

Complete Application Checklist— Development Plan

The development plan shall include the site plan, [tree removal plan](#), [landscape plan](#), [tree survey and preservation plan](#), and the [façade plan](#). Please coordinate with your assigned case manager on what plans are to be included in the development plan submittal.

All [development plans](#) are expected to be submitted complete and accurate in all detail as shown by the appropriate checklist(s). Should the 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.

All development plan applications shall abide by the requirements contained herein and be approved based on the approval criteria in the [Rowlett Development Code](#) references and included herein. Please note that if after three submittals staff determines that significant progress is not being made toward completing plans, a resubmittal fee equal to the original submission fee may be required.

NOTE: Civil plans or building permits will not be accepted until the development plan approval letter has been released by the Case Manager. A copy of the stamped approved development plan shall be included in the civil engineering plan and building permit submittals.

All initial Development Plan applications shall be accompanied by the following materials:

- A fully completed Uniform Development Application.

- A completed Consent Form either signed by the property owner or accompanied by a signed and notarized letter from the property owner giving the representative the ability to make the application for the owner.

- A copy of the recorded deed for the property, and, if owned by a company, signatory authority for the individual signing the application.

- Payment of all applicable fees (see Schedule of Fees).

- A digital version (either CD, email, flash drive) of the required exhibits in “PDF” format. Each plan type must be in an individual PDF. Plan types with multiple pages must be combined into 1 PDF document. See below for the suggested file name format.

- A copy of the appropriate checklist for the request being submitted, completed and signed by the applicant.

- A letter requesting any exception or modification to a regulation and why that issue was not addressed.

All resubmittals of development plan applications shall be accompanied by the following materials:

- Submit one electronic pdf copy by CD, USB Flash Drive, or email to the case manager. Plan types with multiple pages must be combined into 1 PDF document. See below for the suggested file name format.

- A written response to staff’s comments. Please note that revised [plats](#) will not be accepted without a written response.

When staff has determined the development plan is complete and accepted for final approval, the following materials may be required:

- One copy of the 24” x 36” of all the exhibits with the approval signature. The case manager will provide electronic copy with the approval stamp.

- A copy of the appropriate checklist for the request being submitted, completed and signed by the applicant.

File Name Format (If not within these format parameters submittals are subject to rejection):
(YYYYMMDD Submittal Date_Project Name_File Type_Submittal #)

Ex: 20160818_El Pollo Loco_Landscape Plan_1



UNIFORM DEVELOPMENT APPLICATION

APPLICATION INFORMATION				
Submittal: <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd (After 3 rd round, fee and schedule resets)			Planner: Planner Number:	
Project Name:			Total Acreage:	
Nearest Cross Streets:			Appraisal District County:	
Address:			Appraisal District Number/Parcel ID:	
City:	State:	Zip:	Current Zoning Designation(s):	
Subdivision/Addition Name:		Block:	Future Land Use Map Designation(s):	
		Lot(s):	Please check the box for the proposed use: <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed Use <input type="checkbox"/> Multi-Family <input type="checkbox"/> Residential	
Please provide a brief description of the proposed request:				
TYPE OF REQUEST			FEE	TOTAL DUE
ROWLETT DEVELOPMENT CODE (RDC)				
1.	<input type="checkbox"/>	Rezoning (RDC or Form Based Code)	\$3,000.00	
2.	<input type="checkbox"/>	Planned Development	\$3,800.00	
3.	<input type="checkbox"/>	Special Use Permit (SUP)	\$2,750.00	
4.	<input type="checkbox"/>	Temporary Use Permit (TUP)	\$1,600.00	
5.	<input type="checkbox"/>	Board of Adjustment/Variance Request—Commercial	\$1,900.00	
6.	<input type="checkbox"/>	Board of Adjustment/Variance Request—Residential	\$500.00	
7.	<input type="checkbox"/>	Site Development Plan (Includes Landscape and Façade Plan)	\$2,250.00	
FORM-BASED CODE (FBC)				
8.	<input type="checkbox"/>	Framework Plan	\$3,800.00	
9.	<input type="checkbox"/>	Regulating Plan/ Phased Master Plan	\$3,250.00	
10.	<input type="checkbox"/>	Development Plan (FBC)	\$2,250.00	
11.	<input type="checkbox"/>	Standalone Major Warrant (3 or fewer)	\$2,700.00	
PLATTING				
12.	<input type="checkbox"/>	Preliminary Plat (TSPP required at time of Pre-Plat)	\$1,700.00	
13.	<input type="checkbox"/>	Final Plat—includes Minor Subdivisions	\$2,300.00	
14.	<input type="checkbox"/>	Final Plat—Single Lot Residential	\$1,000.00	
15.	<input type="checkbox"/>	Replat—Non-Residential	\$2,100.00	
16.	<input type="checkbox"/>	Replat—Residential	\$1,000.00	
17.	<input type="checkbox"/>	Amending Plat	\$1,000.00	
18.	<input type="checkbox"/>	Minor Plat	\$1,000.00	
19.	<input type="checkbox"/>	Conveyance Plat	\$1,000.00	
20.	<input type="checkbox"/>	Vacation Plat	\$1,000.00	
21.	<input type="checkbox"/>	Administrative Plat	\$1,000.00	
Field required to be checked if platting				
CIVILS				
22.	<input type="checkbox"/>	Civil Plan Review—Residential and Commercial	\$1,000.00 plus \$175 per acre over 1 acre*	
23.	<input type="checkbox"/>	Grading Permit	\$500.00	
24.	<input type="checkbox"/>	Tree Removal Permit	\$265.00	
Please note that first acre is included, acreage will be rounded to nearest whole number				
CURRENT PROPERTY OWNER				
Name			Company:	
Street:			Phone:	Fax:
City:	State:	Zip:	Email:	
APPLICANT/CONTRACT PURCHASER				
Name:			Company:	
Street:			Phone:	Fax:
City:	State:	Zip:	Email:	
AGENT/REPRESENTATIVE				
Name:			Company:	
Street:			Phone:	Fax:
City:	State:	Zip:	Email:	
FOR ADMINISTRATIVE USE ONLY				
Date: _____ Case Number: _____ Total Fees Paid: \$ _____				

