

CONCEPT PLAN / REVISED CONCEPT PLAN CHECKLIST

PLANNING & DEVELOPMENT DEPARTMENT OF THE TOWN OF SUNNYVALE



The following items must be included with each Concept Plan request. Please note that this checklist is not inclusive of all Town ordinances and standards. Additional information may be requested by staff as necessary during review of the project.

GENERAL FORMATTING

- Title block located in lower right corner with proposed subdivision name, block and lot numbers, survey name and abstract number, number of acres, preparation date, town, county and state, space for Town Project Number.
- Label company name, preparer name, address, and phone number of plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block.
- Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- Legend, if abbreviations or symbols are used.
- Permissible scale for plans is engineer scales 1" = 10', 20', 30', 40', or 50'. A 1" = 60' or 100' scale may be used with prior approval. Architectural scales are not acceptable.
- Provide a vicinity map in the same orientation of plan showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one-mile radius of site.
- Orient plan so that north is to the top or left-hand side of sheet.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view.
- If revised concept plan, state purpose of revision (e.g., "The purpose of this revised concept plan is _____.")

SITE INFORMATION

- Plan is consistent with valid plans and plats approved for site.
- Plan integrates with valid plans and plats approved for adjacent contiguous sites.
- Plan is consistent with zoning, overlay districts, heritage designations, and/or specific use permits approved for site.
- Show current and proposed property boundaries/lot lines.
- Label approximated boundary distances.
- If development is to be phased on site, show phases and sequencing of development.
- Lots comply with minimum lot frontage, lot width, lot depth, and lot area standards.
- Label proposed lot and block designations.
- Label approximate lot area for each lot in acres and square feet.
- Dimension property boundaries to nearest intersecting streets or driveways.
- Show and label tree masses (canopies).
- Show and label existing and proposed buildings. Provide general building dimensions and distances between buildings.
- Show sidewalks and barrier-free ramps.
- Show and label existing topography at one-foot contours referenced to sea-level datum.
- For each building, label proposed use, gross building area (square feet), building height (# of stories), and building height (in feet to tallest element of the building).
- Show and label vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed.
- Shade fire lanes with a ten percent stipple pattern.

- Show public, semi-private, and private streets. Show and dimension R.O.W. and/or easement widths, pavement widths, and street centerlines. Label as existing or proposed. Label street names. Label pavement construction (e.g., asphalt, concrete, etc.).
- Show all point(s) of access.
- Show and label vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed.
- Show median openings. Label as existing or proposed.
- Show left turn lanes and deceleration lanes with associated storage and transition areas.
- Show cross-access circulation lanes are provided between lots, if applicable.
- Show on-street parking, if applicable. Label as existing or proposed.
- Show and label floodplains, drainage ways, and creeks.
- Show and label 100-year Flood Insurance Rate Map (FIRM) floodplain (if applicable)
- Show and label existing topography at one-foot contours referenced to sea-level datum.

FOR PROPERTIES CONTIGIOUS TO THE SITE AND FOR PROPERTIES ACROSS R.O.W. CONTIGIOUS TO THE SITE, EXTENDING 50 FEET INTO THE SITE BOUNDARY, PROVIDE THE FOLLOWING:

- Show, label, and dimension the portion of previously approved concept plans, preliminary site plans, and site plans.
- For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot.
- For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- Label zoning and land use for each lot and parcel.
- Show and label existing and proposed buildings, landscape areas, and parking areas.

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