



Concept Plan / Site Plan / Development Plan Submittal Guidelines & Requirements

Department of Planning & Development Services, 1400 Main Street, Suite 310, Southlake, TX 76092

Phone: (817) 748-8621

Website: www.cityofsouthlake.com

Basic Submittal Requirements

C P	S P	N R P U D	R P U D	ITEM REQUIRED IF NOTED X = Required O = Strongly Encouraged
X	X	X	X	<i>Cover Letter and other written documents</i> , including but not limited to a written narrative explaining the purpose of the application and describing the use and operation, any requested variances, etc.
X	X	X	X	<i>Traffic Impact Analysis</i> or Threshold Worksheet release form (attached) signed by the City Engineer prior to submittal of this application
X	X	X	X	<i>Preliminary Water, Sewer and Drainage Plans</i> prepared, sealed, signed, and dated by a certified engineer. Requirement may be waived <u>only</u> by the City Engineer prior to submittal of this application Waiver approval signature: _____ Please check: _____ Water _____ Sewer _____ Drainage
	X			<i>Grading Plan</i> . Provide proposed finished grade of the site shown to contour intervals not exceeding two (2) feet. Spot elevations must be shown at all critical points, including but not limited to edges of pavement, curb returns, building corners, drainage paths, etc. Include directional flow arrows in all flow lines, and all existing drainage structures labeled with size, type and flow line elevation. Also show centerline of water courses and existing drainage easements
X	X	X	X	<i>Tree Conservation Analysis or Tree Conservation Plan</i> in compliance with Tree Preservation Ordinance No. 585, as amended (see the attached Tree Preservation Ordinance Requirements Checklist)
X	X	X	X	<i>Pedestrian Access Plan</i> in compliance with the Sidewalk Ordinance No. 683, Zoning Ordinance § 33.19, and Subdivision Ordinance § 5.06
O	X	X	X	<i>Fencing/Entry Feature Concept Plan</i> for any proposed interior and exterior fencing, entry features, and streetscape improvements
O	X	X	X	<i>Retention/Detention Area Landscape Concept Plan</i> for all proposed retention/detention areas including the general schematics for all proposed landscaping, aesthetic treatments, and pedestrian amenities
O	X	X		<i>Landscape Plan</i> in accordance with Landscape Ordinance No. 544, as amended, including location and type of plantings (canopy trees, accent trees, shrubs, groundcover, etc.) for non-residential developments
	X	X	X	<i>Open Space Management Plan</i> for all developments that propose common open space
X	X	X	X	<i>On-Site Septic System Plan</i> , including information on the type and location of the on-site septic system, the topography of the site, and location of any easements (only for properties proposing on-site septic systems)
O	X	O	O	<i>Architectural Renderings or Elevations</i> of the proposed structures, noting whether or not the facades meet the masonry ordinance requirements. Properties within Overlay Zone see Zoning Ordinance § 43 for architectural standards. Staff recommends full color renderings/ elevations for formal submittals.
X	X	X	X	Digital copy of all plans in .pdf format
X	X	X	X	A clear and legible metes and bounds description of the property typed in 8-1/2" x 11" or 14" format
X	X	X	X	Payment in the amount of \$ _____ made payable to City of Southlake (required for upon 2 nd submittal; an Invoice will be provided)
X	X	X	X	Application signed by Applicant, Owner and/or Authorized Agent
X	X	X	X	<i>Guidelines for Posting Public Hearing Signs</i> signed by Applicant, Owner or Authorized Agent
O			O	<i>Scaled and dimensioned sign drawings</i> (only for residential subdivisions that propose entry feature sign(s) that do not comply with the Sign Ordinance) – 12 copies of all drawings should be submitted with formal submittal or at least 4 weeks prior to City Council meeting at which concept plan or development plan will be considered. Staff recommends full color renderings.

The items listed in the Submittal Guidelines & Requirements must be received no later than **5:00 PM** on the submittal deadline (refer to schedule) and are required to qualify as an adequate submittal. Upon determination of its inadequacy, the submittal will not be accepted and will be promptly returned to the applicant. For Pre-Submittals, please submit all required documents to **PlanningSubmittal@ci.southlake.tx.us**.

Note: Properties within the Corridor Overlay Zone are required to meet building materials standards or request a variance. As of September 1, 2019, for other properties not determined to be in the Corridor Overlay Zone, building materials requirements do not apply (HB 2439, 86th Texas Legislative Session).

Concept Plan/Site Plan/Development Plan Requirements Checklist

The following checklist is a partial summary of **Concept Plan/Site Plan/Development Plan** criteria required by the City of Southlake. Please refer to Zoning Ordinance No. 480, amendments, and other ordinances, maps and codes that may pertain to this submittal.

