

# PRELIMINARY SITE PLAN REQUEST

## Purpose

Preliminary Site Plan is the first step after proposed land use meets zoning proposed in the review process for a development plan. Preliminary site plan approval assures the applicant that the general layout is acceptable prior to proceeding with detailed engineering and design work.

## Criteria

- More than one lot
- Phasing of a development
- If an active approved Preliminary Site Plan for the subject property is expected.

## Approval Body

Preliminary Site Plan requests are approved by Planning & Zoning Commission.

## Notices

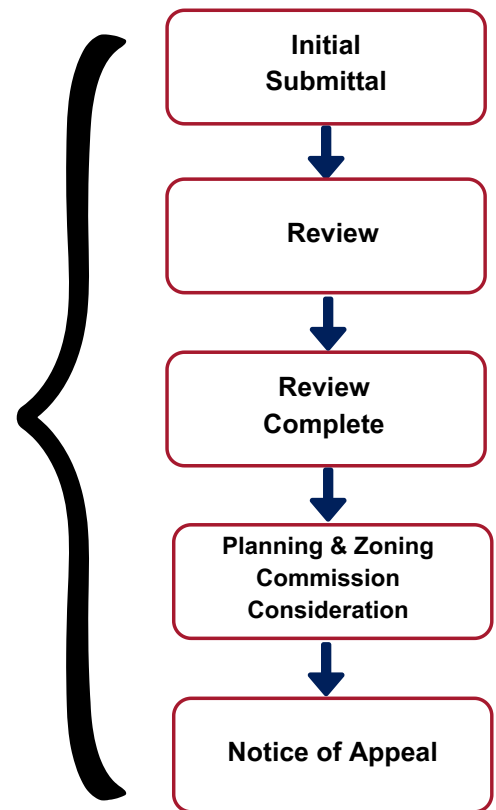
None

## Required Forms & Exhibit

All requests are submitted online via the Citizen Self Service (CSS) Portal and shall be submitted per the development schedule. Upload the Following:

- Owner Acknowledgment Form
- Current Tax Certificate or statement showing there are no delinquent taxes
- .dwg and .pdf files of all exhibits
- Letter of Intent
- Preliminary Site Plan Exhibit
- Signed Checklist
- In addition, the following plans and associated checklists shall be submitted with a Preliminary Site Plan application:
  - Preliminary Utility Plan
  - Preliminary Drainage Plan
  - General Tree Survey

Approximated  
30-45  
business  
days



## Expiration

Two years from the date that the preliminary site plan is approved by the Planning and Zoning Commission

## Extension

- An extension may be only requested at least 30 days prior to lapse of such plan as provided in these regulations.
- A Letter detailing the reason for the extension is required

## Fees

(Fees will be processed once the application is deemed complete. Fees will be invoiced via the Citizen Self Service (CSS) Portal)

\$350.00 + \$5.00 per acre

\$100 for Extension

# PRELIMINARY SITE PLAN REQUEST CHECKLIST



PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION. FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS, MAY RESULT IN AN INCOMPLETE SUBMITTAL AND REJECTED BY THE PLANNING DEPARTMENT.

**Name of Project:** \_\_\_\_\_

**Date of Submittal:** \_\_\_\_\_

- Use the attached list to verify the completeness of the preliminary site plan request being submitted.
- Check the box next to each item that has been provided on the plans.
- If an item or section is not applicable to the given project, write "N/A". Add notes next to any items where clarification to Town staff is needed.
- Sign and complete checklist.
- Attach the completed checklist with the Preliminary Site Plan request at the time of first submittal only.
- Electronic files in pdf format submitted to the Town for initial review.
- Each request should be directly created in Adobe or similar (no scanned versions)
- Failure to submit any required documents associated with this checklist, may result in a rejection of submittal.

