



# Site Plan Checklist

For Office Use Only
Project # _____

*\*\*Submittals will not be reviewed until all items are received\*\**

**Revision Date: 9/2024**

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Approval of the Site Plan shall be required for all development proposals involving the following:

- Development within a Planned Development District, except for single-family detached residential subdivisions
- Non-residential development, except as provided in subsection 28.13.3
- Multi-family residential development
- Single-family residence attached (townhouse) development
- Parking lot development, reconstruction, or restriping (only if the angle of parking is changed) of more than twenty (20) spaces
- Private amenities and golf courses that are part of a single-family residential development
- Any increase that is greater than thirty (30) percent of the existing building square footage for an existing non-residential structure or a multi-family development

The following is a partial listing of requirements for a Site Plan and revised Site Plan application as found in Denison’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 Site Plan/revised Site Plan approval. Once all documents have been received, you will receive comments back within ten (10) business days of your submittal. After all comments have been addressed and revisions made, the plan will be placed on the agenda of the next available Planning & Zoning Commission meeting. The Commission is the final approval body for Site Plans.

**Plan Format & General Standards (check if provided; indicate N/A if not applicable)**

Plan graphics shall comply with the following plan format and general standards:

- Completed application form and Letter of Intent
- Application fee - (400.00 + \$10.00/acre)
- Tax Receipt showing current paid taxes
- Electronic PDF Copy of Plat
- Sheet size shall be 24”x36”, black & white drawing on bond paper in landscape view
- Plan is clear and legible. Use a variety of line types and line weights. Do not use any gray-scale shading; use stipple shading instead. Do not screen information.
- Permissible scale for plans are engineer scales 1” = 20’, 30’, 40’, 50’, 60’, or 100’. 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); zoning district; gross acreage; lot coverage; city, county and state name; survey and abstract name; and date of preparation.
- Provide City approval verbiage above title block
- Label company name, preparer name, address, and phone number of plat/replat preparer (e.g., surveyor, engineer, etc.) in the vicinity of the title block.

**Plan Format & General Standards Continued: (check if provided; indicate N/A if not applicable)**

- 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 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 the plan showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares with a one-mile radius of site.
- Proposed use or uses (letter of intent) is required, but can be submitted separately from plans.
- Two sets of plans and one digital copy shall be submitted.

**Site Information**

For proposed site, please provide the following:

- The site plan shall include all the land that existed in single ownership at the time of initial zoning.
- Plan is consistent with valid plans and plats approved for this site
- Plan integrates with valid plans and plats approved for adjacent contiguous sites.
- Plan is consistent with zoning, overlay districts, heritage designations, and/or specific use permits approved for site.
- Show current and proposed boundaries / lot lines. Label distance and bearings off 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 (net and gross).
- 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 proposed topography at two-foot contours reference to sea-level datum. Spot elevation may be used but cannot substitute for contours.
- Include a drainage area map.
- Show and label existing and proposed culverts
- Show and label flood plains, drainage ways, and creeks.
- Show and label 100-year developed condition flood plain.
- 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 (number of stories), and building height (in feet to tallest element of the building).
- Show and label location of any on-site items (kiosks, drop boxes, etc.)
- If proposed lot is adjacent to or contains 100-year developed condition floodplain, label each building's minimum finish floor elevation.
- 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 gray-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.).

