.), Limited Company (L.C.), Partnership, Limited Partnership, Trustee or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership. **APPLICATION MUST INCLUDE ORIGINAL WET SIGNATURES, COPIES WILL BE REJECTED.**
- Updated plan. **Five (5) 24"x36" rolled paper copies and one electronic version on a disk (PDF format) of complete construction plan set (signed and sealed) including all required civil,**