

Project # _____



Concept Plan/Revised Concept Plan Checklist

The following is a partial listing of requirements for concept plan and revised concept plan applications as found in Plano's development regulations and policies. A completed checklist must be submitted with each application. Applicants shall indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of application and/or delay of concept plan/revised concept plan approval. Adopted within Section 1.900 (Design Standards and Specifications) of the Zoning Ordinance.

Bold references following each checklist items refer to the Zoning Ordinance subsection.

Section 1 - Plan Format & General Standards *(check if provided; indicate NA if not applicable)*

Plan graphics shall comply with the following plan format and general standards:

- 1.1 Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blue-line copies will be accepted. **Sec. 3.300.3B**
- 1.2 Plan is clear and legible. Use a variety of line types and line weights. Do not use grey-scale shading; use stipple shading instead. Offsite information and onsite existing conditions may be screened for clarity. **Sec. 3.100.6**
- 1.3 Permissible scale for plan are engineer scales 1" = 10', 20', 30', 40', or 50'. A 1" = 60' or 100' scale may be used with prior approval. Architectural scales are not acceptable. **Sec. 3.300.3B**
- 1.4 Provide a key sheet as the first page if the plan is on multiple pages. **Sec. 3.300.3B**
- 1.5 Title block shall be in the lower, right-hand corner of the plan. The title block shall contain: plan type; project name (subdivision name, lot and block designations); gross acreage; city, county and state name; survey and abstract name; and date of preparation. **Sec. 3.300.3B.ii**
- 1.6 Provide 1 1/2" x 5" blank area above title block for city approval stamps. **Sec. 3.100.6**
- 1.7 Label company name, preparer name, address, and phone number of plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block. **Sec. 3.100.6**
- 1.8 Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block. **Sec. 3.100.6**
- 1.9 Orient plan so that north is to the top or left-hand side of sheet. **Sec. 3.100.6**
- 1.10 Provide north arrow, graphic scale, and written scale in close proximity to each other. **Sec. 3.300.3B.ii**
- 1.11 Provide a vicinity map in the same orientation of plan showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one mile radius of site. **Sec. 3.300.3B.ii**
- 1.12 If revised concept plan, state purpose of revision (e.g., "The purpose of this revised concept plan is _____.") **Sec. 3.100.6**
- 1.13 Provide site data summary table stopping at the parking section. (available online). **Sec. 3.100.6**

Section 2 - Site Information *(check if provided; indicate NA if not applicable)*

For the proposed site, provide the following:

- 2.1 Plan is consistent with valid plans and plats approved for site. **Sec. 3.300.3C.ii**
- 2.2 Plan integrates with valid plans and plats approved for adjacent contiguous sites. **Sec. 3.100.6**
- 2.3 Plan is consistent with zoning, overlay districts, heritage designations, and/or specific use permits approved for site. **Sec. 3.200.3C.ii**
- 2.4 Show current and proposed property boundaries/lot lines. Label approximated boundary distances. **Sec. 3.200.3C.ii**
- 2.5 If development is to be phased on site, show phases and sequencing of development. **Sec. 3.200.3B.ix**
- 2.6 Lots comply with minimum lot frontage, lot width, lot depth, and lot area standards. **Sec. 3.100.6**
- 2.7 Label proposed lot and block designations. **Sec. 3.100.6**
- 2.8 Label approximate lot area for each lot in acres and square feet. **Sec. 3.200.3B.i**
- 2.9 Dimension property boundaries to nearest intersecting streets or driveways. **Sec. 3.200.3B.i**
- 2.10 Show and label existing topography at five-foot contours referenced to sea-level datum. **Sec. 3.200.3B.iii**
- 2.11 Show and label floodplains, drainage ways, and creeks. **Sec. 3.200.3B.iv**
- 2.12 Show and label tree masses (canopies). **Sec. 3.200.3B.iv**
- 2.13 Show and label approximate shape and placement of buildings. **Sec. 3.200.3B.vi**
- 2.14 For each building, label proposed use and building height (# of stories). **Sec. 3.200.3B.vi**
- 2.15 Show and label vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed. Shade fire lanes with a ten percent stipple pattern. **Sec. 3.200.3B.iv**
- 2.16 Show a minimum of two points of access (one is direct street access and one is to a median opening). **Sec. 3.100.6**
- 2.17 Cross-access circulation lanes are provided between lots. **Sec. 3.100.6**
- 2.18 Show and label 100-year FIRM floodplain. **Sec. 3.100.6**
- 2.19 Show area for two refuse and recycling container enclosures per lot. Provide interior dimensions and label enclosure screening "Seven-foot masonry screening wall to match building with seven-foot solid metal gates" per City of Plano Site Design Standards for Solid Waste Containers Manual (available online). **Sec. 3.100.6**
- 2.20 Show, label, and dimension trash compactors. Label compactor screening "Eight-foot masonry screening wall to match building with eight-foot solid metal gates" per City of Plano Site Design Standards for Solid Waste Containers Manual (available online). **Sec. 3.100.6**

