

SITE PLAN CHECK LIST

PLANNING SERVICES DIVISION



**BEFORE SUBMITTING AN APPLICATION, PLEASE CONTACT THE TOWN'S
PLANNING SERVICES DIVISION AT PLANNING@FLOWER-MOUND.COM OR 972-874-6350.**

SITE PLAN SUBMITTAL REQUIREMENTS

INITIAL SUBMITTAL REQUIREMENTS (upload PDFs):

1. Letter signed by the property owner(s) indicating their consent:

If the property owner information does not match the Denton Central Appraisal District and/or Tarrant Appraisal District record, the information verifying the change in ownership (purchase of the property) must be provided.

2. Tax certificate(s):

Submit current tax certificate(s) indicating all taxes for the subject property have been paid to the current year. Tax statements in PDF format from Denton County or Tarrant County websites are acceptable in lieu of the original certificate(s).

- a. Denton County Tax Assessor/Collector: www.dentoncounty.gov
- b. Tarrant County Tax Assessor/Collector: www.tarrantcounty.com

3. Letter of Intent:

The Letter of Intent should:

- a. specify existing zoning district(s);
- b. define acreage of subject property;
- c. specify proposed zoning, if applicable, and define specific operations (i.e., Office Building, Warehouse Building, Child Care Center, Church, etc.)
- d. indicate if there is going to be more than one use and whether each use will be operated and maintained by one owner (Examples: Daycare, Church)
- e. indicate square footage of the proposed building(s)
- f. indicate whether the proposed development will be in phases
- g. state special considerations (i.e., requested variances, unique characteristics of subject property)

If the property is subject to a Conceptual Site Plan or within a previously approved Planned Development District (PD), then a statement showing that the proposed use is in substantial conformity to the Conceptual Site Plan and/or PD must be included.

In the case of any proposed development within an Area Plan, any information necessary to demonstrate compliance with applicable Area Plan land use and planning guidelines as set forth in the Master Plan must be included.

4. Site Plan Package:

- a) Upload in the following order:
 1. Site Plan (1 PDF containing all Site Plan sheets)
 2. Landscape/Screening Plans (1 PDF containing all Landscape Plan sheets)
 3. Black and White Elevations (1 PDF containing all B/W elevation sheets)
 4. Color Elevations (1 PDF containing all Color elevation sheets)
 5. Tree Survey (1 PDF containing all Tree Survey sheets)
 6. Construction Plans (1 PDF containing all Construction Plan sheets)

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APPLICATION FEES:

For Site Plans, a nonrefundable plan review deposit of \$500.00 is due at the time of application submittal, must be paid before reviews are assigned, and will be applied towards the total cost of the application. Remaining application balances must be paid prior to or at the time of second submittal uploads.

The Town of Flower Mound Fee Schedule can be found here:

https://www.flower-mound.com/DocumentCenter/View/5048/Planning_Fees-041521?bidId=

DETAILS FOR REQUIRED PLANS:

The plan drawings shall include, where applicable, but not be limited to, the following requirements, together with any other requirements provided for by the Land Development Regulations or other valid ordinances of the Town of Flower Mound.

1. Survey

A survey, certified by a registered professional land surveyor, showing property boundary lines and dimensions, easements, roadways, rail lines and public rights-of-way on or adjacent to the subject property. This includes the location and dimensions of high voltage electrical lines, transmission pipelines and associated easements.

2. Site Plan

- a. **North Arrow:** North arrow shall be provided for orientation on all plans/drawings.
- b. **Scale:** A graphic scale, which must be an engineering scale (not less than 1"=100' unless otherwise approved by the Executive Director of Development Services).
- c. **Vicinity map:** A vicinity map with the subject site clearly indicated.
- d. **Legend:** A legend for any graphic symbols used.
- e. **Dates:** Date of preparation and subsequent revisions.
- f. **Title:** Proposed development name, including any indication to phases on all plans/drawings.
- g. **Acres:** Total number of acres in the proposed development.
- h. **County:** County or counties in which the development is located.
- i. **Ownership:** Name, address, and phone number of owner and all lenders or lien holders. If owner is a corporation or similar entity, a contact name must be provided.
- j. **Preparation:** Name, address, and phone number of the engineer, surveyor, land planner or architect who prepared the document. If applicant is a corporation or similar entity, a contact name must be provided.
- k. **Existing/proposed buildings:** Map(s) showing the location, size, use and arrangements of all proposed buildings and computations showing height in stories and feet, total floor area, total square feet of ground area coverage of proposed and existing buildings which will remain, if any, and the location, designation and total area of all usable open space.
- l. **Circulation Elements:** Location, dimensions and number of all vehicular and pedestrian circulation elements, including streets and roadways, driveways, fire lanes, mutual access points, entrances, curbs, curb radii, curb cuts, parking stalls, loading spaces, drive aisles, public sidewalks, interior walkways, pathways, refuse areas, fire hydrants, FDC remote locations, and riser room door locations.
- m. **Site Data Table:** When detailing the site data information (buildings, parking, acreage, address, zoning etc.)

