

ADDISON, TEXAS



UNIFIED DEVELOPMENT CODE ADMINISTRATIVE MANUAL

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1: Introduction

This Administrative Manual is designed to supplement the Town of Addison Unified Development Code (UDC). This document includes:

- The submittal requirements that applicants must submit in order to have a complete application and allow the Town to begin reviewing those applications. The Director may waive certain submittal requirements or require additional information based on factors specific to an individual project.
- Supplemental landscaping and engineer standards.

Complete and consistent submissions to the Town of Addison will help the efficiency of the review process and ensure that new development is consistent with the UDC. The procedures that must be followed by applicants for each type of approval are detailed in Article 2: *Administration and Procedures*, of the UDC.

In addition to Town of Addison development standards, the UDC references certain land use application types as well as Town policy and planning documents and technical manuals. These resources are available on the Town's website at: <https://developmentservices.addisontx.gov/Home>

Further information can be found at the following links:

- [Development Application Information](#)
 - [Forms and Applications](#)
 - [Zoning and Land Development Fee Schedule](#)
 - [Public Works and Engineering Design Standards](#)
 - [Pre-Application Conference](#)
 - [Signs](#)
 - [Frequently Asked Questions](#)
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2: Submittal Requirements

2.1 Public Notice Requirements

2.1.1. Neighborhood Meeting Notice

A. Applicability

A neighborhood meeting is required for applications for Rezoning, Rezoning to PD, and Special Use Permit, or as required by the Director in their discretion. The meeting is recommended for any other development proposal that will be subject to a discretionary review process by the Planning and Zoning Commission. The neighborhood meeting is optional unless expressly stated otherwise in this article.

B. Target Area

1. The level of resident and landowner interest and area of involvement will vary depending on the nature of the application and the location of the site. At a minimum, the target area shall include the following:
 - a. Residential and nonresidential property owners within the public hearing notice area required by other sections of this Code;
 - b. The head of any homeowners association, or community/neighborhood appointed representative adjoining the project site; and
 - c. Other interested parties who have requested that they be placed on the notification list for a particular project.
 - d. The Director may determine that additional notices or areas should be provided.

C. Notice of Neighborhood Meeting

- a. An applicant holding a neighborhood meeting is encouraged to provide mailed, published, and posted notice of the meeting in the same manner that would be required for public hearings on the application pursuant to the common development review procedures.
- b. Notice is required if the neighborhood meeting is required by the Director or this UDC. The applicant shall notify the Director in writing of the meeting date, time, and location no less than 14 days prior to the scheduled date of the meeting, if the meeting was required to be held by the Director or this UDC.
- c. An affidavit certifying that the applicant completed the notice procedures shall be included with the development application submittal.

D. Attendance at Neighborhood Meeting

The applicant shall be responsible for scheduling, coordinating, and facilitating the meeting, and for retaining an independent facilitator if needed. The meeting shall be held prior to submittal of the subject development application. Attendance at the meeting by Town staff is not required and will be determined by the Director on a case-by-case basis.

E. Summary of Neighborhood Meeting

The applicant shall prepare and deliver a written summary of the neighborhood meeting to the Development Services Department within 10 business days following the date of the meeting. The written summary shall be included in the staff report provided to the decision-making body at the time of the first public meeting to consider the application. At a minimum, the following information shall be included in the meeting summary:

- a. Date, time, and location of the meeting;
- b. A copy of the meeting sign-in sheet; and
- c. A summary description of how the applicant has addressed or proposes to address the issues, concerns, and objections identified during the meeting.

2.2 Rezoning, Zoning Text, and Plan Amendments

2.2.1. Rezoning

An application for Rezoning shall include:

- A.** Legal description of the property sought to be changed. The legal description must be sufficient so as to allow a qualified surveyor to take the description and locate and mark off the tract on the ground, if necessary;
- B.** Five plats showing the area of the requested zoning change;

- C. Zoning change desired;
- D. Reasons for change;
- E. Deed restrictions on the property, if any; and
- F. Status of applicant—owner, tenant, or prospective purchaser.

2.2.2. Rezoning to Planned Development

A. Preliminary PD Concept Plan

An application for a Preliminary PD Concept Plan shall include the following information for each phase of development:

1. Analysis as to why other flexibility and relief procedures in the UDC are not sufficient to accommodate the proposed development.
2. For the proposed development, the following characteristics, as applicable:
 - a. Description of the existing conditions of the site;
 - b. Statement of consistency with the Comprehensive Plan;
 - c. General site characteristics including but not limited to topography, utility corridors/easements, drainage patterns, significant natural features, or other details deemed necessary by the Director;
 - d. Proposed land uses, including the approximate number and type of residential units and the approximate square footage and type of nonresidential uses;
 - e. Floor area of proposed buildings;
 - f. General site planning layout, including vehicular and pedestrian access, open space, landscape area, and streetscape;
 - g. Preliminary façade plans such as conceptual renderings and/or precedent imagery, as determined by the Town;
 - h. Proposed public improvements;
 - i. Proposed deviations from the UDC; and
 - j. Proposed phasing schedule, if applicable

B. Final PD Site Plan

An application for a Final PD Site Plan shall include the following:

1. The location of individual development areas, identified by land use and development density and intensity;
2. The land area, use types, and number of units by type;
3. The location, amount, and type of common open space, parks, and recreation areas;
4. The location of landscaping and installation plans;
5. The location of environmentally sensitive lands, wildlife habitat, areas of visual impact, and waterways;
6. Tree inventory and tree preservation plan;
7. On-site circulation system, including the location of all public and/or private streets, drive aisles and fire lanes, existing transportation corridors, and pedestrian and bicycle paths and how they connect to existing and planned systems;
8. Final façade plans including colored elevations for each façade of all buildings proposed;
9. The location of water and wastewater facilities and how they will connect to existing and planned systems;
10. The location of on-site storm drainage facilities and how they will connect to existing and planned systems;

11. The location of all other public facilities serving the development;
12. Provisions addressing how on- and off-site transportation, water, wastewater, stormwater management, and other public facilities will be provided to accommodate the proposed development;
13. Any other provisions the Planning and Zoning Commission determine relevant and necessary regarding the development of the PD in accordance with applicable standards and regulations.

2.3 Site Planning and Miscellaneous Permits

2.3.1. Concept Plan, Rezoning

A. Planned Development Preliminary Concept Plan

An application for a Planned Development Preliminary Concept Plan shall include:

1. The overall property boundary;
2. Proposed and existing thoroughfares, boulevards and large streets;
3. A time schedule of development;
4. Identification of development areas such as districts, blocks or parcels, with proposed phasing; and
5. All other features necessary to show the arrangement and pattern of public and private land uses.

B. Special Use Permit Concept Plan

An application for a Special Use Permit Concept Plan shall include:

1. The overall property boundary;
2. Proposed and existing thoroughfares, boulevards and large streets;
3. A time schedule of development;
4. Identification of development areas such as districts, blocks or parcels, with proposed phasing; and
5. All other features necessary to show the arrangement and pattern of public and private land uses.

