



SITE PLAN & SITE PLAN AMENDMENT CHECKLIST

Acceptance of Site Plan Application: Site Plan applications shall be reviewed for completeness in accordance with this checklist before they are accepted by City Staff. Failure by the applicant to provide required information or obtain a waiver from the Planning Director constitutes grounds for refusal of site plan submittal for processing.

This checklist is provided to assist developers and design professionals in the preparation of submittals for development review and is a guideline for what is needed to facilitate the review. Additional information may be required, as indicated in your Pre-Development meeting or upon review of the plans.

CHECK ALL BOXES TO SIGNIFY COMPLIANCE WITH SUBMITTAL REQUIREMENTS. UPLOAD THE CHECKLIST AS AN ATTACHMENT TO THE ONLINE PROJECT APPLICATION.

SITE PLAN SUBMITTAL REQUIREMENTS:

- Certificate of Acknowledgment:** The completed online application shall include the notarized signatures of the owner(s) through the execution of the Certificate of Acknowledgment. The Certificate of Acknowledgment shall be uploaded and submitted with the online application.
- Project Narrative:** A narrative indicating the purpose of the development and what is being proposed, and how the site plan meets the Zoning Ordinances and adopted plans such as The Colony Comprehensive Plan and the Master Thoroughfare Plan, etc.
- Fee:** Fee paid as described in the current Development Services Fee Schedule. The fee can be paid by phone, in person, or by mail. Applications will not be routed for review until the payment has been received.
- Digital Attachments:** Final Plat, Site Plan, Landscape Plan, Irrigation Plan, Photometric Plan, Preliminary Drainage Plan, Utility Plan, Grading Plan, and Color Building Elevations in PDF format (11" X 17").
- Applicant Information:** The applicant is generally the principal design professional (e.g. a surveyor or engineer) preparing the plat document. The applicant shall include his/her name, name of company, company address, phone number, and personal email contact information on the application and on the plat. If the applicant and the property owner are the same, please note as such. All correspondence relating to the plat review and filing will be directed to the applicant designated on the application.
- Owner(s) Information:** The plat application is required to be signed by the current property Owner(s). If the property owner is not available to sign the application, then a notarized letter of authorization from the property owner is required to be submitted which empowers a designee to sign for the property owner. The owner(s) name, address, and phone number must be shown on the plat. The plat drawing does not need to be signed and notarized until the plat has been approved.

GENERAL SITE PLAN SPECIFICATIONS:

- Legibility:** Each plan shall be drawn at a scale at which all details of the drawing are legible after the drawing has been reduced to an 11" X 17" format.
- Use of Land and Buildings:** The proposed land use shall be in compliance with the land use regulations as outlined in Section 10-100 of the Zoning Ordinance, Schedule of Uses.

- Drawn to Scale:** The scale of the drawing shall be in a scale that shows all the elements in sufficient detail so that staff and decision-making bodies may conduct a thorough review.
- Notation of the Scale:** Engineering scale required.
- Legend:** The legend shall include an explanation for all graphic symbols on the plans.
- Bar or Graphic Scale and Directional, North Arrow:** The north arrow shall be oriented either to the top or the right of the pages. Include Bar or graphic scale and directional with north arrow.
- Date:** The plans shall include the date of the initial preparation and the date of any subsequent revisions.
- Project Number:** Following the submittal of the site plan, a unique project number will be generated by City Staff. All subsequent revisions shall have this number clearly visible on all plan sheets in all subsequent title blocks along with the revision number and date.

Development Review Submittal

- Initial Application
- Resubmittal after DRC
- Second Resubmittal
- Third Resubmittal
- Fourth Resubmittal

Information Within Document

- Project Name – Submittal
- Project Number –File Name–Revision1
- Project Number –File Name–Revision2
- Project Number –File Name–Revision3
- Project Number –File Name–Revision4

All revisions submitted to the City must be accompanied by a technical response letter outlining responses to City Staff comments.

SPECIFICATIONS:

- Title Block:** A title block including the following information shall be included on each page:
 - Name and project number of the proposed project.
 - Type of Plan: “Site Plan,” “Landscape Plan,” or “Building Elevations”
 - Legal description (whether County Abstract or platted lot) of the subject property. Name, address, telephone number and email of the property owner.
 - Name, company, company address, telephone number and email of the engineer and/or architect who prepared the applicable plan.

