



City of Melissa  
3411 Barker Avenue  
Melissa, Texas 75454  
Phone: (972) 838-2036

Engineering Site Plan Pre-Submittal Form

Developer/Consultant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Proposed Addition Name: \_\_\_\_\_ Acres: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ No. of Lots: \_\_\_\_\_

**Property Owner's Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

By signing below, I agree and certify as follows: I am the sole current owner of record of the real property described above or I am the authorized agent of the owner and have legal authority to bind the owner to these terms as the owner's lawful representative under Texas law or as evidenced by the attached, notarized authorization from the owner of record of such real property. This form is being submitted with the property owner's consent, and the information contained herein is true and correct.

I further acknowledge and agree on behalf of myself, my firm (if applicable) and the property owner that:

- The submission of this form does not constitute the filing of an application for approval of a "plat" or "plan" pursuant to Chapter 212 and/or Chapter 245 of the Texas Local Government Code. Rather, it constitutes a request to the City staff of the City of Melissa to engage in an informal, pre-submittal process prior to the filing of an official application for approval of a "plat" or "plan."
- Neither this form nor the pre-submittal process sought herein shall be subject to Chapter 212 and/or Chapter 245 of the Texas Local Government Code. To the extent that Chapter 212 and/or Chapter 245 of the Texas Local Government Code apply, all rights and protections thereunder are hereby waived.
- This request is voluntarily submitted, and an official application for approval of a "plat" or "plan" may be filed at any time.

THE PROPERTY OWNER AND DEVELOPER/CONSULTANT COMPLETING THIS FORM HEREBY AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY OF MELISSA AND ITS CITY COUNCIL MEMBERS, OFFICIALS, EMPLOYEES, AGENTS AND REPRESENTATIVES OF AND FROM ANY CLAIMS, DEMANDS, LAWSUITS AND COSTS ARISING OUT OF OR RELATED TO THE SUBMISSION OF THIS FORM, THE REQUEST FOR THE PRE-SUBMITTAL PROCESS SOUGHT HEREIN AND/OR THE WAIVER OF RIGHTS AND PROTECTIONS SET FORTH HEREIN. I acknowledge that any inaccurate information in this form may be cause for rejection of this form and/or cancellation of any pre-submittal process commenced in connection with this form. I sign this form voluntarily as my own free act, with full knowledge of its significance and legal effect, intending to be legally bound thereby.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**PART I. ENGINEERING SITE PLAN PRE-SUBMITTAL (To be completed by City of Melissa)**

- Completed Engineering Site Plan Pre-Submittal Form
- Fees (Based on Fee Schedule) - Check made out to City of Melissa
- Copy of Approved Plat
- The following plans shall be submitted with the site plan application and approval is necessary prior to final authorization for development:
  - General Development
  - Engineering plans, including but not limited to, utility, paving, drainage and site layout plans;
  - Traffic impact analysis, if required;
  - Tree preservation plan, if required;
  - Traffic circulation study, if required;
  - Landscape plan/tree survey;
  - Flood study, if required;
  - Façade plan; or
  - Other approvals as required by ordinance or resolution.
- Completed Part II.
- Electronic copies of documents and supporting documents (CAD and PDF).
- Re-submittals shall include:
  - Electronic copies of the entire resubmittal scanned at full size.

**PART II. CHECKLIST PERTINENT TO DRAWINGS – ENGINEERING SITE PLANS:**

**The following is provided for informational purposes only. The official Engineering Site Plan application shall require the following, as applicable:**

**Sheets Required**

- Cover Sheet
- Final Plat (if easements or right of way dedications are required)
- Engineering Site Plan
- Landscape and Irrigation Plan
- Utility Plan
- Paving Plan
- Grading Plan
- Drainage Plan
- Sign Coordination Plan, if applicable
- Fence/Screening Wall Plan, if applicable

**General Requirements:**

**(Applicable) (N/A)**

- ( ) ( ) a. The engineering site plan shall be drawn to a scale of twenty (20), forty (40), sixty (60), or one hundred (100) feet to the inch, unless otherwise agreed to in writing by the City Engineer prior to submission of the plans.
- ( ) ( ) b. All other plan sheets shall be drawn at a scale of twenty (20) to forty (40) feet to the inch, unless otherwise agreed to in writing by the City Engineer prior to submission of the plans.
- ( ) ( ) c. Sheets shall be 24" by 36"
- ( ) ( ) d. Each sheet plan shall have a north point (oriented to the top or right of the sheet) with a graphic scale of the sheet
- ( ) ( ) e. Each sheet shall be sealed and signed by a registered professional engineer (draft for draft submittals and sealed for final submittals)

**(1) Title block information:**

A title block containing the following information shall be located in the lower right hand corner of all drawings except the cover sheet.

