

CHECK LIST
For
SITE PLAN

For Initial Submittal, please provide:

- _____ Completed Application
- _____ Letter of Approval from Architectural Review Board (if applicable)
- _____ Letter of Authorization from Property Owner
- _____ One Tax Receipt, (city and school taxes) from Dallas County, for each lot or tract of land involved in the Site Plan request.
- _____ 22 folded copies (24 x 36) of Site Plan for review
- _____ Description of property by metes & bounds, unless property has already been platted

Once staff review is complete and corrections are made, please submit:

- _____ 12 folded copies (11 x 17) of site plan for P & Z Commission meeting.
- _____ *Digital presentation materials (i.e., power point) for P&Z meeting.

****The City of DeSoto requires that all digital presentation materials (i.e., power point), for P&Z meetings, be provided to staff one (1) week prior to the actual meeting date and all presentations should not exceed ten (10) minutes in length.***