

SITE PLAN REVIEW REQUIRED DOCUMENT CHECKLIST

ALL SUBMISSIONS MUST BE DRAWN TO SCALE

- ☐ 1. **Site plan review requires:**
 - ☐ A certified county plat with the subject site outlined in red.
- ☐ 2. **Site plans showing**
 - ☐ All buildings and structures including square footage. Plans must indicate building extremities i.e., balconies, awnings, etc.
 - ☐ Construction type as defined in the Dallas Building Code
 - ☐ Parking spaces and parking calculations
 - ☐ Street and drive approaches
 - ☐ Property lines
 - ☐ Easements
 - ☐ Indicate whether the building has fire sprinklers
 - ☐ Fire lanes
 - ☐ Fire hydrants
 - ☐ Fences and gates
 - ☐ North arrow
- ☐ 3. **Landscaping plans showing:**
 - ☐ All buildings and structures and parking lot
 - ☐ Location of all existing protected trees (tree survey)
 - ☐ Proposed location of landscaping
 - ☐ Landscaping analysis
 - ☐ Location of utility lines and easements including water/sewer and overhead lines
- ☐ 4. **Utility plans: (Optional, only if applicant has plans)**
 - ☐ All buildings and structures and parking lot
 - ☐ Location of all easements
 - ☐ Location of all utilities including water and sewer lines
- ☐ 5. **Grading and drainage plans: (Optional, only if applicant has plans)**
 - ☐ All buildings and structures and parking lot
 - ☐ Location of all easements
- ☐ 6. **Floor plans:**
 - (Floor plans may be schematic showing the location of opening and the location of hazardous Occupancies)
 - ☐ Label rooms
 - ☐ Furniture plans for churches and theater
 - ☐ Dance Hall uses must show size and location of dance floors
- ☐ 7. **Elevation plans:**
 - (Required only if a structure is over 26 feet in height)
 - ☐ Average grade as defined in the Dallas Development Code
 - ☐ Showing all elevations
 - Sites located in a Flood Plain will be required to provide additional information as needed by the Department of Development Services, contact Engineers