- Signature Block:** The Site Plan shall include the following signature block:

Approved by the City Council on the _____ day of _____ 20_____

Planning Director

- General Requirements:** Scale drawing showing all public and/or private streets, building sites, lots and block numbers, areas proposed for dedication (whether right-of-way, easements or private common areas), parks, parkways, walls, fences, fire lanes, points of ingress and egress, and specific areas proposed for each land use.

- Zoning District Boundaries:** All zoning districts, current uses and owners of each tract adjacent to the project site shall be labeled on the site plan. If the adjacent zoning district is a Planned Development (PD), the existing

use shall also be shown (examples: PD 11 – Retail Uses or PD 14 – Residential Uses).

- Subdivision Boundaries:** Include the names and phase numbers of any adjacent subdivisions and land use.
- Structures:** The location of all existing buildings and/or structures that are to remain on the lot, as well as the proposed buildings and/or structures. All entrances to buildings shall be shown.
- Size and Bulk:** The building size (total square footage, length and width), height, number of stories, floor-area ratio (FAR) and total square footage of each use (such as office and retail) shall be detailed in a Site Data Table.
- Lot Size and Density:** The total acreage and dimensions of the project lot(s) shall be clearly labeled and the proposed use shall comply with the City density requirements, as outlined in Section 11, Area Regulations, of the Zoning Ordinance.
- Easements:** All existing and proposed easements and their sizes are to be shown on the site plan (filing information not required on site plan for proposed easement).
- Existing and Proposed Utility Service:** The location and size of existing water and/or sanitary sewer mains, culverts, storm drains, fire hydrants, and other underground facilities and/or infrastructure within 200 feet of the subject property shall be shown on a separate utility plan. The preliminary layout of water and sanitary sewer mains, culverts, storm drains, fire hydrants, and other underground facilities and/or infrastructure which are required to ensure adequate service and fire protection to the proposed lots shall also be shown on a separate utility plan.

Please refer to Appendix D of Engineering Design Manual and Utility Plan checklist available at <https://www.thecolonytx.gov/223/Design-Manual-Standard-Details-Checklist>

- Building Setback Lines:** All building setback lines shall be shown on the site plan, as described in Section 11 of the Zoning Ordinance.
- Parking Standards and Layout:** All parking spaces shall be dimensioned and provided in accordance with the standards of Section 13 of the Zoning Ordinance. Parking calculations shall be shown in a table format that includes the standard applied, number of spaces required and number of spaces provided, including handicapped accessible spaces. The dimensions of a typical parking space shall be indicated on the site plan.
- Stacking and Escape Lanes:** When applicable, the location, lane width and number of vehicles that can be accommodated in the drive-thru lane and stacking lanes, as well as the location of the order boards.
- Loading Standards and Layout:** All loading spaces shall be dimensioned and provided in accordance with the standards of Section 14 of the Zoning Ordinance. Loading space calculations shall be shown in a table format that includes the standard applied, the number of spaces required and the number of spaces provided.
- Screening:** The location and type of all existing and proposed screening, including screening of the proposed use from adjacent properties, screening of mechanical equipment, screening of sanitation containers, parking areas, bay doors and vehicles awaiting repair shall be shown. The height, materials and color of solid wall screening shall be included. If a vegetative screen is proposed, the spacing, height at the time of planting, and height at the time of maturity shall be detailed in the Site Data Table.
- Dumpster Location and Screening:** All sites are encouraged to provide space for both trash and recycling receptacles. Dumpster location shall have forty (40) feet of clear backing space for maneuverability. Trash and recycling receptacles that are located within the Gateway Overlay District are required to be screened, in conformance with Section 10A-1300(a)(1).
- Building Proximity:** The distance to adjacent structures shall be shown on the site plan to ensure proper fire rating of exterior walls and zoning district setbacks.

- Lighting:** Any exterior lighting shall be indicated on the site plan, shall include the height of the proposed light standards and conform to Section 17-107(A), External Lighting, of the Zoning Ordinance.
- Street and Thoroughfare Design:** The proposed street and thoroughfare design shall conform to the criteria in the Engineering Design Manual and the Master Thoroughfare Plan.
- Driveways:** The throat depth, width radii of proposed entrance(s) to the subject property shall be shown. Dimension the distance between drives, measured curb to curb.
- Streets:** All public and/or private rights-of-way (including alleys) within 300 feet of the subject property shall be shown on the site plan. The widths of each shall be labeled. If a right-of-way has a variable width, indicate the width in a minimum of three (3) places along the roadway. Show all applicable corner clips, visibility triangles, medians, turn channels, and drainage inlets."
- Sidewalks:** The location and width of sidewalks shall be included. If the location of the sidewalk meanders into the subject property, include a pedestrian access easement on the associated plat and notate and reflect the proposed location within the site plan. Include appropriate designations for accessibility according to the Americans with Disabilities Act (ADA) at each location where a sidewalk crosses a drive.
- Fire Lanes:** All existing and proposed fire lanes shall be shown on the site plan with shading. Fire lane paving specifications are to be noted on the site plan and are to be in accordance with the Code of Ordinances.
- Fire Sprinklers:** Where the Adopted International Codes apply, the proposed building shall have fire sprinklers. A note on the site plan shall indicate if the building is to be sprinkled.

