



# Preliminary Site Plan/Revised Preliminary Site Plan Checklist

The following is a partial listing of requirements for Preliminary Site Plan and Revised Preliminary Site 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 Preliminary Site Plan/Revised Preliminary Site Plan approval. Adopted within Section 9.04.052 (Site Planning Procedures) of the Zoning Ordinance.

**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 is engineer scales not to exceed 1” = 100’. Larger scales 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 preliminary site plan, state purpose of revision (e.g., “The purpose of this revised preliminary site plan is \_\_\_\_\_.”)

PRELIMINARY SITE PLAN
<b>Subdivision Name</b> <b>Block A, Lot 1</b>
Gross Acreage City of Anna, Collin County, Texas Survey And Abstract Name
Date of Preparation

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

For the proposed site, provide the following:

- Plan is consistent with valid plans and plats approved for site.
- 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.
- Lots comply with minimum lot frontage, lot width, lot depth, and lot area standards.
- 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 two-foot contours referenced to sea-level datum.
- Show and label floodplains, drainage ways, and creeks.
- Show and label front, side, and rear yard building setbacks.
- Show and label existing and proposed buildings. Provide general building dimensions and distances between buildings.
- For each building, label proposed use, gross building area (square feet), building height (# of stories), and building height (in feet to tallest element of the building).
- 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; do not use grey-scale shading. Dimension pavement widths, R.O.W., and/or easement widths, driveway throat widths, radii, and distances between driveways and intersecting streets. Label pavement construction (e.g., asphalt, concrete, etc.).
- Show a minimum of two points of vehicular access.
- Show, label, and dimension visibility access maintenance (VAM) easements and corner clips.
- Cross-access circulation lanes within easements are provided between lots.
- Show, label, and dimension drive-through lanes including all stops (menu boards, windows, etc.) and stacking.
- Vehicle circulation lanes, private drives, fire lanes, and driveways are consistent with site's Traffic Impact Analysis.
- Show parking areas. Label as existing or proposed. Label pavement construction (e.g., asphalt, concrete, etc.). Dimension parking spaces and label number of spaces per tier of parking. Show and label accessible parking spaces including accessible passenger loading zones and routes. Show, label, and dimension required off-street loading spaces
- Dead-end parking should not exceed six parking spaces in depth.
- Show and label offsite parking. Dimension distance from offsite parking to nearest facility offsite parking will support.
- Show and label landscape areas. Do not use tree stamps.
- Show, label, and dimension (width) required landscape buffer. Do not use tree stamps.
- Show and label existing water utilities and associated easements. Dimension easement widths.
- Show, label, and dimension required off-street loading spaces.
- Show existing sanitary sewer utilities and associated easements. Dimension easement widths.
- Show existing storm sewer utilities and associated easements. Dimension easement widths.
- Show and label 100-year developed condition floodplain.
- Show and label floodway and drainage easement including access and maintenance easement.

- Dimension solid waste container enclosures. Provide interior dimensions and label enclosure screening. Example: "Seven-foot masonry screening wall to match building with seven-foot solid metal gates".
- Show, label, and dimension open storage areas including required screening and pavement construction (e.g. asphalt, concrete, etc.).
- Show and label above ground and underground fuel storage tanks. Label fuel tank capacities.
- Show and label type and height of screening walls, retaining walls, headlight screens, and/or living screens. For living screens, state plant type, size, and spacing.
- Show and label type and height of fences and gates.

### **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, semi-private, and private streets. Show and dimension R.O.W. and/or easement widths, pavement widths, and street centerlines. Label as existing or proposed. Label street names. Label pavement construction (e.g., asphalt, concrete, etc.).
- Show and dimension median openings. Label as existing or proposed. Dimension distances between median openings and distances to nearest offsite median openings.
- 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, driveway radii, and distances between driveways and intersecting streets.
- Streets, median openings, turn lanes, deceleration lanes, and driveways are consistent with site's Traffic Impact Analysis.
- Show and dimension sidewalks and barrier-free ramps. Label as existing or proposed.
- Show and label existing topography at two-foot contours referenced to sea-level datum.
- Show on-street parking. Label as existing or proposed. Label pavement construction (e.g., asphalt, concrete, etc.). Dimension parking spaces and label number of spaces per tier of parking. Show and label accessible parking spaces and accessible passenger loading zones.

### **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 and proposed buildings, landscape areas, and parking areas. Label parking area construction (e.g., asphalt, concrete, etc.).

- Show vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed. Shade fire lanes with a ten percent stipple pattern; do not use grey-scale shading. Dimension pavement widths, R.O.W. and/or easement widths, driveway throat widths, radii, and distances between driveways and intersecting streets. Label pavement construction (e.g., asphalt, concrete, etc.).
- Show, label, and dimension water, sanitary sewer, and storm sewer utilities. Label as existing or proposed.
- Show, label, and dimension easements. Label as existing or proposed. Provide recording information for existing easements.
- Show and label existing topography at one-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
- Comprehensive Plan (Future Land Use Plan; Master Thoroughfare Map; etc.)
- Downtown Master Plan
- Parks Master Plan

By signing this document, I attest that this plan complies with the Zoning Ordinances and Subdivision Regulations, Engineering Standards, and all other applicable codes and ordinances of the City of Anna.

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Preparer's Name (printed)

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Preparer's Signature