



# Conceptual / Preliminary Site Plan Checklist

For Office Use Only

Project # \_\_\_\_\_

Revision Date: 08/2015

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The following is a partial listing of requirements for a concept plan and revised concept plan applications as found in Van Alstyne's development and regulation 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.

## Plan Format & General Standards *(check if provided; indicate NA if not applicable)*

- 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 gray-scale shading; use stipple shading instead. Offsite information and onsite existing conditions may be screened for clarity.
- Permissible scale for plan are engineer scales 1" = 10', 20', 30', 40', 50', 60' or 100' scale may be used. 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); gross acreage; 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 plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) 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-half mile radius of site.

## Site Information *(check if provided; indicate NA if not applicable)*

For proposed site, please provide the following:

- 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.
- The Conceptual Site Plan shall include all the land that existed in single ownership at the time of initial zoning
- Show current and proposed boundaries / lot lines. Label approximated boundary distances.
- If development is to be phased on site, show phases and sequencing development.
- Lots comply with minimum lot frontage, lot width, lot depth, and lot area standards.
- Label proposed lot and block designations.
- Label approximate lot area for each lot in acres and square feet.
- Dimension property boundaries to nearest intersecting streets or driveways.
- Show and label existing topography at one-foot contours referenced to sea-level datum for sites less than ten (10) acres. Use ten-foot contours for site greater than ten (10) acres.
- Show and label flood plains, drainage ways, and creeks
- Show and label tree masses (canopies).
- Show and label approximate shape and placement of buildings.

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**Site Information Continued** *(check if provided; indicate NA if not applicable)*

- For each building, label proposed use and building height (number of stories).
- Show and label access to the site and interior site circulation, including vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed. Shade fire lanes with a ten percent stipple pattern.
- Show and label other items which may negatively impact adjacent property, such as general parking arrangement, delivery truck/dock locations, medians or traffic control devices, and/or median breaks.
- Show a minimum of two points of access (one is direct street access and one is to a median opening).
- Cross-access circulation lanes are provided between lots.
- Show and label 100-year FIRM floodplain.

**R.O.W., Street Design, and Access Information** *(check if provided; indicate NA 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 approximate R.O.W. and/or easement widths. Label as existing or proposed.
- Show and dimension median openings. Label as existing or proposed. Dimension approximate distances 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 and approximate distances between driveways and intersecting streets.
- Show on-street parking. Label as existing or proposed.

**Adjacent Property Information** *(check if provided; indicate NA if not applicable)*

For properties contiguous to the site and for properties across R.O.W. contiguous to the site, provide the following:

- 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 Van Alstyne Schedule of Permitted Uses for each lot and parcel.
- Show and label existing topography at five-foot contours referenced to sea-level datum or sites less than ten (10) acres. Use one-foot contours for site greater than ten (10) acres.