



# REQUIRED DOCUMENTS CHECKLIST

\* DO NOT STAPLE

## ZONING & PLANNED DEVELOPMENT APPLICATION

- Completed, original Zoning/SUP Change Application, signed by land owner and project representative.
- 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 indicating City taxes are current.
- List of all contacts affiliated with the project (land owner, representative, surveyor, engineer, architect, landscape architect, etc.) on a (8½ x 11) sheet.
- Zoning or Planned Development Checklist.
- Comprehensive Plan Checklist.
- A CD containing metes and bounds description in MS Word format and exhibits in PDF format
- Exhibit A with metes and bounds description as well as a graphic drawing of the property. (9 Copies)
- Exhibit B Planned Development Standards (Planned Development Applications only). (9 Copies) on a (8½ x 11) sheet.
- Exhibit C (Zoning Exhibit) (Planned Development Applications only). (9 Copies)
- Detailed Tree Survey for Planned Development applications. (1 Copy)
- Traffic Impact Analysis, if applicable. (1 Copy)
- Sign Criteria has been read, signed, and attached to filing packet.
- Photocopy of the Drivers License of the project representative.
- Additional exhibits as requested by staff
- Water and Wastewater Demand Analysis

## SPECIFIC USE PERMIT APPLICATION

- Completed, original Zoning/SUP Change Application, signed by owner and project representative.
- 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 indicating City taxes are current.
- List of all contacts affiliated with the project (land owner, representative, surveyor, engineer, architect, landscape architect, etc.) on a (8½ x 11) sheet.
- Specific Use Permit Checklist.
- Comprehensive Plan Checklist.
- A CD containing metes and bounds description in MS Word format and exhibits in PDF format
- Exhibit A with metes and bounds description as well as a graphic drawing of the property. (9 Copies)
- Exhibit B with graphic display of the property as well as the proposed use and related details. (9 Copies)
- Detailed Tree Survey with Checklist.
- Traffic Impact Analysis, if applicable.
- Sign Criteria has been read, signed, and attached to filing packet.
- Photocopy of the Drivers License of the project representative.
- Additional exhibits as requested by staff



## REQUIRED DOCUMENTS BY PROJECT TYPE

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### PRELIMINARY SITE PLAN

- Completed, original Land Development Application, signed by land owner and project representative.
- 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 indicating City taxes are current.
- List of all contacts affiliated with the project (land owner, representative, surveyor, engineer, architect, landscape architect, etc.) on a (8½ x 11) sheet.
- List of proposed street names for approval, if applicable. (Required for public ways.) *See Street Name Approval Criteria.*
- Preliminary Site Plan Checklist.
- Preliminary Landscape Plans with Checklist (1 Copy)
- Detailed Tree Survey, including proposed tree loss, with Checklist. (1 Copy)
- Open Space Plan with Checklist. (9 Copies)
- Preliminary Façade Plan with Checklist (1 Copy)
- Preliminary Living Screen Plan (two 24"x36" copies), if applicable. (2 Copies)
- Downstream Assessment and/or Flood Study, if applicable
- Traffic Impact Analysis (TIA), if applicable.
- Color Aerial of site with imposed development. (1 Copy)
- Preliminary Drainage Plans (4 Copies)
- Preliminary Utility Plans (4 Copies)
- Water and Wastewater Demand Analysis
- Traffic Impact Analysis, if applicable (1 copy)
- Intersection Control Evaluation, if applicable
- Preliminary Site Plan (9 Copies)

### SITE PLAN

- Completed, original Land Development Application, signed by land owner and project representative.
- 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 indicating City taxes are current.
- List of all contacts affiliated with the project (land owner, representative, surveyor, engineer, architect, landscape architect, etc.) on a (8½ x 11) sheet.
- Site Plan Checklist.
- Façade Plans with checklist
- Open Space Plan with Checklist. (9 Copies)
- Detailed Tree Survey with Checklist.
- Landscape Plans with Checklist.
- Preliminary Utilities Plan and Profile
- Preliminary Stormwater Management/Drainage Area Map with storm and detention calculations
- City Accepted Downstream Assessment and/or Flood Study, if applicable
- Traffic Impact Analysis (TIA), if applicable.
- Living Screen Plan (two 24"x36" copies), if applicable.
- Site Plan (9 Copies)
- Intersection Control Evaluation, if applicable
- Preliminary Roundabout Design for Peer Review, if applicable



## REQUIRED DOCUMENTS BY PROJECT TYPE

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### SUBSTANTIALLY CONFORMING SITE PLAN

- Completed, original Land Development Application, signed by land owner and project representative.
- 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 indicating City taxes are current.
- List of all contacts affiliated with the project (land owner, representative, surveyor, engineer, architect, landscape architect, etc.) on a (8½ x 11) sheet.
- Substantially Conforming Site Plan Checklist and Site Plan Checklist.
- Landscape Plans with Checklist.
- Façade Plans with checklist if applicable
- Substantially Conforming Site Plan Checklist for Telecommunication Antenna, if applicable.
- Substantially Conforming Site Plan (9 Copies)

### CONVEYANCE PLAT

- Completed, original Land Development Application, signed by land owner and project representative.
- 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 indicating City taxes are current.
- List of all contacts affiliated with the project (land owner, representative, surveyor, engineer, architect, landscape architect, etc.) on a (8½ x 11) sheet.
- Conveyance Plat Checklist.
- Current title commitment issued by a title insurance company authorized to do business in Texas, a title opinion letter from an attorney licensed to practice in Texas, or other acceptable proof of ownership identifying all persons having an owner interest in the property.
- Conveyance Plat (9 Copies)