2.3.2. Concept Plan, Other

A. Concept Plan

An application for a Concept Plan shall include:

1. The overall property boundary;
2. Proposed and existing thoroughfares, boulevards and large streets;
3. A time schedule of development;
4. Identification of development areas such as districts, blocks or parcels, with proposed phasing; and
5. All other features necessary to show the arrangement and pattern of public and private land uses.

2.3.3. Minor Site Plan

A. Submittal Requirements

An application for a Minor Site Plan shall include:

1. A drawing to scale of the overall property boundary;
2. A drawing to scale of the proposed site improvements; and
3. Site data information for all existing and proposed structures identified on the Site Plan Checklist
4. [Reserved]

2.3.4. Tree Permit

A. Submittal Requirements

An application for a Tree Permit shall include:

1. All materials required for a Minor Site Plan, unless exempt by the Director of Parks and Recreation;
2. Consent of the owner of the land on which a tree which is the subject of the application is located;
3. A written document indicating the reasons for transplanting and/or removal (or trimming, in the case of a utility company) of a tree; and
4. A copy of a Site Plan or planting plan showing the tree(s) proposed for removal/transplanting (or trimmed, in the case of a utility company).
5. [Reserved]

2.3.5. Temporary Use Permit

An application for a Temporary Use Permit for outdoor retail and display shall include:

- A. A flammability certificate for each tent to be used;
- B. A map, plan, or drawing to indicate adequate off-street parking for patrons, employees, and delivery trucks; such map, plan or drawing should also indicate that no fire lanes, streets or other public rights-of-way will be blocked as a result of the sale or promotion; and
- C. Other necessary permits or approvals required by other entities.

2.3.6. Sign Permit

An application for a Sign Permit shall include:

- A. A completed Sign Permit application;
- B. A drawing to scale of the proposed sign;
- C. All existing signs maintained on the premise and visible from the right-of-way;
- D. A site plan or property survey;
- E. Setback dimensions for all existing and proposed buildings and signs;
- F. Building façade plan indicating the proposed location of the sign and specifications; and
- G. A Certificate of Occupancy permit number, if required.

2.3.7. Sign Contractor Registration

A. Application

An application for a registration under this division shall be made upon forms provided by the Development and Neighborhood Services Department, and shall contain or have attached thereto the following information:

1. Name, address, telephone number, and e-mail address of applicant.
2. Name, address, telephone number, and e-mail address of applicant's company.
3. Names of all persons who are authorized to apply for sign permits under applicant's registration.

B. Fee

The fee for registrations issued pursuant to this section shall be as required in Chapter 2, Article IX , Fees, of the Town's Code of Ordinances and each registration must be renewed on an annual basis.

C. Insurance or Bond Required

No registration for the installation, erection, relocation and maintenance of signs shall be issued to any person until such person has provided proof of general liability insurance covering the work to be performed pursuant to the registration in the amount of at least \$100,000.00 or filed with the Director.

D. Cancellation

The registration of any sign contractor may be canceled by the Director, when such contractor persistently violates the requirements of this section. Conviction in municipal court, whether appealed or not, on two violations over a period of two calendar years shall constitute evidence of persistent violation. Any registration thus canceled shall not be renewed until such violations have been corrected. Upon correction of the violations, the contractor's registration shall be renewed upon the Town's discretion, provided the contractor furnished a bond in the amount of \$5,000.00 guaranteeing compliance, and that this compliance bond is renewed for two years following the renewal of the registration.

E. Required Prior to Issuance of Permit

No permits for the erection, construction, relocation, alteration, repair, or maintenance of any sign shall be issued until a registration has been approved and issued by the Director and the fee paid, except as otherwise provided in this section.

2.3.8. Sign Violation Fees

A. Impounded Signs

1. A fee of \$20.00 for signs which are 12 square feet or less in size.
2. A fee of \$25.00 for signs which are larger than 12 square feet in size .

B. Signs Erected Without Alternative Sign Design Approval

If a sign is erected, placed, or maintained in violation of §5.9.6: *Alternative Sign Design*, prior to any authority, permission, or approval of the Town to do so, and an application for an Alternative Sign Design is then submitted for such sign, there shall be paid by the applicant for such Alternative Sign Design a late fee equal to twice the amount of the Alternative Sign Design fee. Payment of the late fee does not excuse full compliance with the provisions of §5.9.6: *Alternative Sign Design*.

2.3.9. Private Valet Parking Services

A. Definitions

As it relates to valet parking service standards, "Licensee" shall mean a person licensed under the UDC to operate a valet parking service. Licensee includes:

1. Any employee, agent, or independent contractor of the licensee who works in connection with a valet parking service, or
2. Any tenant or lessee of a licensee or any person retained or used by such tenant or lessee who operates a valet parking service.

B. License Required; Application; Issuance

1. A person commits an offense if, without a license issued by the Development and Neighborhood Services Department, the person operates a valet parking service within the Town on or across any public right-of-way.

2. A licensee commits an offense if, at a time other than the hours and days of operation authorized in a license issued by the Development and Neighborhood Services Department to the licensee, the licensee operates a valet parking service within the Town on or across any public right-of-way.
3. A person who desires to operate a valet parking service shall apply in writing to the Development and Neighborhood Services Department for a valet parking service license. The application must be made by (and a license shall be issued only to) the fee simple owner of the real property benefiting from the proposed valet parking service and must contain the following information:
 - a. The names, addresses, and telephone numbers of:
 - i. The applicant;
 - ii. Any tenant or lessee of the applicant that will utilize a valet parking service;
 - iii. Any person the applicant or any tenant or lessee of the applicant will use to provide valet parking service;
 - b. A site plan drawn to scale of:
 - i. The proposed location(s) of the valet parking service and any valet parking service stands; and
 - ii. The location of off-street parking to be used in connection with the valet parking service;
 - c. The proposed hours and days of operation of the valet parking service;
 - d. A signed agreement or other documentation showing that the applicant has a legal right to park vehicles at that location;
 - e. Proof of insurance; and
 - f. A list of names and addresses of all property owners, or their representatives, located within 50 feet of, on the same side of the street as, and within the same block as the valet parking service location, either:
 - i. With signatures showing consent to the operation of a valet parking service by the applicant; or
 - ii. Without signatures, in which case the Director shall notify the listed persons of the valet parking service application and obtain comments.
4. For each tract of land, only one license may be issued to the fee simple owner of such tract. If the fee simple title to two or more contiguous tracts of land are owned by the same owner or are owned by an owner and an affiliate or affiliates of the owner, no more than one license shall be issued to the owner for all of such tracts of land. For purposes hereof, "affiliate" means (i) all persons, if any, controlled by the owner, (ii) all persons, if any, which control the owner ("parent"), and (iii) all persons controlled by a parent. As used in this definition of affiliate, "control" means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person, whether through ownership of voting securities or partnership interests, by contract, or otherwise.
5. The Development and Neighborhood Services Department shall forward a copy of any completed application to any person listed in the application and to the Town's Department of Public Works and any other department that might be affected by the proposed operation of a valet parking service. Each office or department, and any other notified persons, shall review the application and return it, with any comments, to the Director within 10 days of receipt.
6. After reviewing the application and comments of the departments and of any person notified, and upon receiving payment of all fees required by this UDC, the Development and Neighborhood Services Department may issue a valet parking service license unless denial is required.
7. A licensee desiring to change the location or hours of operation of a valet parking service must submit a new application to the Director in accordance with the UDC.