**Site Information Continued:** (check if provided; indicate N/A if not applicable)

- Show and label all medians, islands, barriers, and channelization
- Show and label handicapped ramps (required at all intersections)
- Show and label traffic control devices
- Provide sign plans; show and label sign locations, elevations, and dimensions
- Show a minimum of two points of access (one is direct street access and one is to a median opening).
- Show, label, and dimension visibility access maintenance (VAM) easements and corner clips.
- Cross-access circulation lanes with easements are provided between lots.
- Show, label, and dimension drive-through lanes including all stops (menu boards, windows, etc.) and stacking and escape lanes.
- Vehicle circulation lanes, private drives, fire lanes, and driveways are consistent with site's Traffic Impact Analysis (if required).
- Show and label offsite parking. Dimension distance from offsite parking to nearest lot line of site.
- Show parking areas. Label as existing or proposed. Label pavement construction (e.g., asphalt, concrete, etc.). Dimension parking spaces and label number of space 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.
- Show and label landscape areas.
- Show and label locations of major tree coverage out to canopies
- Show existing and proposed water utilities and associated easements. Dimension easement widths. Label line sizes. Show and label water meters and provide identification symbols. Show and label valves, Fire Department connections, fire hydrants, detector check vaults, and other associated structures.
- Provide water meter schedule. Schedule should contain meter symbol identification, meter type (domestic or irrigation), meter size, quantity of meters, note if existing or proposed meters, and note associated sanitary sewer size (or "not applicable" if for irrigation meter).
- Show existing and proposed sanitary sewer utilities and associated easements. Dimension easement widths. Label line sizes. Label cleanouts, manholes, and other associated structures.
- Show existing and proposed storm sewer utilities and associated easements. Dimension easements widths. Label line sizes. Label culverts, inlets, junction boxes, and other associated structures.
- Show and label existing and proposed private utility easements
- Show and label location and size of sand and grease traps
- Show and label location and size of sampling pits
- Show and label location and type of pretreatment
- Show and label floodway and drainage easement including access and maintenance easement.
- Show and label structural and nonstructural storm water controls / best management practices.
- Show area for refuse and recycling container enclosures per lot. Provide interior dimensions and label enclosure screening.
- Show and label delivery truck dock locations.
- Show, label, and dimension open storage and vehicle storage areas including required screening and pavement construction (e.g., asphalt, concrete, etc.).
- Show, label, and dimension trash compactors. Label compactor screening.
- Show and label location of hazardous chemical storage.
- Show and label above ground and underground fuel storage tanks. Label fuel tank capacities.

**Site Information Continued:** (check if provided; indicate N/A if not applicable)

- Show and label emergency electrical generators. Label fuel type and tank capacity. Indicate location for refueling vehicles. Add note: “Tentative location of emergency electrical generator. Location may be subject to change to compliance with zoning, building, fire, and noise regulations.”
- Show and label type, height, and proposed materials 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.

**R.O.W., Street Design, and Access Information:** (check if provided; indicate N/A 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 distance 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 the site’s Traffic Impact Analysis (if required).
- Show and dimension sidewalks and barrier-free ramps. Label as existing or proposed.
- Show and label existing topography at one-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 space per tier of parking. Show and label accessible parking space and accessible passenger loading zones.

**Adjacent Property Information:** (check if provided; indicate N/A if not applicable)

- Show, label, and dimension the portion of previous 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 Denison Schedule of Permitted 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 gray-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.

Adjacent Property Information Continued: (check if provided; indicate N/A if not applicable)

- 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.

Additional Requirements: (check if provided; indicate N/A if not applicable)

- In addition to meeting the requirements for site plan approval, the following approvals may be necessary prior to authorization for development:
  1. Concept plan and preliminary plat approvals
  2. Engineering plans
  3. Traffic impact analysis
  4. Landscape and irrigation plans
  5. Facade plans
  6. Other approvals as required by ordinance.

City of Denison  
**Application for Approval of Site Plan**

300 W. Main Street, PO Box 347  
 Denison, TX 75020  
[planning@denisontx.gov](mailto:planning@denisontx.gov)  
 903-465-2720



Revision Date: 9/2024

Parcel/Property ID #: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Engineer/Surveyor/Land Planner: \_\_\_\_\_ Email: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Addition/Subdivision Name: \_\_\_\_\_

Subdivision Size: Acres: \_\_\_\_\_ # of existing Lots: \_\_\_\_\_ #of proposed Lots: \_\_\_\_\_

Does the proposed subdivision require the vacation or relocation of existing streets, alleys, or easements?

YES  NO

If yes, has an application to secure approval of such abandonment or relocation been made?

