



Planning Department of the City of Farmers Branch Detailed Site Plan Application

INSTRUCTIONS FOR COMPLETING AN APPLICATION

The applicant must complete all forms prior to submission. Application will not be scheduled for review until all information is submitted and complete and then accepted by the Planning Department. Correspondence will be e-mailed, unless otherwise requested.

- Address:** If the subject property has an address, list address. If the property does not have an address, identify street property fronts and distance to nearest cross street.
- Applicant Information:** Identify by name the person(s) or company requesting the detailed site plan approval and list telephone number, including the area code. Identify the street address or post office box, along with city, state, and zip code of the person or company listed above.
- Owner Information:** Identify by name any person(s) or company that owns the subject property, and list telephone number, including the area code. Identify the street address or post office box, along with city, state, and zip code of the person or company listed above. If the applicant and owner are same, write “same as applicant.”
- Legal Description:** If the subject site is part of a lot or an unplatted tract of land, submit a metes and bounds description with a copy of the perimeter survey drawn to scale. If the subject property is a legally platted lot, submit the legal description and attach a copy of the plat map.
- Current Zoning:** List the existing zoning classification(s).
- Land Use Statement:** Indicate existing use of the site (i.e. restaurant, office, residence, etc); existing improvements on the site (i.e. buildings, garages, etc); detailed description of the proposed use; and the purpose of the request.
- Deed Restrictions:** To check if the site has any deed restrictions call the Index and Deeds Division of the Dallas County Clerk’s Office at 214.653.7099.
- Other Information:**
- Farmers Branch Planning Department is located at 13000 William Dodson Parkway, Farmers Branch, 75234, phone number: 972.919.2542, website: <http://farmersbranchtx.gov/109/Planning-Zoning>
 - Unless otherwise scheduled, the Planning and Zoning Commission hearings are generally held every second and fourth Monday of the month, in the Council Chambers, beginning at 7:00 p.m. City Council hearings are generally held every first and third Tuesday of the month, in the Council Chambers, beginning at 6:00 p.m. Hearing dates are subject to change.
 - Prior to filing, the applicant is encouraged to contact and discuss infrastructure-related improvements of proposal with the Department of Public Works and the Fire Department. See attached list of agencies for contact information.
 - Prior to filing, the applicant is strongly encouraged to provide a separate copy of the detailed site plan to ONCOR Electric Delivery Company and other franchise utility providers to ensure that adequate provisions are made for services in the proposed development.
 - Providing incorrect information on the application may result in delays and the application may be revoked.



**Planning Department of the City of Farmers Branch
Detailed Site Plan Application**

**DETAILED SITE PLAN APPLICATION CHECKLIST
REQUIREMENTS FOR FILING AN APPLICATION**

- One completed checklist (*this form*)
- One completed application form, typewritten or legibly printed, signed by the owner of the subject property or an authorized agent and by the applicant; both signatures must be notarized.
- Consent form, signed by the owner of the subject property or an authorized agent and by the applicant; both signatures must be notarized.
- One (1) copy of the legal description that will include a drawn survey or plat.
 - Metes and bounds descriptions shall include a copy of the perimeter survey, drawn to scale.*
 - or-*
 - Recorded subdivision legal description that includes lot number and subdivision name, and attach a copy of the plat map (plat maps are available from the Dallas County Real Property Records).*
- Detailed Site plan set:

Initial submittal shall include at least the Detailed Site Plan, Building Elevations, and Landscape Plan:

 - Two (2) copies 24"x36" size for each exhibit; each exhibits will be folded individually to letter size format, with the title block visible when folded
 - One (1) copy of 11"x17" size for each exhibit
 - One (1) flash drive (i.e. thumb drive) with all drawings in PDF format; the digital PDF exhibits shall be reduced in size to 11"x17" format.

Final Submittal:

 - One (1) copy 24"x36" of the Final Exhibits shall be submitted to the Planning Department the day of the scheduled Planning and Zoning Commission meeting; each exhibit will be folded individually to letter size format, with the title block visible when folded.
- Completed Plan of Operation.
- Non-refundable filing fee (see table below). Checks must be made payable to the "City of Farmers Branch."

Site Plan Application Fee	
Less than 5 acres	\$250
5 to 10 acres	\$400
Greater than 10 acres	\$500

- Traffic Impact Analysis completed form. The Public Works Department will make a determination if a Traffic Impact Analysis will be necessary.
- Contact person to be notified to provide additional information, and to receive written staff comments and report:

Name (print): _____

Address: _____

State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

All forms must be typewritten or legibly printed.