Consent Form

Project Name: _____

Submittal Date: _____

Application Type (check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Rezoning (FBC or RDC()) | <input type="checkbox"/> Planned Development | <input type="checkbox"/> Regulating Plan |
| <input type="checkbox"/> Major Warrant | <input type="checkbox"/> Special Use Permit (SUP) | <input type="checkbox"/> Minor Plat |
| <input type="checkbox"/> Temporary Use Permit (TUP) | <input type="checkbox"/> Variance | <input type="checkbox"/> Site/Development Plan |
| <input type="checkbox"/> Landscape Plan | <input type="checkbox"/> Amenity Plan | <input type="checkbox"/> Tree Survey / Preservation Plan |
| <input type="checkbox"/> Façade / Building Elevation Plan | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat |
| <input type="checkbox"/> Final Plat – Single Lot Residential | <input type="checkbox"/> Replat | <input type="checkbox"/> Amending Plat |

I hereby give CONSENT to _____ (type, stamp or print clearly full name of agent/representative) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the City of Rowlett, Texas, and will not be returned. I understand that any false, inaccurate or incomplete information provided by me or my agent/representative will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I acknowledge that additional information may be required to process this application. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

Current Property Owner Information

Name: _____

Signature: _____

Address: _____

City, State, ZIP: _____

Agent/Representative Information

Name: _____

Address: _____

City, State, ZIP: _____

NOTARY PUBLIC INFORMATION

THE STATE OF TEXAS

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____ (name of person acknowledging). He/she is personally known to me or has produced (type of identification) _____ as identification and did/did not take an oath (circle correct response).

(Name - type, stamp or print clearly)

(Signature)

NOTARY'S SEAL OR STAMP

For Administrative Use Only	
Date: _____	Case Number: _____



Development Site Plan Checklists

Project Name: _____

Case Number: _____

This checklist is provided to assist you in addressing the minimum requirements for Plan submissions. An application is incomplete unless all applicable information noted below is submitted to the Rowlett [Planning](#) and [Community Development](#) Department. 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. **Any submittals made without this checklist attached will be returned without review. Any submittal that is missing the required exhibits will be returned without review.**

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 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 [Section 77-808.D](#) of the [Rowlett Development Code](#).

EXHIBIT A – OVERALL SITE PLAN		
No.	Included	Item Description
1.	<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.
2.	<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.
3.	<input type="checkbox"/>	A written and bar scale is provided, 1" =20' unless previously approved by staff.
4.	<input type="checkbox"/>	A title block is in the lower right corner that includes large, boldly printed "OVERALL SITE PLAN", owner and engineer's names, addresses and phone numbers, subdivision name, lot number/s, block submission date, and a log of re-submittal/revision dates since submitted to the City.
5.	<input type="checkbox"/>	Site boundaries are 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.
6.	<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.