S h o w n	N / A	C P	S P & D P	N R P U D	R P U D	ITEM REQUIRED IF NOTED
		X	X	X	X	Acceptable scale: 1" = 20', 1" = 40', 1" = 100' or as approved
		X	X	X	X	North arrow, graphic and written scale in close proximity
		X	X	X	X	Small scale location map
		X	X	X	X	Title includes appropriate plan type (i.e. "Concept Plan", "Site Plan", "Development Plan," etc.), name of development, Survey Name, Abstract No. and Tract No. or platted lot and block designation, City, County, and State, date of preparation
		X	X	X	X	Name and address of owner (phone and fax optional)
		X	X	X	X	Name, address, phone, and fax of person preparing the plan
		X	X	X	X	Metes and bounds labeled on property boundary
		X	X	X	X	R.O.W. on or adjacent to the site labeled and dimensioned. Adjacent traveled roadways, widths, and type of pavement labeled.
		X	X	X	X	Adjacent properties and properties across adjoining R.O.W.'s labeled with owner's name, existing zoning, and land use map designation ("L.U.D.=_____")
		X	X	X	X	Width and type of proposed bufferyard labeled and clearly distinguished on the graphic. Properties within Corridor Overlay Zone see Zoning Ord. 480 § 43.9.c.3. and Exhibits 43-B and 43-C
		X	X	X	X	Locations of interior landscaping and required landscaped parking islands clearly indicated on the graphic.
			X			Bufferyard and interior landscape calculation chart on plan (see attached example)
		X	X	X	X	Impervious coverage regulations as established by Ord. 480-BB. See Zoning Ord. 480, as amended, zoning district regulations for criteria
		X	X	X	X	Location and size of all points of ingress/egress to the site, with the width and stacking depth from connecting R.O.W. dimensioned (See Driveway Ord. 634 § 5 for design criteria)
		X	X	X		Distances labeled between proposed ingress/egress centerlines, distances to the nearest street R.O.W. intersection, and distances to the nearest existing driveway centerlines off-site in both directions of the site (See Driveway Ord. 634 § 5 for spacing requirements)
		X	X	X		Existing driveways across adjoining rights-of-way
		X	X	X	X	All pedestrian walks, malls, and open areas for use by tenants or the public. Sidewalks shown in compliance with Sidewalk Ord. 683, Zoning Ord. § 33.19, and Subdivision Ord. § 5.06. Trails shown in compliance with the Southlake Pathways Plan. Materials and width of all sidewalks and trails clearly labeled.
		X	X	X	X	Location, type, and height of all walls, fences, and screening devices. See Zoning Ord. 480 § 39 for screening standards. Properties within Overlay Zone (Corridor or Residential Adjacency) see Zoning Ord. 480 § 43 for design criteria.
		X	X	X	X	Site Data Summary Chart (by phase and in total) to include the following items:
				X	X	- Anticipated schedule of development
		X	X	X	X	- Existing zoning of this tract and any proposed zoning
		X	X	X	X	- Land use designation (underlying and optional designations per the current Land Use Plan)
		X	X	X	X	- Gross acreage and net acreage of the project
			X	X		- Percentage of site coverage (percentage of building footprint area covering the lot)
		X	X	X	X	- Area of open space
		X	X	X	X	- Open space as a percentage
			X	X	X	- Outside storage as a percentage
		X	X	X	O	- Total building area (building foot print)
		X	X			- Square footage broken down by use
		X	X		X	- Total floor area
		X	X	X	X	- Parking and loading spaces required and provided
		X	X	X	X	- Number of proposed lots
				X	X	- Residential density
		X	X	X	X	- Impervious coverage - Site must not exceed the maximum impervious coverage permitted under the zoning district ("impervious coverage" is defined as the combined area occupied by all principal & accessory buildings, structures, and paved parking, sidewalk & driving areas)
			X	X		Location, dimensions, maximum height, number of stories, use or uses contained therein, gross floor area of each building. Square footage broken down by use.
			X			Entrances and exits to buildings
			X			Architectural renderings or elevations of the proposed structures, noting whether or not the facades meet the masonry ordinance requirements.

S h o w n	N / A	C P	S P & D P	N R P U D	R P U D	ITEM REQUIRED IF NOTED
			X	X		Distance between buildings and distance from building to property lines
		X	X	X		Clear designation of all parking stalls intended for off-street parking and for off-street loading (see Zoning Ord. § 35 and 36)
			X	X		Dimensions of parking and loading areas. Label type of surface material.
		X	X	X	X	Front building lines shown, 50' building line along S.H. 114, F.M. 1709, F.M. 1938, S.H. 26, and East R.O.W. of S. Carroll Ave. between S.H. 114 and F.M. 1709
		X	X	X		Rear and side building lines. Non-single family residential properties within Corridor Overlay Zone see Zoning Ord. 480 § 43, part III regarding residential adjacency standards
			X	X		Location, size, height, type and orientation of signs, lighting luminaries and exterior auditory speakers. Applicant shall also provide representative renderings of the particular sign type, facings, material compositions and colors
			X	X		Any intended lighting
			X	X		Location of all on-site facilities for liquid and solid waste temporary storage pending disposal or any proposed septic fields or intended connection to public sewer
		X	X	X		Location of all trash dumpsters. Properties within Overlay Zones (Corridor or Residential Adjacency) see Zoning Ord. 480 § 43.
		X	X	X		Types of surfacing (i.e., asphalt, concrete, brick, turfing or gravel) to be used at various locations
		X	X	X	X	Existing easements on or adjacent to the site labeled and dimensioned
		X	X	X		<i>Utility Plan</i> showing adjacent public utilities and proposed connection - a separate plan is acceptable
			X	X		Nearest fire hydrant dimensioned to property corner and any proposed hydrants
		X	X	X		Fire lane width must be designated with all curb radii adjacent to the fire lane labeled (24 ft. wide; 30 ft. int. radius)
			X			<i>Grading Plan</i> on a separate sheet. Provide proposed finished grade of the site shown to contour intervals not exceeding two (2) feet. Spot elevations must be shown at all critical points, including but not limited to edges of pavement, curb returns, building corners, drainage paths, etc. Include directional flow arrows in all flow lines, and all existing drainage structures labeled with size, type and flow line elevation. Also show centerline of water courses and existing drainage easements
			X			Note the City approved benchmark used for topographical information (on Grading Plan)
				X	X	Summary chart showing all proposed variances to the closest zoning district in which the proposed use(s) would be allowed, the referenced zoning district and the existing requirements
		X	X	X	X	Intended category of uses labeled
		X	X	X		Any areas intended for outside storage and method of screening
			X	X	X	<i>Fencing/Entry Feature Concept Plan</i> for any proposed interior and exterior fencing, entry features, and streetscape improvements
			X	X	X	<i>Retention/Detention Area Landscape Concept Plan</i> for all proposed retention/detention areas including the general schematics for all proposed landscaping, aesthetic treatments, and pedestrian amenities
			X	X	X	<i>Open Space Management Plan</i> for all developments that propose common open space
			X	X		<i>Landscape Plan</i> in accordance with Landscape Ordinance No. 544-A, including location and type of plantings (canopy trees, accent trees, shrubs, groundcover, etc.) for non-residential developments
		X				<i>On-Site Septic System Plan</i> , including information on the type and location of the on-site septic system, the topography of the site, and location of any easements (only for properties proposing on-site septic systems)
		X	X	X	X	Additional development regulations for buildings or uses lying within four hundred (400) feet of single family residential property. See Zoning Ord. 480 § 43 for design criteria