- ( ) ( ) a. existing zoning
- ( ) ( ) b. proposed zoning
- ( ) ( ) c. drawing scale
- ( ) ( ) d. date (dates of revision are also to be added with each modified set of plans)
- ( ) ( ) e. acreage of the site
- ( ) ( ) f. names, addresses, and phone numbers of the owner, developer and land planner, engineer, and surveyor, as appropriate
- ( ) ( ) g. tract designation, abstract, and other description according to the land records of Collin County; or lot, block, and name of subdivision as filed in the land records of Collin County
- ( ) ( ) h. project name
- ( ) ( ) i. sheet name and designation

**(2) Cover Sheet**

All engineering site plans shall include a cover sheet which includes the following information:

- ( ) ( ) a. project name

b project address

c existing zoning

**(Applicable) (N/A)**

d proposed zoning (if proposed differently than existing)

e lot, block, and name of the subdivision

f date (dates of revision are also to be added with each modified set of plans)

g acreage of the site

h names, addresses, and phone numbers of the owner, developer and land planner, engineer, and surveyor, as appropriate

i tract designation, abstract, and other description according to the land records of Collin County; or lot, block, and name of subdivision as filed in the land records of Collin County

j sheet index which indicates the revision date of each drawing submitted.

k month, day, and year of the date of submittal,

l city staff and utility company signature block

m location map of the site at a scale of one inch to two thousand (2,000) feet showing existing and proposed major features covering an area of at least one mile in all directions from the proposed site.

**(3) Final Plat of Property:**

Submit an approved final plat prepared in accordance the City of Melissa Subdivision for Ordinance if easement or public right of way dedications are required.

**(4) Engineering Site Plan**

The intent of Engineering Site Plan is to demonstrate compliance with provisions of City of Melissa Ordinances, including, but not limited to City of Melissa Building and Construction; Zoning; and Subdivision Regulations. If utility and drainage easements, dedication of streets, alleys, and other public improvements required to meet the standards for the platting of land are necessary, site plans shall be accompanied by a plat to record easements and dedications in the land records of Collin County, Texas. Any and all plots, tracts, or lots must be provided access via a public street or drive.

The following is a checklist for items that shall be included, as applicable, on each Engineering Site Plan submitted for review. IT SHALL BE THE RESPONSIBILITY OF THE ENGINEER/ PROJECT MANAGER IN CHARGE OF PLAN PREPERATION TO REVIEW PLANS FOR COMPLIANCE PRIOR TO SUBMITTAL.

**CHECK ALL THAT APPLY:**

**(Applicable) (N/A)**

The engineering site plan is used to demonstrate compliance with all City of Melissa building and construction zoning ordinances, as applicable to site planning. The Engineering Site Plan shall be limited to and contain only the following information:

Variances from applicable building and construction and zoning ordinance shall be listed in tabular form along with the specific requirement for which the variance is requested.

Provide the General Purpose and Description statement of the property zoning above the titleblock.

Identify the proposed use from the Schedule of Uses found in Section 20 of the Zoning Ordinance. If the intended use does not match any use listed in Section 20 of the Zoning Ordinance, propose a zoning classification. City council will make the ultimate determination regarding the zoning district or districts within which such use should be permitted.

**(5) Building and Construction Code**

**Building and Construction Code Section 3.200 - Building Permits Required**

The following permits/fees related to site development may apply. Additional permits related to construction of improvements may apply.

(Applicable) (N/A)

- Demolition Permit
- Irrigation Permit
- Fence Permit
- Underground Fuel Storage Tank Permit
- Sidewalk, Driveway, & Culvert Installation Permit
- Sign Permit
- Street Excavation Permit
- Water impact fees
- Sewer impact fees
- Roadway impact fees
- Road escrow fees

**Building and Construction Code Section 3.300 – Building Setback Lines**

- Building Setback Lines

**Building and Construction Code Section 3.400 – Curbs and Gutter Construction Standards**

- Concrete Curb and Gutter on City Streets

**Building and Construction Code Section 3.500 – Sidewalk, Driveway, and Culvert Installations**

- Sidewalk, Driveway, and Culvert standards

**Building and Construction Section 3.600 – Flood Prevention Regulations**

In order to create a permanent record, incorporate the following information into the Engineering Site Plan:

- Elevation of the lowest floor of all new and substantially improved structures certified by a registered professional engineer or architect;
- Elevation in relation to mean sea level to which any non-residential structure shall be flood-proofed;
- A certificate from a registered professional engineer or architect that the non-residential flood-proofed structure shall meet the flood-proofing criteria of 3.618(b) of the Building and Construction code of the City of Melissa;
- Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development;
- Enclosure water-proofing requirements per 3.618(c);
- Standards for Areas of Shallow Flooding (AO/AH Zones) are met per 3.620(b),
- Provide drainage paths around structures on slopes in AO/AH Zones to guide flood waters around and away from proposed structures.
- Encroachment of floodways is prohibited.