C. Fees

Fees shall be paid in accordance with the approved Fee Schedule.

D. Denial or Revocation of License; Temporary Suspension

1. The Development and Neighborhood Services Department shall deny a valet parking service license if:
 - a. The applicant fails to comply with the requirements of this section or other applicable law;
 - b. The applicant makes a false statement of material fact on an application for a valet parking service license; or
 - c. The Development and Neighborhood Services Department determines that the operation of the valet parking service would:
 - i. Endanger the safety of persons or property or otherwise not be in the public interest;
 - ii. Unreasonably interfere with pedestrian or vehicular traffic;
 - iii. Unreasonably interfere with the use of a pole, traffic sign, traffic signal, hydrant, mailbox, or other object permitted at or near the proposed location of the valet parking service; or
 - iv. Unreasonably interfere with an existing use permitted at or near the proposed location of the valet parking service.
2. The Development and Neighborhood Services Department shall revoke a valet parking service license if:
 - a. The licensee fails to comply with the requirements of the valet parking service license, this section, or other applicable law;
 - b. The licensee made a false statement of material fact on an application for a valet parking service license; or
 - c. The Development and Neighborhood Services Department determines that the operation of the valet parking service:
 - i. Endangers the safety of persons or property or is otherwise not in the public interest;
 - ii. Unreasonably interferes with pedestrian or vehicular traffic;
 - iii. Unreasonably interferes with the use of a pole, traffic sign, traffic signal, hydrant, mailbox, or other object permitted at or near the location of the valet parking service; or
 - iv. Unreasonably interferes with an existing use permitted at or near the location of the valet parking service.
3. The City Council may, at any time, unconditionally revoke a valet parking service license issued pursuant to this section.
4. The Development and Neighborhood Services Department may temporarily suspend the operations of a valet parking service if the public right-of-way used by the valet parking service is needed for an emergency or temporary use, including, but not limited to, the construction, maintenance, or repair of a street or utility. The Development and Neighborhood Services Department may refund a part of the annual license fee, prorated according to the duration of the suspension, unless the conditions necessitating the suspension were caused by the valet parking service.

E. Expiration of License

A valet parking service license expires one year from the date of issuance, unless sooner terminated by the Development and Neighborhood Services Department or by the City Council. A valet parking service license may be renewed by making application at least 30 days before expiration of the license.

F. Operational Standards

A licensee shall:

1. Allow only individuals who hold a valid Texas driver's license, and who are covered by the insurance required by these standards, to operate any vehicle in connection with the valet parking service;
2. Operate the valet parking service in a manner that does not:
 - a. Use or occupy more of the public right-of-way than is allowed by the valet parking service license;
 - b. Use more of their allocated share of parking spaces as provided in a shared parking agreement in a multi-tenant area;
 - c. Obstruct or impede a pedestrian's use of a sidewalk;
 - d. Obstruct or impede the flow of traffic on a public street;
 - e. Obstruct or impede access to fire lines;
 - f. Use or occupy more off-street vehicle parking spaces than are required for that specific use pursuant to §5.5.4: *Minimum Off-Street Vehicle Parking Requirement*;
 - g. Obstruct a vehicle operator's ability to see any part of an intersecting road;
 - h. Injure, damage, or create a hazard to persons or property;
 - i. Attempt to regulate motor vehicle traffic on any public right-of-way; or
 - j. Violate any law or ordinance regulating the operation or use of a motor vehicle.
3. Place no more than one valet parking service stand on or in a public right-of-way except as may be approved by the Development and Neighborhood Services Department;
4. Not park or allow the parking of a vehicle in a valet parking service space, but shall only use the space for loading and unloading passengers; in no event shall a vehicle be allowed to remain in a valet parking service space for more than five minutes;
5. Provide valet parking service only during the hours of operation authorized in the license;
6. Only use an off-street parking location to park a vehicle accepted for valet parking service and shall not park the vehicle on public right-of-way; and
7. Notify the Development and Neighborhood Services Department within 10 days of a change in the location of off-street parking and provide the Development and Neighborhood Services Department with a signed agreement or other documentation showing that the licensee has a legal right to park vehicles at the new location.

G. Valet Parking Stands

1. A licensee may place a valet parking service stand on the public right-of-way at a location or locations approved by the Development and Neighborhood Services Department. The valet parking service stand must be necessary to the general conduct of the valet parking service and shall be used for such purposes, including, but not limited to, the dispatch of valets and the storage of keys, umbrellas, and other items used in connection with the valet parking service.
2. A valet parking service stand shall:
 - a. Not occupy an area of the public right-of-way exceeding four feet in width and four feet in depth;
 - b. Not be affixed to the public right-of-way in any manner;
 - c. Be easily moveable by one person; and
 - d. Be removed from the public right-of-way when the valet parking service is not being operated.
3. A name and logo may be placed on a valet parking service stand for the sole purpose of identifying the valet parking service. The identification of the valet parking service shall not:
 - a. Have dimensions greater than four feet high and four feet wide; or
 - b. Be placed on more than two sides of the valet parking service stand.

4. For each valet parking service stand, a licensee may erect not more than two temporary and removable signs providing direction to the location of the valet parking service stand. Such signs shall require a Sign Permit and be erected only during the hours of operation of the valet parking service and in the locations approved by the Development and Neighborhood Services Department. The size of such signs shall be approved during the review of the Sign Permit.

H. Location of a Valet Parking Service

1. Spaces and stands for a valet parking service shall be located as set forth in the license (as determined by the Development and Neighborhood Services Department) and may not:
 - a. Be located within:
 - i. 10 feet of a crosswalk;
 - ii. 10 feet of a fire hydrant, fire call box, police or other emergency facility; or
 - iii. Five feet of a driveway;
 - b. Reduce the unobstructed sidewalk widths for the passage of pedestrians to less than four feet.
2. The Development and Neighborhood Services Department may require greater or shorter distances than those prescribed above when warranted by special vehicular or pedestrian traffic conditions.
3. Only one valet parking service stand may be placed in any single location.

I. Reflective Clothing

1. Any person engaged in the parking of vehicles for a valet parking service shall, during that time between a half hour after sunset and a half hour before sunrise, wear reflective clothing. Such reflective clothing shall be adequate to reflect brightly the headlights from a motor vehicle and shall consist of not less than 144 square inches of fluorescent orange material appearing on both the chest and back.
2. This section shall apply only in those instances where a valet parking service is providing its services such that a person engaged in the parking of vehicles must cross a public street or other public right-of-way which is accessible by motor vehicles.