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please place the [Site Data Table](#) (follow link on webpage) on the face of the site plan.

- n. **Master Plan:** All applicable features of the [Master Plan](#) relative to the proposed planned development in table format, including: Land Use Plan; Urban Design Plan; Parks and Trails Plan; Open Space Plan; Thoroughfare Plan; Water Plan; Wastewater Plan; and Economic Impact (follow link to [Master Plan Features Table](#) on webpage).
- o. **Flood Plain Notification:** Note the location of any 100-year floodplain on the property.
- p. **Notation of Avigation Easement:** A notation of a blanket "Avigation Easement," if applicable. See the Land Development Regulations of the Town's Code of Ordinances.
- q. **Oil and/or Gas collection lines:** Are there any oil/gas collection lines located within the area to be site planned? Yes___ No___ If yes then the site plan shall indicate the location, and dimension of all oil/gas collection lines within or affecting the area to be site planned. Any lines within or affecting the area to be site planned shall clearly indicate the name of the gas/oil company operating within the lines.

3. Engineering Plans:

- a. **Site grading plans:** Any proposed grading or re-grading of the subject property; any significant natural topographical or physical features of the property, water courses, marshes, rock outcroppings and existing contours in one-foot intervals, unless otherwise approved by the Town Engineer, and which may be two-foot to five-foot in extremely steep terrain. All site grading plans shall bear the seal of a Texas licensed landscape architect, engineer or architect, as applicable.
- b. **Water and Sewer Plans:** The location and size of existing and proposed water and sewer public utilities on and adjacent to the site and fire hydrant locations.
- c. **Street Improvement Plans:** The location and size of existing and proposed street improvements, driveways, and median openings on and adjacent to the site.
- d. **Drainage Plans:** All existing and proposed surface and subsurface drainage facilities, including culverts, drains and detention ponds, showing size and direction of flow.
- e. **Detention Plans:** All detention plans shall include detention pond and water quality feature sizing calculations, landscaping plans, cross sections, and retaining wall details including proposed materials.

4. Landscape/Screening Plans:

- a. The landscape plans shall meet the provisions of the Land Development Regulations of the Town's Code of Ordinances.
- b. Projects within the Town's Area Plans shall demonstrate consistency with the Town's Urban Design Plan in regard to the landscaping requirements within these areas.
- c. When detailing the Town's landscape requirements, please place the [Landscape Tabulation Table](#) (follow link on webpage) on the face of the landscape plan(s).
- d. For projects that include open space amenities and detention/retention ponds, details of the proposed landscaping and the materials used will need to be provided.
- e. The landscape plans shall include:
 - the type and location of all proposed landscaping and screening, including any areas to be irrigated;
 - the proposed grading for the site;
 - the location of trails per the Parks and Trails Master Plan
 - a plan of entry-way and common area landscaping, indicating turf areas and noting that all landscaped areas will be irrigated;
 - a list of all quantities, scientific / common names, and sizes of all plant materials (including turf);
 - a plan showing the location and type of any screening walls/fences, detailed elevations specifically referencing materials;
 - an engineered sectional drawing of any masonry wall showing interior wall construction and anchoring of posts/ columns.

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5. Elevation drawings:

- a. The elevations shall show all of the proposed structures, indicating and labeling all materials, including East, West, North and South elevations, colors of materials, and the mean and peak height of the building(s).
- b. Include [Dumpster Enclosure Details](#) (follow link on webpage) on the face of the elevation(s) or landscape plan(s). Note that the gate for the dumpster enclosure must be solid and cannot be wood construction.