7.	<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.
8.	<input type="checkbox"/>	Existing topography lines are shown with a light dashed line and proposed contours are shown by a medium weight solid line.
9.	<input type="checkbox"/>	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.
10.	<input type="checkbox"/>	Accurately located, labeled and dimensioned ground floor plan of proposed structure(s) is/are shown by a solid heavy line and labeled by building type.
11.	<input type="checkbox"/>	Accurately located, labeled and dimensioned ground floor plan of existing structure(s) to remain is/are shown by a heavy dashed line and labeled by building type.
12.	<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.
13.	<input type="checkbox"/>	Accurately located and labeled footprint of structure(s) within 200 feet of the subject property.
14.	<input type="checkbox"/>	Adjacent property lines within 200 feet of the subject property lines are shown by a light dashed line.
15.	<input type="checkbox"/>	<i>Adjacent zoning and land use</i> (e.g. bank with drive-thru, office building, undeveloped, etc.) within 200 feet of the property line is indicated.
16.	<input type="checkbox"/>	Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.
17.	<input type="checkbox"/>	Provide block face lengths.
18.	<input type="checkbox"/>	<p><u><i>Automobile Parking:</i></u></p> <ul style="list-style-type: none"> • All parking spaces are shown, group numbered, and typical dimensions are provided. • Indicate required two-foot overhang, as applicable. • Parking lot screening landscaping and interior parking lot landscaping is indicated and labeled. • Indicate if parking is to be shared or reduced. If applicable, show cash-in-lieu of parking calculation. • Indicate liner buildings to screen structured parking on public Right-of-Way, public open space and semi-public open space. <p>Handicapped parking spaces and barrier-free access points are shown, dimensioned, and labeled.</p>
19.	<input type="checkbox"/>	<p><u><i>Bicycle Parking:</i></u></p> <ul style="list-style-type: none"> • All bike racks are shown, group numbered, and typical dimensions are provided. • Depict placement and calculations of required bike parking.
20.	<input type="checkbox"/>	<p>Driveways within 200 feet of the property line:</p> <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. <p>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.</p>

21.	<input type="checkbox"/>	<p>Off-site streets and roads:</p> <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. <p>Distance to the nearest signalized intersection is indicated.</p>
22.	<input type="checkbox"/>	Access easements are accurately located/ tied down, labeled and dimensioned.
23.	<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.
24.	<input type="checkbox"/>	Screening walls and/or living screens 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. Channeled or slip-panel/pre-cast walls are prohibited. slip-panel/pre-cast walls are prohibited. Details of a living screen are provided on the Landscape Plan indicating plant species/name, height at planting, and spacing.
25.	<input type="checkbox"/>	If improvements are proposed in TXDOT Right-of-Way, then I acknowledge that one (1) full set of civil engineering plans will be submitted to: Jim Brummett, Northeast Dallas Area Office, P.O. Box 133067, Dallas, Texas 75313-3067, phone (214) 320-4447. I understand that if improvements are required in TXDOT ROW, then the City requires an approval letter from TDOT prior to issuance of a building permit.
26.	<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 at 972-412-6287
27.	<input type="checkbox"/>	Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.
28.	<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. Show recycling dumpster.
29.	<input type="checkbox"/>	Paving materials, boundaries and type are indicated.
30.	<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.
31.	<input type="checkbox"/>	Boundaries of detention areas are located. Indicate above and/or below ground detention.
32.	<input type="checkbox"/>	Monument signage location is indicated. Details of construction materials and architecture are shown on required Building Elevation/Façade Plan. Color, type and texture is to match that of the building.
33.	<input type="checkbox"/>	Communication towers are shown, and a fall distance/collapse zone is indicated.
34.	<input type="checkbox"/>	Project Site Data
35.	<input type="checkbox"/>	List of exceptions and/or variance/s requested or previously granted, including dates and approving authority.