J. Insurance

1. A licensee shall procure, or cause to be procured, and keep in full force and effect and on file with the Development and Neighborhood Services Department the following insurance requirements throughout the duration of a license:
 - a. Statutory limits of workers' compensation; and
 - b. Garage liability for premises and operations and for any auto or all owned autos and non-owned autos, and all autos left with licensee for service at limits of \$1,000,000.00 for bodily injury and property damage per occurrence or accident. The garage liability shall include coverage for contractual liability (including liability assumed under the indemnity protection provisions as set forth in this section), and the coverage should extend to products/completed operations (the coverage provisions must insure the public from loss or damage that may arise to any person or property by reason of the operation of the valet parking service).
 - c. The garage liability policy must be endorsed to include coverage for garage keepers' legal liability at minimum limits of \$75,000.00 per vehicle/\$250,000.00 any one occurrence with respect to comprehensive and collision perils. Customary deductible of up to \$1,000.00 may be maintained for the garage keepers' legal liability.
 - d. As an alternative to b. above, the required garage liability, including garage keepers legal liability, may be maintained in any combination of commercial automobile liability, commercial general liability, and garage keepers legal liability.
2. The above policies shall be endorsed to provide the following, as applicable:
 - a. In all liability policies, name as additional insureds the Town, its officers, agents, and employees;

- b. In all liability policies, provide that such policies are primary insurance to any other insurance available to the additional insureds, with respect to any claims arising out of activities conducted under the permit, and that insurance applies separately to each insured against whom claim is made or suit is brought; and
 - c. Waiver of subrogation in favor of the Town of Addison must be included in all liability and worker's compensation policies.
- 3. All policies shall be issued by an insurance company authorized to do business in this state and in the standard form approved by the board of insurance commissioners of the state, and shall be endorsed to provide for at least 30 days' advance written notice to the Town of a material change in or cancellation of a policy. Certificates of insurance, satisfactory to the Town, evidencing all coverage above shall be furnished to the Town prior to the issuance of a license, with complete copies of policies furnished to the Town upon request.

K. Indemnification

Prior to the issuance of a license, a licensee, and any independent contractor used by the licensee, must execute a written agreement provided by the Town to indemnify the Town and its officers and employees against all claims of injury or damage to persons or property arising out of the operation of the valet parking service by the licensee.

2.4 Engineering Plans, Studies, and Site Development Permits

2.4.1. All Engineering Plan, Studies, and Site Development Permits

Prior to authorizing construction, Director of Public Works and Engineering shall be satisfied that the following conditions have been met:

- A.** All required contract documents shall be completed and filed with the Public Works and Engineering Department.
- B.** All necessary easements or dedications not shown on the Final Plat must be completed, properly signed, and filed with the County Clerk. The original of the filed documents, bearing the stamp of the County Clerk, shall be filed with the Development Services Department.
- C.** All contractors participating in the construction shall be presented with a set of approved plans bearing the stamp of approval of the Public Works and Engineering Department. These plans shall remain on the job site at all times.
- D.** If required by the Director of the Public Works and Engineering, all parties participating in the construction shall meet for a preconstruction conference to discuss the project prior to beginning work.
- E.** Three prints of the utility plan sheet, scale one inch equals 100 feet and five prints of the same, reduced to one inch equals 200 feet, shall be submitted to the director of public works, in addition to previous submittal of construction plans.
- F.** A complete list of the contractors, their representatives on the site, e-mail addresses, and telephone numbers where a responsible party may be reached at all times, must be submitted to the Director of Public Works and Engineering.
- G.** Manufacturer's drawings for all fabricated appurtenances or special construction items shall be submitted to the Director of Public Works and Engineering.

2.4.2. Flood Hazard Development Permit

An application for a Flood Hazard Development Permit shall include plans drawn to scale showing:

- A. The location, dimensions, and elevation of proposed landscape alterations, existing and proposed structures, including the placement of manufactured homes, and the location of the foregoing in relation to areas of special flood hazard.
 - B. Elevation (in relation to mean sea level), of the lowest floor (including basement) of all new and substantially improved structures.
 - C. Elevation in relation to mean sea level to which any nonresidential structure shall be floodproofed.
 - D. A certificate from a registered professional engineer or architect that the nonresidential floodproofed structure shall meet all floodproofing requirements; and
 - E. A description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development.
-

2.5 Platting of Land

2.5.1. All Plats

All applications for subdivision plats shall:

- A. Set forth a full and accurate description of the land subdivided.
 - B. Set forth a full and accurate description of all streets and other areas dedicated.
 - C. Contain a certificate of ownership.
 - D. Dedicate all streets, alleys, parks and playgrounds to public use forever.
 - E. Grant required easements for utilities, drainage floodway, fire lanes and other appropriate purposes with applicable language for responsibility for maintenance of the easements by owners of the property or properties traversed by the easements or adjacent thereto.
 - F. Be signed by the owner of the land.
 - G. Indicate, on the mylar sepia copy, easement locations.
-

2.5.2. Preliminary Plat or Replat

An application for a Preliminary Plat shall include the following information:

- A. The preliminary plat shall be drawn to a scale of one inch equals 100 feet or larger.
- B. It shall contain the name of the proposed subdivision, the name and address of the subdivider and the engineer or surveyor responsible for the design or survey, the tract designation, and other descriptions according to the abstract and survey records of Dallas County, Texas.
- C. It shall also contain a north point, scale, and date.
- D. The boundary line of the tract, accurate in scale, shall be shown.
- E. It shall show the names of adjacent subdivisions or names of record of owners of adjoining parcels, the location, widths, and names of all existing or platted streets, easements, or other public ways within or adjacent to the tract, existing railroad rights-of-way, and other important features such as section lines, political subdivisions or corporation limits and school district boundaries.
- F. It shall show all parcels of land intended to be dedicated for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, together with the purpose or conditions of limitations of such reservation.
- G. It shall show the layout, names, and width of proposed streets, alleys, and easements.
- H. It shall show the layout, numbers, and approximate dimensions of proposed lots and all building lines.
- I. The preliminary plans shall show contours of the tract in intervals of five feet or less, referred to sea level datum.
- J. The plans shall show existing sewers, water mains, culverts, or other underground structures within the tract and immediately adjacent thereto with pipe sizes and locations indicated.

- K.** The plans shall show proposed water, sanitary sewer and storm sewer pipelines with sizes indicated and valves, fittings, manholes, inlets, culverts, bridges, and other appurtenances or structures shown.
- L.** The plans shall show storm water retention basins as required.
- M.** The location of proposed screening walls shall be clearly indicated.

