



142 N. Ohio Street, Celina, Texas, 75009
 www.celina-tx.gov

SITE PLAN CHECKLIST

- **Pre-Application Meeting:** A pre-application meeting with City Staff is required, unless otherwise determined by the Director, prior to formal submittal.
- **Electronic Submittal:** The City of Celina is paperless in terms of submittals and resubmittals. All required materials shall be submitted in electronic formats – Adobe PDF (single file) via email; via your dropbox or go to www.hightail.com, upload, and send to submittal@celina-tx.gov; or on a CD/DVD or flash drive.
- **Purpose of Site Plan:** The purpose of the Site Plan is to illustrate in detail, the location and layout of all proposed buildings, drives, parking and loading spaces, landscaped areas, access points, and other pertinent information necessary for review.
- **Site Plan Approval Process:** The Site Plan process is administrative (staff is the final approval authority; no public hearings nor P&Z/Council meetings required).
- **Submittal Items:**
 - Universal Planning Application
 - Fee (Refer to Fee Chart)
 - Letter of Intent (Generally describing the project)
 - Plans
 - Site Plan
 - Color Building Elevations
 - Landscape Plan
 - Engineering and Grading Plans, if applicable

PLAN REQUIREMENTS
SITE PLAN
<ul style="list-style-type: none"> • Title block with the following information: <ul style="list-style-type: none"> ○ Titled "Site Plan" ○ Project Name ○ Acreage ○ Subdivision name, lot and block numbers or survey name and abstract number ○ Date of preparation and of any revisions
<ul style="list-style-type: none"> • Name(s), address, and phone number of the owner, developer, engineer, and/or architect
<ul style="list-style-type: none"> • Scale (both graphic and written) appropriate for the level of detail (typically 1"=100')
<ul style="list-style-type: none"> • North arrow
<ul style="list-style-type: none"> • Legend for any symbols used
<ul style="list-style-type: none"> • Location/vicinity map showing the location of the subject property

<ul style="list-style-type: none"> • Label contiguous and adjacent properties around proposed development (lots, blocks, tracts, abstracts, names, owners, platted or unplatted, right-of-way names, existing zoning, and proposed land use designation)
<ul style="list-style-type: none"> • Site Data Table, with the following: <ul style="list-style-type: none"> ○ Existing Zoning ○ Proposed Use ○ Gross Site Area (Acreage and Square Footage) ○ Lot Area and Dimensions ○ Building Area (Square Footage) ○ Maximum Building Height (Feet and Stories) ○ Floor Area Ratio ○ Pervious and Impervious Area (Percentage) ○ Required and Provided Parking Spaces (Ratio and Number of Spaces) ○ Required and Provided Loading Spaces, if applicable ○ Required and Provided Open Space (Percentage and Acreage) ○ For Multi-Family: Number of Proposed Units and Breakdown of 1, 2, or 3 Bedroom, if applicable ○ For Single-Family: Number and size(s) of dwelling unit(s)
<ul style="list-style-type: none"> • Building setback lines
<ul style="list-style-type: none"> • Specific locations of all proposed uses and buildings dimensioned to the property lines
<ul style="list-style-type: none"> • All easements on or adjacent to the site labeled and dimensioned (including floodway, visibility, street, etc.)
<ul style="list-style-type: none"> • Location and distance to any existing or proposed fire hydrants
<ul style="list-style-type: none"> • Location of all loading/unloading areas
<ul style="list-style-type: none"> • Parking lot layout, showing islands and location of dumpster(s) and dumpster screen(s). Show dumpster minimum dimensions (double dumpster at 14'X25') and clear backing (minimum 40', maximum 80')
<ul style="list-style-type: none"> • Location of all mechanical equipment
<ul style="list-style-type: none"> • Location of all outside storage, if permitted/applicable
<ul style="list-style-type: none"> • Location, height, and type/construction materials of all screening devices (existing and proposed)
<ul style="list-style-type: none"> • Location of all sidewalks, trails, and open space areas for use by the tenants or the public (with widths) Note: 5' wide sidewalk required in residential neighborhoods; 10' wide sidewalk required adjacent to collector and arterial streets
<ul style="list-style-type: none"> • Show any trails required, with widths, per the Trails Master Plan
<ul style="list-style-type: none"> • Identify any overhead utilities and how the subject property obtains power
<ul style="list-style-type: none"> • Informational: Fire lane widths and radii are as follows: <ul style="list-style-type: none"> ○ For buildings less than 30' in height and less than 3 stories tall: 24' wide fire lane with 20' turning radius ○ For buildings greater than 30' in height and greater than 3 stories tall: 26' wide fire lane with 30' turning radius ○ General parking drive aisles shall provide a minimum 20' turning radius
<ul style="list-style-type: none"> • Location of all fire lanes and adjacent curb radii dimensioned
<ul style="list-style-type: none"> • Location and dimensions of all existing and proposed points of ingress/egress to the site, including turn lanes, 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')
<ul style="list-style-type: none"> • Show adjacent roadways, with medians, driveways, turn lanes, etc.
<ul style="list-style-type: none"> • Show existing and proposed right-of-way per the Master Thoroughfare Plan
<ul style="list-style-type: none"> • Dimension parking spaces (Minimum 9'X20')
<ul style="list-style-type: none"> • Provide bicycle parking (one rack per site)
<ul style="list-style-type: none"> • Provide decorative paving at entrances and crosswalks
<ul style="list-style-type: none"> • Location of on-street/off-street parking areas and parking structures with parking stalls dimensioned Notes: <ul style="list-style-type: none"> ○ All striping in parking lots shall be white