FOR FB DISTRICT DEVELOPMENT SITE PLAN ONLY:		
36.	<input type="checkbox"/>	Depict the build-to-zone along the entire length of each block face.
37.	<input type="checkbox"/>	If applicable, depict transition areas.
38.	<input type="checkbox"/>	Depict the percentage of public open space provided. If applicable, show cash-in-lieu of public open space calculation.
39.	<input type="checkbox"/>	Indicate the building types being employed.
40.	<input type="checkbox"/>	Buildings/lots indicated to be terminal vistas or have required flex space at grade on the framework and/or regulating plans are clearly labeled.
41.	<input type="checkbox"/>	The specific mix of unit types is clearly labeled by way of depicting the building and unit floor plans.
42.	<input type="checkbox"/>	Width of streets and alley rights-of-way with centerlines, lanes, on-street parking, backs of curb, sidewalks and amenity zones or paving edges on the property or within 200 feet of the property line are dimensioned and street name or use is labeled.
43.	<input type="checkbox"/>	Public and/or semi-public sidewalks, clear zones, amenity zones, outdoor living spaces with direct access to public and/or semipublic sidewalks, and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled.
44.	<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.
45.	<input type="checkbox"/>	List of warrants (deviations from strict code requirements) being requested and those previously granted, including dates and approving authority.
46.	<input type="checkbox"/>	Provide block face lengths.
47.	<input type="checkbox"/>	Typical radii are shown. (Curb radii for FBC areas are to be 20' with a roll down curb or 22' with a regular curb unless otherwise agreed upon)
48.	<input type="checkbox"/>	Depict the build-to-zone along the entire length of each block face.
49.	<input type="checkbox"/>	If applicable, depict transition areas.
50.	<input type="checkbox"/>	Depict the percentage of public open space provided. If applicable, show cash-in-lieu of public open space calculation.
51.	<input type="checkbox"/>	Indicate the building types being employed.
52.	<input type="checkbox"/>	Buildings/lots indicated to be terminal vistas or have required flex space at grade on the framework and/or regulating plans are clearly labeled.
53.	<input type="checkbox"/>	The specific mix of unit types is clearly labeled by way of depicting the building and unit floor plans.
54.	<input type="checkbox"/>	List of warrants (deviations from strict code requirements) being requested and those previously granted, including dates and approving authority.

EXHIBIT B-LANDSCAPE PLAN		
No.	Included	Item Description
55.	<input type="checkbox"/>	Title block in the lower right corner that includes large, boldly printed "LANDSCAPE, HARDSCAPE, PUBLIC REALM AND ENVIRONMENTAL PLAN", owner and architect names, addresses and phone numbers, subdivision name, lot number, block number or letter, submission date, and a log of submission/revision dates since submitted to the City.
56.	<input type="checkbox"/>	Location map and north arrow is provided. Indicate scale or NTS; provide written and bar scale for each sheet.
57.	<input type="checkbox"/>	A written and bar scale is provided, 1"=20' unless previously approved by staff.
58.	<input type="checkbox"/>	Site boundary indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances; lot lines; setback lines; and distance to the nearest cross street.
59.	<input type="checkbox"/>	<p>Indicate plant species/name, height at planting, and spacing conforming to landscape requirements:</p> <ul style="list-style-type: none"> • Parking lot landscaping and screening is shown to include tree, landscape islands and screening from public walkways. • Streetscape landscaping (amenity zone) is shown to include tree, tree grate, and method of planting. • Open space landscaping is shown including trails, trees, shrubs, and other plant material. Outdoor living space landscaping is shown to include trees, shrubs and other plant materials.
60.	<input type="checkbox"/>	Streetscape furniture and street landscaping elements, including light poles, in the amenity zone are appropriately placed, shown and labeled. Provide the design, specifications and materials for pedestrian furniture and lighting.
61.	<input type="checkbox"/>	Identify the usage of low impact stormwater management (i.e. iSWM) methodologies. Indicate above and/or below ground mitigation and stormwater runoff calculations.
62.	<input type="checkbox"/>	Sidewalks and barrier-free ramp (BFR) location and width is shown and labeled.
63.	<input type="checkbox"/>	Post-development visibility triangles are shown, dimensioned and labeled adjacent to all driveways.
64.	<input type="checkbox"/>	Existing or proposed ground floor plan of structures on the property, access points/driveways on and adjacent to the property are shown.
65.	<input type="checkbox"/>	Proposed topography of berms is shown in intervals of one (1) foot.
66.	<input type="checkbox"/>	Entryway features of planters, signs, sculptures and decorative paving is shown.
67.	<input type="checkbox"/>	Screening wall location, material, and height are shown and labeled. Details for masonry walls are provided and are signed and sealed by a structural engineer. Screening walls must be approved by the City Engineer.
68.	<input type="checkbox"/>	Living screens are clearly detailed by fence material, plant material species, plant material spacing, height at time of planting and mature height. Where the Director of Planning feels that there are elevation or topographical differences that would not accomplish the intent of the screening, the Director may request more details.