Detailed Site Plan Application

GUIDELINES FOR PREPARING THE DETAILED SITE PLAN SET

Each detailed site plan set should include the following items:

A. Site Plan (separate sheet)

1. Title and Identification:

- Project title and address (if applicable)
- Legal description of the property by lot, block, or subdivision name, or by metes and bounds (if recorded, indicate the volume and page number)
- Property owner, address, telephone number
- North arrow
- Engineering scale shall be 1"=10', 1"=20', 1"=30', or 1"=40'; if the project is too large, 1"=50', with details at 1"=20'
- Designer(s) company name, addresses, and telephone number (include same for planner, architect, landscape architect, and engineer)
- If revised detailed site plan, state the purpose of the revision

2. City Action Block

Will be completed by staff and shall be placed above the title and identification block and shall contain:

	DATE	ACTION
Planning and Zoning Commission Date:		
City Council Date:		
Ordinance No:		
Resolution No:		
Administrative Approval Date:		

3. Vicinity Map:

- Site location map that clearly indicates the precise location of the tract within a 1,000 ft radius (5"x5" minimum size)

4. Site Information:

- Boundary lines with bearings and dimensions
- City limit line, when located near the site
- Boundary of all zoning districts on or near the site with zoning districts labeled; all existing adjoining land uses
- Existing street names and address
- All streets, frontage roads, intersections, entrance/exit ramps, driveways, and sidewalks abutting and adjacent to subject property within 300 feet of property lines (or indicate that there are none)
- Label all existing roadway (full right-of-way and pavement widths except for regional highways) and proposed right-of-way dedications, drives, overpasses, bridges, culverts, and pavement materials; show street center line
- Location of all buildings and other physical features within 50 feet of site
- Proposed buildings and other physical features on the subject site
- Finished floor elevations
- Show location of existing and proposed parking areas, vehicle use areas, loading areas, loading docks, landscape islands and medians, amenities, walls, fences, sidewalks, pedestrian sidewalk ramps, and all other land improvements
- Indicate number of proposed off-street parking spaces (standard and handicapped), dimension parking stall width and depth, stall angle, aisle width, and width of internal driveway; provide parking space counts for each row of parking; show turning radii, ramp grades and typical parking layout for one level within parking garages
- Locations, types, and limits of existing site improvements (structure, parking lots, planted areas, etc.) to be retained
- Location of all existing and proposed water, sanitary sewer, and storm water lines; and including existing city utilities and franchise (gas, cable, fiber, electric) and adjacent to the site; and existing easements associated with these utilities including recording information
- Location of all existing and proposed fire hydrants, including all existing public fire hydrants located within 500 feet of the property boundaries
- Location of existing drainage ways and significant natural features, and the impact(s) of proposed improvements

- Physical obstructions (utility poles, trees, storm sewer inlets, etc.) in right-of-way which could affect sidewalk/driveway locations
- Existing or proposed garbage pickup location(s), screening material, color, and dimensions (see also “Standard Detailed Site Plan Notes (If Applicable)” for additional information)
- Distance between buildings and building setbacks on all sides
- Width of all unobstructed access roadways, including fire lanes, with appropriate finish grades, widths, lengths, turnarounds, and turning radii (T-section, hammerhead, cul-de-sac)
- All driveway dimensions and design specifications, driveway curb return radii, and profile of finished grades
- Proposed operation of driveways on site plan (i.e. one-way, two-way operation), identifying and labeling all physical barriers to vehicular access
- Dimensions of vertical clearance within fire lanes, including tree limbs, for all driveways and internal circulation areas on site, where overhead clearance is restricted
- Accessible route of travel connecting all accessible elements and spaces on the site that can be negotiated by a person using a wheelchair and is usable by persons with other disabilities (indicate by dotted lines, or shade pattern or other identifiable legend)
- Show queue spaces or queuing area for drive-through uses
- Mailbox and/or drop-off box location (i.e. shipping, movie return, etc.)
- Location, height, and material of proposed screening walls, retaining walls, fences
- Overall phasing, if applicable. Show proposed phasing lines and street connectivity to separate subdivisions and sections
- For properties being subdivided, show proposed block and lot number, lot lines with corresponding dimensions
- For properties being developed as single family, add a list with the proposed street names. The street names shall be approved by the Fire Department. The final, approved street names shall be added on the final site plan.

5. Information Tables:

- In tabular form, indicate at least the following information about the site:
 - Total area of site
 - Total impervious cover in square feet
 - Percentage of site covered by impervious cover
 - Total building coverage
 - Any other site information as required by staff and the respective zoning district
- In tabular form indicate at least the following general information for the building:
 - Proposed use and the gross square footage for each use within the structure
 - Number of stories
 - Height of building
 - Finished floor elevation(s)
 - Foundation type
 - Total gross square footage for building and for each floor
 - Any other site information as required by staff and the respective zoning district
- Indicate number of required and proposed off-street parking spaces
 - Indicate number of required and proposed off-street parking spaces (standard and handicapped), and how provided (i.e. surface, structured and/or on-street)

6. Refer to attachment “Standard Detailed Site Plan Notes (If Applicable)” for additional information that may need to be included on the Detailed Site Plan.