Tree Preservation Ordinance Requirements[§]

C P / D P	S P	P P R E S	P P N R E S	F P P R / P S	ITEM REQUIRED IF NOTED
					Identification of all Critical Environmental Features of the site
	x	x		x	All individually protected trees (<i>all trees over 6" DBH</i>)
x	x	x	x	x	All protected tree stands (trees that are at a density of at least one protected tree per 325 square feet of land, where the branches and leaves form a continuous canopy, and which consists of at least five (5) trees)
x			x		All grades over 5%
x	x	x	x	x	Existing streams, drainage creeks, ponds, and other water bodies and their buffers (if any)
x	x	x	x	x	Areas identified for preservation in the city's Environmental Resource Protection (ERP) map (if any)
x	x	x	x	x	View sheds (if any)
					Other Requirements
	x	x		x	Tree survey [♦] (an alternative to a tree survey is not acceptable for a final plat application)
x			x		Alternative to a tree survey [‡]
	x	x		x	2-foot contour map of the site
x	x	x	x	x	Critical root zones of groups of trees
	x	x		x	Critical root zoned of individual trees
x	x	x	x	x	Identify all areas of environmental constraints not suitable for development
x	x	x	x	x	Identify all areas of minimal environmental constraints that are suitable for development
x	x	x	x	x	Identify all areas of development encroachment into environmentally sensitive areas of the site as identified
x			x		Concept plan of all proposed improvements including building pads, parking areas, detention/retention areas, and streets
	x			x	Detailed site plan of all proposed improvements
		x		x	Location of residential building pads, driveways, streets, and easements
	x	x		x	Setbacks, building lines, buffer yards
	x	x		x	Clear delineation of the status [*] of all protected trees after the proposed development is constructed
	x	x		x	Preliminary grading, clearing, and trenching plans
					Final grading plans
	x	x		x	Tree protection measures as required by Ordinance 585-C
	x	x		x	Replanting/reforestation areas (if any)
	x	x		x	Demonstrate compliance with City Council approved Tree Conservation Analysis (if any)
	x	x		x	Demonstrate compliance with City Council approved Tree Conservation Plan (if any)

[§] These tree preservation ordinance requirements only apply to all development proposals submitted after the adoption of Ordinance 585-C (April 18, 2006). However, if you have an approved plan or plat before the adoption date or before September 1, 2005, you will need to comply with Ordinance 585-B. (See Section 20 of Ord. 585, as amended)

[♦] An alternative to the tree survey may be used in heavily wooded areas, however, a detailed tree survey may be required for smaller, specific areas based upon the environmental sensitivity of the property being developed.

[‡] See Supplement to the Tree Preservation Ordinance -2 for information on an alternative to the tree survey.

^{*} Status of the protected trees shall be based upon trees that are to be preserved, trees to be altered due to proposed improvements, and trees that could potentially be saved based on site specific conditions. **On the plan, staff recommends that green be used to indicate trees to be preserved, red be used to indicate trees to be altered/removed, and yellow be used to indicate trees that could potentially be saved.**

Bufferyards & Interior Landscape Example Chart

SUMMARY CHART – BUFFERYARDS							
Location	Length		Bufferyard Width - Type	Canopy Trees	Accent Trees	Shrubs	Fence / Screening Height & Material
North	Required	839'	10' – C	20 ^a	27 ^a	81 ^a	8' Screening
	Provided	839'	20' – C	19	26	77	None
South	Required	493'	10' – C	12 ^a	16 ^a	47 ^a	8' Screening
	Provided	398'	20' – C	12	16	48	None
East	Required	None	None	0	0	00	None
	Provided	None	None	0	0	0	None
West	Required	None	None	None	None	None	None
	Provided	None	None	None	None	None	None
<p>*Note any credits used in calculations:</p> <p>a. Required plant material has been reduced by 20% for an increase in bufferyard width.</p> <p>b. Bufferyard length has been reduced to accommodate the shown drives.</p> <p>Notes</p> <ol style="list-style-type: none"> 1. Specific plant types and locations are subject to review by the Landscape Administrator during the building permit application process. Credits for a reduction in required plant materials, as specified by city ordinance, will be determined during this building permit process. 2. A minimum of 50 % of all canopy trees planted on the site must be 2" in caliper and 50% must be 4" in caliper. This includes plantings in bufferyards as well as interior to the site. 3. Accent/Understory trees are required to be a minimum of 6' in height when planted. 4. All plant materials are to be maintained in perpetuity. 							