**Building and Construction Code Section 3.700 – Fence Regulations**

( ) ( ) Type of fence (i.e., style, material, and design);

( ) ( ) Height of fence;

**(Applicable) (N/A)**

( ) ( ) Graphic outline of the entire property and improvements (structures) thereon with proposed fence being clearly indicated;

( ) ( ) Rear yard requirements – eight foot maximum except tennis courts – ten foot maximum; five foot dog-ear required at driveway intersection with alley;

( ) ( ) Side yard requirements - eight foot maximum height;

( ) ( ) Front yard requirements – Only decorative fence (e.g., wrought iron, wood, masonry) may be erected in the front yard building set back area, and only if the following requirements are met: (1) no front yard fence shall be erected to a height of greater than three (3) feet above the finished lot grade; (2) Front yard fence material shall not be of wire, mesh, or chain link. Samples of all other materials to be used shall be approved by the City building official; (3) The solid area of the front yard fence shall not exceed fifty (50) per cent of the total area of the fence, with no massing of solid material widths greater than six (6) inches, except for corners or posts; (4) no front yard fence shall be constructed on a corner lot that does not afford proper visual clearance approved by the City building official for traffic approaching the intersection in either direction. Proper visual clearance shall be maintained for a distance of not less than thirty (30) feet on each street.

( ) ( ) Reverse frontage corner lot requirements – no closer than 15 feet in side yard adjacent to side property line or at a height greater than eight feet.

( ) ( ) If barbed wire is used, the lowest strand shall not be less than six and one-half (6 ½) feet above ground level.

**Building and Construction Code Section 3.1000 – Sign Regulations**

( ) ( ) Signs shall comply with the Sign Specifications and Design requirements of Section 3.1007.

( ) ( ) Sign measurements shall comply with size requirements as determined by Section 3.1008.

( ) ( ) Specify type of sign as defined in Sections 3.1009 – Permissible signs requiring issuance of a sign permit

- \_\_\_\_\_ a. Awning Sign
- \_\_\_\_\_ b. Awning Sign Attachments
- \_\_\_\_\_ c. Canopy Sign
- \_\_\_\_\_ d. Charity-Civic Event Sign
- \_\_\_\_\_ e. Commercial Real Estate Sign (CRES)
- \_\_\_\_\_ f. Grand Opening Balloons and/or Balloon Arrangements
- \_\_\_\_\_ g. Grand Opening Signage
- \_\_\_\_\_ h. Inflatable Device Sign (IDS)
- \_\_\_\_\_ i. Kiosk (Panel) Signs (KPS)
- \_\_\_\_\_ j. Menu Board Sign
- \_\_\_\_\_ k. Model Home Sign
- \_\_\_\_\_ l. Monument (Individual) Sign (MIS-1)
- \_\_\_\_\_ m. Monument (Internal) Sign (MIS-2)
- \_\_\_\_\_ n. Monument (Unified Development) Sign (UDMS)
- \_\_\_\_\_ o. Movement Control Signs

- \_\_\_\_\_ p. Mural
- \_\_\_\_\_ q. Project/Development Signs (PDS)
- \_\_\_\_\_ r. Projecting Signs
- \_\_\_\_\_ s. Roof (Secondary) Signs
- \_\_\_\_\_ t. Sandwich Board Signs
- \_\_\_\_\_ u. Subdivision Identity Signs
- \_\_\_\_\_ v. Subdivision Monumentation
- \_\_\_\_\_ w. Temporary promotional banners, posters, pennants
- \_\_\_\_\_ x. Wall Sign
- \_\_\_\_\_ y. Scoreboards
- \_\_\_\_\_ z. Weekend Directional Sign

( ) ( ) All signs within the City of Melissa and its extraterritorial jurisdiction shall be erected, displayed, altered and reconstructed in conformance with the requirements of the Comprehensive Code of Ordinances, Chapter 3, Article 3.1000 Sign Regulations.