LANDSCAPE PLAN:

- General Landscaping Requirements:** Landscaping is proposed in conformance with Section 17A of the Zoning Ordinance or the governing Planned Development regulations, if applicable. Landscape Summary worksheets with all calculations complete shall be included with the application packet.
- Gateway Overlay Landscaping Requirements:** If the project is within the Gateway Overlay, proposed is designed with 10A-700 for general standards of landscaping, including the required street buffer widths, plant selection, number of plants required, installation and maintenance and adherence to the Landscape Amenity Point system.
- Corner and Triangle Visibility:** Corner visibility designed compliance to Section 17A-400 in reference to materials, trees, shrubs, and other landscaping feature heights. Triangle visibility of an intersection must comply with Section 18-605.
- Tree Survey:** If the subject property has existing trees on the tract greater than ten (10) inches in caliper, a separate tree survey shall be submitted along with the landscape plan. A tree mitigation plan shall be submitted in accordance with the requirements of Section 17B, Tree Preservation, of the Zoning Ordinance.
- Tree and Shrub Selection:** All proposed trees, shrubs, flowers or ornamental grasses, and grass cover shall be selected from Section 17A-1100, Recommended Plant List, of the Zoning Ordinance (or, if within the Gateway Overlay, from Section 10A-800).
- Landscape Buffer and Street Yard Calculation:** Street yard is defined as the area between the right-of-way and the front façade of the structure (see Section 17A-200 for the definition for multiple structures on a lot). The street yard shall be shown on the landscape plan. A minimum of twenty percent (20%) of the street yard shall be landscaped. In addition, those developments in the Gateway Overlay District shall maintain a landscape buffer (see Section 10A-700 for specific details).
- Irrigation Plan:** Provide an irrigation plan detailing the location, water supply connections and parts list. Overlay the Irrigation Plan with the landscaping plan to ensure no plantings will interfere with the irrigation system.

- Legend:** Include a legend referencing each symbol for plants used on the landscape plan.
- Landscape Standard Notes:** Include the following standard notes on the landscape plan:
 - "All landscaping is to be irrigated in accordance with City standards."
 - "All irrigation systems are to be fitted with rain and freeze gauges in accordance with City standards.""
 - "Water and Sewer Lines: All water and sewer lines and their sizes shall be shown on the Landscape Plan, including Fire Department connections."
- Plant Maintenance:** Describe provisions for maintenance of existing and proposed plant materials.
- Photometric Plan:** Provide a Photometric Plan outlining the exterior lighting of the development.

ELEVATION PLAN:

- General Requirements:** Color elevations for all sides of the proposed structure shall include the materials and colors to be used.
- Labeling:** Each side of the proposed building shall be labeled by cardinal direction and shown on the elevations.
- Dimensions:** The building elevations shall show the dimensions of the proposed structure. i.e. vertical and horizontal articulations.
- Building Height:** The height of the proposed building shall be labeled on the elevations and be in conformance with Section 12, Height Regulations, of the Zoning Ordinance.
- Exterior Materials:** For commercial buildings located within the Gateway Overlay District dimension changes in materials, color, texture and design patterns, offsets, and features.
- Materials Legend:** Provide materials square footage and materials percentages per façade and for the building overall. Façade colors shall also be indicated on the elevations.
- Colors Legend:** Provide color square footage and percentages per façade and for the building overall.
- HOA Approved Materials:** If the project is located in a Home Owners Association (HOA) neighborhood, provide a determination letter from the HOA.

DESIGNED IN COMPLIANCE WITH GUIDING DOCUMENTS:

- Engineering Design Manual**
- Gateway Overlay District**
- Comprehensive Plan**
- Master Thoroughfare Plan**
- Subdivision Ordinance**

PLANNING AND ZONING DEPARTMENT

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