SUMMARY CHART - INTERIOR LANDSCAPE							
Required or Provided	Landscape Area (Sq. ft.)	% of area in front or side	Canopy Trees	Accent Trees	Shrubs	Ground Cover (Sq. Ft.)	Seasonal Color
Required	21,294	75%	43	85	532	3,194	426
Provided	21,294	75%	43	85	532	3,194	426
<p>Other Comments:</p> <ol style="list-style-type: none"> 1. Specific plant types and locations are subject to review by the Landscape Administrator during the building permit application process. Credits for a reduction in required plant materials, as specified by city ordinance, will be determined during this building permit process. 2. A minimum of 50 % of all canopy trees planted on the site must be 2" in caliper and 50% must be 4" in caliper. This includes plantings in bufferyards as well as interior to the site. 3. Accent/Understory trees are required to be a minimum of 6' in height when planted. 4. All plant materials are to be maintained in perpetuity. 							

SOUTHLAKE DEPARTMENT OF PUBLIC SAFETY
FIRE SERVICES - FIRE PREVENTION DIVISION

REQUIREMENTS FOR FIRE LANES

1. *Plans for fire lanes shall be submitted to the Fire Prevention Division for review and approval prior to construction. Repainting of existing markings does not require plans review unless changes are to be made.*
2. *Fire lanes shall be provided when any portion of the facility or any portion of an exterior wall of the first story of the building is located more than 150 feet from fire apparatus access as measured by an approved route around the exterior of the building or facility. The distance may be increased to 250 feet for a sprinklered building.*
3. Heavily traveled public roadways are not considered for fire apparatus access due to the dangers involved with operating fire apparatus in close proximity to moving traffic.
4. Fire lanes shall be provided to serve all buildings through parking areas to service entrances, loading areas, trash collection areas, and other areas deemed necessary to be available to fire and emergency vehicles.
5. Fire lanes shall include driveways leading onto a public street.
6. *Fire lanes shall have an unobstructed width of not less than 24 feet or 26 feet when located within 35 feet of any structure in excess of 36 feet in height. An unobstructed vertical clearance of not less than 14 feet is required.*
7. *Fire lanes shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with a surface so as to provide all-weather driving capabilities. (asphalt or concrete)*
 - a. *5" concrete with #3 rebar on 18" centers over a modified subgrade as per the Geotechnical Soils Report. The construction shall be capable of supporting a minimum of 65,000 lbs. GVW, or*
 - b. *5" asphalt over a modified subgrade as per the Geotechnical Soils Report. The construction shall be capable of supporting a minimum of 65,000 lbs. GVW.*
 - c. *Drive approaches shall be constructed of 6" of 3,000 PSI concrete with #3 rebar on 18" centers both ways on chairs.*
8. Fire lanes shall have a minimum inside turning radius of 30 feet and a minimum outside turning radius of 54 feet.
9. *All dead-end fire lanes in excess of 150 feet in length shall be provided with approved provisions for turning around of fire apparatus.*
10. *Speed bumps shall not be installed without approval of the Fire Prevention Division. If approved, speed bumps shall be constructed not to exceed 5" in height and a rise ratio of 2-to-1.*
11. Fire lanes shall be marked with a 6 inch wide continuous bright red stripe on both sides. Striping shall be on the curb face where curb is available.

12. With 4 inch high lettering with a 1 inch stroke centered on red stripe shall read: NO PARKING – FIRE LANE or FIRE LANE – NO PARKING. This lettering shall be painted every 20 feet measured from the end of one lettering group to the beginning of the next group with a 1 foot space between No Parking and Fire Lane or Fire Lane and No Parking.
13. Color specification: bright red. Note: Red paint shall not be used for any parking lot marking other than fire lanes.
14. Fire lane markings shall be places on curb face wherever curbing is located at the edge of fire lanes.
15. *Fire lanes shall be kept clear and unobstructed at all times.* Marking shall be repainted as necessary to maintain readability.
16. *Where required, approved signs or other approved notices shall be provided and maintained to identify fire lanes and prohibit obstruction thereof.*
17. Fire lane markings are subject to the field inspection of the Southlake Fire Prevention Division. To avoid mistakes, submit plans for review before painting operations.
18. Specify markings “...to Southlake Fire Prevention Division specifications”.

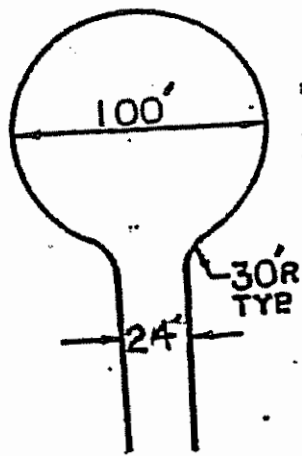
Notes:

- See also Requirements for Fire Lane Turn-Arounds, if applicable.
- *Items in italics are fire code or ordinance items.* Other items are by policy.