B. Building Elevations (separate sheets- color copy, black & white copy)

Building elevations shall be provided for each elevation for each building.

1. Title and Identification:

- Project title and address (if applicable)
- Legal description of the property by lot, block, or subdivision name, or by metes and bounds (if recorded, indicate the volume and page number)
- Property owner, address, telephone number
- North arrow
- Engineering scale shall be 1”=10’, 1”=20’, 1”=30’, or 1”=40’; if the project is too large, 1”=50’, with details at 1”=20’
- Designer(s) company name, addresses, and telephone number (include same for planner, architect, landscape architect, and engineer)
- If revised building elevations, state the purpose of the revision

2. City Action Block

Will be completed by staff and shall be placed above the title and identification block and shall contain:

2.5"

	DATE	ACTION
Planning and Zoning Commission Date:		
City Council Date:		
Ordinance No:		
Resolution No:		
Administrative Approval Date:		

5"

3. Site Plan as a key:

- Show reduction site plan as a key with corresponding building elevation. Include the building outline with north arrow

4. Building Elevations:

- Building Elevations shall be labeled North, South, East, and West. The front elevation(s) shall be designated as such.
- Building dimensions (length, width)
- Building height starting at grade level to the tallest point. Label the grade elevation at 0 ft. If multiple levels and stories are proposed, provide dimensions for each
- All design features, building materials, color, and texture
- Material Board Exhibit with colors, textures, and specifications
- Dumpster enclosure elevations. Label height and masonry materials and colors
- Do not show any signs on the building elevations. Signs are part of separate packet
- Colored exhibits shall reflect as accurately as possible the actual finish color of the exterior materials.

5. Information Table:

- In tabular form, indicate at least the following information about each elevation:
 - Total surface of each elevation
 - Note the calculation for the square footage and percentage of each proposed materials for each elevation
 - Other information required by staff and the zoning district (i.e. percentage of fenestration for first floor and upper floors)
 - General material list (exterior walls, exposed roofs, trim, architectural elements, and other visible parts of the building)

C. Sign Packet (if required by the zoning district)

1. Title and Identification:

- Project title and address (if applicable)
- Legal description of the property by lot, block, or subdivision name, or by metes and bounds (if recorded, indicate the volume and page number)
- Property owner, address, telephone number
- North arrow
- Engineering scale shall be 1"=10', 1"=20', 1"=30', or 1"=40'; if the project is too large, 1"=50', with details at 1"=20'
- Designer(s) company name, addresses, and telephone number (include same for planner, architect, landscape architect, and engineer)
- If revised elevations, state the purpose of the revision

2. City Action Block

Will be completed by staff and shall be placed above the title and identification block and shall contain:

2.5"

	DATE	ACTION
Planning and Zoning Commission Date:		
City Council Date:		
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5"

3. Site Plan as a key:

- Show reduction site plan as a key with corresponding building elevation. Include the building outline with north arrow

4. Signs:

- Monument signs shall be shown on the proposed site plan
- Wall signs shall be shown on the proposed elevations labeled North, South, East, and West. The front elevation(s) shall be designated as such
- Each sign shall be labeled individually to be identified on the site plan or elevation
- Dimensions, and square footage of all signs; height of the placement and distances from main elements of the elevation for wall signs; distance to property lines for monument signs, and materials of all signs shall be specified

D. Landscape Plan (separate sheets- color copy, black & white copy)

1. Title and Identification:

- Project title and address (if applicable)
- Legal description of the property by lot, block, or subdivision name, or by metes and bounds (if recorded, indicate the volume and page number)
- Property owner, address, telephone number
- North arrow
- Engineering scale shall be 1"=10', 1"=20', 1"=30', or 1"=40'; if the project is too large, 1"=50', with details at 1"=20'
- Landscape company name, addresses, and telephone number (include same for planner, architect, and engineer)
- Landscape Architect's seal with signature and date of signing
- If revised landscape plan, state the purpose of the revision

2. City Action Block

Will be completed by staff and shall be placed above the title and identification block and shall contain:

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3. Site Information:

The Landscape Plan shall be drawn to include the base information shown on the detailed site plan. A landscape plan is required for all projects. The following items should be indicated on the plan:

- Location, caliper, and type of all existing trees to be kept. Other natural features to be preserved, including flood plains, drainage ways and creeks
- Landscape islands or medians
- Specific location, species, size (height and caliper) at planting and quantities of all new trees. Show distances between tree trunks, per the ordinance requirements
- Specific location, species, container size and spacing of new shrubs, ground covers, and grasses
- Proposed or modified natural features, including drainage ways and creeks, with dimensions and maintenance easements where applicable
- Proposed retention / detention areas, inlets, culverts and other drainage structures and adjacent to the site, if applicable
- Specific location, width, and material for all sidewalks and trails
- Areas to be constructed with permeable paving, if applicable
- Show visibility triangles
- Size, height, location, and material of proposed seating, lighting, sculptures, decorative paving, and water features
- Legend with graphic symbol, botanical and common names, and size at planting and at full growth (within 2 years from planting)
- Planting details and specifications for installation of new plant materials and the required landscape notes
- Cross-section drawing of proposed berms and berm contours
- A tree survey may be requested by staff if mature trees are existing on site

4. Information Tables:

- Existing and proposed overall landscape percentage (include square footage calculation). Provide a separate calculation for proposed permeable paving, if provided
- Other landscape provisions to be met (street landscape buffer, off-street loading screening, visibility triangles, parking lot screening, interior parking lot landscaping, proposed retention / detention areas, permeable paving, etc.)
- Overall length of proposed trails, if applicable

5. Refer to attachment "Standard Detailed Site Plan Notes (If Applicable)" for additional information that may need to be included on the Landscape Plan.

All detailed site plan and landscape plan drawings shall be oriented in the same direction and shall be drawn to the same scale; north shall be "up" or "to the left" in landscape view. All exhibits shall be clear and legible. Use a variety of line types and line weights. Do not use grey-scale shading; use stipple shading instead. Offsite information and onsite existing conditions may be screened for clarity.

This checklist is not inclusive of all City's Ordinances and Standards.

Upon initial review of the above information, staff may request studies on the proposed development's impact on traffic, drainage, environment, erosion control, water, and sewer facilities.

Initial submittal:

- **Two (2) copies 24"x36" size for each exhibit; each exhibits will be folded individually to letter format, with the title block visible when folded**
- **One (1) copy of 11"x17" size for each exhibit**
- **One (1) flash drive (i.e. thumb drive) with all drawings in PDF format; the digital PDF exhibits shall be reduced in size to 11"x17" format.**

Final Submittal:

- **One (1) copy 24"x36" of the Final Exhibits shall be submitted to the Planning Department the day of the scheduled Planning and Zoning Commission meeting; each exhibit will be folded individually to letter size format, with the title block visible when folded.**

Standard Site Plan Notes (If Applicable)

A. Fire Codes

1. Fire Lanes:

- a) For details concerning the requirement, location, and enforcement of fire lanes refer to the 2015 Uniform Fire Code and City Ordinance 3414.
- b) Fire lanes shall be a minimum of 24 feet in width.
- c) A minimum of 14 feet of clear height shall be available for all fire lanes.
- d) Fire lanes shall be constructed of an all-weather driving surface having the capability to support a 80,000 pound vehicle.
- e) Dead end fire lanes without approved turn around installations shall not exceed 150 feet in length.
- f) All fire lanes shall have a minimum 26-foot inside radius and a minimum 50-foot outside radius.

2. Fire Hydrants:

- a) Required fire hydrants and water supply lines shall be located within the dedicated utility easements.
- b) When fire lane and utility easements are required, the utility easement may be located within the fire lane easement.
- c) Fire hydrants shall be spaced at intervals of 300 feet along the length of the fire lanes and non-residential streets.
- d) Fire hydrants shall not be located closer than 3 feet nor further than 6 feet from streets or fire lanes.
- e) Dead end water lines shall meet the following requirements for minimum pipe sizes:
 - 1) One hydrant, maximum 150 feet 6 inches
 - 2) One hydrant, maximum 500 feet 8 inches
 - 3) One hydrant and fire sprinkler system, maximum 150 feet 8 inches
 - 4) One hydrant and fire sprinkler system, maximum 500 feet 12 inches
 - 5) Two hydrants, maximum 500 feet 12 inches
 - 6) Two or three hydrants and fire sprinkler system are not permitted on a dead end main.

B. Landscaping (include these notes on the detailed site plan and/or landscape plan)

1. Approval of irrigation plan is required prior to the issuance of a building permit. An irrigation plan must be prepared and sealed by a licensed irrigator in the State of Texas.
2. All landscaped and turf areas must be irrigated by an automated irrigation system, unless an alternative water wise irrigation system is approved by the city.
3. All landscape beds shall be separated from turf areas by steel edging.

C. Utilities

1. The minimum utility easement width shall be 15 feet wide.
2. For trash receptacles the following notes shall be included:
 - a) The sanitation container walls shall be masonry, and the exterior wall finish shall be the same color, material, and texture as the exterior walls of the proposed building, and shall be installed with metal gates.
 - b) Property owner is responsible for maintaining trash receptacle enclosures and adequate access and egress.
 - c) Dumpster pads and enclosures shall not be located in right-of-way or fire lanes.