69.	<input type="checkbox"/>	Existing and proposed fire hydrants, water and sewer lines, manholes and other appurtenances within the site and immediately adjacent to it with pipe size and location indicated, matching what is shown on the Site Plan and civil engineering drawings as applicable.
70.	<input type="checkbox"/>	Existing and proposed utility easements are shown with recording information, dimensions and type (water, drainage, or other easement) labeled.
71.	<input type="checkbox"/>	Public or private street names (including street suffixes and/or prefixes) and right-of-way (ROW) dimensions are indicated for all internal and external streets.
72.	<input type="checkbox"/>	<p>The following information is to be provided on the landscape plan in a tabular format; indicate planting ratio requirement, including required and provided quantities for each:</p> <ul style="list-style-type: none"> • Overall site landscape required and provided, by percentage of total area and total square feet, excluding rights-of-way and semi-public or private open space and outdoor living space. • Amenity zone • Surface parking lot screening • Parking lot interior: indicate location of landscaped islands; number of trees required and provided; amount of parking area; and amount of interior landscape area required and provided based on a sliding scale within Code. <p>Complete description of plant materials is shown on the plan, including common and botanical names, quantities of each, container size, caliper size, installed and mature height and minimum branching height.</p>
73.	<input type="checkbox"/>	All existing and proposed plant material is graphically shown; species and quantity for each grouping is labeled. A minimum of four different species is shown for each plant type and are distributed throughout the site.
74.	<input type="checkbox"/>	(For Landscape Plan) Distance of trees/shrubs from sidewalks, curbs, screening walls, and utilities is indicated. If less than five feet from paving, areas of impervious surface or utility lines, show dimensions. Refer to Plant List for other exceptions to planting in paving areas.
75.	<input type="checkbox"/>	(For Landscape Plan) A full set of civil engineering drawings, also including the plat , site plan, and landscape plan have been submitted to ONCOR. Submit these drawings to: Oncor Electric Delivery, Attn: Oncor Major Designer, 1616 Woodall Rodgers Frwy, Dallas, Texas 75202, Phone: 214-486-3490
76.	<input type="checkbox"/>	(For Landscape Plan) I understand that the City requires an approval letter from Oncor Electric Delivery prior to issuance of a building permit where landscaping, parking , or other improvement/s are proposed to encroach within any ONCOR/TP&L easement/s. ONCOR has stated a minimum of six weeks to process the review. Approved irrigation within a ONCOR transmission easement shall be limited to drip and soaker hose irrigation, with the valve for such located outside of the easement.

77.	<input type="checkbox"/>	<p>(For Site Plan) Residential <u>subdivisions</u> are to have landscaping requirements (Indicate required planting ratio, square footage, linear footage, etc., including required and provided quantities) specifically listed in tabular format on plan for the following:</p> <ul style="list-style-type: none"> ○ <u>Landscape</u> Buffer (along external street provide separate calculations for each street frontage). ○ Entryway Yard areas (located each side of <u>subdivision</u> entries) are provided for primary and secondary entryways. ○ Entryway Yard area Trees and Shrubs are provided. ○ Entryway Medians are shown and dimensioned. ○ Entryway Median Trees and Shrubs are provided. ○ Screening Wall plans are provided. ○ Recycle bin and dumpster shown.
78.	<input type="checkbox"/>	Landscape plans contain the certification and stamp of a Landscape Architect registered by the State of Texas, that such plans satisfy all requirements of existing regulations.
<i>Incomplete requests can be returned without a review and marked "Incomplete"</i>		

