



Concept Plan/Revised Concept Plan Checklist

The following is a partial listing of requirements for concept plan applications as found in Anna'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 approval.

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:

- Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blue-line copies will be accepted.
- Plan is clear and legible. Use a variety of line types and line weights. Do not use grey-scale shading; use stipple shading instead. Do not screen information.
- Permissible scale for plan are engineer scales 1" = 20', 30', or 40'. A 1" = 60' or 100' scale may be used with prior approval. Architectural scales are not acceptable.
- 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.
- Provide 1 1/2" x 5" blank area above title block for city approval stamps.
- 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.
- Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- Orient plan so that north is to the top or left-hand side of sheet.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- 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.
- Provide site data summary table (available online).
- If revised concept plan, state purpose of revision (e.g., "The purpose of this revised concept plan is _____.")

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

For the proposed site, provide the following:

- Plan integrates with valid plans and plats approved for adjacent contiguous sites.
- Plan is consistent with zoning and/or specific use permits approved for site.
- Show current and proposed property boundaries/lot lines. Label distances and bearings or curve data as appropriate.
- If development is to be phased on site, show phases and sequencing of development.
- Label proposed lot and block designations.

- Label lot area for each lot in acres and square feet.
- Dimension property boundaries to nearest intersecting streets or driveways.
- Show and label existing topography at five-foot contours referenced to sea-level datum.
- Show and label floodplains, drainage ways, and creeks.
- Show and label approximate shape and placement of buildings.
- For each building, label proposed use and building height (# of stories).
- 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.
- Show, label, and dimension visibility access maintenance (VAM) easements and corner clips.
- Cross-access circulation lanes within easements are provided between lots.
- Show and label 100-year FIRM floodplain.

Section 3 - R.O.W., Street Design, & 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:

- Show public and private streets. Show and dimension approximate R.O.W. and/or easement widths. Label as existing or proposed.
- Show and dimension left turn lanes and deceleration lanes with associated storage and transition areas. Label as existing or proposed.
- Show driveways. Label as existing or proposed. Dimension driveway throat widths and approximate distances between driveways and intersecting streets.
- Show and label existing topography at five-foot contours referenced to sea-level datum.
- Show on-street parking. Label as existing or proposed.

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:

- 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.
- For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot.
- For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- Label zoning and land use per City of Anna Schedule of Uses for each lot and parcel.
- Show and label existing topography at five-foot contours referenced to sea-level datum.

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

Indicate compliance with the following ordinances and guidelines:

- THOR - Thoroughfare Overlay District
- F-B - Food-Beverage Overlay District