2.5.3. Final Plat and Replat

An application for a Final Plat or Replat shall conform to the approved Preliminary Plat where applicable, and shall contain the following:

- A.** The boundary lines with accurate distances and bearings and the exact location and width of all existing or recorded streets intersecting the boundary of the tract.
- B.** True bearings and distances to the nearest established street lines or official monuments, which shall be accurately described on the plat; municipal, township, county, or section lines accurately tied to the lines of the subdivision by distances and bearings.
- C.** An accurate location of the subdivision with reference to the abstract and survey records of Dallas County.
- D.** The exact layout including:
 - 1. Street names;
 - 2. The length of all arcs, radii internal angles, points of curvature, length, and bearing of the tangents;
 - 3. All easements for rights-of-way provided for public services or utilities and any limitations of the easements; and
 - 4. All lot numbers and lines with accurate dimensions in feet and hundredths of feet and with bearings and angles to street and alley lines.
- E.** The accurate location, material, and approximate size of all monuments.
- F.** The accurate outline of all property which is offered for dedication for public use with the purpose indicated thereon, and of all property that may be reserved by deed covenant for the common use of the property owners in the subdivision.
- G.** Setback building lines.
- H.** Private restrictions.
- I.** Proposed name of the subdivision.
- J.** Name and address of the subdivider.
- K.** North point, scale and date.
- L.** Certification by a registered professional surveyor to the effect that the plat represents a survey made by him and that all the monuments shown thereon actually exist, and that their location, size, and material description are correctly shown.
- M.** Proof of ownership of the property.
- N.** A certificate of ownership and dedication of all streets, fire lanes, alleys, parks and playgrounds to public use forever, signed and acknowledged before a notary public by the owner and lienholder of the land along with complete and accurate description of the land subdivided and the streets dedicated.
- O.** Names of lenders and lienholders on the property.
- P.** Additional certificates to properly dedicate easements or right-of-way as may be necessary and in the form as required by the town. Such easement certificates shall be in the following form, which form shall be required to be attached to and made a part of the final plat:
 - 1. NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:
That _____ ("Owner") does hereby adopt this plat designating the hereinabove property as _____, an addition to the Town of Addison, Texas, and subject to the conditions, restrictions and reservations stated hereinafter, owner dedicates to the public use forever the streets and alleys shown thereon.

2. The easement shown on this plat are hereby reserved for the purposes as indicated, including, but not limited to, the installation and maintenance of water, sanitary sewer, storm sewer, drainage, election, telephone, gas and cable television. Owner shall have the right to use these easements, provided, however, that it does not unreasonably interfere or impede with the provision of the services to others. Said utility easements are hereby being reserved by mutual use and accommodation of all public utilities using or desiring to use the same. An express easement of ingress and egress is hereby expressly granted on, over and across all such easements for the benefit of the provider of services for which easements are granted.
 3. Any drainage and floodway easement shown hereon is hereby dedicated to the public's use forever, but including the following covenants with regards to maintenance responsibilities. The existing channels or creeks traversing the drainage and floodway easement will remain as an open channel, unless required to be enclosed by ordinance, at all times and shall be maintained by the individual owners of the lot or lots that are traversed by or adjacent to the drainage and floodway easement. The town will not be responsible for the maintenance and operation of said creek or creeks or for any damage or injury of private property or person that results from the flow of water along said creek, or for the control of erosion. No obstruction to the natural flow of water runoff shall be permitted by construction of any type building, fence or any other structure within the drainage and floodway easement. Provided, however, it is understood that in the event it becomes necessary for the town to channelize or consider erecting any type of drainage structure in order to improve the storm drainage, then in such event, the town shall have the right, but not the obligation, to enter upon the drainage and floodway easement at any point, or points, with all rights of ingress and egress to investigate, survey, erect, construct or maintain any drainage facility deemed necessary by the town for maintenance or efficiency of its respective system or service.
 4. Water main and sanitary sewer easements shall also include additional area of working space for construction and maintenance of the systems. Additional easement area is also conveyed for installation and maintenance of manholes, cleanouts, fire hydrants, water service and sewer services from the main to curb or pavement line, and the descriptions of such additional easements herein granted shall be determined by their locations as installed.
 5. This plat is approved subject to all platting ordinances, rules, regulations and resolutions of the Town of Addison, Texas.
- Q.** The construction plans shall be prepared by or under the supervision of a registered professional engineer in the State of Texas and shall bear his seal on each sheet.
- R.** The plans shall contain all necessary information for construction of the project, including screening walls. All materials specified shall conform to the standard specifications of the Town of Addison.
- S.** Each sheet of the plans shall contain a title block including space for the notation of revisions. This space is to be completed with each revision to the plan sheet and shall clearly note the nature of the revision and the date the revision was made.

2.6 Building Permit

An application for a Building Permit shall include a plat drawn to scale showing:

- A.** The actual dimensions of the lot to be built upon;
- B.** The size of the building to be erected;
- C.** The use of the property; and
- D.** Such other information as may be necessary to provide for the enforcement of the UDC.

3: Engineering Standards

3.1.1. Master Transportation Plan and Pavement Requirements

A. Thoroughfares

Thoroughfares shall generally be constructed as required in the Addison Master Transportation Plan. The developer's pro rata share shall include the outside 18½-foot lanes (measured from back of curb) adjoining their property, the outside curb, and any lime-treated subgrade. If requested by the City Council, the developer shall construct additional width pavement with reimbursement from the Town for such additional pavement when Town funds become available.

1. Concrete

Pavement shall be a minimum of eight-inch reinforced concrete (3,000 psi) and shall include six-inch monolithic curbs. The subgrade shall be thoroughly compacted and stabilized with hydrated lime for a minimum depth of six inches below the pavement.

B. Collector Streets

Collector streets shall generally be constructed within 60-foot right-of-way and consist of a 36-foot roadway measured from face-to-face of curb. The developer shall construct, at their own cost, the entire width of the roadway if it is located in the interior of the subdivision.

1. Concrete

Pavement shall be six-inch thick reinforced concrete (3,000 psi) with six-inch monolithic curbs placed on six-inch lime stabilized subgrade.

C. Residential Streets

Residential streets shall generally be constructed within a 50-foot right-of-way and shall consist of a 26-foot wide roadway measured from face to face of the curbs.

1. Concrete

Pavement shall be six-inch thick reinforced concrete (3,000 psi) with six-inch monolithic curbs placed on six-inch lime stabilized subgrade.

D. Alleys

Alleys shall be constructed within a 15-foot right-of-way and shall be 10 feet in width. Alley turnout shall be 12 feet wide at the property line then narrowing to 10 feet.

1. Concrete

The pavement shall be six-inch reinforced concrete (3,000 psi) with a four-inch invert for drainage.