EXHIBIT C – TREE MITIGATION / PRESERVATION PLAN (TSPP) (if already approved, attach exhibits with submittal)		
No.	Included	Item Description
79.	<input type="checkbox"/>	I understand that the City requires an approval letter from Oncor Electric Delivery prior to issuance of a building permit where landscaping, parking, or other improvement/s are proposed to encroach within any ONCOR/TP&L easement/s. ONCOR has stated a minimum of six weeks to process the review. Approved irrigation within a ONCOR transmission easement shall be limited to drip and soaker hose irrigation, with the valve for such located outside of the easement. A full set of civil engineering drawings, also including the plat, site plan, and landscape plan have been submitted to ONCOR. Submit these drawings to: Oncor Electric Delivery, Attn: Right-of-Way Department, 115 W. 7th Street, Ste. 725, Fort Worth, TX, 76102.
80.	<input type="checkbox"/>	Title block in the lower right corner that includes large, boldly printed "TREE MITIGATION PLAN", owner and architect names, addresses and phone numbers, subdivision name, lot number, block number or letter, submission date, and a log of submission/revision dates since submitted to the City.
81.	<input type="checkbox"/>	Location map and north arrow is provided. Indicate scale or NTS; provide written and bar scale for each sheet.
82.	<input type="checkbox"/>	Site boundary indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances; lot lines; setback lines.
83.	<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. North shall be oriented to the top or left side of sheet. Scale to be 1"=20' unless previously approved by staff.
84.	<input type="checkbox"/>	Existing tree canopy/masses are accurately shown to determine critical root zone and what effects paving will have in those areas.
85.	<input type="checkbox"/>	Floodplain boundary indicating F.I.R.M. Community Panel number and date, and flow line of drainage ways/creeks, as applicable.
86.	<input type="checkbox"/>	Accurately located, labeled and dimensioned footprint of proposed structures and existing structures (including walls and fences) are shown and labeled.

87.	<input type="checkbox"/>	Accurately located and labeled footprint of structure(s) proposed for demolition are shown by a light dashed line.
88.	<input type="checkbox"/>	Rights-of-way and curbs on site and those adjacent to the site are accurately located to the full width and dimensioned; streets are labeled with name and width.
89.	<input type="checkbox"/>	Driveways are accurately located and dimensioned.
90.	<input type="checkbox"/>	Sidewalks are shown, dimensioned and labeled.
91.	<input type="checkbox"/>	Oak, Elm and Pecan trees measuring 8 inches or greater in caliper size at Diameter Breast Height (DBH), are identified by a three-inch round, weatherproof tag attached to the tree, assigned a reference number on the tag, and the reference number noted on the plan.
92.	<input type="checkbox"/>	Trees proposed for removal shall be painted with a luminescent orange 'X' (or colored flags in lieu of paint), no greater than 6 inches in size. The developer shall be required to maintain tree markings and tags throughout the approval of the project.
93.	<input type="checkbox"/>	All parking spaces and paving boundaries are shown.
94.	<input type="checkbox"/>	<p>The following information is to be provided on the Tree Mitigation Plan in a tabular format:</p> <ul style="list-style-type: none"> • Listing of protected trees by common name of species. • Caliper of tree at DBH. • A reference number for all protected trees. • General condition of the tree certified as such by a licensed arborist, forester, landscape architect, or other that is qualified to make such determinations. • Whether proposed for preservation or removal and amount of mitigation required.
95.	<input type="checkbox"/>	<p>Tree Mitigation</p> <ul style="list-style-type: none"> • Trees proposed for removal shown by an 'X' using a heavy line. • Street and public open space trees are indicated on the Landscape, Hardscape, Public Realm and Environmental Plan by a heavy line denoting the canopy, with a unique identifier/label also provided. • Indicate in the above table the total number of caliper inches proposed for preservation, removal, and any credits earned/requested. • Indicate mitigation method proposed for removal of protected trees (refer to FBC Section 2.11.2)
96.	<input type="checkbox"/>	An inset is provided on the Plan to detail protective fence installation. Protective fencing shall be installed to the limits of the drip line.
97.	<input type="checkbox"/>	It is understood that construction fencing shall be installed around all protected trees and clusters/groupings and inspected by City staff prior to approval of a grading or building permit. Fencing shall be installed as shown on the Tree Survey/Preservation Plan approved by the City.
98.	<input type="checkbox"/>	Areas are indicated where trenching and/or boring is proposed within critical root zone areas of existing, protected trees. Root pruning, canopy trimming, bark protection and/or any other tree protection/preservation methods shall be specified/detailed on plan(s) as appropriate.
99.	<input type="checkbox"/>	I have reviewed the Plant Material / Protected Table Guide that can be accessed on the Planning Department web page under Ordinance and Related Documents.

