

**SUBMITTAL
ITEMS For
SITE PLAN**

For Initial Submittal, please provide:

- _____ Completed Application
- _____ 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.
- _____ Completed Site Plan checklist (Seperate item)

SITE PLAN CHECKLIST

GENERAL INFORMATION

- 1. Did the applicant submit a site plan and landscape plan?
- 2. Is the property platted? If not, which type of plat is required? View [DeSoto's Plat Directory](#) to find a previously approved plat.
- 3. Confirm zoning and that use is permitted. View the [DeSoto's Interactive Map](#) to determine the zoning on the property.
- 4. Confirm the property complies with PD or SUP requirements. If you know the PD or SUP Ordinance number, you can find a copy of the ordinance [here](#).
- 5. Verify the property complies with the building setbacks for the zoning on the property. View zoning district standards [here](#).
- 6. Addresses are assigned by the building department at the time buildings plans with the site plan and landscape plan are submitted to the City. Verify the site plan and landscape plan are referencing the assigned street address.

PARKING, PAVING AND SIGHT VISIBILITY STANDARDS

- 7. Verify the property complies with minimum parking requirements based on the land use and each parking space complies with the minimum parking and/or stacking dimensions (see [Section 38](#)).
- 8. Verify whether a loading space is required. Per zoning requirements, all retail, commercial, industrial, and service structures shall provide and maintain off-street facilities for receiving and loading merchandise, supplies, and materials within a building or on the lot or tract (see Section 38).
 - Along major thoroughfares, loading docks or overhead rolling steel doors shall not be constructed facing the front of the lot, unless such loading dock or overhead rolling steel doors are set back a minimum of seventy-five feet (75') from the right-of-way line of the street or highway on which said loading dock fronts and is visually screened from "line of sight" measured from a vertical height of five feet (5') from such major thoroughfare.
- 9. Verify driveways and drive aisles comply with minimum size requirements. See [Section V of the Paving Design Manual](#).
- 10. Verify the site plan shows curbs and parking blocks where required.

- All parking and loading spaces, and vehicle sales areas on private property shall have a vehicle stopping device installed so as to prevent parking of motor vehicles in any required landscaped areas, to prevent vehicles from hitting buildings, and to prevent any parked vehicle from overhanging a public right-of-way line, public sidewalk, or adjacent private property (see [Section 38](#)).
11. Confirm whether a refuse storage facility is provided, and adequate space is provided for the sanitation company to access and maneuver the site.
12. Verify whether fire lanes are labeled and comply with minimum width requirements see [Section IX of the Paving Design Manual](#).
13. Whenever an intersection of two (2) or more public rights-of-way occurs, a triangular visibility area, as described below, shall be created. Landscaping within the triangular visibility area shall be designed to provide unobstructed cross-visibility at a level between three (3) and six (6) feet.

LANDSCAPING STANDARDS

14. Verify the landscape plan shows the following criteria:
- Table with the species, size and spacing of plant materials (including groundcover) proposed on the site.
 - Layout and description of proposed irrigation system
 - A maintenance statement confirming that the property owner will maintain plants and irrigation system on site
15. At least 15 percent of the street yard shall be landscaped for any property with less than 250-feet of frontage along public right-of-way. The street yard shall be defined as the area between the building front and the front property line (see [Section 39](#)).
16. At least 20 percent of the street yard shall be landscaped for any property with more than 250 feet of frontage along a public right-of-way. The street yard shall be defined as the area between the building front and the front property line (see [Section 39](#)).
17. Along any major thoroughfare a 10-foot landscape buffer shall be provided with one tree every 40 linear feet street frontage (except light industrial and mixed-use zoning districts). All other streets shall observe a 5-foot landscape buffer (see [Section 39](#)).
18. Along any minor arterial a 5-foot landscape buffer shall be provided with one tree every 40 linear feet of street frontage (except light industrial and mixed-use zoning districts). All other streets shall observe a 5-foot landscape buffer (see [Section 39](#)).
19. Street frontage landscaping for properties zoned or used for industrial uses: Properties shall observe a 20-foot landscape buffer along major arterials and a 10-foot landscape buffer along all other streets and shall provide one every 30 linear feet of street frontage (see [Section 39](#)).

