CITY OF ALLEN

FOR OFFICE USE ONLY
Case No: _____
Fee Paid $250: _____
Date Submitted: _____

SITE PLAN APPLICATION

MINIMUM SUBMITTAL REQUIREMENTS
Complete text of requirements in Allen Land Development Code can be found on web site at www.cityofallen.org

____ Site plan application and attached checklist completed in full.
____ $250.00 Application Fee.
____ Fourteen (14) folded copies of the:
Site plan
Landscape plan
Building elevations in 24 x 36 folded, color elevations on 11x17
Tree survey and mitigation plan
Illumination plan
Utility/ Grading plan
____ A copy of the attached site plan checklist with all items checked off
____ A copy of the attached landscape checklist with all items checked off
____ An electronic version (.pdf) of all plans – email to sgriffin@cityofallen.org on the day of submittal

NAME OF PROJECT _____

ADDRESS _____

SUBDIVISION NAME _____

ZONING_____

APPLICANT/PROJECT MANAGER'S INFORMATION (Primary Contact for the Project):

Name _____
Street Address _____ City _____
State _____ Zip Code _____ E-Mail Address _____
Phone Number _____ Fax Number _____

PROPERTY OWNER'S INFORMATION:

Name _____
Street Address _____ City _____
State _____ Zip Code _____ E-Mail Address _____
Phone Number _____ Fax Number _____

ARCHITECT OR ENGINEER'S INFORMATION:

Name _____

Street Address _____ City _____

State _____ Zip Code _____ E-Mail Address _____

Phone Number _____ Fax Number _____

OTHER CONTACTS (Please specify type of contact, i.e. project manager, potential buyer, local contact, etc.)

Name _____

Street Address _____ City _____

State _____ Zip Code _____ E-Mail Address _____

Phone Number _____ Fax Number _____

PRESENT USE OF PROPERTY _____

PROPOSED USE OF PROPERTY _____

_____

The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.

_____ _____

Signature of Owner, Authorized Agent or Authorized Applicant Date

CITY OF ALLEN

SUBMIT
APPLICATION AND THIS
LIST CHECKED OFF WITH 14 FOLDED COPIES
OF SITE PLAN FOR REVIEW

SITE PLAN MINIMUM REQUIREMENTS
(ALL CITY ORDINANCES MUST BE MET)
INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

_____ Sheet size - 24” x 36” (minimum).

_____ A vicinity map (not necessarily to scale).

_____ Title block to include:

- ❑ Name, address, location, and legal description
- ❑ Name, address, and telephone number of applicant
- ❑ Name, address, and telephone number of developer/owner (if differs from applicant)
- ❑ Name, address, and telephone number of architect/engineer (if differs from applicant)
- ❑ Date of submittal
- ❑ Total site area

_____ North arrow.

_____ Scale should be largest standard engineering scale possible on sheet.

_____ Ownership and current zoning of parcel and all abutting parcels.

_____ Recordation information identified as either Deed Records (DRCCT) or Plat Records (PRCCT).

_____ Location of proposed building(s) and structures.

_____ On-site and off-site circulation (including truck loading and pickup areas). Public streets, private drives and fire lanes with pavement widths, right-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii, surface type, and distances between driveways.

_____ Parking areas and structures, including the number of parking spaces provided and required, and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type.

_____ spaces required; _____ spaces provided

_____ Grading Plan

_____ Screening (including heights and materials).

_____ Lot area (acreage and square footage).

_____ Building square footage (for each floor).

_____ Setbacks as required by zoning.

_____ Floor Area Ratio (FAR) (building square footage divided by land square footage).

_____ Building Height (stories and feet).

_____ Type and location of exterior lighting and photometric analysis for such lighting if required by the Director of Planning & Development.

_____ Concrete sidewalks.

_____ Dumpster and trash compactor locations and screening.

_____ Location of off-site improvements including adjacent drives, existing and proposed median cuts, parking, buildings or other structures within 200 feet of subject property.

_____ Adjacent property subdivision name/owner, property lines, zoning.

_____ Building elevations drawn to scale for new construction or existing facility where façade is being altered identifying the exterior construction materials. Indicate exterior materials of adjacent buildings.

_____ Detail of any remotely located Fire Department Connections.

_____ Tree survey prepared by a certified arborist or landscape architect, which includes the following:
- Name, address and phone number of preparer.
- Caliper of all trees six (6) inches or larger.
- Location and common name of species of trees on the site.
- Identification of all trees to be removed.
- Identification of caliper, height, common name of species, and location of trees that are to be used as replacement trees.
- Identification of caliper common name of species, and location of existing trees that are to be used for credits.