For More Information:

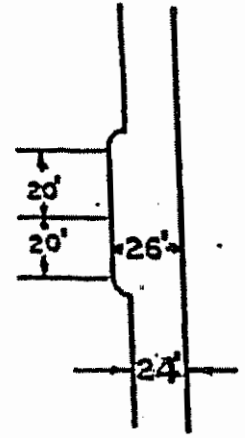
Contact Kelly Clements, Fire Marshal
Phone: 817-748-8233

CUL-DE-SAC

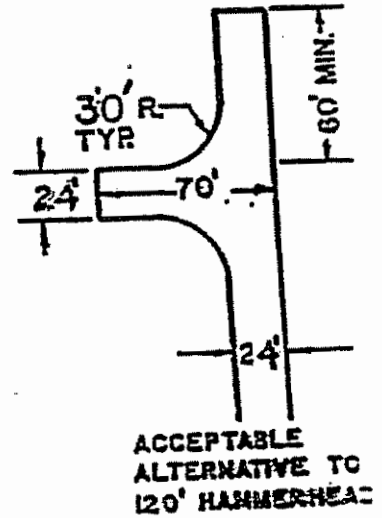
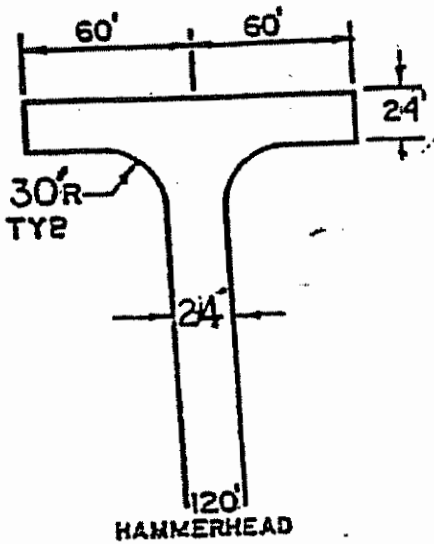
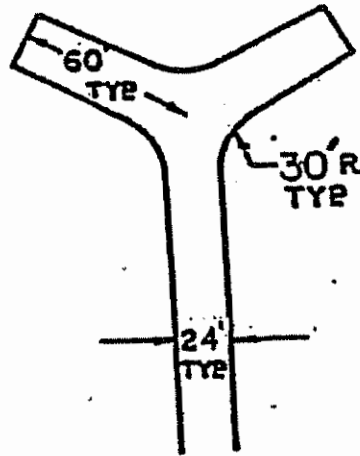