- 20. Street frontage landscaping for properties zoned or used for mixed-use: Properties shall observe a 10-foot landscape buffer along all street types (major, minor or collector) and shall provide one tree every 30 linear feet of street frontage (see [Section 39](#)).
- 21. Perimeter Landscaping: Whenever an off-street parking area or vehicular use area abuts an adjacent property line, a perimeter landscape area of at least five feet (5') shall be maintained between the edge of the parking area and the adjacent property line, except for mixed use zoned districts (see [Section 39](#)).
- 22. Residential adjacency: Whenever the adjacent property is used or zoned for residential use, a 10-foot landscape buffer shall be provided along the shared property line and one tree every 40 linear feet shall be provided within the landscape buffer (except for mixed use zoned districts). Refer to Section 41 for additional screening wall requirements (see [Section 41](#)).
- 23. Industrial adjacency: If an industrial use abuts a residential land use and the two uses are not separated by a public street, then a sixty-foot (60') landscaping buffer with two rows of large trees.
 - Tree rows shall be separated by thirty feet (30') from each other and be parallel to the property line. For each row, trees shall be planted at thirty-foot (30') intervals and be offset fifteen feet (15') from the other tree row. No outside storage or parking is allowed within the buffer area.
- 24. In addition to street yard landscaping at least 16 square feet of landscaping shall be provided for every parking space provided (see [Section 39](#)).
- 25. There shall be a landscaped area with one tree every 60 feet of parking area (see [Section 39](#)).
- 26. There shall be a minimum of one (1) tree planted in the parking area for every ten (10) parking spaces within parking lots with more than twenty (20) spaces (see [Section 39](#)).
- 27. A landscape island shall be located at the terminus of all parking rows and should contain at least one tree (see [Section 39](#)).
- 28. Landscape island should generally be a parking space in size and shall be no less than 50 square feet in area (see [Section 39](#)).
- 29. Parking lot screening: At least seventy-five percent (75%) of the frontage of parking lots, adjacent to a public right-of-way, within the street yard, shall be screened from public streets with evergreen shrubs attaining a minimum height of three feet (3') or a low masonry wall of equal height (see [Section 39](#)).
- 30. Landscape island should generally be a parking space in size and shall be no less than 50 square feet in area (see [Section 39](#)).

SCREENING STANDARDS

- 31. Residential adjacency to SF, 2F or PD (w/ residential zoning): A solid brick or masonry screening wall of not less than six feet (6') nor more than eight feet (8') in height shall be erected on the property line separating these districts (see [Section 41.2.A](#))
- 32. Refuse facilities: Refuse storage areas, not within a screened rear service area which are visible from a public right-of-way for all nonresidential, multi-family and mobile home park uses shall be visually screened by a six-foot (6') solid masonry wall on all sides except the side used for garbage pickup service, such side shall provide a gate (see Illustration 11 for gate design). See [Section 41.2.E](#).
- 33. Open storage: Open storage of materials, commodities, or equipment (see Section 36 Zoning Districts permitting outside storage) shall be screened with a minimum six-foot (6') fence or wall (see [Section 41.2.C](#))
- 34. Mechanical equipment: All nonresidential uses shall screen all mechanical, heating and air conditioning equipment from public view and/or adjacent residential property. Public view is considered any area which can be seen from a public street (See [Section 41.2.F](#)).
- 35. Loading Spaces: All loading and receiving areas shall be completely screened from public view by one or a combination of the following:
 - Screening with live plant materials which attain a height of at least six feet (6') in three years. Where screening plants do not completely screen trucks, a combination of screening plants and trees shall be used as shown in Illustration No. 16. Only materials in Appendix A-5 shall be considered
- 36. Detention Ponds: All detention ponds shall be screened with a live, continuous screen of evergreen trees and shrubs. Landscaping shall be a minimum of two rows of plant materials such that a dense screen is created that will block the view of the pond and all concrete inlet and outlet structures from the view of motorists on city streets and from residential neighborhoods.