**Section 3.1018 Sign Coordination Plan**

- ( ) ( ) Sign coordination plan is required for consideration by the Planning and Zoning Commission.
- ( ) ( ) Elevations of signs illustrating the material of construction, colors, lighting, font of letters, and dimensions of signs. If the sign is to be attached to a building, the elevation shall be a composite of the sign and the building.
- ( ) ( ) Elevations depicting the size of the signs in relation to the size of the buildings within the development;
- ( ) ( ) A detailed plan of the site, illustrating the location of existing and proposed signs on the property and the properties within 200 feet of the site along the nearest right of way to the proposed sign.
- ( ) ( ) Other information to illustrate the consistency and uniformity of the signs.
- ( ) ( ) For unified development signs, the sign coordination plan shall identify a unified development zone. All property owners located within a proposed zone must submit notarized letters to the City authorizing the creation of the unified developments
- ( ) ( ) The sign coordination plan shall be submitted to the City for review with a concept plan, preliminary site plan, site plan and/or final plat of the property.
- ( ) ( ) A sign coordination plan required of specified signs shall be submitted to the Planning and Zoning Commission who will forward their recommendations to the City Council for action.

**Building and Construction Code Section 3.1100 – Street Excavations**

- ( ) ( ) Identify proposed street, alley or easement location where any excavation, cut, or bore is proposed.
- ( ) ( ) All street or alley cuts or bores shall be repaired per City of Melissa Standard Details.

**Building and Construction Code Section 3.1200 – Off-Street Parking Requirements**

- ( ) ( ) Off street parking requirements shall comply with the zoning ordinance. Required parking must be paved concrete, or it may be pervious concrete or other materials with approval of the City (Comprehensive Zoning Ordinance, Section 22.2(b)).

**Building and Construction Code Section 3.1300 – Building Numbers**

( ) ( ) All building numbers fronting on any street or alley in the City shall be numbered in some conspicuous place that can be clearly seen from the street or road fronting such property. Show proposed location of building numbering.

**(6) Fire Protection Code**

**(Applicable) (N/A)**

( ) ( ) Marking of fire lanes or fire apparatus roads on public or private property within the City of Melissa shall be in accordance with the requirements of the 2009 IFC with COG Amendments Option B and at the direction of the Fire Chief. Fire lanes and fire apparatus access roads shall be marked with approved signs or other approved notices and maintained for such purpose so as to identify the road or lane and prohibit the obstruction thereof.

( ) ( ) A fire lane on a public street or in a parking facility shall be marked as directed by the fire chief and all curbs or pavement of fire lanes must be painted red and conspicuously and legibly marked with the warning "fire lane/tow away zone" in white letters at least three inches tall, at intervals not exceeding fifty feet.

( ) ( ) Hydrant locations shall be identified by the installation of reflective markers.

( ) ( ) Provide needed fire flow calculation per attached worksheet

**(7) Comprehensive Zoning Ordinance**

Comprehensive Zoning Ord. Section 3 - Zoning Districts Established: Designate zoning classification of the Site:

- \_\_\_\_\_ A - Agricultural District
- \_\_\_\_\_ SF-1 - Single Family Residential District 1
- \_\_\_\_\_ SF-2 - Single Family Residential District 2
- \_\_\_\_\_ SF-3 - Single Family Residential District 3
- \_\_\_\_\_ MF – Multi-Family Dwelling District
- \_\_\_\_\_ MH – Manufactured Home Park District
- \_\_\_\_\_ C-1 – Restricted Commercial District
- \_\_\_\_\_ C-2 – General Commercial District
- \_\_\_\_\_ I-1 – Light Industrial District
- \_\_\_\_\_ I-2 – Heavy Industrial District
- \_\_\_\_\_ PD – Planned Development District (attach PD ordinance for the site)
- \_\_\_\_\_ H/O Historic Overlay District
- \_\_\_\_\_ CC/O Commercial Corridor Overlay District
- \_\_\_\_\_ SUP – Specific Use Permit

**Comprehensive Zoning Ordinance Section 20 – Schedule of Uses and Parking Requirements**

( ) ( ) Identify the proposed use of the property as listed in Section 20 of the zoning regulations;

**Comprehensive Zoning Ordinance Section 21- Schedule of District Regulations**

( ) ( ) In tabular form, present zoning district requirements as listed in Section 21 and parking requirements as defined in Section 20 of the Zoning Ordinance and the site plan provisions to demonstrate compliance with all zoning requirements.

**Comprehensive Zoning Ordinance Section 22 – Off-Street Parking & Loading Requirements**



( ) ( ) Special Off-Street Parking Provisions (Nonresidential and Multi-Family Residential Districts)

( ) ( ) Handicap parking space(s) shall be provided according to the State of Texas Program for the Elimination of Architectural Barriers, as amended, and shall conform to the Americans Disability Act (ADA) of 1991, as amended, and accessibility guidelines or the Uniform Federal Accessibility Standards, as amended.