Purpose of Site Plan (example: build structure, increase property size, etc.):

**TYPE OF SITE PLAN**

<input type="checkbox"/> Industrial	<input type="checkbox"/> Public/Institutional
<input type="checkbox"/> Correcting error or omission	<input type="checkbox"/> Commercial/Retail
	<input type="checkbox"/> Platting of streets or alleys

**IMPROVEMENT PROPOSED**

<b>Water Supply:</b>	<input type="checkbox"/> City of Denison	<b>Sanitation Facilities</b>	<input type="checkbox"/> City of Denison Sewer
	<input type="checkbox"/> Well		<input type="checkbox"/> Septic System
<b>Type of street Surfacing:</b>	<input type="checkbox"/> Independent Water District	<b>Type Storm Drainage:</b>	<input type="checkbox"/> Independent Disposal
	<input type="checkbox"/> Other: _____		<input type="checkbox"/> Other: _____
	<input type="checkbox"/> City of Denison Standards		<input type="checkbox"/> Curb & Gutter
	<input type="checkbox"/> Existing Paved Street		<input type="checkbox"/> Storm Sewers
	<input type="checkbox"/> Other: _____		<input type="checkbox"/> Improved Open Channels
			<input type="checkbox"/> Other: _____

In submitting this application for approval of the above-described subdivision, I understand that if said subdivision is within the corporate limits or within the extra territorial jurisdiction of the City of Denison, that all improvements installed shall be conformance with the standards and requirements of the City of Denison.

Property Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

Property Owner's Printed Name \_\_\_\_\_

*An application is not deemed filed pursuant to Texas Local Government Code Chapters 212 and 232 until all prerequisite authorizations and all documents required by and prepared in accordance with the requirements of the DMC Chapter 22 subdivision regulations are complete.*

**OFFICIAL USE ONLY**

Received Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Case No.: \_\_\_\_\_

P & Z Hearing: \_\_\_\_\_



## Subdivision Procedures & Timing Notice Planning and Zoning

### Notice and Required Acknowledgment of Processing Time and Extension Option

State of Texas Local Government Code Chapters 212 and 232, which address in part, the **procedures for reviewing and acting upon an officially filed subdivision application** by a local jurisdiction with regulatory authority over the subdivision of land, were amended in 2019 by House Bill 3167. **Processing time for a filed application is strictly regulated. An exception can be made, if the applicant requests a one-time extension and the City of Denison agrees with it.** Processing timelines and an extension apply to a Site Plan only when it is jointly processed with a subdivision application. In summary, state statutes require the City to meet certain timing and procedural requirements:

- **Decide** whether to “Approve,” “Approve with Conditions,” or “Disapprove with Reasons” **within 30 calendar days after a subdivision application is filed;**
- **After the decision**, if the subdivision that was conditionally approved or disapproved is subsequently revised and resubmitted by the subdivider, then **the City must act on a resubmittal within 15-calendar days;**
- The City **may not make new review comments on the revised subdivision**, unless the revisions result in new issues;
- A **filed subdivision is automatically approved due to lack of action by the City** within the 30-calendar-day initial period or the 15-calendar day subsequent revision review period; and
- An **extension of processing time is allowed**, as described in the excerpt below:

*“Notwithstanding Subsection (a) or (b), the parties may extend the 30-day period described by those subsections for a period not to exceed 30 days if*

*(1) the applicant requests the extension in writing to the municipal authority responsible for approving plats or the governing body of the municipality, as applicable; and  
(2) the municipal authority or governing body, as applicable, approves the extension request. Id. § 212.009(b-2).”*

Pursuant to Denison Municipal Code Section 22-20, the **“official filing date”** is defined as “[t]he time period established by state law or these subdivision regulations [DMC Chapter 22] for processing or deciding an application shall commence on the date that a complete application has been accepted for filing, which date shall be deemed the official filing date.”

An applicant must acknowledge receipt of requirements and procedures for processing and option for a time extension by signing below.

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Signature of Applicant (or Representative)

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Printed Name of Applicant (or Representative)



**City of Denison  
Developer Acknowledgement Form**

I, \_\_\_\_\_, am aware and agree that I am solely responsible for all development costs related to this project, including but not limited to fees and costs related to site development and construction, plan review, construction inspections and testing, improvements necessary to offset impacts from my development, contribution to master plans, impact fees, and any other costs and/or fees related to my development and the impact to existing neighborhoods and infrastructure in the City and the Extra Territorial Jurisdiction (ETJ).

\_\_\_\_\_  
**Owner/Project Representative  
Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**