

## **CHECKLIST FOR SITE PLAN SUBMITTALS**

City of Rockwall Planning and Zoning Department 385 S. Goliad Street Rockwall, Texas 75087

CASE NUMBER:	<b>REVIEWED BY:</b>	
OVERLAY DISTRICT:	<b>REVIEW DATE:</b>	

# 1.1 GENERAL INFORMATION FOR ALL PLANS SUBMITTED

Requirements	√= 0K	N/A	Comments	UDC Reference
Items Necessary for Site Plan Review:				Per Application
✓ Site Plan				§03.04, of Art. 11
✓ Landscape Plan				-
✓ Treescape Plan				-
✓ Photometric Plan				-
✓ Building Elevations  Building Material Sample Board and Color Rendering of Building Elevations			If required the sample board should detail all building materials, with each material clearly labeled and indicating manufacturer info, color, etc. Check with Planning Staff to see which is appropriate for the submitted project.	§03.04.A, of Art. 11
Submittal Requirements			Four (4) large (24" x 36") <b>folded</b> copies and one (1) PDF digital copy of each plan is required at the time of submittal.	§03.04.A, of Art. 11
Is the property properly platted?			Indicate if the property has been properly platted.	-
Title Block (Project Name, Legal Description and/or Address)			The title block is to be located in the lower right-hand corner of all sheets and contain the project name, street address, and/or the lot and block designation.	§03.04.A, of Art. 11
Case Number			The case number should be placed in the lower right-hand corner below the title block of all sheets.	§03.04.A, of Art. 11
Owners (Name, Address, and Phone Number)			The owners name, address, and phone number are required to be in the lower right-hand corner left of the title block.	§03.04.A, of Art. 11
Developer (Name, Address, and Phone Number)			The name, address, and phone number of the person or company that prepared the plans are required in the lower right-hand corner left of the title block.	§03.04.A, of Art. 11
North Point			The north point or north arrow must be facing true north (or straight up) on all plans, unless the scale of the drawings or scope of the project requires a different position.	§03.04.A, of Art. 11
Numeric and Graphic Scale			The recommended engineering scales are $1" = 20'$ , $1" = 40'$ , etc with a maximum of $1" = 100'$ .	§03.04.A, of Art. 11
Vicinity Map			The vicinity map should locate the site relative to the nearest major roadways in a one-half mile radius.	§03.04.A, of Art. 11
Signature Block			Standard signature block with signature space for the Planning & Zoning Chairman and Planning Director.	§03.04.A, of Art. 11
Date			The date that the plans were prepared is required on all submittals.	§03.04.A, of Art. 11
Proposed Land Use:			Indicate the proposed use for this site. Additionally, indicate the proposed use for all structures.	§03.04.A, of Art. 11
✓ Commercial			Land Uses Permitted in the RO, NS, GR, C, DT, RC & Designated Planned Development District Ordinances.	-
✓ Industrial			Land Uses Permitted in the RT, LI, HI & Designated Planned Development District Ordinances.	-

# 2.1 SITE PLAN: MISCELLANEOUS AND DENSITY & DIMENSIONAL INFORMATION

Requirements	√= 0K	N/A	Comments	UDC Reference
Total Lot or Site Area			If the site is part of a larger tract include a key map showing the	§03.04.B, of
(Acreage and Square Footage)			entire tract of land and the location of the site being planned.	Art. 11