_____ Turning exhibit for all trucks (dumpster, fuel, etc.).

_____ Existing overhead utility lines.

_____ Landscape Plan

_____ Location of Grease Trap

_____ Location of emergency power devices *with* design typicals

LANDSCAPING REQUIREMENTS

This checklist is provided as a reference tool to assist in the preparation of landscape plans submitted for building permits for non-residential, multi-family and retirement housing development in the City of Allen. This list is intended to be used in conjunction with Article 7.05 of the Allen Land Development Code and not as a substitute for the code in matters of interpretation.

Building permit applicants must submit landscape and irrigation plans and post-construction as-built drawings for any area that includes public right-of-way, parks, and greenbelts for review by the Parks and Recreation Department staff for appropriateness acceptability for maintenance.

Sites developed prior to May 5, 1996 may be exempt from Article 7 of the Land Development Code (refer to Article 7.05.5).

Tree Sizes

_____ Are all required trees 3 inches caliper in size? Note: The size of multi-trunk/cane trees is measured with 100% of the caliper of the largest stem, plus 50% of the caliper of the remaining stems. The trunk diameter of existing trees is measured at 4 feet above the surrounding grade and on the high side of a slope if applicable.

_____ Are all required shade trees specified with a 7'-0" minimum height?

_____ Are all required ornamental trees specified with a minimum 8'-0" height?

Site Landscape Area

_____ Does the landscape plan clearly reflect the required percentage of area devoted to landscaping, based on property zoning?

_____ Is the proper landscape buffer strip provided adjacent to public street right-of-way?

_____ Are all easements located on this site shown on the landscape plan?

Landscape Buffer Plantings

_____ Are shade and ornamental trees provided in the landscape buffer, based on the length of the property's street frontage?

Parking Lot Landscaping

NOTE: The outside edge of the parking lot is defined as the curb line that runs along the "front-of-car" end of parking stalls, plus internal landscape islands and islands at the ends of rows of stalls.

_____ Retail development: 1 shade tree + 1 ornamental tree for every 40 parking spaces

_____ Non-retail development: 1 shade tree + 1 ornamental tree for every 30 parking spaces;

NOTE: No less than 1 tree per 20 spaces must be internal to the parking lot: the remainder can be planted outside the parking lot

_____ If the parking lot has over 200 spaces, is it subdivided into areas of no more than 200 spaces by a 10' landscaped area/island?

_____ Does a raised curb or wheel stops prevent damage to the landscape buffer plantings?

_____ Are all landscape areas protected by a raised 6-inch concrete curb? Are root barriers required per Article 7.05.2.5.xi of the Code?

_____ Are all parking spaces within 50' of any tree?

_____ Are all landscaped "end islands" a minimum of 8'-0" from back-of curb to back-of-curb?

_____ Are all parking lot landscape areas at 16 square feet in area and no less than 4 feet in width in any direction?

_____ Is the parking lot less than 50 feet from the street right-of-way, and if so are screening provisions made?

_____ Are all parking lot landscape areas to be irrigated with a fully automatic irrigation system and if so is such noted on the landscape plan?

_____ Is the project adding more than 20 spaces to an existing parking lot, and if so are provisions made per Article 7.05.2.5.xii of the Code?

_____ Are trees listed in the approved plant lists in Appendix C of the Allen Land Development Code?

Corner Lot Landscaping

_____ Is a 20-foot landscape buffer provided at the corner street frontage?

_____ Is a 900 square foot or larger landscape area provided at the intersection corner of the lot?

Parking Lots Adjacent to Residential Areas

_____ Is screening provided where parking is within 50 feet of property zoned for residential use?

Multi-Family District Landscape Requirements

_____ Parking Areas/Lots: Is a minimum of 8 square feet of landscape area provided for each parking space?

_____ Parking Areas/Lots: Is one shade tree provided within the parking lot or area for every 10 parking spaces?

_____ Is the required open space area provided? Is 1 shade tree for every 1,000 square feet of open space provided?

Single-Family Residential Development (New; Attached and Detached)

_____ Are two shade trees planted for every dwelling unit?

Landscaping in Public Right-of-Way

_____ Does the development propose any landscaping within City Right-of-Way? If so, a Right-of-Way Landscape and Irrigation Agreement must be executed with the City of Allen prior to any landscape installation.

Call City Landscape Architect at 214-509-4700 with questions regarding the landscaping requirements.

TREE SURVEY AND MITIGATION PLAN

This checklist is a reference tool to assist in the preparation of tree surveys and tree mitigation plans submitted in the development platting process. This list is intended to be used in conjunction with Article 7.06 of the Allen Land Development Code and not as a substitute for the code in matters of interpretation.

The Platting Process

The City of Allen has a three-stage platting process intended to give both developers and City staff a progressively detailed understanding of a project and its particular requirements. This process begins with the preparation and submittal of a General Development Plan (GDP), followed by a Preliminary Plat and lastly a Final Plat.