4: Streetscape Standards

4.1.1. Streetscape Standards: Addison Circle

Areas included in Addison Circle boundary, as defined in the Addison Circle Area Plan, may include the following street furniture materials:

A. Street Furniture Standards

1. Bench

Manufacturer: Victor Stanley

Type: Item RB-28

Color/Finish: Black

Size: Six (6) Feet

Mounting: Surface Mounted

Contact: sales@victorstanley.com



2. Trash Receptacle

Manufacturer: WAUSAU Tile

Type: TF 1175 (w/ Charcoal Funnel Lid)

Color/Finish: Charcoal Concrete

Size: 26" DIA x 33" H

Mounting: Surface Mount

Contact: wtile@wausautile.com



3. Bollards

Manufacturer: Reliance Foundry

Type: R-7551, 35-3/4" Tall

Color/Finish: Powder Coat Black

Mounting: Fixed, New Concrete, Anchor

Contact: info@reliance-foundry.com



4. Tree Grates

Manufacturer: Reliance Foundry

Type: Neenah R-8762

Color/Finish: Cast Iron

Contact: info@reliance-foundry.com



5. Tree Wells / Planter Fence

Manufacturer: Iron Age Designs

Type: Planter Fence - Newell

Color/Finish: Powder Coat Black

Mounting: Mount on 6" tall concrete curb

Contact: shea@mkmsales.com



B. Lighting Standards

Areas included in Addison Circle boundary, as defined in the Addison Circle Area Plan, may include the following lighting materials:

1. Street Light Standards

Manufacturer: Lumenpulse

Model: Allegra Medium

Post Height: Varies

Light Source: LED

Color: Black

Local Representative: [ALA \(Toll Free\): 214-658-9002](tel:214-658-9002)



C. Paving Standards

Areas included in Addison Circle boundary, as defined in the Addison Circle Area Plan, may include the following paving materials:

1. Pedestrian Paver Examples

Manufacturers: Glen Gery, Acme Brick

Type: Clay Paver on Concrete Slab

Color: Varies

Field Pavers: Autumn Haze, Pattern: Soldier or Herringbone

Border Pavers: Brown, Pattern: Stacked Bond

Vehicular Pavers: Garent Red (Acme Brick)

Size: 4" x 8"

Thickness: 2 1/2" (Pedestrian), 2 5/8" (Vehicular)

Contact: <https://www.glengery.com/inquiry>, <https://brick.com/contact/>



4.1.2. Streetscape Standards: Vitruvian

A. Street Furniture Standards

Areas included in the Vitruvian Park Master Plan boundary found in Ordinance O21-45, may include the following street furniture elements:

1. Bench

Manufacturer: Landscape Forms
Type: Arcata Bench
Color/Finish: Silver
Size: Six (6) Feet
Mounting: Surface Mounted
Contact: Nicole Treeese, ntreese@landscapeforms.com



2. Trash Receptacle

Manufacturer: WAUSAU Tile
Type: TF 1175 (w/ Charcoal Funnel Lid)
Color/Finish: Charcoal Concrete
Size: 26" DIA x 33" H
Mounting: Surface Mount
Contact: wtile@wausautile.com



3. Bicycle Rack

Manufacturer: Landscape Forms
Type: Ring Bike Rack
Color/Finish: Silver
Mounting: Surface Mount
Contact: Nicole Treeese, ntreese@landscapeforms.com



B. Lighting Standards

Areas included in the Vitruvian Park Master Plan boundary found in Ordinance O21-45, may include the following street lights:

1. Street Light

Manufacturer: Lumenpulse
Model: Allegra Medium
Post Height: Varies
Light Source: LED
Color: Grey
Local Representative: [ALA \(Toll Free\): 214-658-9002](tel:214-658-9002)



C. Paving Standards

Areas included in the Vitruvian Park Master Plan boundary found in Ordinance O21-45, may include the following paving materials:

1. Pedestrian Pavers Example

Manufacturers: Keystone Pavers, Pavestone Pavers (Grapevine, TX)
Type: City Stone
Color:
Field Pavers: Travertine Blend, Pattern: Herringbone
Border Pavers: Bellow Brown, Pattern: Single Brick Header
Size: Varies
Thickness: 2 3/8"

Contact: [Pavestone Pavers, 817-481-5802](mailto:sales@pavestone.com)



4.1.3. Other Major Thoroughfares and Arterials

A. Street Furniture Standards

All Major Thoroughfares and Arterial rights of way, as defined the Town of Addison Master Transportation Plan, that are not also located in a specifically named streetscape district may include the following street furniture materials:

1. Bench

Manufacturer: Victor Stanley

Type: Item RB-28

Color/Finish: Black

Size: 6'-0"

Mounting: Surface Mounted

Contact: sales@victorstanley.com



2. Lueder Bench

Manufacturer: Vaquero Stone and Supply

Type: Lueder Cut Stone Bench

Color/Finish: Charcoal (Light), Sawcut Top and Bottom Only, Roughback Finish on Front, Back and Ends

Size: 2' x 2' x 2'

Mounting: Not Applicable

Contact: Vaquerostoneandsupply@yahoo.com



3. Trash Receptable

Manufacturer: Victor Stanley

Type: Item S-42

Color/Finish: Black

Size: 36 Gallon

Mounting: Surface Mount

Contact: sales@victorstanley.com



4. Planter

Manufacturer: Form and Fiber

Type: Box Series (Steel)

Color/Finish: Addison Blue

Size: 2' x 2' x 2'

Mounting: Surface Mount

Contact: Taylor Parker, taylor@formandfiber.com



5. Bus Shelter

Manufacturer: Landscape Forms

Type: Connect 2.0 Town of Addison Standard

Color/Finish: w/ Solar Lighting Glass

Size: 12' x 6'

Contact: Nicole Treese, ntreese@landscapeforms.com



6. Leaning Rail

Manufacturer: Landscape Forms

Type: Connect Rails – Leaning Rail

Color/Finish: Silver Metallic

Mounting: Surface Mount

Contact: Nicole Treese, ntreese@landscapeforms.com



7. Bicycle Rack

Manufacturer: Victor Stanley

Type: BRWS-101

Color/Finish: Black

Mounting: Surface Mount

Contact: sales@victorstanley.com



B. Lighting Standards

Major Thoroughfares and Arterial rights of way, as defined the Town of Addison Master Transportation Plan, may include the following lighting materials:

1. Median Light

Manufacturer: Philips LUMEC

Model: LUMEC 'Capella Series' or Approved Equal

Mounting options: 2" steel pipe welded to pole

Post height: Varies

Light source: LED

Color: Sherin Williams B65W00651, Finish: Smooth semi-gloss TGIC polyester powder coat over galvanized.