Perimeter Dimensions of the Site			Indicate the perimeter dimensions of the site in feet.	§03.04.B, of Art. 11
Buildings (Square Footage)			Indicate the location and total square footage of all existing and planned buildings on the site.	§03.04.B, of Art. 11
Perimeter Dimensions of all Buildings			Indicate the wall lengths of all buildings on the site.	§03.04.B, of Art. 11
Distance Between Buildings			Indicate the distance between all existing and planned buildings located on the site.	§03.04.B, of Art. 11
Distance Between Buildings and Property Lines			Indicate the distance between all property lines and existing and planned buildings located on the site.	§03.04.B, of Art. 11
Indicate all Property Lines			Indicate all existing property lines. If the site plan requires a platting case that will alter the property lines show the proposed changes in a different line weight.	§03.04.B, of Art. 11
Indicate all Building Setbacks			Indicate all building setbacks adjacent to right-of-way.	§03.04.B, of Art. 11
Indicate all Easements			Additionally, indicate all utilities both existing and proposed.	§03.04.B, of Art. 11
Indicate all Drive/Turning Radii				§03.04.B, of Art. 11
Indicate all Drive Widths				§03.04.B, of Art. 11
Indicate all Fire Lanes			Indicate and label the widths of all fire lanes existing and proposed for the site.	§03.04.B, of Art. 11
Indicate location of all Fire Hydrants			proposed for the one.	§03.04.B, of Art. 11
Indicate all Sidewalks			Indicate and label the widths of all sidewalks existing and proposed for the site.	§03.04.B, of Art. 11
Adjacent Street Right-Of-Way			Reference the City's Master Transportation Plan for right-of-way information.	§03.04.B, of Art. 11
Label all Adjacent Street Name			Label all adjacent existing and proposed street names.	§03.04.B, of Art. 11
Adjacent Street Centerlines			Indicate the street centerline for all existing and proposed streets.	§03.04.B, of Art. 11
Median Breaks in Adjacent Streets			33300	§03.04.B, of Art. 11
2.2 SITE PLAN: PARKING INFORMATION				
Requirements	<b>√</b> = 0K	N/A	Comments	UDC Reference
Dimension of a Typical Parking Space			See the comment section in Adequate Parking and Maneuvering below.	§05.03, of Art. 06
Parking Table			Provide parking table indicating the total number of required parking spaces by use, the total number of required handicapped parking spaces and the total parking provided.	§05.01, of Art. 06
Handicap Parking Spaces Shown				§05.04, of Art. 06
Adequate Parking			Reference Table 3 of Article VI.	Table 5, Art. 06
Adequate Parking and Maneuvering			All parking spaces and aisle dimensions shall conform to the off-street parking requirements in section 2.19 of the City's Standards of Design and Construction (Check w/ the Engineering Department).	§05.03.C, of Art. 06
Adequate Loading Area			Loading spaces shall be a minimum of 12 feet in width, 65 feet in length, and 14 feet in height except as may otherwise be approved by the city engineer (Art. VI 6.5 Loading Requirements).	§06.04, of Art. 06
Adequate Loading Maneuvering			It is also the purpose of this Article to require allocation of sufficient off-street/on-site loading facilities by businesses and industry to ensure that the loading and unloading of vehicles will not interfere with traffic flow or block roadways or fire lanes.	§01.02, of Art. 06
Type and Depth of Paving Material			Indicate the type and depth of the paving material and provide a detail or cut-sheet. All required parking and loading areas shall be constructed of concrete, but may have a surface treatment of brick, stone or other similar material.	§03.02, of Art. 06

#### 2.3 SITE PLAN: SIGNAGE

Requirements ✓= OK N/A Comments UDC Reference

**NOTE:** All signage shall conform to Chapter 32 of the Rockwall Municipal Code of Ordinance, unless otherwise specified in an Overlay District or Planned Development District with specific signage requirements.