Tree Survey

Tree preservation issues for each development are identified early in the platting process. Each developer is required to submit a Tree Survey and a Tree Loss Mitigation Plan (see below) with his or her General Development Plan. This survey includes those items listed below and in Section 8.03.2.3.l of the Land Development Code. The survey, as an overlay to the GDP must clearly indicate all proposed development (buildings, streets, alleys, etc.), trees 6" and larger, and any tree to be preserved for credit against mitigation requirements, as well as the following:

- Property Legal Description
- Date of Preparation
- North arrow
- Name, address and phone number of owner
- Name, address, and phone number of preparer
- Caliper of all trees 6" in caliper or larger, and any tree for which tree preservation credits will be requested
- Location and common name of tree species
- Identification of all trees to be removed
- Identification of caliper, common name of species, and location of trees that are to be used as replacement trees
- Identification of caliper, common name of species, and location of existing trees that are to be used for credits
- Zoning of Property

Tree Loss Mitigation Plan

If the removal of protected trees requires Replacement Trees, a separate Tree Loss Mitigation Plan shall be prepared and submitted with the Tree Survey at the time of GDP submittal. This plan must show the location and species of replacement trees and provide a schedule of trees to be planted, and a schedule for the timing of the installation of the trees.

Floodplain, Open Space and Conservation Easements

Tree surveys are not required for portions of the property which are in floodplain or open space areas to be dedicated to the City of Allen or in conservation easements (unless the applicant wishes to document positive credits to offset trees removed with the development).

FAQ's

How Detailed Does the Tree Survey Have to Be?

The trees represented on the Tree Survey must be accurately and legibly identified and located on the survey by numbering. A recommended table for tree representation should include:
Tree Number/Common Name/Caliper (DBH)/Protected (y/n)/ Removed (y/n)/ Pos. Credits/Neg. Credits.

Who Prepares a Tree Survey?
Most surveys are prepared by a registered public land surveyor who is trained in the use of field survey instruments. The survey plan itself must be signed by a certified arborist or a registered landscape architect, in order to ensure accurate identification of tree species

No Trees on Your Property?
If there are no trees on your property, either within the property boundary or along a fence row adjacent to your property, you must submit a notarized affidavit attesting to this fact.

What if a Tree is Dying, Dead or in Poor Condition?
Such conditions must be identified on the plan by an Arborist, and become subject to inspection by the City for verification.

Call City Urban Forester at 214-509-4700 with questions regarding tree removal and/or mitigation.

SIGN REQUIREMENTS

Signs are to be reviewed and permitted separately. Contact Tiffany McLeod, 214-509-4165, tmcleod@cityofallen.org for sign questions.

SITE PLAN SUBMITTAL REQUIREMENTS

REQUEST FOR SITE PLAN REVIEW
The Department of Planning & Development accepts applications until *5:00 p.m. on Friday.* Submittals will be reviewed by departments and on the 11th day after a submission (Tuesdays at 9:00 AM) the Technical Review Committee (TRC) will review the submission with the applicants/consultants. Applicants/consultants are encouraged to attend.

Prior to submission of a site plan, a predevelopment meeting with staff is recommended.

SITE PLANS MUST BE SUBMITTED FOR:

-Any non-residential development;
-Any multi-family development or mobile home park;
-Any development with two (2) or more buildings per platted lot;
-Any Planned Development, Specific Use or Temporary Use Permit.

SITE PLAN PROCESS:

1. Once a completed application is accepted by Planning Staff, the request will be reviewed at the next available Technical Review Committee (TRC) meeting.

2. The Director of Planning or designee shall review and may approve, approve with conditions, or deny all Site Plans except for Specific Use Permits or Planned Development Districts or other districts requiring public hearings.

3. Any denial may be appealed to the Planning & Zoning Commission within thirty (30) days. If approved by the Commission, the Site Plan shall be deemed approved by the City. If the Site Plan is denied by the Commission, the applicant may appeal within thirty (30) days thereafter to the City Council. The City Council shall have final approval or disapproval on all Site Plans which are appealed.

REVISED SITE PLAN MINIMUM REQUIREMENTS
SHALL INCLUDE ALL OF THE ABOVE AND THE FOLLOWING:

_____ A statement of the proposed revisions in numerical format on 8 1/2”x11” sheet of letterhead. Statement shall include verification that proposed revisions are limited to those identified and that no other modifications to the plan are taking place.

_____ 14 folded copies required of all sheets that are being revised (refer to page 1 for required drawings). Proposed revisions shall be identified by bubble/cloud graphic and numerically identified and correspond to the revision statement. Revisions shall be identified on all respective sheets, i.e. revised site plan, landscape plans, elevations, etc. Note: The revision bubble/cloud graphics should be removed from the final copies that will be submitted for stamp approval.

_____ Sheet/Drawing titles shall be: Revised Site Plan, Revised Landscape Plan, Revised Elevations, etc.

_____ Proposed revisions shall be shown on the Revised Site Plan with the Approved Site Plan configuration ghosted in.