



City of Celina Site Plan Checklist

Development Services Dept.
142 N. Ohio Street
Celina TX 75009

(972) 382-2682

THIS CHECKLIST WILL BE USED TO REVIEW YOUR SUBMITTAL.

Approval of the site plan, landscape plan, building façade plan, and engineering plans shall be required prior to site construction.

Submission of an application for site plan approval shall be preceded by a pre-application conference with the city. The site plan shall be prepared by a qualified civil engineer, landscape architect, architect or surveyor at a scale no smaller than one inch equals one hundred feet and on sheets 24" X 36" in size. It shall clearly show in detail how the site will be constructed (such as paving, buildings, landscaped areas, utilities, etc.)

The site plan submittal shall consist of the following:

1. Copies of the site plan document.
 - 4 - 11"x17"
 - 4 - 24"x36"
2. Construction Plat.
3. Current tax certificates showing that all property taxes have been paid.
4. A completed application signed and notarized.
5. PDF of the above required items.
6. Application fee (NON-REFUNDABLE) - **\$500.00** plus **\$10** per acre.
7. Professional fees for the review of concept plans, zoning applications, site plans, planned developments, plat applications and other land use related permits shall be paid by the applicant to the city. The professional fees shall include, but not necessarily be limited to, civil engineering, traffic engineering, expenses for related legal fees, land planning and financial analysis in order that the application can be properly evaluated to achieve compliance with the city's regulations. A deposit of \$5,000.00 shall be paid for the service at the time the initial application is filed. The actual costs will be determined prior to final approval and either an additional sum will be due from the applicant or a reimbursement made if the actual cost is less than the deposit. (*Celina Code of Ordinances, Appendix A: Fee Schedule, Sec. A6.008 Professional fees for review of land use related permits.*)

THE FOLLOWING INFORMATION IS REQUIRED ON ALL SITE PLAN SUBMISSIONS.

1. A title block within the lower right hand corner of the site plan with the following information:
 - a. The proposed name of the project/subdivision
 - b. The name and address of the owner/developer and the land planner, engineer, architect or surveyor responsible for the plan.
 - c. A written and graphic scale.
 - d. The date the drawing was prepared.
 - e. Total site acreage.
 - f. The lot and block number, subdivision/addition name of the site.
 - g. The county in which the site is located.
2. A vicinity or location map that shows the location of the proposed development within the city (or it's ETJ) and in relationship to existing roadways.
3. The boundary survey limits of the tract (and each proposed lot) including direction and distances. They should match those shown on the recorded plat.
4. A north arrow.
5. The names of adjacent additions or subdivision (or the name of the owners of record and recording information for adjacent parcels of unplatted land), including parcels on the opposite side of roads, creeks, etc.
6. The location, width and names of all existing platted streets or other public ways within or adjacent to the tract.
7. The location, width, type, and recording information for all existing easements located on the area covered by the Site Plan.
8. The location of any existing buildings on the site.
9. The location of railroad rights-of-way.
10. Site topography with five-foot contour intervals.
11. Any existing drainage channels or creeks (including the 100-year flood plain, if applicable).
12. Any other important natural features such as rock outcroppings, caves, wildlife habitats, etc.

13. Indicate the proposed strategies for tree preservation, showing individual trees or tree masses that will be preserved, and the techniques that will be used to protect them during construction.
14. The configuration of proposed streets, lots and blocks, including proposed median openings and left turn lanes on future divided roadways. Planned driveways on the opposite side of divided roadways must be shown for coordination and sharing of future median openings.
15. Proposed site improvements locations, including but not limited to; footprints of buildings, building heights; square footages (for multi-tenant or multi-purpose buildings, show the square footage for each intended use), proposed nonresidential and residential densities; loading/service areas, recycling containers, compactors and dumpster locations (including proposed screening), pedestrian walkways; parking areas (including parking ratio calculations); proposed sites for parks, schools, public facilities, public or private open space; floodplains/drainage ways; proposed easements; drainage structures; detention ponds with proposed aesthetic treatments; screening walls; fire lanes and fire hydrants; site lighting; visibility easements; or other pertinent development related features.
16. Required setbacks or setbacks in excess of minimum requirements adjacent to the boundaries of the Site Plan.
17. A preliminary drainage study, showing all on-site and off-site drainage and final water destination.
18. A landscape plan showing screening walls, turf areas, trees, shrubs, and ornamental plantings. A note should be included identifying areas that will be irrigated and areas that will not be irrigated. Sections 14.05.086 & 14.05.122
19. A photometric plan showing compliance with Sec.14.05.229 of the Code of Ordinances.
20. Building elevations with dimensions identified.
21. Number each sheet as shown below:
SHEET 1 OF 4; SHEET 2 OF 4; SHEET 3 OF 4; SHEET 4 OF 4, ETC.
22. The following signature block (shown on next page) must be placed on each sheet of the site plan:

CASE NAME:
CASE NUMBER:
LOCATION:

MAYOR SECRETARY

DATE: _____

PLANNING AND ZONING COMMISSION

CHAIRMAN

DATE: _____

SHEET: _____ OF _____

APPROVAL DOES NOT AUTHORIZE ANY
WORK IN CONFLICT WITH ANY CODES OR
ORDINANCES.

CITY OF CELINA
DEPARTMENT OF DEVELOPMENT SERVICES

MINIMUM SIZE 3" X 4"

THIS SIGNATURE BLOCK MUST APPEAR ON EACH PAGE OF THE SUBMITTAL AND FINAL REVISIONS.



**City of Celina
CONCEPT/SITE PLAN APPLICATION**

APPLICANT/AGENT:

NAME: _____

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

PHONE NUMBER:
WORK: _____ MOBILE: _____ FAX: _____

EMAIL: _____

APPLICANT'S INTEREST IN SUBJECT PROPERTY: _____

PROPERTY OWNER(S):

NAME: _____

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

PHONE NUMBER:
WORK: _____ MOBILE: _____ FAX: _____

EMAIL: _____

ENGINEER/SURVEYOR:

NAME: _____

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

PHONE NUMBER:
WORK: _____ MOBILE: _____ FAX: _____

EMAIL: _____

PROPERTY DESCRIPTION:

NAME OF PROJECT: _____

ADDRESS: _____

LEGAL DESCRIPTION: LOT _____ BLOCK _____ SUBDIVISION _____

PRESENT USE OF PROPERTY: _____

PROPOSED USE OF PROPERTY: _____

SITE ZONING _____

APPLICANT (PRINT OR TYPE) _____

APPLICANT
SIGNATURE _____

The State of _____

County of _____

Before me _____ on this day personally
appeared

_____ known to me (or proved to me on the
oath of

_____ or through _____ identity card or
other

document) to be the person whose name is subscribed to the foregoing instrument and
acknowledged to me that he executed the same for the purposes and consideration therein
expressed.

Given under my hand and seal of office this _____ day of _____, A.D.

SEAL

Notary Signature

OWNER (PRINT OR TYPE) _____

OWNER
SIGNATURE _____

The State of _____

County of _____

Before me _____ on this day personally
appeared

_____ known to me (or proved to me on the
oath of

_____ or through _____ identity card or
other

document) to be the person whose name is subscribed to the foregoing instrument and
acknowledged to me that he executed the same for the purposes and consideration therein
expressed.

Given under my hand and seal of office this _____ day of _____, A.D.

SEAL

Notary Signature