(Applicable) (N/A)

( ) ( ) Off-Street Loading Space (All Districts): All nonresidential uses having fifty (50,000) square feet or more of gross floor area shall provide and maintain an off-street area for the loading and unloading of merchandise and goods.

( ) ( ) Parking Access from a Public Street (All Districts) - Vehicular access to nonresidential uses shall not be permitted from alleys serving residential uses.

( ) ( ) Rules for Computing Number of Parking Spaces - Show parking space calculation on the Engineering Site Plan to demonstrate compliance with the Zoning Ordinance.

- **Fractional Parking Space Calculation.** Parking spaces required shall be rounded up to the nearest whole number.
- **Unlisted Use Requirement Calculation.** Parking space requirements for a use not specifically mentioned shall be the same as required for a use of similar nature or as approved by the City in conjunction with a Site Plan. Optional resources for the parking space requirement consideration may include the Urban Land Institute (ULI) and Institute of Transportation Engineers (ITE) technical manuals or other similar planning documents.
- **Building/Use Changes or Enlargements.** When a building or use constructed or established after the effective date of this Ordinance is changed or enlarged in floor area, number of employees, number of dwelling units, seating capacity or otherwise, to create a need for an increase of ten percent (10%) or more in the number of existing parking spaces, such spaces shall be provided on the basis of the enlargement or change. Whenever a building or use existing prior to May 1, 2013 is enlarged to the extent of thirty percent (30%) or more in floor area or in the area used, said building or use shall then and thereafter comply with the parking requirements set forth herein.
- **Shared Parking Space Calculations.** In order to establish a baseline number of parking spaces that may be reduced in a shared parking agreement, the baseline number of parking spaces shall equal the sum of the requirements of the various uses computed separately.

( ) ( ) Circulation and Parking Requirements (Nonresidential Districts)

- Parking aisles shall be designed perpendicular to the front of the primary building in the development.
- If curbs are not provided parking spaces that face and are adjacent to a building shall utilize wheel stops and/or bollards.
- Continuous drive aisles in front of buildings cannot be longer than three (300) feet without a thirty (30) foot offset, roundabout, raised crosswalks or other acceptable traffic-calming feature approved by the director of Fire Chief.

( ) ( ) Parking Requirement Based on Use:

- (a) Off-street parking requirement
- (b) Stacking requirement

( ) ( ) Location of Parking Spaces: All parking spaces required herein shall be located on the same lot with the building or use served, except allowed in Section 22.9.

( ) ( ) Required off street parking and loading spaces shall be used only for the respective purposes and shall not be used for storage or display of boats, trailers, campers, motor vehicles or other goods, materials, or products for sale.

( ) ( ) Parking spaces shall be permanently and clearly identified by stripes, buttons, tiles, curbs, barriers, or other approved methods. Non permanent markings such as paint, shall be regularly maintained to ensure continuous clear identification of the spaces. Handicapped parking shall be in accordance with the State of Texas requirements.

( ) ( ) Loading areas and docks, truck parking, overhead doors, outdoor storage, utility meters, HVAC equipment, trash collection and other building service functions and areas shall be incorporated into the overall design of the building and the landscaping so that the visual and acoustic impacts of these functions are contained and out of view from adjacent properties and public streets. These functions and areas shall not be on any facade facing US 75, the CCOL or any other street right-of-way in the CC/O District.