Proposed or Existing Signage			Indicate the location and type of all proposed and/or existing signage on the site plan. Additionally, provide a detail or cutsheet showing the elevations, lighting and dimensions of the proposed signage.	§06.02.F, of Art. 05
2.4 SITE PLAN: SCREENING				
Requirements	√= 0K	N/A	Comments	UDC Reference
Indicate the Type and Location of any Existing and/or Proposed Fences			Label the height and type of fence proposed or existing.	§08.02.F, of Art. 08
Utility Equipment Screening (Pad or Ground Mounted)			Pad mounted utility equipment, and air conditioning units, shall be screened from horizontal view from any adjacent public street and from any adjacent property. Utility equipment and air conditioning units shall be screened utilizing plantings, berms, or walls matching the main structure.	§01.05.C, of Art. 05
Utility Equipment Screening (Roof Mounted)			All buildings must be designed such that no roof mounted mechanical equipment, HVAC, or satellite dishes shall be visible from any direction.	§01.05.C, of Art. 05
Above Ground Storage Tanks			Aboveground storage tanks shall be screened utilizing walls matching the main structure. Screening plans for above ground storage tanks shall generally conform to the diagram below (i.e. incorporate primary screening — screening wall — and secondary screening) and be approved by the Planning and Zoning Commission in conjunction with a site plan.	§01.05.D, of Art. 05
Dumpster Screening			Trash/Recycling enclosures shall be four (4) sided. These receptacles shall be screened by a minimum six (6) foot, solid masonry dumpster enclosure that utilizes the same masonry materials as the primary building and incorporates an opaque, self-latching gate. Dumpster storage should be located to the rear of the buildings with proper access. Trash dumpster shall not be located in any required parking space and shall allow proper access by service trucks. The minimum enclosure area shall be 12'x10'. A minimum of 6" bollards will be required at potential impact zones and the pad site shall be paved to city standards.	§01.05.B, of Art. 05
Outside Storage			ouridates.	
Off-Street Loading Dock Screening			Off-street loading docks must be screened from all public streets and any residential district that abuts or is directly across a public street or alley from the lot. The screening must be at least six feet in height and may be provided by using a masonry fence, berms, plantings or a combination of the above.	§01.05.A, of Art. 05
Residential Adjacency Standards			The director may require wing walls, landscape screens, changes in building orientation, and/or other architectural elements to minimize the impact of uses adjacent to residential property within 150 feet (also reference <i>Art. VIII 5.2</i> ).	§01.06, of Art. 05
3.1 LANDSCAPE PLAN				
	√- 0v	NI/A	Comments	UDC Reference
Requirements	√= 0K	N/A	Comments  Provide the same site data information required in Section 2.1	See Sec. 2.1
Provide Site Data			Site Plan: Miscellaneous and Density and Dimensional Requirements of this checklist.	of this checklist
Impervious Area vs. Landscape/Open Space Area Provided and Required (As Per Zoning District)			Indicate the applicable zoning district percentage of landscaping required and provided, and the impervious area vs. the amount of landscaping and open spaces required and provided.	§01.01.B, of Art. 05
Landscape Table			Provide a landscape table showing plant materials, quantities, size and spacing for existing and proposed landscaping. Complete description of plant materials shown on the plan, including names, locations, qualities, container or caliper sizes at installation, heights, spread, and spacing requirements should also be listed on the plan.	§05.03.B, of Art. 08
Indicate all Landscaping			Indicate the locations of all existing and proposed landscaping.	§05.03.B, of Art. 08
Location of Water Courses and Significant Drainage Features			Indicate the locations of all existing and/or proposed water courses and the location of any existing and/or proposed significant drainage features.	-
Indicate all Landscape Buffers			Indicate the locations and dimensions of the required landscape buffers.	§05.01, of Art. 08

landscape buffers.

Acceptable Landscape Materials:				Sec. 04., of Art. 08
✓ Trees allowed in Street Landscape Buffers			Cedar Elm, Texas Red Oak, Homestead Elm, Lace Bark Elm, Bald Cypress, Chinese Pistachio, October Glory Maple, Pecan, Texas Ash, Live Oak, Chinquapin Oak, and Burr Oak (Understory Trees: Texas Redbud, Mexican Plum, Downy Hawthorn, Wax Myrtle, Yaupon, and Deciduous Yaupon)	Appendix C
✓ Trees not allowed in Landscape Buffers			Silver Maple, Box Elder, Mimosa, Catalpa, Hackberry, Sugarberry, Honey Locust, Tulip Tree, Chinaberry, Sycamore, Cottonwood, Willows, American Elm, Siberian Elm, Jerusalem Thorn/Petuma, Bois D'Arc, Flowering Crabapple Tree, Ginko Tree, Peach/Plum, Mulberry, Texas Mountain Laurel, Lilac Chaste Tree, and Pine Tree.	Appendix C
Protected Trees (That Will Remain On-Site)			Indicate the location and provide a description by type and size of all existing protected trees (4" or larger) proposed to be retained. Prior to any construction or land development, the developer shall clearly mark all protected and feature trees with an aluminum tag indicating the trees relationship to the treescape plan and flag (i.e. bright fluorescent red vinyl tape). In those instances where a protected tree is so close to the construction area that construction equipment could possibly damage the tree, a protective fence shall be required.	§07.01, of Art. 09
Parking Lot Landscaping			Complete description of landscaping and screening to be provided in or near off-street parking and loading areas, including the information as to the amount (in sq. ft.) of landscape area to be provided internal to parking areas, the total square footage included in the parking area, and the number and location of required off-street parking and loading spaces.	§05.03.E, of Art. 08
Location of all Site Amenities			Identify the size, height, location, and material of proposed seating, lighting, planter's sculptures, water features and landscape paving and other public amenities.	-
Identify Visibility Triangles			Identify visibility triangles on all lots for all driveway intersections and public streets.	§01.08, of Art. 05
Landscape Buffer - Street Trees			Large trees (a species which normally reaches a height of 30 feet or more upon maturity) shall be provided in the required street landscape buffer in numbers equal to one (1) tree for every 50 feet of street frontage.	§05.01, of Art. 08
Tree Locations			Trees must be planted at least five (5) feet from water, sewer and storm sewer lines.	§05.03.E, of Art. 08
Irrigation Requirements Note			Provide note indicating irrigation will meet requirements of UDC. $ \\$	§05.04, of Art. 08
Hydro mulch (or non-sod option)			The developer shall establish grass and maintain the seeded area, including watering, until a "Permanent Stand of Grass" is obtained at which time the project will be accepted by the City. A "Stand of Grass" shall consist of 75% to 80% coverage and a minimum of one-inch (1") in height as determined by the City.	Sec. 4.2, Coverage, Engr Standards of Design and Construction
Rights-of-Way & Landscape Buffers			All landscape buffers and public right-of-way located adjacent to a proposed development shall be improved with grass (i.e. sod hydro mulch shall be prohibited in these areas) prior to the issuance of a Certificate of Occupancy (CO).	§05.03.G, of Art. 08
4.1 TREESCAPE PLAN				
Requirements	√= 0K	N/A	Comments	UDC Reference
Provide Site Data			Provide the same site data information required in Section 2.1 Site Plan: Miscellaneous and Density and Dimensional Requirements of this checklist.	See Sec. 2.1 of this checklist
Buildings			Indicate the location of all existing or proposed structures, and/or the building pads as shown on the grading plan.	§03.01.A, of Art. 09
Indicate all Site Elevations, Grades, Major Contours and the Limits of Construction			<u> </u>	§03.01.C, of Art. 09