APPROVED FIRE LANE TURN-AROUNDS

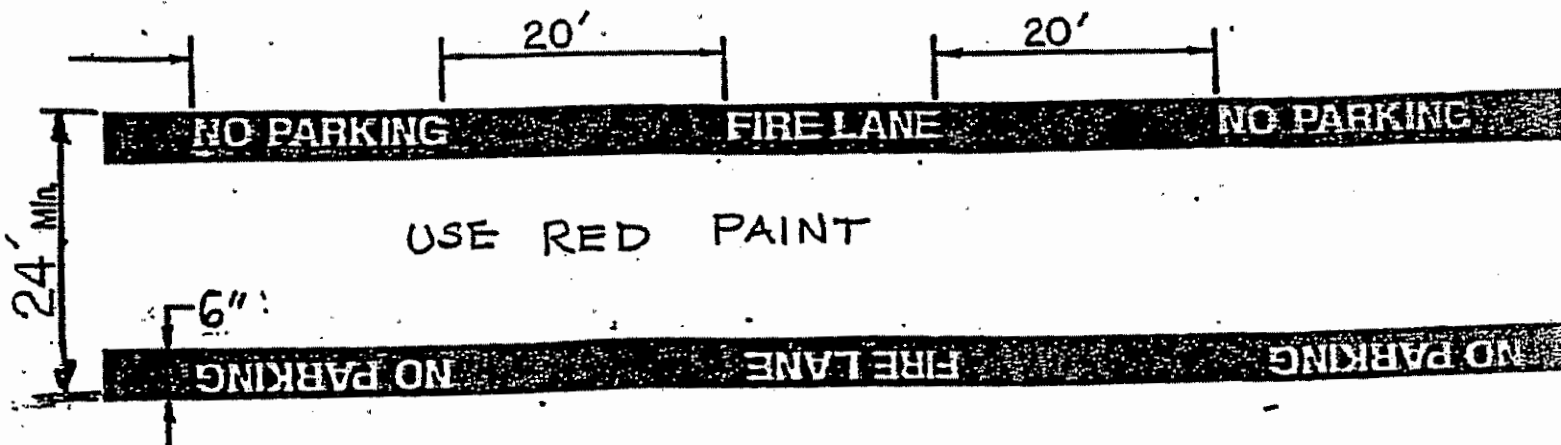
AROUND A FIRE HYDRANT



ACCEPTABLE ALTERNATIVE TO 120' HAMMERHEAD



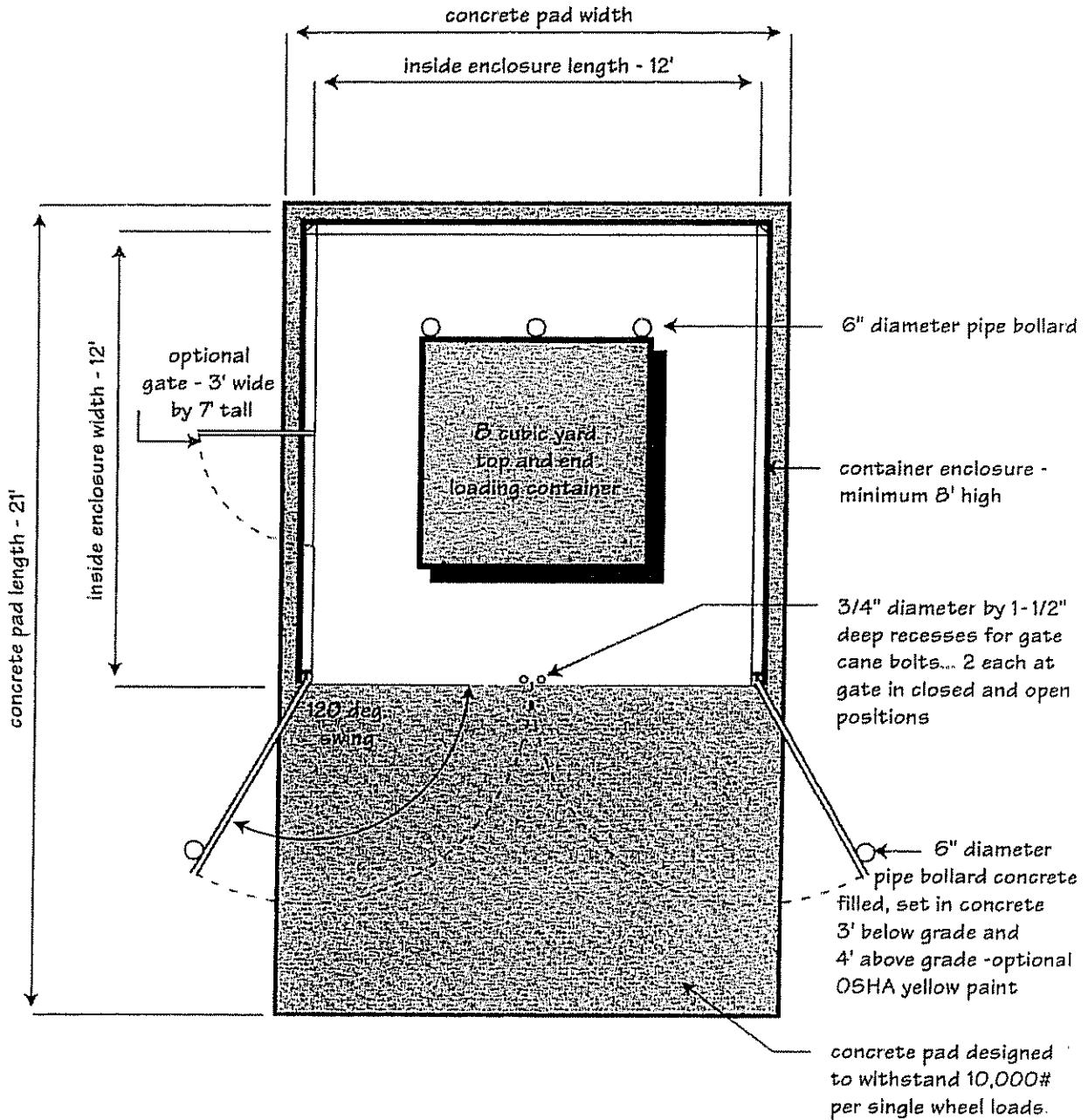
FIRE LANE MARKING



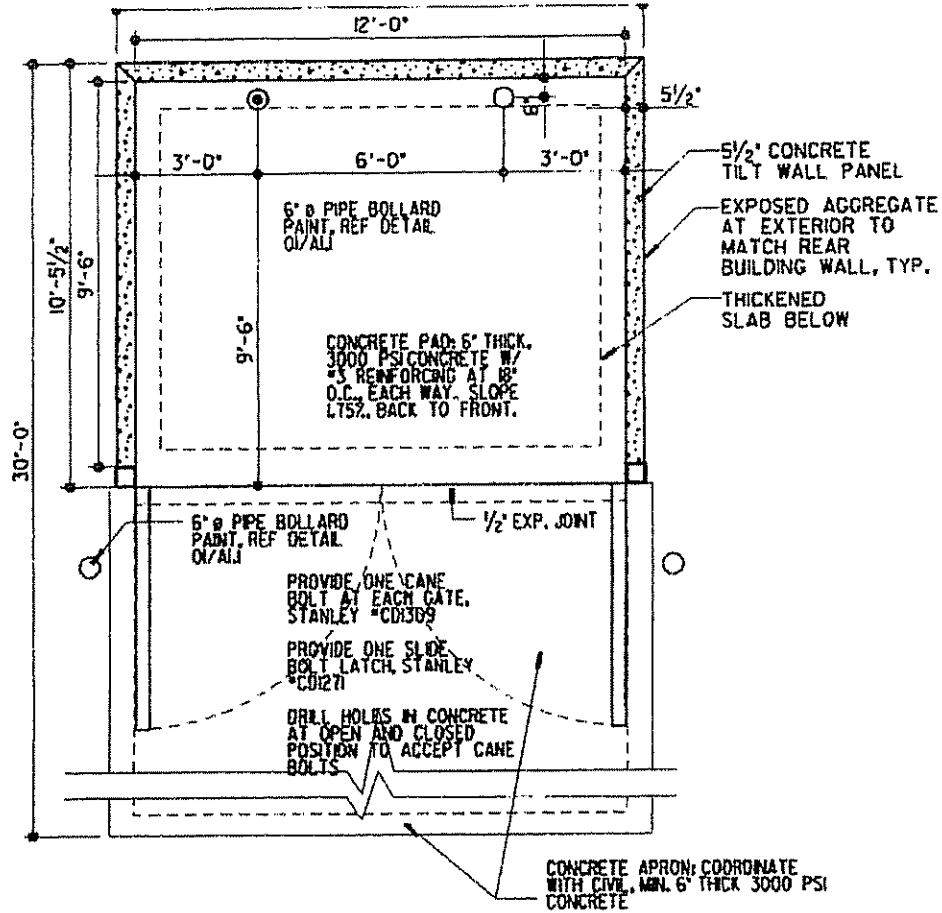


Container Enclosure Plan

1/4" = 1'