Comprehensive Zoning Ordinance Section 23

- ( ) ( ) Only one (1) main building for a single-family residence, detached, or duplex use with permitted accessory buildings may be located upon a lot or unplatted tract, save and except if such single-family residence, detached, use consists of cottages. Every means of access shall have a minimum width of twenty-five (25) feet. Where a lot is used for retail and dwelling purposes, more than one (1) main building may be located upon the lot but only when such buildings conform to all the open space, parking and density requirements applicable to the uses and districts. Whenever two or more main buildings, or portions thereof, are placed upon a single lot or tract and such buildings do not face upon a public street, the same may be permitted when the site plan for such development is recommended by the Planning and Zoning Commission and approved by the City Council so as to comply with the normal requirements for platting. No parking area, storage area, or required open space for one building shall be computed as being the open space, yard, or area requirements for any other dwelling or other use.
- ( ) ( ) On corner lots, the front yard setback shall be observed along the frontage of both intersecting streets (unless shown otherwise on an approved final plat).
- ( ) ( ) Where the frontage on one side of a street between two intersecting streets is divided by two or more zoning districts, the front yard shall comply with the requirements of the most restrictive district for the entire frontage.
- ( ) ( ) Where a building line has been established by a plat approved by the City Council or by ordinance and such line requires a greater or lesser front yard setback than is prescribed by this ordinance for the district in which the building line is located, the required front yard shall comply with the building line so established by such ordinance or plat provided not such building line shall be less than 20 feet except as provided in a PD.
- ( ) ( ) The front yard shall be measured from the property line to the front face of the building, covered porch, covered terrace or attached accessory buildings. Eaves and roof extensions or a porch without posts or columns may project into the required front yard for a distance not to exceed four (4) feet and subsurface structures, platforms, or slabs may not project into the front yard to a height greater than thirty (30) inches above the average grade of the yard.
- ( ) ( ) Where lots have double frontage, running through from one street to another, a required front yard shall be provided on both streets unless a building line for accessory building has been established along one frontage on the plat or by ordinance, in which even only one required front yard need be observed.
- ( ) ( ) Visual clearance shall be provided in all zoning districts so that no fence, wall, architectural screen, earth mounding or landscaping obstructs the vision of a motor vehicle driver approaching any street alley, or driveway intersection.
- ( ) ( ) On any corner lot for which front and side yards are required herein, no wall, fence, structure, sign, tree, or other planting slope terrace or embankment may be maintained higher than three (3) feet above the street grade so as to cause danger or hazard to traffic by obstructing the view of the intersection from a point thirty (30) feet back from the right of way corner.
- ( ) ( ) Gasoline service station pump islands may not be located nearer than eighteen (18) feet to the front property line. An unenclosed canopy for gasoline filling station may extend beyond the front building line but shall never be closer than ten (10) feet to the property line.
- ( ) ( ) Where a future right of way line has been established for future widening of opening of a street or thoroughfare upon which a lot abuts, the front or side yard shall be measured from the future right of way line.
- ( ) ( ) Every part of a required side yard shall be open and unobstructed except for (1) accessory buildings as permitted in the Zoning Ordinance; (2) the ordinary projections of window sills, belt courses, cornices, and other architectural features not more than twelve (12) inches into the required side yard; and (3) roof eaves projecting not more than thirty-six (36) inches into the required side yard. Balconies shall not project into the required side yard.
- ( ) ( ) For multi-family structures which are adjacent to:
  - (1) Townhouse, duplex or single-family district or an area shown on the Future Land Use Plan as single-family residential, a minimum front yard shall be thirty (30) feet for a one- or two-story structure; or
  - (2) Non-residential or multi-family district or an area shown on the Future Land Use Plan as non-residential or multi-family, a minimum front yard shall be twenty-five (25) feet for a one- or two-story structure.
- ( ) ( ) When a non-residentially (except multi-family) zoned lot or tract abuts upon a zoning district boundary line dividing that lot or tract from a residentially zoned lot or tract, a minimum side yard of ten (10) feet shall be provided on the

non-residential (except multi-family) property. An opaque wood fence or masonry wall having a minimum height of six (6) feet above the average grade of the residential property shall be constructed on non-residential (except multi-family) property adjacent to the common side (or rear) property line.

- ( ) ( ) For multi-family structures which are adjacent to a:
  - (1) Residential district or PD District that allows residential development or an area shown on the Future Land Use Plan as single-family residential, excluding multi-family, a minimum side yard shall be:
    - (A) Twenty-five (25) feet for a one-story structure; provided, however, that detached accessory buildings and garages can be reduced to twenty-five (25) feet; and
    - (B) Fifty (50) feet for a two-story structure; provided, however, that setbacks for two-story structures can be reduced to twenty-five (25) feet if adjacent to a golf course or a named creek or other similar perpetual open space so long as a minimum setback from a single-family lot line of one hundred fifty (150) feet is maintained.
  - (2) Non-residential or multi-family district or PD District that allows non-residential or multi-family development, a minimum side yard shall be twenty-five (25) feet for a one- or two-story structure.

- ( ) ( ) The required rear yard shall be open and unobstructed from a point thirty (30) inches above the average elevation of the graded rear yard, except for accessory buildings as permitted herein. Eaves, covered porches, and roof extensions without structural support in the rear yard may extend into the rear yard a distance not to exceed four (4) feet. Balconies shall not project into the required year yard.

- ( ) ( ) For multi-family structures which are adjacent to a:
  - (1) Residential district or PD District that allows residential development or an area shown on the Future Land Use Plan as single-family residential, excluding multi-family, a minimum rear yard shall be:
    - (A) Twenty-five (25) feet for a one-story structure; provided, however, that detached accessory buildings and garages can be reduced to twenty-five (25) feet; and
    - (B) Seventy-five (75) feet for a two-story structure; provided, however, that setbacks for two-story or more structures can be reduced to fifty (50) feet if adjacent to a golf course or a named creek or other perpetual open space so long as a minimum setback from a single-family lot line of one hundred fifty (150) feet is maintained.
  - (2) Non-residential or multi-family district or PD District that allows non-residential or multi-family development, a minimum rear yard shall be twenty-five (25) feet for a one- or two-story structure.