Protected Trees (To Remain On Site)		Indicate the location and provide a description by type and size of all existing protected trees (4" or larger) proposed to be retained. Such trees shall be marked and a drip line of said tress shall be protected prior to and during all construction, including dirt work.	§03.01.E, of Art. 09
Protected Trees (To be Removed from the Site)		Indicate the location of all protected trees (4" or larger) that are to be removed from the site and the proposed locations of all replacement trees.	§03.01.F, of Art. 09
Treescape Table		Provide a table showing the total inches of trees to be removed and the total inches of trees to be replaced.	§03.01.G, of Art. 09

#### **5.1 PHOTOMETRIC AND LIGHTING PLANS**

Requirements	<b>√</b> = 0K	N/A	Comments	UDC Reference
Provide Site Data Table			Provide the same site data information required in Section 2.1 Site Plan: Miscellaneous and Density and Dimensional Requirements of this checklist.	See Sec. 2.1 of this checklist -
Indicate Lighting Levels (in Foot Candles [FC])			Show lighting levels in foot-candles (FC) measured throughout the site and extended to all property lines of the subject property.	§03.03, of Art. 07
Adjacent Property with Common Lot Lines:				
✓ Residential Use			The allowable maximum light intensity measured at the property line of a residential property shall be 0.2 of one foot candle.	§03.03.B, of Art. 07
✓ Commercial Use			The allowable maximum light intensity measured at the property line of a non-residential property shall be 0.2 of one foot candle. Subject to requirements in Art. VII 3.3.C.	§03.03.C, of Art. 07
Under-Canopy Lighting			Under canopy lighting (i.e. fuel stations, drive through lanes and covered parking structures) shall not exceed 35 foot candles (with the exception below).	§03.03.E.1, of Art. 07
Lighting for Motor Vehicle Dealerships			Shall not exceed 0.3 of one foot candle within the front yard of the development. The remainder will comply with the 0.2 of one foot candle.	§03.03.E.2, of Art. 07
Lighting in Parking Areas			The maximum outdoor maintained, computed and measured illumination level within any nonresidential development shall not exceed 20 FC outdoors at any point on the site, with a maximum of 0.2 FC at the property line. (Exceptions: (1) under canopy lighting and (2) motor vehicle dealerships)	§03.03.G, of Art. 07
Building and Pole Mounted Lighting			Indicate the location and type of all exterior lighting, including pole mounted, wall-mounted, signage, etc.	§03.03.E, of Art. 07
Indicate the Mounting Height for all Proposed Light Fixtures			No light pole, base or combination thereof shall exceed 30 feet, unless further restricted within an Overlay District.	§03.03.D of Art. 07
Indicate the Wattage of all Light Sources			Provide lighting cut sheets that indicates the wattage for each exterior lighting fixture. Light sources (e.g. light bulbs) shall be oriented down and toward the center of the site or shielded so as to not be visible from the property line.	§03.03.A, of Art. 07
Proposed Light Fixtures			Provide elevation drawings and/or cut-sheets of proposed light fixtures on/with photometric plan.	§03.03, of Art. 07

