

# FACADE PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

One (1) 24" x 36" copy and one (1) 11" x 17" copy of plans submitted to the Town for review shall include the following plans:

- Title block (located in the lower right 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
- Scale (appropriate for level of detail)
- Legend, if abbreviations or symbols are used
- Name, address, and phone number of owner, applicant, and architect
- Elevations of all four sides labeled North, East, South, and West with the front elevation designated as such
- Designate color and material locations on elevations, corresponding to the materials on the sample board
- Building outline with North arrow
- Materials calculation table containing the following information for each elevation:
  - Total surface area of each elevation
  - Glazing surface area of each elevation (including doors and windows)
  - Net surface area of each elevation (exclusive of doors and windows)
  - Area of each material and percentage (calculated against the net surface area)
- Horizontal and vertical building dimensions (if multiple heights are used, provided dimension for each). Verify that the dimensions on the Façade Plan match the dimensions on the site plan
- Provide dumpster enclosure elevations. Label the height, masonry materials (brick and/or stone), and gate materials
- Location of HVAC mechanical equipment. If rooftop mounted equipment is proposed, provided equipment heights and cross sections of sight lines to verify screening of mechanical units
- One sample board a maximum size 11" x 17" shall be provided. **The sample board shall include paint color and material samples to correspond to the Façade Plan.** A minimum 4' x 4' building material mock-up board must be constructed at the work site and inspected by the Planning Division prior to vertical construction
- Standard language and/or notations, as follows:
  - This Façade Plan is for conceptual purposes only. All building plans require review and approval from the Building Inspections Division.
  - All mechanical equipment shall be screened from public view. Rooftop mounted equipment shall be screened by a parapet wall or screening wall. Screening walls shall be the specifications of the Zoning Ordinance.
  - When permitted, exposed utility boxes and conduits shall be painted to match the building.
  - All signage areas and locations are subject to approval by the Building Inspections Division.
  - Windows shall have a maximum exterior visible reflectivity of ten (10) percent.
  - Any deviation from the approved Façade Plan will require re-approval by the Town of Prosper.
- Additional information as needed for clarity.

Preparer's Signature \_\_\_\_\_