- ( ) ( ) Refer to Section 23.5 of the Zoning Ordinance for Swimming Pool Regulations. All swimming pools shall conform to Melissa’s Comprehensive Zoning Ordinance.

**Comprehensive Zoning Ordinance Section 24 - Accessory Buildings**

- ( ) ( ) Accessory buildings shall not be greater in height than the main structure.

**Comprehensive Zoning Ordinance Section 25 – Useable Open Space Requirements**

- ( ) ( ) Open space shall be provided in accordance with this Ordinance, as it currently exists or may be amended, unless otherwise described in the PD requirements.

**Comprehensive Zoning Ordinance Section 27-A - Landscaping**

- ( ) ( ) The minimum landscaping are for non-residential districts shall be not less than ten (10) percent of the pavement area on the Site. Landscaping area shall include landscaping along street ROW, interior parking lot landscaping, landscaping for corner lots, and landscaping/screening for parking lots adjacent to residential areas.
- ( ) ( ) Landscaping along street ROW. A landscaped edge shall be provided adjacent to all streets. The landscaped edge shall be a minimum of 10 feet wide exclusive of existing or future street ROW, except for along SH5, SH121, and US75 where a minimum landscaped edge of 25 feet is required exclusive of existing or future ROW. Within the landscaped edge, a minimum of one shade tree (3” caliper minimum) or an approved ornamental tree shall be planted for each 500 square feet, or fraction thereof, of landscaped edge area.
- ( ) ( ) Landscaping along street ROW. The landscaped edge may be reduced in the Restricted Commercial (C-1) district to no less than two feet (except along SH5, SH121, and US75). In such case, a minimum of one shade tree or approved ornamental shall be planted for each fifty feet of frontage on any public street.

- ( ) ( ) Landscaping along street ROW. Where parking lots and drives abut the landscaped edge, ten shrubs (5 gallon minimum) shall be placed per 500 square feet of landscaped edge. A berm may be placed within the landscaped edge in lieu of the required shrubs; however a headlight screen must be accommodated, if required. The berm must be 42 inches above the average grade of the street and parking lot curbs. The slope of the berm shall not exceed 3 to 1 grade.
- ( ) ( ) Landscaping along street ROW. If the parking lot is located 50 feet or more from the street right of way line, no shrubs or berms will be required unless required for a headlight screen.
- ( ) ( ) Landscaping along street ROW. Any permeable surface not occupied by trees, shrubs, planting beds, signs, or other permitted fixtures shall be planted with turf or other living ground cover.
- ( ) ( ) Interior Parking Lot Landscaping. Interior landscaping shall include all areas within the paved boundaries of the parking lot as well as planting islands, curbed areas, corner lots, parking spaces and all interior driveways and aisles except those with no parking spaces located on either side. Landscaped areas outside of the parking lot may not be used to meet the interior landscaping requirement.
- ( ) ( ) Interior Parking Lot Landscaping. There shall be eight square feet of interior landscaping for each parking space (180 sq. ft.) or fraction thereof.
- ( ) ( ) Interior Parking Lot Landscaping. There shall be a minimum of one shade tree (4" caliper minimum) or an approved ornamental tree for every twenty parking spaces.
- ( ) ( ) Interior Parking Lot Landscaping. All landscaped areas shall be protected by a raised six inch concrete curb. Pavement shall not be placed in closer than the drip line of the tree, at the time of installation.
- ( ) ( ) Interior Parking Lot Landscaping. Where an existing parking area is altered or expanded to increase the number of spaces to more than twenty, interior landscaping shall be provided on the new portion of the lot in accordance with the above standards.
- ( ) ( ) Landscaping for Corner Lots at the intersection of two major or larger thoroughfares. A minimum 15 foot wide landscaped edge shall be located along the street ROW beginning at the corner and extending 175 feet or to the closest driveway. Beyond this point, the landscaped edge may be gradually reduced (over a distance of 25 feet) to 10 feet in width.
- ( ) ( ) Landscaping for Corner Lots at the intersection of two major or larger thoroughfares. If a right turn lane is needed, as determined by the City Engineer, additional ROW shall be dedicated and the landscaped edge may be reduced to a minimum of 7.5 feet beyond the edge of the new ROW line.
- ( ) ( ) Landscaping for Corner Lots at the intersection of two major or larger thoroughfares. A minimum landscaped area of approximately 900 square feet shall be located at each corner of the intersection of the corner lot. This landscaped area shall be provided within the area measured a minimum distance of 40 feet from the projected corner of the intersection on both sides of the lot. No trees shall be planted in this area.
- ( ) ( ) Landscaping/Screening for parking lots adjacent to residential areas. Where parking is within 50 feet of residentially zoned property and is not screened from view by a screening wall as specified in Section 23.3(c), a continuous screen of shrubs (5 gallon minimum) must be placed adjacent to the parking. The required landscaping shall comply with the following requirements:
- ( ) ( ) Landscaping/Screening for parking lots adjacent to residential areas. The required shrubs shall create a minimum 42 inch high screen at the time of installation.
- ( ) ( ) Landscaping/Screening for parking lots adjacent to residential areas. Drought and freeze resistant shrubs shall be used including those listed in Section 27-A.2 E. (2).
- ( ) ( ) All landscaping shall meet the American Association of Nurseryman, Inc. "American Standard for Nursery Stock" (latest edition).
- (Multi-family landscaping requirements (to be added to checklist as necessary))
- ( ) ( ) Landscape Maintenance requirements. An automatic irrigation system shall be installed in all required landscaped areas and all front yards along thoroughfares.
- ( ) ( ) Landscape Maintenance requirements. Any developer desiring to install and maintain landscaping materials and irrigation facilities within the City ROW must first enter into and execute a "Median Right of Way Landscape and Irrigation Agreement."