### 6.1 BUILDING ELEVATIONS: NON-INDUSTRIAL

Requirements	✓= 0K	N/A	Comments	UDC Reference
Provide Exterior Elevations			North South East West (Circle all that apply)	-
Indicate Exterior Elevations Adjacent to Public Right-of-Way			North South East West (Circle all that apply)	-
Minimum 90% Masonry Requirement  OVERLAY DISTRICTS ONLY			Exterior walls should consist of 90% masonry materials excluding doors and windows.	§06.02.C, of Art. 05
Indicate Amount and Location of the Minimum 20% Stone Requirement OVERLAY DISTRICTS ONLY			Applies to <u>facades</u> that are visible from a public right-of-way and/or open space.	§06.02.C, of Art. 05
Indicate the Surface Area of Each Facade			Indicate the surface area (square feet) of each façade and the percentage and square footage of each material used on that façade.	§04.01, of Art. 05
Proposed Building Materials			Specifications and description of all proposed building materials, on all proposed buildings.	§04.01, of Art. 05
Indicate the Roofing Materials and Color			· ·	

Indicate Parapet Wall Height  **(If Applicable, finish the interior side of the parapet wall)		If applicable indicate the parapet wall by dashing in the top of roof deck. **Projecting elements and parapets that are visible from adjacent properties or public right-of-way shall be finished on the interior side using the same materials as the exterior facing wall.	§04.01, of Art. 05
Indicate all Roof Mounted Mechanical Equipment (If Applicable)		If applicable indicate any proposed roof mounted mechanical equipment and indicate how these will be screened from view.	§01.05.C, of Art. 05
Indicate Any Additional Design Elements Proposed (If Applicable)		Indicate any additional design elements for the base, walls, or parapets (such as cornice, arcades, and covered walkways/windows). Be sure to include the location, size, color, and material of any proposed structure.	
Indicate Building Height(s)		The height of the building shall be measured from the average elevation of the finished grade along the front of the building to the highest point of the roof or parapet of the building if it is a flat, mansard or shed roof; or to the midpoint of the roof if it is gable, hip or gambrel roof.	§07.03 of Art. 05
Minimum Standards for Articulation:			
Primary Facades (i.e. facades visible from a public ROW, open space/green space, public/private park, and or residential zoning district or residentially used property)		<ol> <li>Wall Height [H] = H</li> <li>Wall Length [L] = 3 x H</li> <li>Secondary Entry/Arch. Element Length = 25% x L</li> <li>Wall Projection = 25% x H</li> <li>Primary Entry/Arch. Element Width = 2 x (25% x L)</li> <li>Projection Height = 25% x H</li> <li>Primary Entry/Arch. Element Length = 2 x (25% x L)</li> </ol>	§04.01.C.1, of Art. 05
Secondary Facades		<ol> <li>Wall Height [H] = H</li> <li>Wall Length [L] = 3 x H</li> <li>Secondary Entry/Arch. Element Length = 15% x L</li> <li>Secondary Entry/Arch. Element Width = 15% x H</li> <li>Projection Height = 15% x H</li> </ol>	§04.01.C.2, of Art. 05

## 6.2 BUILDING ELEVATIONS: INDUSTRIAL

Requirements	<b>√</b> = 0K	N/A	Comments	UDC Reference
NOTE: Industrial buildings are subject to all the eleme	nts listed in Se	ection 6.1 E	Building Elevations: Non-Industrial with the exception of the	following
standards.				
Minimum 90% Masonry Requirement			Exterior walls should consist of 90% masonry materia excluding doors and windows.	ls §05.01.A.1, of Art. 05
Indicate Amount and Location of the Minimum 20% Stone Requirement			Applies to <u>facades</u> that are visible from a public right-of-way and/or open space.	§05.01.A.1.a.1, of Art. 05
Minimum Standards for Articulation:				
Primary Facades (i.e. facades visible from a public ROW, open space/green space, public/private park, and or residential zoning district or residentially used property)			<ol> <li>Wall Height [H] = H</li> <li>Wall Length [L] = 4 x H</li> <li>Wall Projection = 25% x H</li> <li>Entry/Arch. Element Length = 33% x L</li> <li>Projection Height = 25% x H</li> <li>Entry/Arch. Element Width = 2 x (25% x H)</li> </ol>	§05.01.C.1, of Art. 05
Secondary Facades			<ol> <li>Wall Height [H] = H</li> <li>Wall Length [L] = 3 x H</li> <li>Entry/Arch. Element Length = 15% x L</li> <li>Entry/Arch. Element Width = 15% x H</li> <li>Projection Height = 15% x H</li> </ol>	§05.01.C.2, of Art. 05