



CITY OF CORINTH

Site Plan Checklist

Please check the appropriate box below

Site Plan (Rezoning)

Site Plan (Building Permit)

Project Name:

GENERAL INFORMATION

- 1) See [Section 2.10.08 Site Plans](#) of the Unified Development Code for more information on the Site Plan process.
- 2) A pre-application conference with City Staff is encouraged, but not required.
- 3) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a flash drive. Each file shall be labeled on the drive as it appears on the checklist. Drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

Item	Applicant	Staff
1) Application Information:		
Completed and Signed Universal Application - One (1) paper copy and one (1) PDF	<input type="checkbox"/>	<input type="checkbox"/>
Tax Certificate from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - One (1) paper copy and one (1) PDF	<input type="checkbox"/>	<input type="checkbox"/>
Digital File Submission:		
All items must be submitted in Adobe PDF format	<input type="checkbox"/>	<input type="checkbox"/>
All items shall be saved on a flash drive	<input type="checkbox"/>	<input type="checkbox"/>
Each file shall be labeled on the drive as it appears on the checklist	<input type="checkbox"/>	<input type="checkbox"/>
Drives must be clearly labeled with the project name on the outside of the media and the submittal date.	<input type="checkbox"/>	<input type="checkbox"/>
Three (3) complete sets of the components of a site plan, 24" x 36" prints shall be folded	<input type="checkbox"/>	<input type="checkbox"/>
2) Components and order of a Site Plan:		
Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>
Plat	<input type="checkbox"/>	<input type="checkbox"/>
Dimensional Site Plan	<input type="checkbox"/>	<input type="checkbox"/>

Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>
Tree Survey and Tree Protection Plan	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Elevations; including material type, class and percentage	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Engineering (Water, Wastewater, Drainage Area Map, Drainage layout, Grading)	<input type="checkbox"/>	<input type="checkbox"/>
Plat or if no plat exists, then a legal description and boundary survey of the property	<input type="checkbox"/>	<input type="checkbox"/>
3) Cover Sheet:		
Sheet size of 24" x 36"	<input type="checkbox"/>	<input type="checkbox"/>
Name, address, phone number, and email address of the developer, engineer, or surveyor preparing the plan	<input type="checkbox"/>	<input type="checkbox"/>
Vicinity map at a scale of 1" = 2,000' or larger	<input type="checkbox"/>	<input type="checkbox"/>
4) Dimensional Site Plan:		
Sheet Standards:		
Sheet size of 24" x 36"	<input type="checkbox"/>	<input type="checkbox"/>
Scale of 1" = 100' or larger	<input type="checkbox"/>	<input type="checkbox"/>
Graphic scale and written scale	<input type="checkbox"/>	<input type="checkbox"/>
North arrow	<input type="checkbox"/>	<input type="checkbox"/>
Legend, if symbols used	<input type="checkbox"/>	<input type="checkbox"/>
Titled "Site Plan"	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan Data Elements:		
Title block with the name of proposed development, subdivision name, lot and block numbers, survey name and abstract number, gross acreage, date of preparation, and date of any revisions	<input type="checkbox"/>	<input type="checkbox"/>
Site data table with existing zoning, proposed use, lot area and dimensions, building square footage and dimensions including height, floor area ratio, required and provided lot coverage percentage, required and provided parking spaces, required and provided landscaping	<input type="checkbox"/>	<input type="checkbox"/>
Graphic Elements to be shown on Site Plan:		



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Label contiguous and adjacent properties around proposed development (lots, blocks, tracts, abstracts, names, owners, platted or un-platted, existing zoning and proposed land use designation)	<input type="checkbox"/>	<input type="checkbox"/>
Lot area and dimensions	<input type="checkbox"/>	<input type="checkbox"/>
Required and provided building setback lines	<input type="checkbox"/>	<input type="checkbox"/>
Specific locations of all proposed uses and buildings dimensioned to the property lines	<input type="checkbox"/>	<input type="checkbox"/>
All easements on or adjacent to the site labeled and dimensioned	<input type="checkbox"/>	<input type="checkbox"/>
Location, height, and size of buildings	<input type="checkbox"/>	<input type="checkbox"/>
For residential buildings, number and size(s) of dwelling unit(s)	<input type="checkbox"/>	<input type="checkbox"/>
Location of on-street/off-street parking areas and parking structures with parking stalls dimensioned	<input type="checkbox"/>	<input type="checkbox"/>
Location and distance to any existing or proposed fire hydrants	<input type="checkbox"/>	<input type="checkbox"/>
Location of all loading/unloading areas, mechanical equipment, trash and recycling receptacles	<input type="checkbox"/>	<input type="checkbox"/>
Location of all outside storage	<input type="checkbox"/>	<input type="checkbox"/>
Type, height, and construction materials of all screening devices	<input type="checkbox"/>	<input type="checkbox"/>
Location of all sidewalks, trails, and open space areas for use by the tenants or the public	<input type="checkbox"/>	<input type="checkbox"/>
Location of all fire lanes and adjacent curb radii dimensioned	<input type="checkbox"/>	<input type="checkbox"/>
Location and size of all existing and proposed points of ingress/egress to the site with width and stacking depth from the connecting ROW dimensioned and the distances between centerlines of all existing and proposed driveways and street ROW intersections dimensioned on-site and off-site (within 500')	<input type="checkbox"/>	<input type="checkbox"/>
Location of fire hydrants, Fire Department Connection (FDC) & Riser Room dimensions	<input type="checkbox"/>	<input type="checkbox"/>
5) Landscape Plan (Shall be prepared by a Registered Professional Landscape Architect.)		
Sheet Standards:		
Sheet size of 24" x 36"	<input type="checkbox"/>	<input type="checkbox"/>
Scale of 1" = 100' or larger	<input type="checkbox"/>	<input type="checkbox"/>
Graphic scale and written scale	<input type="checkbox"/>	<input type="checkbox"/>