<ul style="list-style-type: none"> ○ Handicapped access ramps shall be painted or constructed of contrasting colors from the standard pavement but shall not be in colors that are considered bright, neon, or garish ○ Truncated dome pads where the sidewalk meets driveway
<ul style="list-style-type: none"> ● Add the following Standard Notations on the Site Plan: <ul style="list-style-type: none"> ○ “All signage is approved via separate permitting process” ○ “Dumpster enclosures should not be seen from the public right-of-way. Screening of the dumpsters shall be of the same masonry material as the primary structure and be a minimum of eight (8) feet in height. Solid metal gates shall be affixed to the opening and shall be closed at all times except when being serviced” ○ “All light sources, including wall packs, shall be full cut-offs (i.e. recessed/shielded)” ○ “Roof-mounted mechanical equipment shall be sufficiently screened from view by parapet walls, and ground mounted equipment shall be screened by masonry wing walls that match the material of the primary building” ○ “No overhead utilities are permitted on the subject property”
BUILDING ELEVATIONS
<ul style="list-style-type: none"> ● Provide color elevations of all facades of each building
<ul style="list-style-type: none"> ● Include the cardinal direction (north, south, east, or west) in the label for each elevation
<ul style="list-style-type: none"> ● Provide chart listing exterior materials, with a percentage breakdown of each material used
<ul style="list-style-type: none"> ● Provide a calculation chart or graphic demonstrating compliance with articulation standards
<ul style="list-style-type: none"> ● Provide a listing of “additional design standards” provided
<ul style="list-style-type: none"> ● Note features proposed for landmark building credit, if applicable
PHOTOMETRIC PLAN (Not required at time of Site Plan)
<ul style="list-style-type: none"> ● Include a schematic layout of all proposed exterior fixture locations, foot-candle data, and a plot demonstrating intensities and uniformities
<ul style="list-style-type: none"> ● All light fixtures shall be of a black or bronze color or constructed of masonry to match the building
<ul style="list-style-type: none"> ● All light fixtures shall be equipped with LED lighting
LANDSCAPE PLAN
<ul style="list-style-type: none"> ● Titled “Landscape Plan”
<ul style="list-style-type: none"> ● Legend for any symbols used
<ul style="list-style-type: none"> ● North arrow
<ul style="list-style-type: none"> ● Scale (both graphic and written) appropriate for the level of detail (typically 1”= 50’)
<ul style="list-style-type: none"> ● The species, size, spacing, and quantities of all plant material to be used in a tabular form (shall be from the recommended plant materials list)
<ul style="list-style-type: none"> ● Dimensions of all required landscape buffers
<ul style="list-style-type: none"> ● A tree survey with the location, size and species of all on-site trees; or a note indicating that no protected trees exist on-site
<ul style="list-style-type: none"> ● Location of all plant and landscaping material to be used including plants, paving, benches, screens, fountains, statues or other landscape features
<ul style="list-style-type: none"> ● The date of the landscape plan, including any revision dates
<ul style="list-style-type: none"> ● Informational: All Irrigation Plans require a separate permit submittal. Note that bubblers are required for all trees on the Irrigation Plans.
<ul style="list-style-type: none"> ● Description and location of detention and retention facilities (if applicable)
<ul style="list-style-type: none"> ● Person(s) responsible for the preparation of landscape plan, including the landscape architect's seal
<ul style="list-style-type: none"> ● An analysis table of ordinance requirements and the associated landscaping (including additional amenity requirements and interior and perimeter landscaping requirements)
<ul style="list-style-type: none"> ● Parking lot layout, showing islands and location of dumpster(s) and dumpster screen(s).
<ul style="list-style-type: none"> ● The location of all existing and planned overhead and underground utilities shall be shown on the landscape plan or on an accompanying utility plan drawn at the same scale, if necessary for clarity.

