



## Concept Plan Review Checklist

*The use of City of Farmersville administrative forms, checklists, and routing sheets shall not relieve the applicant from following the rules, standards, ordinances, and laws governing the City of Farmersville.*

Name of Subdivision	
Owner	
Reviewed By	
Date	

*Place "X" or check mark in appropriate box. Place "N/A" in boxes where the line item is "not applicable".*

Preapplication Conference	
	Review application form to confirm applicant requested and attended pre-application conference with appropriate City officials.
	Verify of proper zoning
Submission Materials	
	Six copies of plan. Dimensions should be 24" X 36".
	Original certified tax certificate
	Utility service provider letters
	Proof of land ownership document
	Electronic version of plan on CD (.PDF and .DWG)
	Governmental (TxDOT, Collin County, etc.) approval for major thoroughfare access such as driveway
	Farmersville Independent School District (FISD) accommodation letter (high impact residential or multi-family only)
	Development schedule
	Copy of covenants, conditions, restrictions, and agreements
	Traffic study (as required by City Engineer)
General	
	Date of preparation. Revision letter suggested.
	The plat shall state the name, address, and telephone number of the owner
	The plan shall state the name, address, and telephone number of the surveyor and/or engineer
	Indicate the total acreage and legal description

	Provide a small scale vicinity map on the plan indicating the location of the subdivision in relation to other subdivisions major roads, towns, cities, counties and/or topographical features. Indicate city limits and/or ETJ or indicate by note all within city limits or ETJ
	Provide north arrow and scale (both graphical and written)
	Contours with intervals of two (2) feet or less
	Indicate the location of creeks, rivers, washes, gulleys, ponds, wells, lakes and wetlands in addition to any floodway and one hundred (100) year floodplain within the property
	Indicate trees over 6” in caliper
	Indicate the location of any groves or stands of trees or wooded areas including any majestic or historic trees
	Indicate any places, natural features, or structures of local or historic significance
	Indicate any areas of existing impervious coverage and the location of any transitions from natural land to impervious surface
	Lot and block numbering are provided and match the legal description of the property
	Include a metes and bounds description of the overall tract
	Indicate a conceptual representation of proposed uses and general representation of proposed improvements
	Identify all areas to be dedicated to the City or to have public easements
	Locate all proposed screening between the site and adjacent property
	Indicate each phase of development if separate phases are proposed
	Indicate the location of collector roadways proposed within the development, right-of-way widths, and the location of collector access points to abutting or adjoining streets and highways