

FACADE PLAN 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.

INSTRUCTIONS:

- Use the attached list to verify the completeness of the façade 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.
- Signed and complete checklist.
- Attach the completed checklist with the annexation 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 is not intended to be a definitive list of all information. **Items listed in bold and marked with an " * " are required information. Submittals shall be rejected if denoted items are not included.**

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 shall be provided or a picture of a sample board. **The sample board shall include paint color and material samples to correspond to the Façade Plan.**
- 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 _____