



Substantially Conforming Site Plan Checklist

The following is a partial listing of requirements for substantially conforming site 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 substantially conforming 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 - Substantially Conforming Site Plan Standards *(check if provided; indicate N/A if not applicable)*

Substantially conforming site plans are minor amendments to existing site plans. The most recently approved site plan must be used as the base sheet. Substantially conforming site plans shall comply with the following standards:

- 1.1 Proposed building revisions/expansions are less than 1,000 gross square feet in area. **Sec. 3.100.6**
- 1.2 Proposed building revisions/expansions are no closer to residential properties than current buildings. **Sec. 3.600**
- 1.3 Building revisions/expansions do not increase the height of the building. **Sec. 3.600**
- 1.4 Parking lot revisions/expansions are 20 spaces or less. **Sec. 3.100.3F**
- 1.5 Plan has not been amended using the substantially conforming site plan process more than twice since the last site plan or revised site plan was approved. **Sec. 3.100.6**
- 1.6 Adding emergency electrical generators, open storage, solid waste container/compactor enclosures, and/or network nodes. **Sec. 3.100.6**

Section 2 - Plan Format & General Standards *(check if provided; indicate N/A if not applicable)*

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

- 2.1 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. 3.400.3B**
- 2.2 Plan is clear and legible. **Sec. 3.100.6**
- 2.3 The building and/or parking expansions/revisions are "clouded." Number (label) each expansion/revision and place the number within a triangle (delta). **Sec. 3.100.6**
- 2.4 A revision table is provided that states the number, brief description, and date of each expansion/revision. **Sec. 3.100.6**
- 2.5 The site data summary table is revised/updated to reflect expansions/revisions. **Sec. 3.100.6**

Section 3 - Requirements for Adding Emergency Electrical Generators *(check if provided; indicate N/A if not applicable)*

- 3.1 Emergency electrical generators must be shown and labeled. Fuel type and tank capacity must be labeled. Location for refueling vehicles must be indicated. Add note: "Tentative location of emergency electrical generator. Location may change subject to compliance with zoning, building, fire, and noise regulations." **Sec. 3.100.6**

Section 4 - Requirements for Adding Open Storage *(check if provided; indicate N/A if not applicable)*

- 4.1 Open storage location, size of area, and screening must be labeled. **Sec. 19.100.1**

Section 5 - Requirements for Adding Solid Waste Container/Compactor Enclosures *(check if provided; indicate N/A if not applicable)*

- 5.1 Include enlarged plan and perspective-view insets to show, label, and dimension solid waste container enclosures (required to accommodate 2 containers 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). **20.400**
- 5.2 Include enlarged plan and perspective-view insets to 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. 20.400**

Section 6 - Requirements for Adding Network Node(s) *(check if provided; indicate N/A if not applicable)*

Sec. 3.100.6 & 15.200.4A.vi

The following must be included directly on the substantially conforming site plan if proposing network node(s) located outside of the city right-of-way:

- 6.1 Show, label, and dimension the location of the small wireless facility/facilities including the distance measured from the finished grade of the parcel to the highest point on the support structure or other structure including the base pad and any antenna. **Sec. 3.100.6**
- 6.2 Dimension the distance between the proposed network node(s) and surrounding support structures (lattice, guyed, monopole 75 feet in height or greater, monopole less than 75 feet in height, other network nodes) within 150 feet **Sec. 15.200.5G.v-vi**
- 6.3 Dimension the distance between the proposed support structure(s) and the nearest residential unit and/or residential zoning district boundary line **Sec. 15.200.4A.i.**
- 6.4 If on Parks property, show, label, and dimension the location of any ground equipment, construction access, and maintenance access. Trails may not be used as an access route.

On a separate page from the site plan, the following are required:

- 6.5 Page size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blue-line copies will be accepted. **Sec. 3.400.3B**
- 6.6 Plan is clear and legible. Use a variety of line types and line weights. Do not use grey-scale shading; use stipple shading instead. **Sec. 3.100.6**
- 6.7 Title block shall be in the lower, right-hand corner of the plan. The title block shall contain: "Network Node Details"; subdivision name, lot and block designations; city, county and state name; survey and abstract name; and date of preparation. **Sec. 3.400.3B.ii**
- 6.8 Provide 1 1/2" x 5" blank area above title block for city approval stamps. **Sec. 3.100.6**
- 6.9 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**
- 6.10 Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block. **Sec. 3.100.6**
- 6.11 Network node summary table for each network node. **Sec. 3.100.6**
- 6.12 Plan-view of each network node lease area to scale with a graphic scale and north arrow. **Sec. 3.100.6**
- 6.13 Profile-view of each support structure/building to scale with a graphic scale, the height to highest point on the support structure or other structure including the base pad and any antenna from adjacent ground level, the depth and manner of support embedment underground (if on the ground), the orientation of the antenna, and all other equipment mounted to proposed support structure shown and labeled. **Sec. 3.100.6**