



Substantially Conforming Site Plan Checklist

The following is a partial listing of requirements for substantially conforming site plan applications as found in Plano's development regulations and policies. A completed checklist must be submitted with each application. Applicants shall indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of application and/or delay of substantially conforming site plan approval. Adopted within Section 1.900 (Design Standards and Specifications) of the Zoning Ordinance.

Bold references following each checklist items refer to the Zoning Ordinance subsection.

Section 1 - Substantially Conforming Site Plan Standards *(check if provided; indicate N/A if not applicable)*

Substantially conforming site plans are minor amendments to existing site plans. *A current approved site plan or revised site plan shall be used as the base sheet.* Substantially conforming site plans shall comply with the following standards:

- 1.1 Proposed building revisions/expansions are less than 1,000 gross square feet in area. **Sec. 3.100.6**
- 1.2 Proposed building revisions/expansions are no closer to residential properties than current buildings. **Sec. 3.600**
- 1.3 Building revisions/expansions do not increase the height of the building. **Sec. 3.600**
- 1.4 Parking lot revisions/expansions are 20 spaces or less. **Sec. 3.100.3F**
- 1.5 Plan has not been amended using the substantially conforming site plan process more than twice since the last site plan or revised site plan was approved. **Sec. 3.100.6**
- 1.6 Adding emergency electrical generators, open storage, solid waste container/compactor enclosures, and/or network nodes. **Sec. 3.100.6**

Section 2 - Plan Format & General Standards *(check if provided; indicate N/A if not applicable)*

Plan graphics shall comply with the following plan format and general standards:

- 2.1 Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blue-line copies will be accepted. **Sec. 3.400.3B**
- 2.2 Plan is clear and legible. **Sec. 3.100.6**
- 2.3 The building and/or parking expansions/revisions are "clouded." Number (label) each expansion/revision and place the number within a triangle (delta). **Sec. 3.100.6**
- 2.4 A revision table is provided that states the number, brief description, and date of each expansion/revision. **Sec. 3.100.6**
- 2.5 The site data summary table is revised/updated to reflect expansions/revisions. **Sec. 3.100.6**

Section 3 - Requirements for Adding Emergency Electrical Generators *(check if provided; indicate N/A if not applicable)*

- 3.1** Emergency electrical generators must be shown and labeled. Fuel type and tank capacity must be labeled. Location for refueling vehicles must be indicated. Add note: "Tentative location of emergency electrical generator. Location may change subject to compliance with zoning, building, fire, and noise regulations." **Sec. 3.100.6**

Section 4 - Requirements for Adding Open Storage *(check if provided; indicate N/A if not applicable)*

- 4.1** Open storage location, size of area, and screening must be labeled. **Sec. 19.100.1**

Section 5 - Requirements for Adding Solid Waste Container/Compactor Enclosures *(check if provided; indicate N/A if not applicable)*

- 5.1** Include enlarged plan and perspective-view insets to show, label, and dimension solid waste container enclosures (required to accommodate 2 containers per lot). Provide interior dimensions and label enclosure screening "Seven-foot masonry screening wall to match building with seven-foot solid metal gates" per City of Plano Site Design Standards for Solid Waste Containers Manual (available online). **20.400**
- 5.2** Include enlarged plan and perspective-view insets to show, label, and dimension trash compactors. Label compactor screening "Eight-foot masonry screening wall to match building with eight-foot solid metal gates" per City of Plano Site Design Standards for Solid Waste Containers Manual (available online). **Sec. 20.400**

Section 6 - Requirements for Adding Network Node(s) *(check if provided; indicate N/A if not applicable)*

Sec. 3.100.6 & 15.200.4A.vi

The following must be included directly on the substantially conforming site plan if proposing network node(s) located outside of the city right-of-way:

- 6.1** Enlarged plan-view inset of network node lease area to scale that includes information concerning the:
- 6.1a** Support structure type, material, and dimensions.
 - 6.1b** Finished color and alternative design standards. **Sec. 15.200.4A.iv**
 - 6.1c** Screening type, material, and dimensions.
 - 6.1d** Distance between the proposed support pole and the nearest residential unit and/or residential zoning district boundary line. **Sec. 15.200.4A.iv**
 - 6.1e** Volume in cubic feet of each antenna attached.
 - 6.1f** Volume in cubic feet of all other wireless equipment associated with the structure (including wireless equipment associated with the antenna and any pre-existing associate equipment on the structure)
- 6.2** Enlarged profile-view inset of the support pole to scale with the height to tallest point of pole from adjacent ground level, the material, the depth and manner of pole embedment underground, the orientation of the pole, and all other equipment mounted to proposed pole shown and labeled.

- 6.3** Label latitude & longitude (in decimal degrees to the 6th place) of proposed network node.

Other documents included with the substantially conforming site plan application if proposing network node(s) located outside of the city right-of-way:

- 6.4** An inventory or map of existing network nodes, associated equipment, and/or sites previously approved for such within 1500 feet of the proposed network node, including specific information about the location, height, and design of each support pole. The separation distance between the proposed network node and existing/previously approved network nodes must be noted. **Sec. 15.200.4A**
- 6.5** A notarized statement from the applicant that the proposed support pole can accommodate the site sharing of additional antennas. **Sec. 15.200.4A.iii.e**
- 6.6** An application for a Certificate of Appropriateness if proposed in a Heritage Resource Overlay District or on a Heritage Resource designated property. **Sec. 15.200.5F.vi & 11.700.5B**

Section 7 - Documents Required for Network Nodes located on City-Owned Property *(check if provided; indicate N/A if not applicable)*

Sec. 3.100.6, 15.200.4A.vi, & 15.200.8

For network nodes proposed on a City-owned facility or water tower:

- 7.1** Detailed engineering plans & installation drawings that show the size/weight/color, conduits and communications cabling, and all other physical specifications of the proposed equipment including what is needed to meet its power requirements.
- 7.2** Signed and sealed structural analysis from structural engineer stating the existing structure has load capacity for the proposed equipment. If on an elevated storage tank, include a letter from the tank manufacturer.
- 7.3** Rendering of the proposed equipment. Include existing painted logos on elevated storage tank to ensure no conflict visually with proposed equipment and existing tank markings.
- 7.4** The network node will require its own electrical service, separate and apart from the City-owned facility's electrical service. This may require the filing or plating of an electrical easement. If an easement is needed, proof of this easement is required for a complete application.
- 7.5** A third-party review by a waterproofing consultant, and inspection by the consultant at the vendor's expense to verify building envelope integrity is required.

For network nodes proposed on Parks property, first ensure that it is in compliance with the Commercial Antennas on Park Property Policy (<https://www.plano.gov/3394/Commercial-Antennas-on-Park-Property>) then:

- 7.6** Show, label, and dimension the location of any ground equipment, construction access, and maintenance access. Trails may not be used as an access route.
- 7.7** Written permission from the tower owner.
- 7.8** Per Chapter 26 hearing requirements, a letter or statement explaining why there is no reasonable or prudent alternative to the site requested.