100.		Trees measuring 8 inches or greater in caliper size at Diameter Breast Height (DBH), or Hackberry trees measuring over 11 inches at DBH, are identified by a three-inch round, weatherproof tag attached to the tree, assigned a reference number on the tag, and the reference number noted on the plan. Reference Tree Preservation regulations for required measuring technique. Trees proposed for removal shall be painted with a luminescent orange 'X' (or colored flags in lieu of paint), no greater than 6 inches in size. The developer shall be required to maintain tree markings and tags throughout the approval of the project.
101.		Distance of protected trees from sidewalks, curbs, screening walls, and utilities. Proposed grades are indicated, along with any proposed retaining walls (t.w. & b.w. elevations to be specified) and/or tree wells.
<i>Incomplete requests can be returned without a review and marked "Incomplete"</i>		

EXHIBIT D-BUILDING/ FAÇADE ELVEVATION PLAN (Does NOT apply to SF Residential subdivisions)		
No.	Included	Item Description
102.	<input type="checkbox"/>	Title block in the lower right corner that includes large, boldly printed "BUILDING FAÇADE/ELEVATION PLAN", owner and architect names, addresses and phone numbers, <u>subdivision name</u> , lot number, block number or letter, submission date, and a log of submission/revision dates since submitted to the City.
103.	<input type="checkbox"/>	Location map and north arrow is provided. Indicate scale or NTS; provide written and bar scale for each sheet.
104.	<input type="checkbox"/>	A written and bar scale is provided, 1"=20' unless previously approved by staff.
105.	<input type="checkbox"/>	Existing and proposed architectural details of existing or proposed buildings or structures on the property are clearly defined as follows: <ul style="list-style-type: none"> Length and height for each facade is dimensioned. Each elevation is labeled and shown separately according to facing direction (e.g. north, southeast, etc.). A plan view of each façade is provided showing façade articulation, columns, recesses, etc. Each elevation is shown and graphically indicates colors and materials of the facades, roof(s), canopies, etc.; and each is clearly labeled. Notes, and details as necessary, indicate interior roof drainage, scuppers, etc. Location, type and height of HVAC screening, mechanical screening, screening walls, dumpster enclosure and monument sign is indicated on the plan and elevation view(s).
106.	<input type="checkbox"/>	All external drains (including gutters, downspouts and scuppers) must be architecturally integrated into the building façade.
107.	<input type="checkbox"/>	Indicate the façade rhythm, tri-partite proportioning systems and articulation.
108.	<input type="checkbox"/>	Façade materials, colors and types are indicated that comply with permitted finishes requirements.
109.	<input type="checkbox"/>	Provide a material schedule and calculations for each façade/elevation demonstrating compliance with permitted accent material per facade. (FB District Development Plan) Provide a material schedule and calculations for each façade/elevation demonstrating compliance with accent material per facade. Accents around doors, windows, etc. shall only accomplish a maximum of one-half of the required 20 percent. (Building / Façade Elevation Plan)

110.	<input type="checkbox"/>	Windows and doorways are clearly indicated. (For FB District Development Plan Checklist) Specify the dimension of the window inset. Provide a schedule and calculations for transparency.
111.	<input type="checkbox"/>	Location and type of signage is clearly indicated. If a particular style or design is proposed, indicate such on the Plan. Note: Signage must be approved via a separate signage permit.
112.	<input type="checkbox"/>	(For FB District Development Plan Checklist) Identify if the façade is an “A” or “B” Façade based on the requirements of the <u>Form Based Code</u> and in consultation with Staff and the Urban Design
113.	<input type="checkbox"/>	Proposed architectural details, style, colors and textures are compatible with adjacent structures as required.
114.	<input type="checkbox"/>	Details are provided to address color, materials and design details of masonry walls, dumpster enclosures, HVAC screening and mechanical screening. These are to be of the same materials, colors and textures as the primary structure(s). Dumpster gates (metal required) are shown and material type is indicated.
115.	<input type="checkbox"/>	Retaining wall details are provided that indicate the relationship with adjacent context, natural grade or constructed grade (i.e. berms, slopes, etc.) and address color, materials and design.
116.	<input type="checkbox"/>	The following note is placed on the plan/s: Any/all signage is subject to final approval under separate application/permit by the Chief Building Official or designee.
117.	<input type="checkbox"/>	Roof type, color, materials, and maximum height are indicated.
<i>Incomplete requests can be returned without a review and marked “Incomplete”</i>		