**The following checklists are not intended to be a definitive list of all information. Items listed in bold and marked with an " \* " are required items. Submittals shall be rejected if denoted items are not included**

- ☐ **Location map, north arrow, scale, title block (located in the lower right-hand corner) containing the proposed subdivision name with block and lot number, space for the Town project number (provided at the time of case submittal), and preparation date.\***
- ☐ **Site data summary table with the following information:\***
  - Zoning
  - Proposed Use
  - Lot Area, excluding right-of-way (square footage and acreage)
  - Building Area (gross square footage)
  - Building Height (feet and number of stories) the highest roof surface above grade plane
  - Lot Coverage
  - Floor Area Ratio (for non-residential zoning)
  - Total Parking Required (with ratio)
  - Total Parking Provided
  - Handicap Parking Required, including van accessible.
  - Handicap Parking Provided, including van accessible.
  - Parking lot Landscaping required and provided
  - Square footage of impervious Surface
  - Open Space Required & Provided (Include sq ft and percentage) per tract
  - For multi-family developments: number of dwelling units with the number of bedrooms

**\*\*\*List Continues on Page 32\*\*\***

This information is intended to act as a guide, please verify with the Planning Department to confirm requirements of the zoning ordinance.

# PRELIMINARY SITE PLAN REQUEST CHECKLIST (CONT.)



- ☐ Public streets, private drives, and fire lanes, right-of-way, median openings, turn lanes (including storage and transition space), existing driveways on adjacent property, and driveways are shown on approved plans for adjacent property.\*
- ☐ Nearest existing fire hydrants dimensioned to property corner, and all proposed fire hydrants.\*
- ☐ Standard language and/or notations, as follows:\*.
  - All development standards shall follow Town Standards.
  - Landscaping shall conform to landscape plans approved by the Town of Prosper.
  - All development standards shall follow Fire Requirements per the Town of Prosper.
  - Handicapped parking areas and building accessibility shall conform to the Americans with Disabilities Act (ADA) and with the requirements of the current, adopted Building Code.
  - All signage is subject to Building Official approval.
  - Impact fees will be assessed in accordance with the land use classification(s) identified on the Site Data Summary Table; however, changes to the proposed land use at the time of CO and/or finish-out permit may result in additional impact fees and/or parking requirements.
  - The approval of a Preliminary Site Plan shall be effective for a period of two (2) years from the date that the Preliminary Site Plan is approved by the Planning & Zoning Commission, at the end of which time the applicant must have submitted and received the approval of a Site Plan by the Planning & Zoning Commission. If a site plan is not approved within such two (2) year period, the Preliminary Site Plan approval is null and void. If Site Plan approval is only for a portion of the property, the approval of the Preliminary Site Plan for the remaining property shall be null and void.
  - Open Space requirements shall follow the Zoning Ordinance, per tract. Open Space shall not include vehicular paving, required parking lot landscape islands, building footprint, utility yards, required landscape setbacks, sidewalks\*, and detention pond \*
- ☐ Existing topography at two (2) foot to five (5) foot contours, as necessary to understand drainage, including drainage channels and creeks, as appropriate for the size of the subject property, and shown in a manner as to not clutter the plat.
- ☐ Proposed reclamation of floodplain area(s), if applicable, with acreage
- ☐ Show Perimeter landscape easements and setbacks
- ☐ Existing improvements and ultimate roadway configuration within two hundred (200) feet of the subject property, including the subdivision name, zoning, and land use description of the property adjacent to the subject property. Existing easements and property lines within one hundred (100) feet of the subject property. Landscape easements must be exclusive of all other easements unless approved by the Town of Prosper.
- ☐ Building locations, building size and dimensions, density, height, dimensions between buildings on the same lot, building lines and setbacks, and use
- ☐ Fencing exhibit showing fence locations, types, material, and heights Show on site plan or separate exhibit
- ☐ Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets

\*\*\*List Continues on Page 33\*\*\*

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# PRELIMINARY SITE PLAN REQUEST CHECKLIST (CONT.)



- ☐ Proposed detention areas
- ☐ Proposed phase lines
- ☐ Access easements and off-site Parking
- ☐ Proposed dedications and reservations of land for public use, including but not limited to rights-of-way, easements, park land, open space, drainage ways, floodplain, and facility sites with gross and net acreage.
- ☐ Label proposed screening walls (including height and type of material), fences (including height and type of material), living screens, headlight screens, and service area screens.
- ☐ Dumpsters, located to minimize visibility, and including dimensions, height, and material of associated screening wall.
- ☐ Show all required berm areas with hatching, and label
- ☐ Landscaping islands and open space areas with dimensions
- ☐ Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements.
- ☐ In addition, the following plans and associated checklists shall be submitted with a Preliminary Site Plan application:
  - Preliminary Utility Plan
  - Preliminary Drainage Plan
  - General Tree Survey
  - Preliminary Pavement Plan (If deemed required)



**Preparer's Signature**

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