



Façade Plan Checklist

The following is a partial listing of requirements for facade 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 the site plan/revised site 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", color drawing in landscape view. **Sec. 3.300.3B**
- 1.2 Permissible scale for plan are architectural scales 3/32 inch or 1/8 inch = 1 foot. **Sec. 3.100.6**
- 1.3 Title block shall be located in the lower right-hand corner of the plan. The title block shall contain: plan type; project name (subdivision name, block and lot number); proposed use; and date of preparation. **Sec. 3.300.3B.ii**
- 1.4 Label company name, contact name, address, and phone number of plan preparer (e.g. surveyor, engineer, architect, landscape architect, etc.). **Sec. 3.100.6**
- 1.5 Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block. **Sec. 3.100.6**
- 1.6 Provide 1 1/2" x 5" blank area above title block for city approval stamps. **Sec. 3.100.6**
- 1.7 Where possible, it is preferable that all elevations be shown on a single sheet; however, to maintain scale, additional sheets may be used. **Sec. 3.100.6**
- 1.8 Elevation drawings shall be provided for **all** exterior facades of the building(s) showing roofline design, downspouts, meters, wall, window, and door treatments. All building elements shall be dimensioned (height and length). Elevations shall be labeled "north," "east," "south," and "west" accordingly. **Sec. 3.100.6**
- 1.9 Drawings shall be colored to reflect as accurately as possible the actual finish color of the exterior materials. **Sec. 3.100.6**
- 1.10 All materials and finishes shall be labeled for walls, exposed roofs, signboards, trim, and other visible parts of all buildings. **Sec. 3.100.6**
- 1.11 Label and dimension height of all elevations to the tallest point. **Sec. 3.100.6**
- 1.12 The Regional Employment (RE) and Regional Commercial (RC) zoning districts, certain overlay districts, and certain planned development districts have additional exterior materials standards. Additional materials standards information for these districts (e.g., glass/glazing reflectance for structures in the RC and RE districts) shall be provided on the facade/elevation drawings. **1 Sec. 0.1100 & 10.1200**

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

- 1.13 For each building elevation provide a table indicating the amount of materials used, and the percentage each material covers. An example table is provided below for a 1,000 square foot facade: **Sec. 3.100.6**

SOUTH ELEVATION		
BRICK	400 SQ. FT.	40%
STONE	500 SQ. FT.	50%
GLASS	50 SQ. FT.	5%
METAL	50 SQ. FT.	5%

- 1.14 Show proposed method(s) for screening of service areas (including trash dumpsters) and ground-mounted and roof-mounted mechanical units from adjacent development (e.g., fence, wall, berm, hedge, parapet wall, etc.). Materials and colors must match main building(s). **Sec. 20.300 & 20.400**
- 1.15 Building signage layout including location and approximate size shall be indicated.
- 1.16 The following notes shall be included on the facade/elevation drawings: **Sec. 3.100.6**
- All signage subject to Building Inspection Department approval; **Sec. 22.100.4A**
 - Mechanical units shall be screened in accordance with the Zoning Ordinance; and
 - Utility boxes and conduit shall be painted to match building color.
- 1.17 General materials list (exterior walls, exposed roofs, trim, and other visible parts of all buildings). **Sec. 3.100.6**
- 1.18 Photographs of samples for all proposed materials, finishes, and colors. **Sec. 3.100.6**

Section 2 - RE/RC Zoning Districts (check if provided; indicate NA if not applicable)

- 2.1 For Projects within the RE and RC zoning districts, the applicant shall supply one material samples board. The board shall be either 8 ½" x 11" or 8 ½" x 14" is size. Each board shall contain a general materials list (exterior walls, exposed roofs, trim, and other visible parts of all buildings) and actual samples of proposed materials, finishes, and colors. **Sec. 3.100.6**
- 2.2 All exterior building materials made of glass shall have a maximum exterior visible reflectance of 20%. **Sec. 10.1100.6B & 10.1200.6A.ii**
- 2.3 At least 80% of any exposed exterior wall of main buildings, parking structures, and accessory buildings shall consist of glass, native stone, clay-fired brick or tile, or any combination of these materials. **Sec. 10.1100.6B & 10.1200.6A.ii**

Section 3 - Retail Corners

- 3.1 Refer to the [Retail Corner Guidelines](#) for more information. **Sec. 1.900.16**