



SITE PLAN CHECKLIST

Project Name: _____ **Case #** _____

This checklist is provided to assist you in addressing the minimum requirements for Site Plan submission. Site Plans are generally submitted as a component of Engineering Plans. An application is incomplete unless all applicable information noted below is submitted to the Department of Development Services. Indicate that all information is included on the submitted plans by checking the box next to the required information. Checking the box certifies to the City that you have completely and accurately addressed the issue. If not applicable, indicate an “N/A” next to the box. Return this completed form at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided both directly on the plan and on a separate letterhead with sufficient details so as to allow a determination to be made by the appropriate approving body. Reference shall be made to the specific requirement and or corresponding Code/Ordinance section.

Plans are expected to be submitted complete and accurate in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes, depending on the amount/magnitude of changes or corrections needed. Please keep in mind that changes/additions to previously incomplete or inaccurate plans may generate additional comments at re-submittal of corrected plans. Therefore, diligence to the initial submittal is paramount to expediting the review process. In addition to meeting all requirements in the checklist plans will be evaluated based on the listed approval criteria from the applicable sections of the City of Sachse Code of Ordinances.

SITE PLAN REQUIREMENTS	
Included	Item Description
<input type="checkbox"/>	A Traffic Threshold Analysis is required with all development and zoning applications. Please contact the Engineering Department for further information regarding this requirement.
<input type="checkbox"/>	Site boundary is indicated by a heavy solid line intermittent with 2 dash lines, dimensioned with bearings and distances; indicate and label lot lines, setback lines, and distance to the nearest cross street.
<input type="checkbox"/>	Site location/vicinity map clearly showing the location of the subject property with cross streets is provided. Indicate scale or NTS and provide north arrow.
<input type="checkbox"/>	A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet.
<input type="checkbox"/>	A written and bar scale is provided, 1" = 20' unless previously approved by staff.
<input type="checkbox"/>	A title block is in the lower right corner that includes large, boldly printed "SITE PLAN", owner and engineer's names, addresses and phone numbers, subdivision name, lot number/s, block number or letter, original submission date, and a log of re-submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Tree masses are clouded with accurate canopy widths shown to determine critical root zone where located within close proximity to existing or proposed pavement.
<input type="checkbox"/>	Floodplain boundary is shown and indicates F.I.R.M. Community panel number and date, and flow line of drainage ways and creeks, as applicable.

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SITE PLAN REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	Existing topography lines are shown with a light dashed line and proposed contours are shown by a medium weight solid line. Topography is shown at minimum five (5) foot contours referenced to sea level city datum. Spot elevations and additional contours may be required in certain areas depending on topography
<input type="checkbox"/>	Accurately located, labeled and dimensioned footprint of proposed structure(s) is/are shown by a solid heavy line.
<input type="checkbox"/>	Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.
<input type="checkbox"/>	Accurately located and labeled footprint of structure(s) proposed for demolition is/are shown by a light dashed line. Structures to be demolished are clearly labeled/ identified.
<input type="checkbox"/>	Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown by a light, solid line.
<input type="checkbox"/>	Adjacent property lines within 200 feet of the subject property lines are shown by a light dashed line.
<input type="checkbox"/>	Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped, etc.) within 200 feet of the property line is indicated.
<input type="checkbox"/>	Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.
<input type="checkbox"/>	Finished floor elevation of existing and/or proposed structures is referenced to sea level datum.
<input type="checkbox"/>	Full width of streets and alley rights-of-way with centerlines and backs of curbs or paving edges within 200 feet of the property line are dimensioned and street name or use is labeled.
<input type="checkbox"/>	Driveways within 200 feet of the property line: <ul style="list-style-type: none"> ▪ Are accurately located and dimensioned. ▪ Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines. ▪ Distance to the nearest street is shown as measured from the end of curb-return radius of the adjacent street to the driveway centerline. ▪ Typical radii are shown.
<input type="checkbox"/>	Drive-thru lanes, menu board location, pick-up window/s, maneuvering area, stacking lanes and escape lanes are indicated and dimensioned.
<input type="checkbox"/>	Sidewalks and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled.
<input type="checkbox"/>	Off-site streets and roads: <ul style="list-style-type: none"> ▪ Existing and proposed roadways with medians and median openings adjacent to and within 200 feet of the project site are shown and dimensioned. ▪ Medians, median openings with associated left-turn lanes, continuous left-turn lanes, transition and stacking lengths are shown and dimensioned within 200 feet of the project site. ▪ Existing, proposed, and required acceleration/deceleration lanes within 200 feet of the project site are shown dimensioned, stacking length indicated, and right-of-way dedication is indicated as applicable. ▪ Distance to the nearest signalized intersection is indicated.
<input type="checkbox"/>	All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two-foot overhang, as applicable.
<input type="checkbox"/>	Handicapped parking spaces and barrier-free access points are shown, dimensioned, and labeled.

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SITE PLAN REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.
<input type="checkbox"/>	Dumpster and/or compactor locations and screening methods are shown. Indicate screening materials and height for all sides. Screening material is to match structure façade with enclosure having solid metal gates. Specifications and sketches are available from staff.
<input type="checkbox"/>	Paving materials, boundaries and type are indicated.
<input type="checkbox"/>	Access easements are accurately located/ tied down, labeled and dimensioned.
<input type="checkbox"/>	Off-site parking is shown and dimensioned from the off-site parking area to the structure or use as applicable. A parking easement or shared parking agreement is required and is provided in draft format.
<input type="checkbox"/>	Fire lanes are shown and dimensioned at a minimum of 24 feet in width, with internal radii of not less than 30 feet. Label and use an approximate 20 percent shade for fire lanes to differentiate from other paving. Ensure that required labeling and dimensioning is readable through shading.
<input type="checkbox"/>	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 are accurately located, dimensioned and labeled.
<input type="checkbox"/>	Screening walls are shown with dimensions and materials. An inset is provided that shows the wall details and column placement as applicable. Plans for masonry walls are to be signed and sealed by a structural engineer and approved by the City Engineer.
<input type="checkbox"/>	The location of living screens are shown and labeled. Details of a living screen are provided on the Landscape Plan indicating plant species/name, height at planting, and spacing.
<input type="checkbox"/>	A lighting plan that shows location by fixture type is included. A lighting data chart is used to reference fixture type (i.e. pole or wall pack), maximum height, those requiring shielding, those requiring skirting, wattage and foot-candles of each fixture.
<input type="checkbox"/>	Existing and proposed water and sanitary sewer lines, storm sewer pipe, with sizes, valves, fire hydrants, manholes, and other utility structures on-site or immediately adjacent to the site are shown and labeled.
<input type="checkbox"/>	Boundaries of detention areas are located. Indicate above and/or below ground detention.
<input type="checkbox"/>	Monument signage location is indicated. Details of construction materials and architecture are shown. Color, type and texture is to match that of the building.
<input type="checkbox"/>	Communication towers are shown and a fall distance/collapse zone is indicated.
<input type="checkbox"/>	Project Site Data (as referenced in this Manual).
<input type="checkbox"/>	List of exceptions and/or variance(s) requested or previously granted, including dates and approving authority.

Preparer's Signature: _____