Local representative: T: 450-430-7040

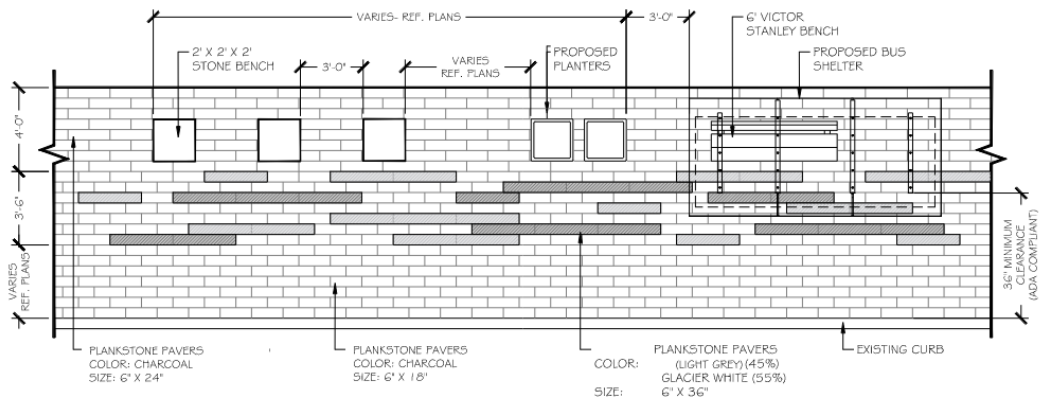


C. Paving and Wall Treatment Standards

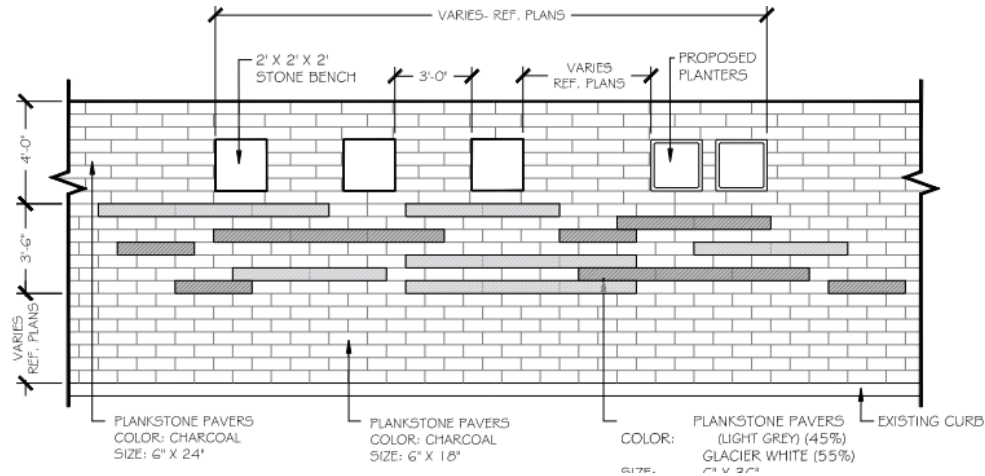
Major Thoroughfares and Arterial rights of way, as defined the Town of Addison Master Transportation Plan, may include the following paving and wall treatment materials:

1. Standard Paver Layouts

The preferred paver layout to be used at a bus shelter along Major Thoroughfares and Arterial rights of way is found below:



The preferred paver layout to be used at intersections of Major Thoroughfares and Arterial rights of way is found below:



2. Pedestrian Pavers

The preferred paver to be used near Major Thoroughfares and Arterial rights of way is found below:

Manufacturers: Hanover, Pavestone Pavers

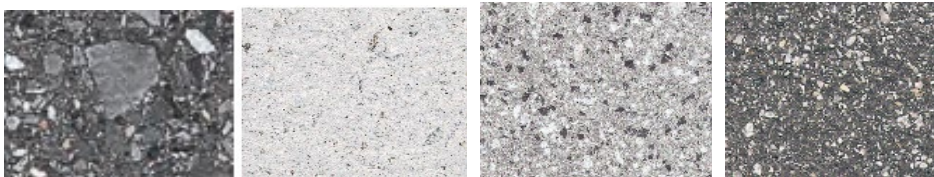
Type: Plankstone Pavers

Color: Matrix MI025 (Light Grey), Super black, Glacier White, Charcoal (Per Plans) or equivalent shades

Size: 6" x 18", 6" x 24", 6" x 36" (Per Plans)

Thickness: 2 1/2"

Contact: Diane Collier, 214.238.3100, diane@colliergrouptx.com



3. ADA Dome Tile

The preferred ADA Dome Tile to be used near Major Thoroughfares and Arterial rights of way is found below:

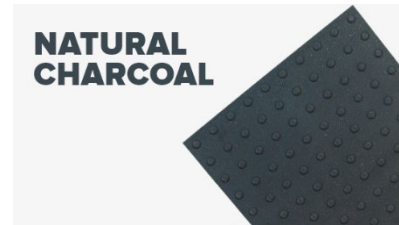
Manufacturer: StrongGo Industries

Type: TekWay High Performance ADA Dome-Tile

Color: Charcoal

Thickness: $\frac{3}{4}$ "

Contact: csd@stronggo.com



4. Stone Veneer

The preferred Stone Veneer to be used near Major Thoroughfares and Arterial rights of way is found below:

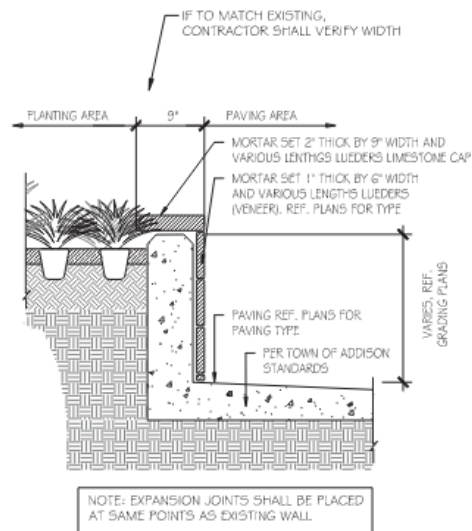
Manufacturer: Vaquero Stone and Supply

Type: Stone Veneer (Leuder)

Color/Finish: Charcoal, Light

Size: 6" x 12", Running Bond

Contact: Vaquerostoneandsupply@yahoo.com



5. Low Cut Stone Retaining Wall

The preferred Low Cut Stone Retaining Wall to be used near Major Thoroughfares and Arterial rights of way is detailed below:

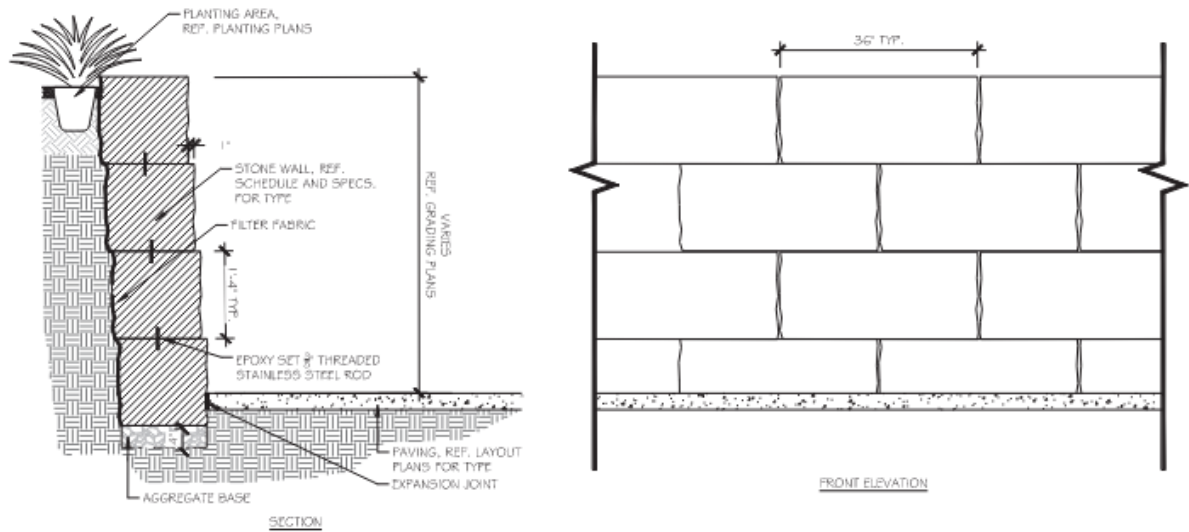
Manufacturer: Vaquero Stone and Supply

Type: Low Cut Stone

Color/Finish: Charcoal, Light, Sawcut on 4 sides, roughback finish on front and back

Size: Per Detail

Contact: Vaquerostoneandsupply@yahoo.com



5: Landscaping Manual

5.1 Pre-Approved Plant List

5.1.1. Canopy Trees

The trees listed below are approved for use throughout the town. Trees and permanent hardscape items or structures shall not be placed within public easements.

