



**City of Colleyville
Community Development Department**

Site/Landscape Plan Checklist

- Site Plan
- Landscape Plan
- Site & Landscape Plan
- Interpretation Appeal
- Other:_____

	SITE PLAN / LANDSCAPE PLAN CHECKLIST	City of Colleyville 100 Main Street Colleyville TX 76034 817.503.1050
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The Community Development Department reviews each application based on the items on the following checklist.

INSTRUCTIONS: Apply here: <https://www.colleyville.com/government/departments-a-l/community-development/community-development-applications-and-checklists>

Required Exhibits are as follows:

A. Cover Sheet Requirements

The following items must be shown on the cover sheet for all site plan & landscape plan submittals.

- Table of contents listing each page and sheet number
 - Title stating "Site Plan & Landscape Plan"
 - Project name and address
 - Name, address and phone number of the property owner, developer, and architect/planner
 - Day, month and year of plan preparation
 - Vicinity map showing nearby major roads and site location within the community
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B. Site Plan Drawing

The following is a general summary of the Site Plan requirements. Refer to Chapter 3 of the Land Development Code for complete requirements.

- North arrow and written and graphic scale. Minimum scale is 1" = 100'
 - All pertinent site dimensions, including perimeter, open space, utility lines, easements, roadways, sidewalks, fire lanes, and public rights-of-way
 - Location of all existing and proposed buildings and structures, with dimensions, including the distance between multiple buildings and distance from property lines
 - Location of all drive approaches, paved surfaces, and parking spaces
 - Location of other proposed features such as fountains, signs, and landscaped areas
 - All adjacent property lines, zoning, land uses and streets
 - Site Data Table that includes the following information
 - a. Lot Area
 - b. Building Area
 - c. Parking Required
 - d. Parking Provided
 - e. Zoning of Property
 - f. Proposed Land Use
 - g. Current Land Use
 - h. Landscape Area Required
 - i. Landscape Area Provided
 - j. Building Height
 - k. Parking and Building Area
 - l. Percent of Lot Coverage
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C. Landscape and Irrigation Plans

The following is a general summary of the Landscape Plan requirements. Refer to Chapter 4 of the Land Development Code for complete landscaping requirements. Chapter 5 of the Land Development Code requires that all efforts be made to maximize the retention of all trees on site. Trees that are proposed to be removed are subject to replacement.

- Plans must be sealed and signed by a Texas Licensed Landscape Architect
 - Location of all proposed site features, screens, walls and fences, including height and type of construction material
 - Location of all existing trees 3-caliper-inch in size or larger, with size and species, indicating which trees will be preserved or removed (tree removal may be subject to replacement provisions)
 - Legend detailing list of trees provided with symbol, size, species and quantity (table format)
 - Legend detailing list of shrubs provided with symbol, size, species and quantity (table format)
 - Legend detailing type of ground cover vegetation in open space areas
 - Site Data Table that includes the following information
 - a. Area of site in square feet
 - b. Area and percent of total of landscaped area required and provided, in square feet
 - c. Number of street frontage trees provided (one 3-inch tree per 40 feet of street frontage)
 - d. Number of street shrubs provided (one 5-gallon shrub per 5 feet of street frontage)
 - e. Number of trees provided for each parking space (one 3-inch tree per 18 parking spaces)
 - Written description of maintenance provisions
 - A 140-square foot landscape island with one 3-inch tree for each 18 parking spaces provided
 - 1A 20-foot greenbelt with evergreen landscaping 6-foot on center adjacent to all residential zoning districts
 - Irrigation plan showing general layout of water system and placement of water sources including sprinklers and meter
 - Written specifications of irrigation system
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D. Engineering Plans

The following is a summary of the general items reviewed by the Colleyville Engineering Department on site plan submittals. Refer to Chapters 14 and 15 of the Land Development Code for requirements for engineering construction. Contact the Engineering Department with at 817-503-1090 with any questions.

- Above-ground physical features, location of existing streets, railroads, tree groupings, and rock outcroppings, etc. on and adjacent to the subject property
 - Ponds, water courses, wetlands, drainage areas and other significant water features
 - Location and size of existing and proposed surface and subsurface drainage facilities
 - Location of existing and future 100-year flood plain limits within the subject property
 - Preliminary Drainage Analysis, including the calculation of drainage areas, time of concentration, storm water runoff rates for 100 year storm event, and detention calculations for pre- and post-improved conditions
 - Topographic information in contours of 2-feet, together with any proposed grade elevations
 - All points of vehicular and pedestrian ingress, egress and circulation within the property. Any special traffic regulations facilities, proposed or required, to assure safe access and circulation.
 - Appropriate permits required by the Texas Department of Transportation for any proposed construction within State right-of-way or drive approaches
 - Sidewalk layout and details, including ADA ramps
 - Erosion Control Plan for the period of construction
 - Storm Water Pollution Prevention Plan for the period of construction
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E. Building Design

All buildings constructed in non-residential zoning districts must meet the minimum architectural design standards contained in Chapter 6 of the Land Development Code. The applicant is encouraged to meet with Community Development Department staff or obtain a copy, which may be found on the City's website www.colleyville.com.