For Office Use Only

Project # _____

Site Plan/Revised Site Plan Checklist

The following is a partial listing of requirements for site plan and revised site plan applications as found in Plano's development regulations and policies. A completed checklist must be submitted with each application. Applicants shall indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of application and/or delay of site plan/revised site plan approval.

Plan Format & General Standards *(check if provided; indicate NA if not applicable)*

Plan graphics shall comply with the following plan format and general standards:

- ☐ Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blueline copies will be accepted.
- ☐ Plan is clear and legible. Use a variety of line types and line weights. Do not use grey-scale shading; use stipple shading instead. Offsite information and onsite existing conditions may be screened for clarity.
- ☐ Permissible scale for plan are engineer scales 1" = 10', 20', 30', 40', or 50'. A 1" = 60" or 100' scale may be used with prior approval. Architectural scales are not acceptable.
- ☐ Title block shall be in the lower, right-hand corner of the plan. The title block shall contain: plan type; project name (subdivision name, lot and block designations); gross acreage; city, county and state name; survey and abstract name; and date of preparation.
- ☐ Provide 1 1/2" x 5" blank area above title block for city approval stamps.
- ☐ Label company name, preparer name, address, and phone number of plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block.
- ☐ Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- ☐ Orient plan so that north is to the top or left-hand side of sheet.
- ☐ Provide north arrow, graphic scale, and written scale in close proximity to each other.
- ☐ Provide a vicinity map in the same orientation of plan showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one mile radius of site.
- ☐ Provide City of Plano general notes (available online).
- ☐ Provide site data summary table (available online).
- ☐ If revised site plan, state purpose of revision (e.g., "The purpose of this revised site plan is _____.")

Site Information *(check if provided; indicate NA if not applicable)*

For the proposed site, provide the following:

- ☐ Plan is consistent with valid plans and plats approved for site.
- ☐ Plan integrates with valid plans and plats approved for adjacent contiguous sites.
- ☐ Plan is consistent with zoning, overlay districts, heritage designations, and/or specific use permits approved for site.

Site Information Continued *(check if provided; indicate NA if not applicable)*

- ☐ Show current and proposed property boundaries/lot lines. Label distances and bearings or curve data as appropriate.
- ☐ Lots comply with minimum lot frontage, lot width, lot depth, and lot area standards.
- ☐ Label proposed lot and block designations.
- ☐ Label lot area for each lot in acres and square feet.
- ☐ Dimension property boundaries to nearest intersecting streets or driveways.
- ☐ Show and label existing topography at one-foot contours referenced to sea-level datum.
- ☐ Show and label proposed topography at one-foot contours referenced to sea-level datum. Spot elevations may be used but cannot substitute for contours.
- ☐ Show and label floodplains, drainage ways, and creeks.
- ☐ Show and label front, side, and rear yard building setbacks.
- ☐ Show and label existing and proposed buildings. Provide general building dimensions and distances between buildings.
- ☐ For each building, label proposed use, gross building area (square feet), building height (# of stories), and building height (in feet to tallest element of the building).
- ☐ If proposed lot is adjacent to or contains 100-year developed condition floodplain, label each building's minimum finish floor elevation.
- ☐ Show and label vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed. Shade fire lanes with a ten percent stipple pattern. Dimension pavement widths, R.O.W., and/or easement widths, driveway throat widths, radii, and distances between driveways and intersecting streets. Label pavement construction (e.g., asphalt, concrete, etc.).
- ☐ Show a minimum of two points of access (one is direct street access and one is to a median opening).
- ☐ Show, label, and dimension visibility access maintenance (VAM) easements and corner clips.
- ☐ Cross-access circulation lanes within easements are provided between lots.
- ☐ Show, label, and dimension drive-through lanes including all stops (menu boards, windows, etc.) and stacking and escape lanes.
- ☐ Vehicle circulation lanes, private drives, fire lanes, and driveways are consistent with site's Traffic Impact Analysis.
- ☐ Show parking areas. Label as existing or proposed. Label pavement construction (e.g., asphalt, concrete, etc.). Dimension parking spaces and label number of spaces per tier of parking. Show and label accessible parking spaces including accessible passenger loading zones and routes.
- ☐ Dead-end parking does not exceed six parking spaces in depth.
- ☐ Show and label offsite parking. Dimension distance from offsite parking to nearest lot line of site.
- ☐ Show, label, and dimension required off-street loading spaces.
- ☐ Show and label landscape areas. Do not use tree stamps.
- ☐ Show, label, and dimension (width) required landscape edge. Do not use tree stamps.
- ☐ Show existing and proposed water utilities and associated easements. Dimension easement widths. Label line sizes. Show and label water meters and provide identification symbols. Show and label valves, Fire Department connections, fire hydrants, detector check vaults, and other associated structures.
- ☐ Provide water meter schedule. Schedule should contain meter symbol identification, meter type (domestic or irrigation), meter size, quantity of meters, note if existing or proposed meters and note associated sanitary sewer size (or "not applicable" if for irrigation meter). Do not include Fire Department services.