EXHIBIT E – LIGHTING PLAN		
No.	Included	Item Description
118.	<input type="checkbox"/>	Title block in the lower right corner that includes large, boldly printed “LIGHTING PLAN”, owner and architect names, addresses and phone numbers, <u>subdivision name</u> , lot number, block number or letter, submission date, and a log of submission/revision dates since submitted to the City.
119.	<input type="checkbox"/>	Location map and north arrow is provided. Indicate scale or NTS; provide written and bar scale for each sheet. A written and bar scale is provided, 1”=20’ unless previously approved by staff.
120.	<input type="checkbox"/>	Location map and north arrow is provided. Indicate scale or NTS; provide written and bar scale for each sheet.
121.	<input type="checkbox"/>	A lighting plan that shows location by fixture type is included. <ul style="list-style-type: none"> 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. Lighting element (incandescent, color-corrected LED, metal halide/halogen). Average lighting level indicated per code standard.
122.	<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. No lighting source (i.e. bulb, reflector, etc.) is allowed to be visible from an adjacent property or public street.

EXHIBIT F—TRAFFIC IMPACT ANALYSIS (TIA)		
No.	Included	Item Description
123.	<input type="checkbox"/>	A Traffic Impact Analysis may be required with development and zoning applications . Please contact the Engineering Department for further information regarding this requirement at 972-412-6287
124.	<input type="checkbox"/>	If a Traffic Impact Analysis is not required, attach a letter from the Engineering Department labelled Exhibit D that acknowledges a TIA is not required
<i>Incomplete Plans can be returned without a review and marked "Incomplete"</i>		

APPLIES ONLY TO:		
FB District Development Plan Mixed Use & Commercial		
EXHIBIT G— FLOOR PLANS		
No.	Included	Item Description
125.	<input type="checkbox"/>	Title block in the lower right corner that includes large, boldly printed "Floor Plans", owner and architect names, addresses and phone numbers, subdivision name, lot number, block number or letter, submission date, and a log of submission/revision dates since submitted to the City.
126.	<input type="checkbox"/>	Location map and north arrow is provided. Indicate scale or NTS; provide written and bar scale for each sheet.
127.	<input type="checkbox"/>	A written and bar scale is provided, 1"=20' unless previously approved by staff.
128.	<input type="checkbox"/>	The specific mix of unit types is clearly labeled by way of depicting the building and unit floor plans. This shall be done by employing a legend to the key the unit types as well as a breakdown for the units in a tabular format.
129.	<input type="checkbox"/>	Provide 50' of context around each building floor plan in order to depict the interface of the building programming and the public realm.
EXHIBIT H – BUILDING SECTIONS		
No.	Included	Item Description
130.	<input type="checkbox"/>	Title block in the lower right corner that includes large, boldly printed "BUILDING FAÇADE/ELEVATION PLAN", owner and architect names, addresses and phone numbers, <u>subdivision name</u> , lot number, block number or letter, submission date, and a log of submission/revision dates since submitted to
131.	<input type="checkbox"/>	Location map and north arrow is provided. Indicate scale or NTS; provide written and bar scale for each sheet.
132.	<input type="checkbox"/>	A written and bar scale is provided, 1"=20' unless previously approved by staff.
133.	<input type="checkbox"/>	<p>The building is depicted in section in order to illustrate the following:</p> <ul style="list-style-type: none"> • Clear ceiling height, • Sidewalk clear above grade (i.e. balconies, signage, etc.) • At minimum, 50' of context in order to depict the interface of the building programming and the public realm.

EXHIBIT I – SITE ANALYSIS (APLIES ONLY TO FORM-BASED DISTRICTS)**Inventory and analysis of the surrounding land and project site including but not limited to:**

No.	Included	Item Description
134	<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.
135	<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.
136	<input type="checkbox"/>	A written and bar scale is provided, 1"=20' unless previously approved by staff.
137	<input type="checkbox"/>	A title block is in the lower right corner that includes large, boldly printed "SITE ANALYSIS", owner and engineer's names, addresses and phone numbers, subdivision name, lot number/s, block submission date, and a log of re-submittal/revision dates since submitted to the City.
138	<input type="checkbox"/>	Context/character of adjacent land and project area, existing utility placement, types of existing structures, topography, drainage patterns, view corridors, vegetation, wind patterns, sun patterns, condition of existing streets, floodplain, etc.

Incomplete Plans can be returned without a review and marked "Incomplete"

Preparer's Signature: _____

Date of Submittal: _____