North arrow	<input type="checkbox"/>	<input type="checkbox"/>
Legend, if symbols used	<input type="checkbox"/>	<input type="checkbox"/>
Titled "Landscape Plan"	<input type="checkbox"/>	<input type="checkbox"/>
Location of all landscaping elements and landscaped areas:	<input type="checkbox"/>	<input type="checkbox"/>
Nonresidential Requirements:		
Landscaping along street right-of-way (<i>Section 2.09.01.A.1</i>), which includes a landscape edge (buffer) and vehicle headlight screening.	<input type="checkbox"/>	<input type="checkbox"/>
Interior parking lot landscaping (<i>Section 2.09.01.A.2</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping for corner lots (<i>Section 2.09.01.A.3</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping/screening for parking lots adjacent to residential areas (<i>Section 2.09.01.A.4</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Foundation plantings for buildings 50,000 square feet or larger (<i>Section 2.09.01.A.5</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping for nonresidential areas adjacent to residential areas (<i>Section 2.09.01.A.6</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping for below-grade open parking structures in the front yard (<i>Section 2.09.01.A.7</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Residential Requirements:		
Multi-family, single family attached and retirement housing landscaping requirements (<i>Section 2.09.01.B.1</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Plant schedule with the number of each plant species (See UDC Section 2.09.01.E for Approved Plant Materials.)	<input type="checkbox"/>	<input type="checkbox"/>
Spacing of plant material	<input type="checkbox"/>	<input type="checkbox"/>
Location of trees to be preserved	<input type="checkbox"/>	<input type="checkbox"/>
Statement as follows: "An irrigation system will be designed, installed, and functional prior to the approval of the Certificate of Occupancy."	<input type="checkbox"/>	<input type="checkbox"/>
Statement as follows: "The owner shall be responsible for the maintenance, establishment, and performance of plant materials."	<input type="checkbox"/>	<input type="checkbox"/>
6) Tree Survey and Tree Protection Plan (Shall be prepared by a Registered Professional Landscape Architect or Certified Arborist.)		
Sheet Standards:		

Sheet size of 24" x 36"	<input type="checkbox"/>	<input type="checkbox"/>
Scale of 1" = 100' or larger	<input type="checkbox"/>	<input type="checkbox"/>
Graphic scale and written scale	<input type="checkbox"/>	<input type="checkbox"/>
North arrow	<input type="checkbox"/>	<input type="checkbox"/>
Legend, if symbols used	<input type="checkbox"/>	<input type="checkbox"/>
Titled "Tree Survey" and "Tree Protection Plan," respectively	<input type="checkbox"/>	<input type="checkbox"/>
Tree Survey:		
The Tree Survey shall graphically identify all trees, including "Protected Trees." Protected Trees are any tree having a trunk caliper of six inches (6") or more, measured 4' 6" above natural grade level (some tree species are excluded from being a Protected Tree).	<input type="checkbox"/>	<input type="checkbox"/>
Tree Protection Plan:		
A Tree Protection Plan shall graphically identify Protected Trees and identify those being preserved and those being removed.	<input type="checkbox"/>	<input type="checkbox"/>
All Protected Trees shall be replaced with new trees having a total tree caliper width equal to the width of the tree(s) removed. The Tree Protection Plan shall show the cumulative total of caliper of trees removed and the number and size of replacement trees to be used.	<input type="checkbox"/>	<input type="checkbox"/>
An application for the removal of a Protected Tree shall specify:		
The location of the tree.	<input type="checkbox"/>	<input type="checkbox"/>
The caliper of the trunk of the tree, as measured 4' 6" above natural grade level.	<input type="checkbox"/>	<input type="checkbox"/>
The approximate crown size of the tree.	<input type="checkbox"/>	<input type="checkbox"/>
The species and/or common name of the tree.	<input type="checkbox"/>	<input type="checkbox"/>
The approximate size of the lot, tract, or parcel on which it is located.	<input type="checkbox"/>	<input type="checkbox"/>
The reason for the proposed removal.	<input type="checkbox"/>	<input type="checkbox"/>
7) Architectural Elevations		
Sheet size of 24" x 36"	<input type="checkbox"/>	<input type="checkbox"/>
Architectural elevations in color (labeled north, south, east, and west) of the proposed structures, noting the type and percentage of construction materials being used	<input type="checkbox"/>	<input type="checkbox"/>

