



# ZONING REQUEST CHECKLIST

## PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH FILING

\*NOTE: This checklist is not all-inclusive of all City ordinances and standards.

### GENERAL

- Submit all documents specified on the Required Documents checklist.
- Submit a disk with all plans – plans will be date stamped electronically.**
- Legal description (metes and bounds) of the area within the zoning request. The legal description shall extend to the centerline of adjacent thoroughfares and creeks. Submit one (1) hard copy (8 ½ x 11) of the legal description, titled as “Exhibit A: for Z\_\_\_”, signed & sealed by a surveyor. (City Project number provided by staff at time of submittal)
- Traffic Impact Analysis may be required (see TIA criteria in the Engineering Standards).
- The metes and bounds description and all exhibits shall be provided on a CD. (Metes and bounds in Word and exhibits in PDF format.)
- Submit a statement that shows compliance with the City’s Comprehensive Plan, Future Land Use Plan, Thoroughfare Plan, Hike & Bike Master Plan and a justification for alternate standards from zoning ordinance.
- A meeting with the Homeowners’ Association that are within 1,500 feet from the subject property and the project Planner is required prior to scheduling the public hearing for the Planning & Zoning Commission. Schedule meeting with project Planner.

### ENGINEERING

- 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 finished floor elevations of all lot adjacent to floodplain.
- 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>.”
- Existing or proposed easements (utility, drainage, visibility and maintenance, etc...)

### TRAFFIC

- Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition

space), and driveways (including those on adjacent property) with approximate dimensions

- If the zoning exhibit 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.”
- Distances (measured edge to edge) between existing and proposed driveways and streets

### EXHIBIT A

- Title block located in lower right corner (titled as “Exhibit A-2: Z\_\_\_\_\_”) with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- Names, addresses, and phone numbers of owner, applicant, and surveyor
- North arrow, scale, and location/vicinity map
- Legend, if abbreviations or symbols are used
- A site data summary table may be necessary (review with planning dept. prior to submitting)
- Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street
- Adjacent Property within 200 feet – subdivision name, owner’s name and recording information, land use, and zoning
- Natural features including tree masses, drainage ways, and creeks
- Existing topography at five (5) foot contours or less
- Assignment of use to specific areas within the plan
- Existing and requested zoning boundary lines
- Potential residential density if proposed zoning is for residential districts (exclude major thoroughfares from density calculations)
- Proposed dedications and reservations of land for public use including but not limited to: rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites
- Phases of development, including delineation of areas, building sites, land use and other improvements to be constructed in independent phases
- 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)

**ZONING SIGNS**

- Sign Criteria has been read, signed and attached to submittal packet.
- Photocopy of the Driver's License of the project representative.

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:** \_\_\_\_\_

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