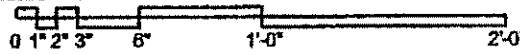
gate posts must be within inside perimeter



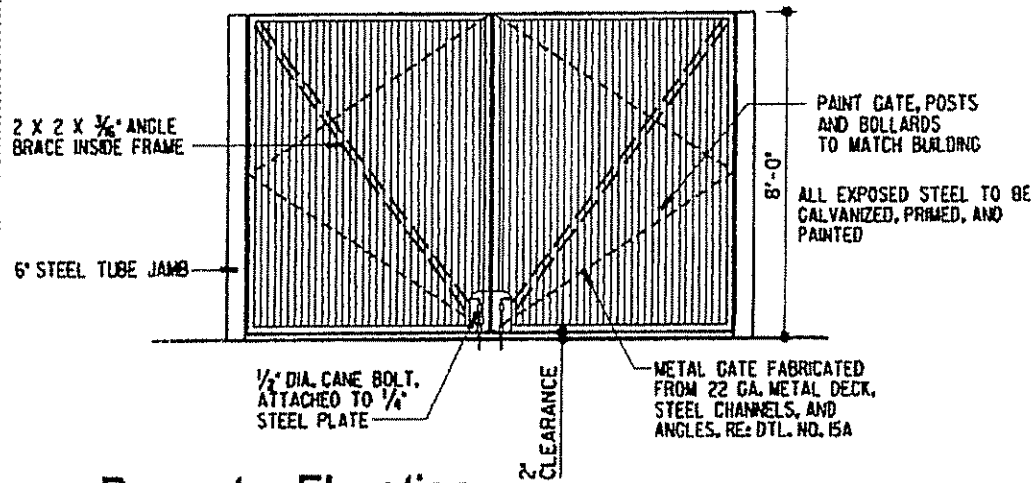
05 Dumpster Plan

dumpster

1/4"=1'-0"