### MINOR AMENDMENT TO A PRELIMINARY PLAT

- Completed, original Land Development Application, signed by land owner and project representative.
- 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.**
- List of all contacts affiliated with the project (land owner, representative, surveyor, engineer, architect, landscape architect, etc.) on a (8½ x 11) sheet.
- Preliminary Plat Checklist.
- A letter from the representative describing the modifications being made to the approved preliminary plat.
- City Tax statement from Collin County indicating City taxes are current.
- Preliminary Plat Minor Amendment (9 Copies)



## REQUIRED DOCUMENTS BY PROJECT TYPE

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### PRELIMINARY PLAT

- Completed, original Land Development Application, signed by land owner and project representative.
- 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 indicating City taxes are current.
- List of all contacts affiliated with the project (land owner, representative, surveyor, engineer, architect, landscape architect, etc.) on a (8½ x 11) sheet.
- Current title commitment issued by a title insurance company authorized to do business in Texas, a title opinion letter from an attorney licensed to practice in Texas, or other acceptable proof of ownership identifying all persons having an owner interest in the property.
- List of proposed street names for approval. *See Street Name Approval Criteria.*
- Separate instruments for existing on-site and off-site easements, if applicable.
- Residential Plans Development Review Checklist.
- Preliminary Plat Checklist.
- Preliminary Drainage Plan with Checklist. (4 Copies)
- Downstream Assessment and/or Flood Study, if applicable
- Water and Wastewater Analysis
- Preliminary Utility Plan with Checklist. (4 Copies)
- Detailed Tree Survey with Checklist. (1 Copy)
- Landscape Plan Cross Section for interior streets on an 11"x17" exhibit. (1 Copy)
- Screening Option Proposal along thoroughfare(s) on an 11"x17" exhibit.
- Color Aerial of site with imposed development.
- Traffic Impact Analysis, if applicable
- Intersection Control Evaluation, if applicable
- Preliminary Roundabout Design for Peer Review, if applicable
- Preliminary Plat (9 Copies)

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

- Completed, original Land Development Application, signed by land owner and project representative.
- 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.**
- Final Plat, Replat, Minor Plat, Amended Plat, and Plat Vacation Checklist.
- List of all contacts affiliated with the project (land owner, representative, surveyor, engineer, architect, landscape architect, etc.) on a (8½ x 11) sheet.
- City Tax statement from Collin County indicating City taxes are current.
- Current title commitment issued by a title insurance company authorized to do business in Texas, a title opinion letter from an attorney licensed to practice in Texas, or other acceptable proof of ownership **identifying all persons having an owner interest in the property.**
- (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.
- 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) HOA document (see Subdivision Ordinance Sec. 8.11). Fee for legal review will be collected prior to Planning & Zoning Commission meeting.
- Plat (9 Copies)
  - \*\* For plats associated with construction, verify with the City's staff engineer whether the project is ready for a final plat submission.



## REQUIRED DOCUMENTS BY PROJECT TYPE

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### CONSTRUCTION PLAN

- Completed, original Land Development Application, signed by land owner and project representative
- 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 indicating City taxes are current.
- List of all contacts affiliated with the project (land owner, representative, surveyor, engineer, architect, landscape architect, etc.) on a (8½ x 11) sheet.
- 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)
- Landscape & Screening Plan Checklist
- Tree Surveys and Tree Preservation Plan Checklist
- Approved Site Plan or Approved Preliminary Plat
- Approved Open Space Plan
- City Accepted Downstream Assessment and/or Flood Study
- Approved USACE permit or provide a signed and sealed statement detailing why such permits are unnecessary
- Approved Traffic Impact Analysis (TIA)
- Approved Intersection Control Evaluation
- Approved Peer Review of Roundabout Design
- 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, original Land Development Application, signed by land owner and project representative
- Fees
- Submit a disk with all plans in MS Word format and/or PDF format – plans will be date stamped electronically.**
- All plans shall be 24" x 36" in color, and folded
- 11" x 17" Physical Material Sample Board
- Façade plan with Checklist

### OPEN SPACE PLAN

- Completed, original Land Development Application, signed by land owner and project representative
- Fees
- Submit a disk with all plans in MS Word format and/or PDF format – plans will be date stamped electronically.**
- All plans shall be 24" x 36" and folded
- Open Space Plan, including detail sheets of all proposed amenities, with Checklist



## REQUIRED DOCUMENTS BY PROJECT TYPE

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### DISAPPROVAL FILING (except Construction Plan)

- Completed, original Land Development Application, signed by land owner and project representative with disapproval filing checked.
- Fees
- 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 indicating City taxes are current.
- Applicable project type checklist(s).
- Updated plan
- All plans shall be 24" x 36" and folded
- Letter addressing disapproval comments.

### DISAPPROVAL FILING (for Construction Plan)

- Completed, original Land Development Application, signed by land owner and project representative with disapproval filing checked.
- 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, 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 indicating City taxes are current.
- Applicable project type checklist(s).
- All REQUIRED DOCUMENTS CHECKLIST with all Construction Plan required documents not previously submitted.
- Letter addressing disapproval comments.

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:**

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**Preparer's Signature:**

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