Section 3 - R.O.W., Street Design, and Access Information *(check if provided; indicate NA if not applicable)*

Provide the following R.O.W., street design, and access information for roadways within the site and contiguous to the site:

- 3.1 Show public, semi-private, and private streets. Show and dimension approximate R.O.W. and/or easement widths. Label as existing or proposed. **Sec. 3.200.3B.vii**

Section 3 - R.O.W., Street Design, and Access Information Continued *(check if provided; indicate NA if not applicable)*

- 3.2 Show and dimension median openings. Label as existing or proposed. Dimension approximate distances between median openings and distances to nearest offsite median openings. **Sec. 3.200.3B.vii**
- 3.3 Show and dimension left turn lanes and deceleration lanes with associated storage and transition areas. Label as existing or proposed. **Sec. 3.200.3B.vii**
- 3.4 Show driveways. Label as existing or proposed. Dimension driveway throat widths and approximate distances between driveways and intersecting streets. **Sec. 3.300.3B.vii**
- 3.5 Show and label existing topography at five-foot contours referenced to sea-level datum. **Sec. 3.200.3B.ii**
- 3.6 Show on-street parking. Label as existing or proposed. **Sec. 3.100.6**

Section 4 - Adjacent Property Information *(check if provided; indicate NA if not applicable)*

For properties contiguous to the site and for properties across R.O.W. contiguous to the site, provide the following:

- 4.1 Show, label, and dimension the portion of previously approved concept plans, preliminary site plans, and site plans within 50 feet of the site boundary and within 50 feet of R.O.W. contiguous to the site boundary. **Sec. 3.100.6**
- 4.2 For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot. **Sec. 3.100.6**
- 4.3 For unplatted properties, show parcel lines and label record owner and deed record information for each parcel. **Sec. 3.100.6**
- 4.4 Label zoning and land use per City of Plano Schedule of Permitted Uses for each lot and parcel. **Sec. 3.200.3B.v**
- 4.5 Show and label existing topography at five-foot contours referenced to sea-level datum. **Sec. 3.100.6**

Section 5 - Other *(check if provided; indicate NA if not applicable)*

Indicate compliance with the following ordinances and guidelines:

- 5.1 Preston Road Overlay District **Sec. 3.100.6**
- 5.2 Dallas North Tollway Overlay District **Sec. 3.100.6**
- 5.3 190 Tollway/Plano Parkway Overlay District **Sec. 3.100.6**
- 5.4 State Highway 121 Overlay District **Sec. 3.100.6**
- 5.5 Parkway Overlay District **Sec. 3.100.6**
- 5.6 Dallas North Tollway Design Guidelines **Sec. 3.100.6**
- 5.7 Dallas North Tollway Streetscape Plan **Sec. 3.100.6**
- 5.8 Eastern Plano Streetscape Features **Sec. 3.100.6**
- 5.9 Heritage Preservation Plan **Sec. 3.100.6**
- 5.10 Historic Cemetery Preservation Plan **Sec. 3.100.6**
- 5.11 Master Facilities Plan **Sec. 3.100.6**
- 5.12 Retail Corner/Service Station Design Guidelines **Sec. 3.100.6**
- 5.13 Spring Creekwalk Master Plan Report **Sec. 3.100.6**
- 5.14 FAA 10,000-Foot Notification Buffer **3.100.6**