



## Site Plan Checklist *P&Z Approval*

### **Submission Requirements:**

- ✓ Completed application form signed by the owner of the property
- ✓ Filing fee
- ✓ Transmittal Letter

### **The following sets of prints will be required throughout the review process:**

- ✓ Mandatory Pre-Application
  - One (1) 24"x36" set of prints of the Site Plan, Tree Survey/Mitigation Plan, Landscape Plan, Building Elevations, Sign Plan, and Preliminary Utility Plan to be submitted for Staff's pre-review
- ✓ Filing Deadline
  - Seven (7) 24"x36" prints of Site Plan, Landscape Plan, Building Elevations and Sign Plan (FOLDED IN SETS)
  - Four (4) 24" x36" prints of the tree survey/mitigation (FOLDED)
  - One (1) 24"x36" print of the Preliminary Utility Plan (FOLDED)
  - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred
- ✓ DRC Meeting
  - Two (2) REVISED 24"x36" sets of prints, addressing DRC comments for discussion at DRC meeting with the applicant. One set will be submitted to DRC Staff; the other set is to record any additional revisions discussed at the meeting.
- ✓ For Planning & Zoning Commission Packets
  - Twelve (12) 24"x36" prints of Site Plan, Survey/Mitigation Plan, Landscape Plan, Building Elevations, Sign Plan, Tree (FOLDED IN SETS)
  - Do not resubmit Utility Plans, unless requested.
  - One (1) 8½"x11" paper copy of all exhibits
  - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred

**ALL STAFF PRESENTATIONS ARE VIA POWER POINT. COLOR DRAWINGS ARE RECOMMENDED. APPLICANT'S POWER POINT PRESENTATIONS (IF DESIRED) MUST BE SUBMITTED TO STAFF NO LATER THAN NOON, THE DAY OF THE PUBLIC HEARING.**

**In the event that the Planning & Zoning Commission approves the Site Plan subject to conditions which require revisions to the exhibits, then two (2) sets of revised plans and one PDF of the exhibits will be required prior to the issuance of a building permit.**

**Site Plan Sheet:**

Applicant/Staff

- Title block located in lower right corner with name of the project, subdivision name, block and lot numbers, survey name and abstract number, number of acres, date of preparation.
- Name, address, phone and email addresses for owner, applicant, architect and/or engineer, preparing the plan.
- North arrow (should be pointing up or to the right) and scale (generally a minimum of 1"=50').
- Site Data Table as follows:
  - Existing zoning
  - Proposed uses
  - Square footage of each proposed use
  - Building area - gross square footage
  - Building height
  - Required and provided parking spaces per each use
  - Proposed lot coverage
  - Floor area ratio
- Zoning districts on and adjacent to the property.
- Boundaries of the property with dimensions.
- Adjoining streets including curbs, existing and proposed sidewalks, existing and proposed median openings and all street intersections, driveways and alleys within 200 feet of the property.
- Indicate spacing between driveways within the subject property and adjacent properties as required in the *Subdivision Ordinance*.
- Parking layout and driveways including loading areas, fire lanes (minimum 24' wide), access easements, parking space dimensions (typical 9'x18' or 9'x19' where head to head parking exists) and aisle width (typical 24' wide).
- All existing and proposed drainage and utility easements.
- Topography with contour intervals of five (5) or less and minimum finished floor elevations both referenced to mean sea level datum.
- Show the location of the FEMA 100-year flood plain.
- Refuse facilities and mechanical equipment including height, materials and elevations of proposed screening.
- Lighting facilities, security lighting, screening and glare shades.
- Proposed attached and monument signs including elevations showing dimensions, total square footage, materials, colors, font and light source (if any). Sign elevations may be shown on a separate sheet.
- Fire hydrant layout.
- Additional information as needed.

## **Preliminary Engineering:**

Applicant/Staff

 

Preliminary Engineering (Preliminary Utility Plan) - only submit one (1) set and an electronic version (PDF) - *if required*.