6. Color Elevations and Material Sample Board:

- a. The color elevation shall show all of the proposed structures, indicating and labeling all materials, including East, West, North and South elevations, colors of materials, and the mean and peak height of the building(s).
- b. To show conformance with the Town's Urban Design Plan's material standards, place the [Material Calculation Table](#) (follow link on webpage) on the face of the elevation(s).
- c. **Material Sample Board:** A sample of all of the materials proposed for the building(s) shall be submitted on a board 22" x 17" or smaller.

7. Tree Survey:

- a. The location of all specimen trees and historic trees on the subject site.
- b. The location of the trunk and the extent of the canopy spread of each specimen tree and historic tree on the subject site.
- c. A table containing the following information for each specimen tree and historic tree:
 - Tree number;
 - Common and scientific name of each tree;
 - Diameter (DBH) of each tree measured in accordance with Section 94-4 of the Town's tree ordinance;
 - General health/condition of each tree;
 - Average canopy spread;
 - Status (specimen or historic) of each tree;
 - Whether each identified tree will remain or be removed; and
 - Location coordinates (northings and eastings, State Plane – NAD 1983) for each tree.
- d. Each specimen tree and historic tree shall be affixed with a permanent tag bearing the corresponding number on the tree survey. This tag shall be placed on the trunk of the tree, between five and six feet in height on the south face of the tree's trunk.
- e. Each tree survey shall contain a count of all protected trees located on the property.
- f. Each tree survey shall contain a count of all protected trees that will be removed from the buildable area on the property. The phrase "buildable area" is defined in Section 94-10 of the Town's tree ordinance.
- g. Protected trees designated for preservation shall be flagged in a distinguishing manner approved by the Town. In addition, those trees designated for removal shall be flagged in a different distinguishing manner as approved by the Town.
- h. The tree survey must be signed, and stamped or sealed, by a certified arborist, certified forester, or a registered landscape architect.
- i. Each tree survey submitted shall contain:
 - i. one sheet of the tree survey described in points (a) through (g) above;
 - ii. one sheet with the tree survey data overlain with the site information; and
 - iii. one sheet with the site information overlain on an aerial photo for the site.
 - iv. The tree survey shall be on drawings measuring 24" x 36" and shall be drawn to a scale of no less than 100 feet to one inch, unless otherwise approved by the tree preservation and enforcement officer.
 - v. When necessary the tree survey shall be on several sheets accompanied by an index sheet, showing the entire area of the survey.

Necessary site information includes:

- o The location and dimensions of all existing or proposed public streets, alleys, rights-of-way, utility easements, drainage easements, fence easements, pedestrian access easements or other public rights-of-way or

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- easements;
- The location and dimensions of the designated parking area and designated stockpile area required in this subdivision and of any site proposed or anticipated to be proposed for a temporary batching plant permit;
 - The location of all existing or proposed property lines, lot lines, building lines, setback and yard requirements, any proposed building footprint or floor plan, and other special relationships or significant features of the proposed development plan, record plat or site plan of the development.

This document contains a summary list of requirements for a Site Plan submittal. The information contained within has been compiled from the Town of Flower Mound Land Development Regulations. Below is a quick reference guide to help navigate to more detailed information.

Code of Ordinances (Land Development Regulations) link:

<http://www.municode.com/resources/gateway.asp?pid=13329&sid=43>

Chapter 32: Engineering Design Criteria & Construction Standards
Chapter 82: Article II. Site Plans and Article V. Landscaping Screening
Chapter 94: Div. 3 Planning Standards

Chapter 98: Zoning District Regulations:

https://library.municode.com/tx/flower_mound/codes/code_of_ordinances?nodeId=SPBLADERE_CH98ZO_ARTIIIDIRE

SMARTGrowth Manual:

<http://www.flower-mound.com/index.aspx?nid=945>

Chapter 98: Zoning SMARTGrowth Program:

https://library.municode.com/tx/flower_mound/codes/code_of_ordinances?nodeId=SPBLADERE_CH98ZO_ARTIISMPR

Engineering Standards and Access Management:

<http://www.flower-mound.com/index.aspx?NID=371>