



PRELIMINARY SITE PLAN CHECKLIST

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

PRELIMINARY SITE PLAN

- Preliminary Site Plan Checklist** (this document) completed, signed, and included in submittal packet.
- Preliminary Site Plan:** See Preliminary Site Plan Details below.
- 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.**
- Open Space Plan** with Checklist. A separate application IS required.
- Preliminary Façade Plan** with Checklist. A separate application is NOT required.
- Preliminary Landscape Plans** with [Landscape & Screening Plan Checklist](#). No irrigation plans required until Site Plan.
- [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](#).
- Water and Wastewater Demand Analysis
- An exhibit to scale showing proposed development on colored aerial of the property
- Intersection Control Evaluation, if applicable.
- Preliminary Living Screen Plan, if applicable.
- Downstream Assessment and/or Flood Study, if applicable.
- Traffic Impact Analysis (TIA) if applicable.
- Traffic Circulation Study, if required
- List of proposed street names for approval, if applicable. Required for public ways. See [Street Name Approval Criteria](#).

PRELIMINARY SITE PLAN DETAILS

At a minimum, a Preliminary 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
- Legend, if abbreviations or symbols are used
- Location map (single line drawing), north arrow, and scale
- Title block (located in the lower right-hand corner) containing the following information:
 - type of plan,
 - proposed subdivision name,
 - block designation,
 - lot number,
 - acreage,
 - Survey name and Abstract number,
 - City Project Number, and
 - preparation date.
- City Action block placed above the Title Block.

ACTION		
	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.		

- Name (company name and contact name), address and phone number of owner, applicant, and surveyor and/or engineer.
- Estimated use(s) and size of all buildings and amount of required parking per use. The exact location of the buildings is not required.



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PRELIMINARY SITE PLAN DETAILS

- 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
- Existing natural and hydrological features including wetlands.
- Location of centralized or concentrated open spaces, screening and other site improvements
- 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)
 - ___ 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
 - ___ Square footage of Impervious Surface
 - ___ Usable Open Space Required
 - ___ Usable Open Space Provided
 - ___ 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.
- Add note whether any trees will be removed and if they are protected or not.
- Conceptual detail of landscaping including islands and landscape buffers

PRELIMINARY SITE PLAN DETAILS

- 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 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.
- Limited access control gates across fire lane easements shall be shown on the site plan 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, and use(s)
- Show the building setbacks, build-to lines or minimum yard requirements
- 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
- 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



PRELIMINARY SITE PLAN CHECKLIST

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 limits of City and/or FEMA Effective floodplains and shade FEMA Effective Floodway within development. Indicate all areas of proposed floodplain reclamation area.
- 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). Water line valves are not required to be shown.
- Existing and proposed franchise utility easements.
- Existing and proposed fire hydrants
- Proposed detention areas or provide note regarding existing regional detention, if applicable.
- 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."
- 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 preliminary site plan 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 tabulations showing how landscape requirements have been met, including tree mitigation



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LANDSCAPE

- 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 (printed)

Preparer's Signature