



CITY OF GRAPEVINE

Site Plan Checklist

The following is a partial listing of requirements for site plan applications as found in Grapevine's development regulations and policies. A completed checklist must be submitted with each application. Applicants must indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of the application and/or delay of concept plan approval.

Section 1 - Plan Format & General Standards *(check if provided; indicate NA if not applicable)*

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

- Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blueline copies will be accepted.
- Plan is clear and legible. Use a variety of line types and line weights. Do not use grey-scale shading; use stipple shading instead. Offsite information and onsite existing conditions may be screened for clarity.
- Permissible scale for plan is engineer scales 1" = 10', 20', 30', 40', or 50'. A 1" = 60' or 100' scale may be used with prior approval. Architectural scales are not acceptable.
- Title block shall be in the lower, right-hand corner of the plan. The title block shall contain: plan type; project name (subdivision name, lot and block designations); gross acreage; city, county and state name; survey and abstract name; and date of preparation.
- Provide the appropriate Signature/Approval [block](#) above the Title Block. (available online)
- Label company name, preparer name, address, and phone number of plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block.
- Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- Orient plan so that north is to the top or left-hand side of sheet.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Provide a vicinity map in the same orientation of plan showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one-mile radius of site.
- State purpose of request (e.g., "The purpose of this Site Plan is _____.")
- Provide a site data summary [table](#) (available online).
- Provide the City of Grapevine general [notes](#) (available online).

Section 2 - Site Information *(check if provided; indicate NA if not applicable)*

For the proposed site, provide the following:

- Show current and proposed property boundaries/lot lines. Label approximated boundary distances.
- If development is to be phased on site, show phases and sequencing of development.
- Label proposed lot and block designations.
- Label approximate lot area for each lot in acres and square feet.
- Show and label front, side, and rear yard building setbacks.

- Show and label existing and proposed buildings. Provide general building dimensions and distances between buildings.
- For each building, label proposed use, gross building area (square feet), building height (# of stories), and building height (in feet to tallest element of the building).
- If proposed lot is adjacent to or contains 100-year developed floodplain, label each building's minimum finish floor elevation.
- Show, label, and dimension visibility triangles and corner clips at driveways and intersections.
- Show, label, and dimension drive-through lanes including all stops (menu boards, windows, etc.) and stacking and escape lanes.
- Dimension property boundaries to nearest intersecting streets or driveways.
- Show and label existing topography at 2-foot contours referenced to sea-level datum.
- Show and label floodplains, drainage ways, and creeks.
- Show parking areas. Label as existing or proposed. Label pavement construction (e.g., asphalt, concrete, etc.). Dimension parking spaces and label number of spaces per tier of parking. Show and label accessible parking spaces including accessible passenger loading zones and routes.
- Show and label offsite parking. Dimension distance from offsite parking to nearest lot line of site.
- Show, label, and dimension required off-street loading spaces.
- Show and label landscape areas.
- Show, label, and dimension (width) of required landscaped front yard, buffer yards, and areas within parking areas.
- Show existing and proposed water utilities and associated easements. Dimension easement widths. Label line sizes. Show and label water meters and provide identification symbols. Show and label valves, Fire Department connections, fire hydrants, detector check vaults, and other associated structures.
- Show existing and proposed sanitary sewer utilities and associated easements. Dimension easement widths. Label line sizes. Label cleanouts, manholes, and other associated structures.
- Show existing and proposed storm sewer utilities and associated easements. Dimension easement widths. Label line sizes. Label culverts, inlets, junction boxes, and other associated structures.
- Show and label vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed. Shade fire lanes with a ten percent stipple pattern.
- Show a minimum of two points of access (one is direct street access and one is to a median opening).
- Show cross-access circulation lanes are provided between lots.
- Show and label 100-year FIRM floodplain.
- Show and label floodway and drainage easement.
- Show and label structural and nonstructural storm water controls/best management practices.
- Show, label, and dimension open storage and vehicle storage areas including required screening and pavement construction (e.g. asphalt, concrete, etc.)
- Show and label above ground and underground fuel storage tanks. Label fuel tank capacities.
- Show and label emergency electrical generators. Label fuel type and tank capacity. Indicate location for refueling vehicles. Add note: "Tentative location of emergency electrical generator. Location may change subject to compliance with zoning, building, fire, and noise regulations."
- Show area for a refuse and recycling container enclosure per lot. Provide interior dimensions and label enclosure screening height and material(s).
- Show, label, and dimension trash compactor enclosure areas. Label compactor screening height and material(s).
- Show and label type and height of screening walls, retaining walls, headlight screens, and/or living screens. For living screens, state plant type, size, and spacing.
- Show and label type and height of fences and gates.

Section 3 - R.O.W., Street Design, and Access Information Continued

(check if provided; indicate NA if not applicable)

- Show public, semi-private, and private streets. Show and dimension approximate R.O.W. and/or easement widths. Label as existing or proposed.
- Show and dimension median openings. Label as existing or proposed. Dimension approximate distances between median openings and distances to nearest offsite median openings.
- Show and dimension left turn lanes and deceleration lanes with associated storage and transition areas. Label as existing or proposed.
- Show driveways. Label as existing or proposed. Dimension driveway throat widths and approximate distances between driveways and intersecting streets.
- Show and label existing topography at 2-foot contours referenced to sea-level datum.
- Show, label and dimension on-street parking. Label as existing or proposed.
- Show and dimension sidewalks and barrier-free ramps. Label as existing or proposed.

Section 4 - Adjacent Property Information *(check if provided; indicate NA if not applicable)*

For properties contiguous to the site and for properties across R.O.W. contiguous to the site, provide the following:

- Show, label, and dimension the portion of previously approved site plans within 50 feet of the site boundary and within 50 feet of R.O.W. contiguous to the site boundary.
- For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot.
- For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- Label zoning and land use per City of Grapevine's permitted uses for each lot and parcel.
- Show and label existing topography at 5-foot contours referenced to sea-level datum.
- Show and label existing and proposed buildings, landscape areas, and parking areas. Label parking area construction (e.g., asphalt, concrete, etc.).
- Show vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed. Shade fire lanes with a ten percent stipple pattern; do not use grey-scale shading. Dimension pavement widths, R.O.W. and/or easement widths, driveway throat widths, radii, and distances between driveways and intersecting streets. Label pavement construction (e.g., asphalt, concrete, etc.).
- Show, label, and dimension water, sanitary sewer, and storm sewer utilities. Label as existing or proposed.
- Show, label, and dimension easements. Label as existing or proposed. Provide recording information for existing easements.