Site Information Continued *(check if provided; indicate NA if not applicable)*

- ☐ Show existing and proposed sanitary sewer utilities and associated easements. Dimension easement widths. Label line sizes. Label cleanouts, manholes, and other associated structures.
- ☐ Show existing and proposed storm sewer utilities and associated easements. Dimension easement widths. Label line sizes. Label culverts, inlets, junction boxes, and other associated structures.
- ☐ Show and label 100-year developed condition floodplain.
- ☐ Show and label floodway and drainage easement including access and maintenance easement.
- ☐ Show and label structural and nonstructural storm water controls/best management practices.
- ☐ Show area for two refuse and recycling container enclosures per lot. Provide interior dimensions and label enclosure screening "Six-foot masonry screening wall to match building with six-foot solid metal gates" per city details (available online).
- ☐ Show, label, and dimension trash compactors. Label compactor screening "Eight-foot masonry screening wall to match building with eight-foot solid metal gates."
- ☐ Show, label, and dimension open storage and vehicle storage areas including required screening and pavement construction (e.g. asphalt, concrete, etc.).
- ☐ Show and label above ground and underground fuel storage tanks. Label fuel tank capacities.
- ☐ Show and label emergency electrical generators. Label fuel type and tank capacity. Indicate location for refueling vehicles. Add note: "Tentative location of emergency electrical generator. Location may change subject to compliance with zoning, building, fire, and noise regulations."
- ☐ Show and label type and height of screening walls, retaining walls, headlight screens, and/or living screens. For living screens, state plant type, size, and spacing.
- ☐ Show and label type and height of fences and gates.

R.O.W., Street Design, and Access Information *(check if provided; indicate NA if not applicable)*

Provide the following R.O.W., street design, and access information for roadways within the site and contiguous to the site:

- ☐ Show public, semi-private, and private streets. Show and dimension R.O.W. and/or easement widths, pavement widths, and street centerlines. Label as existing or proposed. Label street names. Label pavement construction (e.g., asphalt, concrete, etc.).
- ☐ Show and dimension median openings. Label as existing or proposed. Dimension distances between median openings and distances to nearest offsite median openings.
- ☐ Show and dimension left turn lanes and deceleration lanes with associated storage and transition areas. Label as existing or proposed.
- ☐ Show driveways. Label as existing or proposed. Dimension driveway throat widths, driveway radii, and distances between driveways and intersecting streets.
- ☐ Streets, median openings, turn lanes, deceleration lanes, and driveways are consistent with site's Traffic Impact Analysis.
- ☐ Show and dimension sidewalks and barrier-free ramps. Label as existing or proposed.
- ☐ Show and label existing topography at one-foot contours referenced to sea-level datum.
- ☐ Show on-street parking. Label as existing or proposed. Label pavement construction (e.g., asphalt, concrete, etc.). Dimension parking spaces and label number of spaces per tier of parking. Show and label accessible parking spaces and accessible passenger loading zones.

Adjacent Property Information *(check if provided; indicate NA if not applicable)*

For properties contiguous to the site and for properties across R.O.W. contiguous to the site, provide the following:

- ☐ Show, label, and dimension the portion of previously approved concept plans, preliminary site plans, and site plans within 50 feet of the site boundary and within 50 feet of R.O.W. contiguous to the site boundary.
- ☐ For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot.
- ☐ For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- ☐ Label zoning and land use per City of Plano Schedule of Permitted Uses for each lot and parcel.
- ☐ Show and label existing and proposed buildings, landscape areas, and parking areas. Label parking area construction (e.g., asphalt, concrete, etc.).
- ☐ Show vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed. Shade fire lanes with a ten percent stipple pattern. Dimension pavement widths, R.O.W. and/or easement widths, driveway throat widths, radii, and distances between driveways and intersecting streets. Label pavement construction (e.g., asphalt, concrete, etc.).
- ☐ Show, label, and dimension water, sanitary sewer, and storm sewer utilities. Label as existing or proposed.
- ☐ Show, label, and dimension easements. Label as existing or proposed. Provide recording information for existing easements.
- ☐ Show and label existing topography at one-foot contours referenced to sea-level datum.

Other *(check if provided; indicate NA if not applicable)*

Indicate compliance with the following ordinances and guidelines:

- ☐ Preston Road Overlay District
- ☐ Dallas North Tollway Overlay District
- ☐ 190 Tollway/Plano Parkway Overlay District
- ☐ State Highway 121 Overlay District
- ☐ Parkway Overlay District
- ☐ Dallas North Tollway Design Guidelines
- ☐ Dallas North Tollway Streetscape Plan
- ☐ Eastern Plano Streetscape Features
- ☐ Heritage Preservation Plan
- ☐ Historic Cemetery Preservation Plan
- ☐ Master Facilities Plan
- ☐ Retail Corner/Service Station Design Guidelines
- ☐ Spring Creekwalk Master Plan Report
- ☐ FAA 10,000-Foot Notification Buffer