<ul style="list-style-type: none"> • Additional information as deemed necessary to adequately evaluate the landscape plan
<ul style="list-style-type: none"> • Parking lot islands must be generally the size of a parking space (typically 180 square feet)
<ul style="list-style-type: none"> • A parking lot island is required every 12 spaces with a tree
<ul style="list-style-type: none"> • Add the following Standard Notations: <ul style="list-style-type: none"> ○ “The owner, tenant and their agent, if any, shall be jointly and severally responsible for the maintenance of all landscaping. All required landscaping shall be maintained in a neat and orderly manner at all times. This shall include mowing, edging, pruning, fertilizing, watering, weeding, and such activities common to the maintenance of landscaping” ○ “Landscape areas shall be kept free of trash, litter, weeds and other such material or plants not a part of the landscaping” ○ “No substitutions for plant materials without approval by the Director” ○ “The right-of-way adjacent to required landscape areas shall be maintained by the property owner in the same manner as the required landscape area. All driveways shall maintain site visibility. All plantings intended for erosion control will be maintained. The City may require revegetation to prevent erosion or slippage” ○ “All plant material shall be maintained in a healthy and growing condition as is appropriate for the season of the year. Plant materials which die shall be replaced with plant material of similar variety and size” ○ “When overhead or underground utilities are present, landscape plan alterations may be considered by the Director” ○ “All required landscape areas shall be provided with an automatic underground irrigation system with rain and freeze sensors and/or evapotranspiration (ET) weather-based controllers and said irrigation system shall be designed by a qualified professional and installed by a licensed irrigator” ○ “All trees are to be equipped with a bubbler irrigation system” ○ “Required landscaped open areas and disturbed soil areas shall be completely covered with living plant material” ○ “All streetscape furniture (benches, bollards, lampposts, trash receptacles, patio furniture, bike racks, etc.) shall be a chip and flake resistant metal, decorative, and generally black "storm cloud" or comparable in color” ○ “Excessive pruning of plant materials is prohibited. (e.g. topping crape myrtles, pruning “up” creating a carrot top”)
<p>ENGINEERING AND GRADING PLANS</p>
<ul style="list-style-type: none"> • Refer to the Subdivision Ordinance and the Engineering Design Manual for more information
<ul style="list-style-type: none"> • Titled “Engineering and Grading Plan”
<ul style="list-style-type: none"> • Proposed finished grade of the site plan to contour intervals not to exceed two (2) feet
<ul style="list-style-type: none"> • Spot elevations at all critical points
<ul style="list-style-type: none"> • Location of the FEMA 100-year floodplain, if applicable
<ul style="list-style-type: none"> • Flow arrows and drainage structures as to size, type, and flow line elevations
<ul style="list-style-type: none"> • Detention areas
<ul style="list-style-type: none"> • Utility connections, meter locations, sizes, and meter and/or detector check valve vaults indicated
<ul style="list-style-type: none"> • Water meter table, showing the number of water meters by size and notes if they are existing or proposed
<ul style="list-style-type: none"> • Inlets, culverts, and other drainage structures on-site and immediately adjacent to the site
<ul style="list-style-type: none"> • Traffic Threshold Worksheet