

# Site Plan and Plat Checklist

Checked boxes indicate concern/issues that applicant should address prior to resubmittal.

## PROJECT NAME – Zoning District

*Project Description –*

Applicant contact info -

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- A current consolidated tax statement from Collin County Tax Assessor Collector's Office is included for all projects.
- Graphic Scale, North Arrow, Location Map and Legend
- Title Block:
  - a. Right Name and Phase of Addition
  - b. Number of lots and total acreage of addition
  - c. PD ordinance number if applicable
  - d. Name of Owner, Developer, Architect, Surveyor, etc. w/ addresses and phone numbers
  - e. Lots and Blocks labeled correctly
  - f. Correct Survey, Abstract and County callout
  - g. Correct Application - i.e.: Preliminary Plat, Final Plat, Replat, Minor Plat, Development Plan, Site Plan, Zoning Exhibit, etc.
- Correct signature block (Owner's signature and notary, Surveyor's signature, seal and notary, Chairman of P&Z, Mayor, City Secretary)
- Correct zoning callout on subject tract and adjacent tracts
- Correct Street names and suffixes, without name conflicts in Wylie or Postal district, street name change symbol (diamond) where changes occur.
- Location map with current city limit boundaries.
- Check to see if project is entirely within the City Limits, ETJ, or in one or more Counties.
- Check Legal Description for correct acreages, Survey and Abstract numbers, County - no blanks in Volume and Page of Deeds.
- Two points of access provided to each phase of residential subdivisions, access provided to landlocked tracts, cross access for adjacent commercial tracts.
- Check for required alleys, screening next to streets and that they do not open onto thoroughfares.
- Verify minimum lot sizes and total number of lots and check against zoning or PD conditions.
- Check flexible points tabulations for Site Design, Landscaping and Architectural Requirements. *May be submitted on separate document.*
- Check Phase lines for overlap.
- Check for proximity of incompatible zoning and performance issues such as noise, lighting, proximity slopes, etc. and screening requirements.

- Check to see if tree survey and tree management plans are required on tracts where trees have protected status prior to development.
- Check parking requirements and dimensions.
- Check dumpster location and required screening.
- Check setbacks, especially on corner lots and lots platted under prior ordinances. Check for platted building lines, which may differ from current codes.
- Check percent of lot coverage and percent of a proposed expansion of nonconforming structures.
- Check for note: "Selling a portion of this addition by metes and bounds is a violation of City Ordinance and State Law, doing so is subject to fines and the withholding of utilities and building permits".
- Any callouts for easements by "separate instruments" must have Vol. and Page where recorded.
- Check lengths, widths, corner radius, driveway separations, and visibility clips for cul-de-sacs, turn-arounds, fire lanes and dead-end streets.
- Flood Plain designation and 100 year flood elevation line shown.
- Check for private utility easements (5 ft. minimum) on the front of each residential lot outside public street ROW for franchise utilities (not required if they are located in alleys).
- Check Preliminary Engineering - drainage, fire lanes, water and sewer, hydrant locations etc.
- Check to see if ROW or easements are the right widths, labeled correctly and designated for dedication.
- Public parkland and open space areas are delineated with square footages or acreage.
- The easements and public use areas, as shown, must be noted as "Public use areas are dedicated to the City of Wylie, Texas, for the public use forever, for the purposes indicated on this plat.
- HOA lots are designated and noted as "HOA owned and maintained".

**Additional Comments**

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Department: Planning, Engineering, Fire, Comm. Svc, Bldg Inspections, (other) _____ Reviewer: _____
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