



972.230.9622

211 E. Pleasant Run Road, DeSoto, TX 75115-3939

desototexas.gov

SITE PLAN REVIEW CHECKLIST

Complete and submit the following checklist.

Site Plan Review application require:

- ☐ A complete application. **SEE PAGE 3 Titled "SITE PLAN REVIEW APP.."**
- ☐ Have you submitted, with your application, certified copies of any instrument that contains a restriction on the uses of or on construction on the affected property? Examples include deed restrictions, easements, parking agreements, etc.

☐ Yes

☐ No, not applicable

☐ Site Plan showing:

- 1 folded copy at 24 x 36
- All buildings and structures including square footage. Plans must indicate building extremities i.e. balconies, awnings, etc.
- Construction type as defined in the Zoning Ordinance
- Parking spaces and parking calculations
- Street and drive approaches
- Property lines
- Easements
- Indicate whether the building has fire sprinklers
- Fire lanes
- Fire hydrants
- Fences and gates
- North arrow
- Scale (all plans must be drawn to scale)

☐ Landscape Plan:

- 1 folded copy at 24 x 36
- All buildings and structures and parking lot
- Location of all existing protected trees (tree survey)
- Proposed location of landscaping
- Landscaping analysis
- Location of utility lines and easements including water/sewer and overhead lines
- Scale (All plans must be drawn to scale)

****The above plans may be combined sheet IF the total size of the request is under 0.5 acres****

— *So much to love* —

DeSoto City Planning and Zoning



972.230.9622

211 E. Pleasant Run Road, DeSoto, TX 75115-3939

desototexas.gov

☐ Elevation Plan:

- 1 folded copy at 24 x 36
- Showing all elevations
- Scale (All plans must be drawn to scale)

Please note that, in addition to the items listed above, all plans will be reviewed for compliance with the Zoning Regulations as set forth in the City of DeSoto Code of Ordinances.

ADDITIONAL REQUIRED DOCUMENTS:

- ☐ Receipts showing all City of DeSoto property taxes have been paid
- ☐ Survey with metes and bounds description
 - (Required for each lot)
- ☐ Application fees
 - (Cashier's check or money order made payable to City of DeSoto)
- ☐ Digital Submittal
 - (All application materials provided on a flash drive)
- ☐ Letter of Intent
- ☐ Tree Mitigation Application
 - Only required if there are trees on the property
 - **To be reviewed & invoiced after Site Plan Review is completed.**



972.230.9622

| 211 E. Pleasant Run Road, DeSoto, TX 75115-3939

| desototexas.gov

SITE PLAN REVIEW APPLICATION

THE FOLLOWING INFORMATION IS REQUIRED. FAILURE TO PROVIDE ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION PACKET BEING RETURNED AS INCOMPLETE.

Applicant/ Contact Person: _____ **Phone No.:** _____

Address: _____ **Email Address:** _____

Owner's Name: _____ **Phone No.:** _____

Address: _____ **Email Address:** _____

Description of Property

Subdivision: _____ **Lot No.:** _____ **Block No.:** _____

Lot No.: _____ **No. Acres:** _____ **Abstract No. & Tract (s):** _____

Street Address/Location: _____

Current Zoning: _____

Intended use of property: _____

Fee: Non-refundable Fee of \$2200.00
(Fees are due at the time of submittal)



972.230.9622 | 211 E. Pleasant Run Road, DeSoto, TX 75115-3939 | desototexas.gov

Property owner must sign application or submit letter of authorization

Applicant Signature Date Owner Signature Date

Applicant Printed Name Owner Printed Name

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

Staff Use Only: City Receipt #: _____

Application Date: _____ Case #: _____

Case Manager: _____ P&Z Date: _____ CC Date: _____

— *So much to love* —
DeSoto City Planning and Zoning