

Sheet Format

- A. 24" x 36" sheet (match lines are acceptable)
- B. North arrow to the top of sheet
- C. Locator map
- D. Scale, 1" = 20' preferred
- E. Title block:
 1. Legal name
 2. Project name
 3. Address

Information on Plan

- A. Zoning; list special conditions
- B. Setbacks as required by zoning
- C. Building/parking summary:
 1. Lot area (acreage and square footage)
 2. Building square footage (for each floor)
 3. Parking ratio
 4. Required parking (Building area divided by parking ratio for the appropriate use)
 5. Parking provided
 6. Landscape percentage and square footage
 7. Floor Area Ratio (FAR) (Building square footage divided by land square footage)
 8. Building height (stories and feet)
- D. Owner's name, address and phone number
- E. Design firm, contact person, address and phone number

Site Plan Format

- A. Dimension control
 1. Property lines, bearings, and distances
 2. Dimensions of all buildings
 3. Dimensions of all buildings to property lines and other structures on the same lot.
 4. Dimensions of driveways to property lines, indicating driveway radii

Site Plan Checklist (cont'd)

5. Distance from walkways and retaining walls to building lines
6. Dimensions of parking islands and stalls, showing all radii

B. Utilities

1. Water service line, connection, and meters
2. Sewer service line
3. Electrical transformer location
4. All easements (use dashed lines and label)
5. Curb inlets, grate inlets, meters, and fire hydrants
6. Storm sewer line
7. Note on plan: "Contractor to verify location of existing utilities"

C. Driveway and parking layout:

1. Refer to the City of Richardson Parking Design Manual for the required dimensions and spacing;
2. Face of curb minimum 2' from all property lines to allow for vehicle overhang. Additional width should be provided for installation of landscape material (Ref: *Landscape Ordinance Requirements and Policies for Non-residential properties*);
3. Curbed landscape islands are required at the end of each parking row:
 - a. Except as listed below, minimum island width is 10' (8' radius at driving aisle intersections with a 2' return);
 - b. At the intersection of two fire lanes, minimum island width is 22' (20' radius at the driving aisle intersections with a 2' return);
4. 6" raised curbs for all turning radii;
5. Graphically indicate and label curb line;
6. 30' inbound turning radius on drive approaches;
7. 20' outbound turning radius on drive approaches;
8. Identify all fire lanes on site plan with dashed lines and labels;
9. Fire lane shall have a clear width of a minimum of 24';
10. Fire lanes shall have a minimum inside turning radius of 20';
11. No dead-end fire lanes exceeding 100' in length, without an approved method for turning the fire apparatus without backing: (e.g.: cul-de-sac with a 96' diameter);
12. 5" concrete in parking areas, 6" concrete in fire lane and dumpster pad
13. Parking aisles parallel to a street set back a minimum of 20' from r.o.w. line (plus a variable width area for landscaping);
14. No dead end parking aisles;

Site Plan Checklist (cont'd)

15. At major driveways (aligned with median opening), no perpendicular traffic aisles interior to the parking lot recommended within 78' of the property line adjacent to an arterial street.

16. Speed bumps shall be prohibited within a fire lane;

17. Wheel stops shall be prohibited.

D. Fire Protection

1. Fire Apparatus Access (dedicated street for fire lane):

a. Non-residential and multi-family residential developments:

b. All portions of the exterior wall of the first story of a building shall be within 150 feet of a fire apparatus access, unless otherwise approved by the Fire Marshal or designee. The path of measurement shall be along a minimum of a ten (10) foot wide unobstructed pathway around the external walls of the structure;

c. At least one side of the building must be located within 50' of a fire apparatus access;

d. Additional fire apparatus accesses maybe required;

e. Minimum 14' of vertical clearance required over a fire apparatus access;

f. No gates, fences, or other obstructions shall be permitted across a fire apparatus access without prior approval by the Fire marshal or designee;

g. The property owner shall install and maintain pavement markings using traffic paint to identify the location of any fire lane:

i. The boundary of the fire lane shall be identified using a six inch wide red line with four inch white lettering, one-inch wide, and;

ii. "No Parking" and "Fire Lane" shall be painted on 25 foot alternating intervals on each side of the fire lane;

2. Fire hydrants must be provided and located in accordance with the Development Plans (Civil) section of the Developer's Checklist.

E. Sanitation:

1. Dumpster pad or compactor location (see attached detail sheets)

2. 6' high masonry screen on 3 sides

3. Parallel drive service required a 30 degree turning radius

4. Perpendicular service requires minimum 39 degree turning radius with 42' of uninterrupted back up space.

F. Grading Plan

▪ Refer to separate sheet entitled "Development Plans (Civil)" for details

G. Drives and Walkways

1. 5' wide concrete sidewalk within the right-of-way; typically located on the property line

2. Driveway policies to be met

Site Plan Checklist *(cont'd)*

3. Private access prohibited at T-intersections
 4. Barrier free ramp at drives and alley intersections
- H. Location of Off-site Improvements
1. Adjacent drives
 2. Existing and proposed median cuts
 3. Parking, buildings or other structures within 50' of subject property
- I. Miscellaneous
1. Subdivision name
 2. Property lines
 3. Zoning
- J. Landscape Areas (Refer also to separate sheet entitled "Landscape Plan" for details)
1. Minimum of 7% or 10% of site area reserved for landscaping (i.e. permeable surfaces)
 2. Majority of landscape along the major thoroughfares
- K. Outdoor Lighting
1. Show location, height and typical detail of all outdoor lighting, including any wall-mounted fixtures;
 2. Note on plan: "Outdoor lighting must be oriented so that lighting levels at all property lines are 1 foot-candle or less."