



## Site Plan Preparation

### Application Checklist

Planning & Community Development

800 Main Street 2<sup>nd</sup> Floor

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**The applicant is to use this checklist in the preparation of the site plan.**

## **SITE PLAN**

**THE PLAN INTENT IS FOR ENTITLEMENT PURPOSES. NOT CONSTRUCTION DRAWINGS.**

- Pre-Submittal Number (Case Number)
- Project title, date, north arrow, project address, existing zoning, proposed zoning (if proposed)
- Name of owner, name of applicant, plan preparer and company name, addresses, and phone numbers
- Vicinity map
- Engineering or Architect scale
- Boundary lines with bearings and dimensions
- All existing and proposed, off-street parking spaces, with dimensions of all parking bays and drive aisles
- All on-street parking spaces (if applicable)
- Loading areas (if applicable)
- A table containing the building square footage of each use on the property, each use's corresponding parking requirement, and the number of parking spaces provided for each use and the type of parking area surface material
- Drainage and utility easements
- Lighting facilities
- Fire lanes
- Refuse facility details including pickup location(s), screening material, color, and dimensions
- Location of all buildings and other physical features within 50 feet of site
- In tabular form, indicate the following information about the site:
  - Total area of site
  - Total floor area ratio
  - Total impervious surface cover in square feet and percentage
  - Total building coverage
  - Percentage of site covered by impervious cover, provided and required

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## SITE PLAN

- Parking calculations, provided and required
- Loading calculations, provided and required
- Open space calculations, provided and required
- Square footage of existing and proposed buildings
- Building height permitted/ building height proposed
- Finished floor elevations
- Show and label the location and purpose of all vehicle areas not used for loading or parking, show, loading docks, landscape islands and medians
- Show and label all amenities, pools, patios, decks, gardens, landscape planters; all hardscaping such as brick or decomposed granite or stamped integral colored concrete; all walls, fences, sidewalks, trails, pedestrian sidewalk ramps, and all other land improvements
- Label all roadway and proposed right-of-way dedications, drives, and pavement materials
- Locations, types, and limits of existing site improvements (structure, parking lots, planted areas, etc.) to be retained
- If existing improvements are retained and other existing improvements are demolished provide a demolition sheet separate from the site plan sheet
- Show existing and/or proposed refuse storage container location(s), screening
- Location of all existing and proposed water, sanitary sewer, and storm water lines, and all associated easements
- Location of existing drainage ways and significant natural features, and the impact(s) of proposed improvements
- In tabular form indicate the following information for each building:
- Proposed use and the gross square footage for each use within the structure, Height of building and Number of stories, Finished floor elevation(s)**
- Total gross square footage for building and for each floor
- Distance between buildings and all building setbacks
- Width of all unobstructed access roadways, including fire lanes, with appropriate finish grades, widths, lengths, turnarounds, and turning radii (T-section, hammerhead, cul-de-sac)

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**SITE PLAN**

- All frontage roads, intersections, entrance/exit ramps, and driveways abutting and adjacent to subject property within 300 feet of property lines (or indicate that there are none)
- All driveway dimensions and design specifications, driveway curb return radii, and profile of finished grades
- Proposed operation of driveways (i.e. one-way, two-way operation) and all physical barriers to vehicular access
- Physical obstructions (utility poles, trees, storm sewer inlets, etc.) in right-of-way which could affect sidewalk/driveway locations.
- Horizontal Articulation drawing, dimensions, and calculations for each applicable side of the building(s).
- The Design Representative information has been provided.

**DESIGN REPRESENTATIVE COMPLETE THE FOLLOWING INFORMATION:**

Prepared By: \_\_\_\_\_

Firm: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_