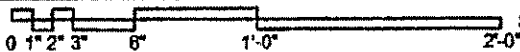
sitedetail.dgn



10 Dumpster Elevation

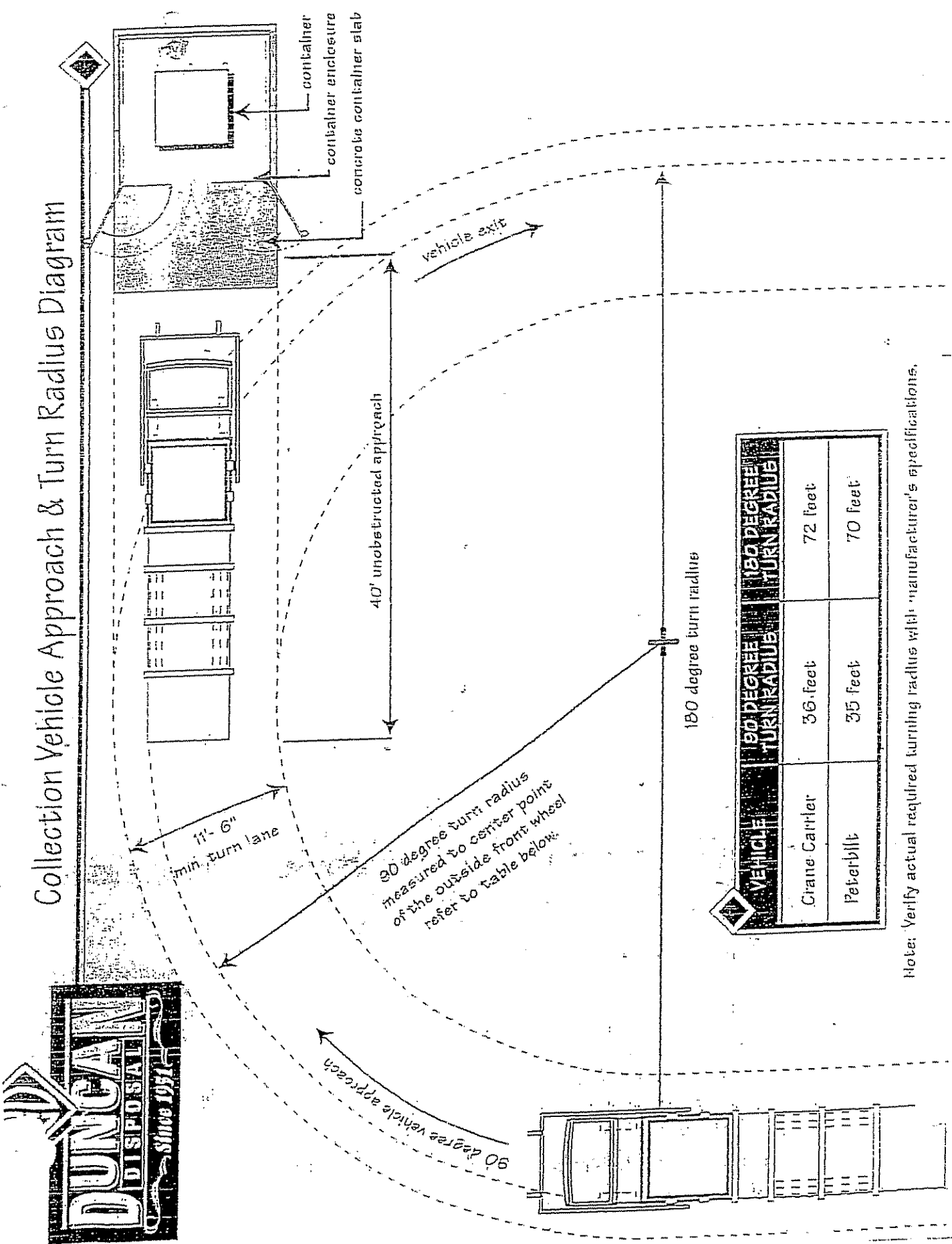
dumpster

1/4"=1'-0"



sitedetail.dgn

Collection Vehicle Approach & Turn Radius Diagram

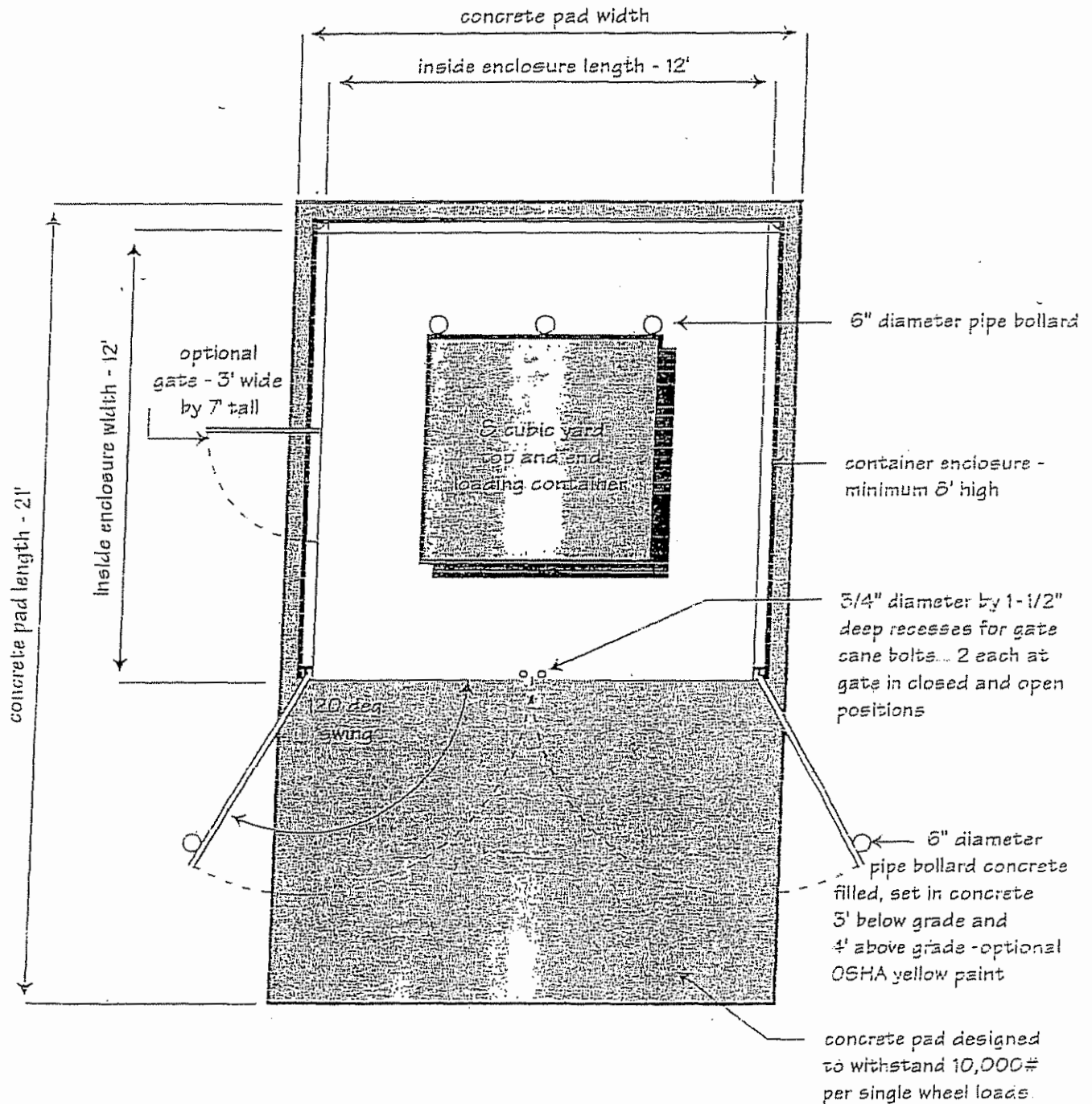


Note: Verify actual required turning radius with manufacturer's specifications.



Container Enclosure Plan

1/4" = 1'



gate posts must be within inside perimeter