

This checklist is for all commercial site plan packages. The applicant submitting the application should initial each step of this checklist. **Any items that are not applicable should be noted with “N/A”, and verification from staff that the item is not required should be received prior to submitting application.** This initialed checklist will be used by staff to review the application’s completeness at the time of submittal. A complete and accurate application will avoid unnecessary delays in the development review process.

**REQUIRED ITEMS:**

\_\_\_\_\_ **Completed Development Application for Site Plan**  
(Initial)

\_\_\_\_\_ **Completed Site Plan Application Checklist**  
(Initial)

\_\_\_\_\_ **Five sets of 24” x 36” folded to 9” x 12” with the title facing up are required of the plans listed below:**  
(Initial)

- SITE PLAN** *(Per requirements in XX)*
- LANDSCAPE PLAN** *(Per requirements in XX)*
- PRELIMINARY UTILITY PLAN** *(Per requirements in XX)*
- PRELIMINARY DRAINAGE/GRADING PLAN** *(Per requirements in XX)*
- BUILDING ELEVATIONS** *(Per requirements in XX)*

\_\_\_\_\_ **One (1) ELECTRONIC SUBMISSION of ALL PLANS (pdf)**  
(Initial) *[All plans must be same scale and size as their corresponding hard copies]*

The plan drawings shall include, where applicable, but not be limited to, the following requirements, together with any other requirements provided for by the Subdivision and Development Regulations or other valid ordinances of the City of Burleson.

**Dimensioned Site Plan Layout**

- Vicinity Map
- North Arrow
- Scale [*1"= 100' scale preferred*]
- Project name and address
- Name and address of owner, engineer, architect, and/or surveyor.
- Names of streets within and adjacent to site
- Acreage of proposed site
- Building Setback Lines
- Zoning of subject lot and abutting tracts
- Location and square footage of existing and proposed structures
- Use of existing and proposed structures
- Exterior dimensions of all structures and distance between each structure
- Location of entrances and exits to all structures
- Detailed boundary description of proposed site including location of corner or boundary markers as located on the ground with lengths and bearings of property lines.
- Location and size or width of all public right-of-way and/or easements within, bounding or intersecting the site including floodplain/floodway areas

\_\_\_\_\_  
(Initial) *Site Plan requirements noted*

**Dimensioned Site Plan Layout continued**

- Location of existing and proposed utility lines, drainage facilities, grease traps and septic systems
- Location, size and type of signage (existing and proposed)
- Sidewalks in parkway/ROW if required
- Type and location of fencing and gates
- Location of outside waster facilities/trash receptacles and screening
- Exterior lighting proposed and existing
- Total parking area in square feet
- Total number of parking spaces required and provided
- Marked parking spaces showing width, depth and layout dimensions
- Parking stalls marked and designated for handicapped persons, location of ramps per ADA Code
- Locations and size of loading areas
- Location and width of all curb cuts and driving lanes
- Ingress and egress points
- Fire lanes dimensioned (width and radii). Fire lane must be within 150' of all points on building
- Fire hydrant locations

\_\_\_\_\_  
(Initial) *Site Plan requirements noted*

**Landscape Plan**

- Location of all plant material used for landscaping.
- Size and species of all plant material used for landscaping.
- Location of all trees to be preserved.
- Chart showing:
  - Total Lot Area
  - Total Landscape Area
  - Percent Landscape Area
  - Percent of Landscape Area comprised of grass or groundcover
  - Percent of Landscape Area located in the front yard
- Chart showing existing and proposed landscape materials with credits
- Location of any additional materials that will be used to achieve the landscaping (paving, benches, screens, fountains, statues, etc.)
- Irrigation system plan
- Landscaped strip adjacent to ROW (5' for lots between 1 and 5 acres, 10" for lots larger than 5 acres)
- Parking Lot Islands with landscaping (1 island per 20 spaces for lots less than 5 acres, 1 island per 12 spaces for lots greater than 5 acres )

\_\_\_\_\_ *Landscape Plan requirements noted*  
(Initial)

**Preliminary Utility Plan**

- All available utilities including water lines, sewer lines, hydrants.
- The location of where they connect to buildings.

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(Initial) *Preliminary Utility Plan requirements noted*

**Preliminary Drainage and Grading Plans**

- Floodplains, water courses, marshes, drainage areas, and other significant environmental features including, but not limited to, rock outcroppings and major tree groupings.
- The location and size of existing and proposed surface and subsurface drainage facilities, including culverts, drains, and detention ponds, showing size and direction of flow.

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(Initial) *Preliminary Drainage and Grading Plan requirements noted*

**Building Elevations**

- Rendering of the elevation of each face of the building
- Height of each building face
- Building materials of each building face (including color)
- Calculation of masonry composition of each face
- Screening of mechanical equipment
- Number of stories

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(Initial) *Building Elevation requirements noted*