- ( ) ( ) Landscape Maintenance requirements. Entryway or amenity features within City ROW may be maintained by a Commercial Property Owners Association. Documents shall be submitted, reviewed, and approved by the City.
- ( ) ( ) Refer to 27-A (C) of the Zoning Ordinance for procedures to measure existing trees, if applicable to site development.
- ( ) ( ) Refer to 27-A.(J) of the Zoning Ordinance for Recommended Trees for New Plantings.
- ( ) ( ) Landscape/Irrigation Plan Approval. Landscape and irrigation plans shall be submitted with all nonresidential, multifamily, and retirement housing development submissions. Landscape/irrigation plans shall ensure proper location of vegetation within public rights of way, preserve visibility triangles, maintain overall integrity and intent of living screens, and promote ornamental planting within the City.
- ( ) ( ) Landscape/Irrigation Plan Approval. Submission of landscape and irrigation plans for areas which include public rights of way, parks, and greenbelts shall be made to the City Council until the Department of Community Development, Public Works, and Parks and Recreation department are in place. All other submissions shall be made to the City Council until the Community Development department is in place. City staff shall evaluate the appropriateness of the landscape and irrigation plan and may approve them, or approve them subject to stipulations.
- ( ) ( ) Landscape/Irrigation Plan Approval. Landscape and Irrigation "As Built" plans shall be submitted to the City for areas which include public ROW, parks, and greenbelts. As-built drawings shall be drawn to a suitable scale before the certificate of occupancy is issued.
- ( ) ( ) Refer to Section 27-A (F) of the Zoning Ordinance for Tree Preservation and Protection requirement, if applicable.
- ( ) ( ) Refer to Section 27-A (K) of the Zoning Ordinance for Installation Practices for areas to be dedicated to the City, if applicable.
- ( ) ( ) Refer to Section 27-A (G) of the Zoning Ordinance for Tree Removal Permit information, if applicable.

**(8) Location map:**

- ( ) ( ) location map of the site at a scale of one inch to two thousand (2,000) feet showing existing and proposed major features covering an area of at least one mile in all directions from the site.

**(9) Acceptance block:**

- ( ) ( ) Site Plans for which no variances are requested shall include the following certificate placed on the Engineering Site Plan by the developer.

**"Accepted for Construction"**

\_\_\_\_\_  
 City Engineer, Date  
 City of Melissa, Texas

\_\_\_\_\_  
 Planning Director Date  
 City of Melissa, Texas

- ( ) ( ) Site Plans for which variances are requested shall include the following certificate placed on the Engineering Site Plan by the developer.

**"Accepted for Construction"**

\_\_\_\_\_  
 City Engineer Date  
 City of Melissa, Texas

\_\_\_\_\_  
 Planning Director Date  
 City of Melissa, Texas

\_\_\_\_\_  
 Chairman, Planning & Zoning Date  
 City of Melissa, Texas

\_\_\_\_\_  
 Mayor, City Council Date  
 City of Melissa, Texas

**(10) Design Topography**

- ( ) ( ) a. Topography to be shown with mean sea level contour intervals of two (2) feet.