## **Landscape Plan:**

Applicant/Staff

 

The block located in lower right corner (titled as Landscape Plan) with project name, block and lot numbers and date of preparation.

 

Name, address, phone and email addresses of owner, applicant and Landscape Architect preparing the plan.

 

North arrow and scale (generally minimum 1"=50'). The Landscape Plan must be at the same scale as the site plan. North arrow should be up or to the right.

 

Boundaries of the property with dimensions.

 

Landscape Data Table showing required/provided trees/shrubs and square footage for each category as follows:

- Perimeter Landscaping: \_\_\_\_ sq. ft. required \_\_\_\_ sq. ft. provided  
Trees # \_\_\_\_ required # \_\_\_\_ provided
- Interior Landscaping: \_\_\_\_ sq. ft. required \_\_\_\_ sq. ft. provided  
Trees # \_\_\_\_ required # \_\_\_\_ provided
- Non-vehicular Landscaping: \_\_\_\_ sq. ft. required \_\_\_\_ sq. ft. provided  
Trees # \_\_\_\_ required # \_\_\_\_ provided
- Percentage of Total Site Area devoted to landscaping: \_\_\_\_%

 

Plant List/Schedule Table showing number of each species of trees and shrubs including caliper inches, species and scientific name.

 

Plant Legend if symbols or abbreviations are used.

 

Clearly show landscape areas and plant materials on plan designated to fulfill interior, perimeter and non-vehicular landscape requirements.

 

Location of all trees to be preserved.

 

Spacing of plant material to be used.

 

Description of maintenance provisions for the Landscaping.

 

Existing and proposed utility easements.

 

Show proposed and existing sidewalks.

 

Note that all landscaped areas shall be fully irrigated and an irrigation plan will be required with the Building Permit.

## **Tree Survey:**

Applicant/Staff

 

Complete tree survey per Article 34, Division 2 of the *Zoning Ordinance*.

## **Building Elevations:**

Applicant/Staff

 

North, south, east and west building elevations.

Applicant/Staff

- Proposed building colors and materials including manufacturer’s specifications.
- Proposed building height.
- Percentage of masonry materials.

**Color Board:**

Applicant/Staff

- The color board shall indicate the name of the proposed project and show a sampling of all proposed materials in the appropriate color and labeled accordingly.

**NOTE: This checklist is only a supplement to the *Zoning Ordinance* and Subdivision Regulations. It is the applicant’s responsibility to review and comply with the requirements of the *Zoning Ordinance* and Subdivision Regulations.**

**Standard site plan approval conditions**

**For Retail & Office Projects outside industrial areas:**

*The following conditions and other considerations outlined in the CIVIC report should be considered in the design of a site plan.*

Applicant/Staff

- Utility meters shall not be visible except from areas clearly intended as service areas where the public is generally excluded.
- Rooftop mechanical equipment shall be screened.
- Eighty percent or more of all building facades shall be brick or stone of an earth tone color (earth tone color is defined on page 12 of the 2/97 Report to the City Council prepared by the Committee to Improve the Visual Image of Coppell).
- Awnings shall be either neutral in color with a deep solid trim color permitted or the reverse of that, a deep solid color with a neutral trim. (neutral is defined as white, black, gray, beige or brown. Deep solid is defined as burgundy, navy blue, hunter green or chocolate brown).
- Parking lot lights shall not exceed 30’ in height. Unless intended as a decorative feature, parking lot lights shall resemble the simple box lights on square section metal poles painted brown in use on most major thoroughfares.
- Entrance lights shall resemble the fixtures on the Denton Tap Road bridges (Sentry Electric, Central Park Series). One such entrance light shall be places on each side of any driveway in which brick pavers are installed.
- Flat roofs and parapet walls around flat roofs shall have a cornice, cap or other detail with a vertical dimension at least 3% of the height of the building. Pitched roofs shall have roofing material of a lusterless gray, beige, brown or green color.

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