8) Lighting Plans Sheet size of 24" x 36"	<input type="checkbox"/>	<input type="checkbox"/>
Include a schematic layout of all proposed exterior fixture locations, foot-candle data, and a plot demonstrating intensities and uniformities	<input type="checkbox"/>	<input type="checkbox"/>
All roadway, parking lot, and walkway luminaires shall be shielded so that substantially all the directly emitted luminous flux falls within the property line	<input type="checkbox"/>	<input type="checkbox"/>
9) Preliminary Engineering (Water, Wastewater, Drainage Area Map, Drainage layout, Grading)		
Sheet Standards:		
Sheet size of 24" x 36"	<input type="checkbox"/>	<input type="checkbox"/>
Scale of 1" = 100' or larger	<input type="checkbox"/>	<input type="checkbox"/>
Graphic scale and written scale	<input type="checkbox"/>	<input type="checkbox"/>
North arrow	<input type="checkbox"/>	<input type="checkbox"/>
Legend, if symbols used	<input type="checkbox"/>	<input type="checkbox"/>
Titled "Preliminary Utilities", "Preliminary Drainage Area Map" Etc.	<input type="checkbox"/>	<input type="checkbox"/>
Proposed finished grade of the site plan to contour intervals not to exceed two (2) feet	<input type="checkbox"/>	<input type="checkbox"/>
Spot elevations at all critical points	<input type="checkbox"/>	<input type="checkbox"/>
Location of the FEMA 1% Fully Developed floodplain, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Flow arrows and drainage structures as to size, type, and flow line elevations	<input type="checkbox"/>	<input type="checkbox"/>
Detention areas, Green Infrastructure, Water Quality Devices	<input type="checkbox"/>	<input type="checkbox"/>
Utility connections, meter locations, sizes, and meter and/or detector check valve vaults indicated	<input type="checkbox"/>	<input type="checkbox"/>
Water meter table, showing the number of water meters by size and notes if they are existing or proposed	<input type="checkbox"/>	<input type="checkbox"/>
Inlets, culverts, and other drainage structures on-site and immediately adjacent to the site	<input type="checkbox"/>	<input type="checkbox"/>
10) Official/Filed plat or legal description and boundary survey with dimensions, bearings, and existing easements:		
Sheet size of 24" x 36"	<input type="checkbox"/>	<input type="checkbox"/>
Official/Filed plat or legal description and boundary survey with dimensions, bearings, and existing easements	<input type="checkbox"/>	<input type="checkbox"/>
11) Traffic Threshold Worksheet - One (1) paper copy and one (1) PDF	<input type="checkbox"/>	<input type="checkbox"/>

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Site Data Summary Chart (by phase and in total) to include the following items:

Site Data Summary	Existing	Proposed
Existing Zoning		
Land Use Designation		
Gross Acreage		
Net Acreage		
Number of Proposed Lots		
Percentage of Site Coverage		
Area of Open Space		
Percentage of Open Space		
Percentage of Landscape		
Area of Impervious Coverage		
Percentage of Impervious Coverage		
Proposed Building Area (square footage foot print)		
Number of Single-Story Buildings		
Number of Two-Story Buildings		
Maximum Building Height		
Proposed Floor Area		
Proposed Floor Area by Use		
Required Parking		
Provided Parking		
Standard		
Handicap		
Total		
Inventory Parking		
Required Loading Spaces		
Provided Loading Spaces		
Area of Outside Storage		
Percentage of Outside Storage		
Start of Construction Month/Year		
End of Construction Month/Year		



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Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date

Verification of Detailed Information

I hereby confirm that the above detailed information as required by the checklist is complete and accurate to the best of my knowledge. I understand that proper City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me, or my firm may delay the proper review of this application.

Design Engineer's Signature

Date

Print Name & License Number

Firm & Registration Number