Common Name	Scientific Name
Cypress, Bald	<i>Taxodium distichum</i>
Cypress, Pond	<i>Taxodium ascendens</i>
Elm, Cedar	<i>Ulmus crassifolia</i>
Elm, Lacebark	<i>Ulmus parvifolia</i> *
Ginkgo (Male Cultivar)	<i>Ginkgo biloba</i>
Magnolia, Southern	<i>Magnolia grandiflora</i>
Maple, Caddo	<i>Acer saccharum var. nigrum</i>
Maple, Shantung	<i>Acer truncatum</i>
Oak, Chinquapin	<i>Quercus muhlenbergii</i>
Oak, Lacey	<i>Quercus laceyi</i>
Oak, Live (Upright varieties encouraged in street plantings)	<i>Quercus virginiana</i>
Oak, Texas	<i>Quercus buckleyi</i>
Pistache, Chinese	<i>Pistacia chinensis</i>

5.1.2. Ornamental Trees

Common Name	Scientific Name
Crape Myrtle	<i>Lagerstroemia indica</i>
Desert Willow	<i>Chilopsis linearis</i>

Common Name	Scientific Name
Eastern Red Cedar	<i>Juniperus virginiana</i>
Eastern Redbud (Oklahoma or equal)	<i>Cercis canadensis</i>
Holly, Foster	<i>Ilex x attenuata 'Fosteri'</i>
Holly, Nellie R Stevens	<i>Ilex x 'Nellie R. Stevens'</i>
Holly, Possumhaw	<i>Ilex decidua</i>
Holly, Yaupon	<i>Ilex vomitoria</i>
Juniper, Taylor	<i>Juniperus virginiana 'Taylor'</i>
Magnolia, Little Gem	<i>Magnolia grandiflora 'Little Gem', 'Teddy Bear'</i>
Prairie Flameleaf Sumac	<i>Rhus lanceolata</i>
Redbud, Mexican	<i>Cercis canadensis var. mexicana</i>
Redbud, Texas	<i>Cercis canadensis var. texensis</i>
Rusty Blackhaw Viburnum	<i>Viburnum rufidulum</i>
Texas Mountain Laurel	<i>Sophora secundiflora</i>
Vitex	<i>Vitex agnus - castus</i>
Wax Myrtle	<i>Myrica cerifera</i>

5.1.3. Evergreen Shrubs

Common Name	Scientific Name
Abelia 'Rose Creek' or approved equal	<i>Abelia grandiflora</i>
Holly, Carissa	<i>Ilex cornuta</i>
Holly, Dwarf Burford	<i>Ilex cornuta 'Burfordii Nana'</i>
Holly, Dwarf Yaupon	<i>Ilex vomitoria 'Nana'</i>
Holly, Needlepoint	<i>Ilex cornuta</i>
Holly, Nellie R	<i>Ilex x. 'Nellie R. Stevens'</i>
Japanese Boxwood	<i>Buxus microphylla</i>
Mahonia, Leatherleaf	<i>Mahonia bealei</i>
Mahonia, Soft Caress	<i>Mahonia eurybracteata 'Soft Caress'</i>
Nandina	<i>Nandina domestica</i>
Rosemary	<i>Rosemarinus officinalis</i>
Texas Sage	<i>Leucophyllum frutescens</i>
Wax Myrtle (Dwarf)	<i>Myrica cerifera "Compacta"</i>

5.1.4. Deciduous Shrubs

Common Name	Scientific Name
American Beautyberry	<i>Callicarpa americana</i>
Butterfly Bush	<i>Buddleia davidii</i>
Crape Myrtle	<i>Lagerstroemia indica</i>
Flame Acanthus	<i>Anisacanthus quadrifidus var. wrightii</i>
Oakleaf Hydrangea	<i>Hydrangea quercifolia</i>
Rose, Belinda's Dream	<i>Rosa 'Belinda's Dream'</i>

Rose, Carpet Rose	<i>Rosa 'Flower Carpet'</i>
Sage, Autumn	<i>Salvia greggii</i>
Sage, Mexican Bush Sage	<i>Salvia leucantha</i>
Spirea	<i>Spirea spp.</i>
St. John's Wort	<i>Hypericum patulum</i>
Zexmenia	<i>Wedelia texana</i>

5.1.5. Ground Cover

Common Name	Scientific Name
Asian Jasmine	<i>Trachelospermum asiaticum</i>
Blue Rug Juniper	<i>Juniperus horizontalis 'Wiltonii'</i>
Creeping Thyme	<i>Thymus serpyllum</i>
Germander	<i>Teucrium chamaedrys</i>
Horseherb	<i>Calyptocarpus vialis</i>
Liriope	<i>Liriope spp.</i>
Purple Wintercreeper	<i>Euonymus fortunei 'Colorata'</i>

5.1.6. Accent Plants

Common Name	Scientific Name
Yucca, Colorguard	<i>Yucca filamentosa 'Color Guard'</i>
Yucca, Red	<i>Hesperaloe parviflora</i>
Yucca, Soft Leaf	<i>Yucca recurvifolia</i>
Yucca, Twist-Leaf	<i>Yucca rupicola</i>

5.1.7. Ornamental Grasses

Common Name	Scientific Name
Blue Grama	<i>Bouteloua gracilis 'Blonde Ambition'</i>
Inland Sea Oats	<i>Chasmanthium latifolium</i>
Fountain Grass, Hameln's	<i>Pennisetum 'Hameln'</i>
Miscanthus	<i>Miscanthus sinensis</i>
Muhly, Gulf	<i>Muhlenbergia capillaris</i>
Muhly, Lindheimer's	<i>Muhlenbergia lindheimeri</i>

5.1.8. Turfgrass

Common Name	Scientific Name
Bermuda Grass	<i>Cynodon dactylon</i>
St. Augustine	<i>Stenotaphrum secundatum</i>
Zoysia	<i>Zoysia japonica</i>

5.1.9. Unprotected Trees

Common Name	Scientific Name
Bois d'Arc	<i>Maclura pomifera</i>

Common Name	Scientific Name
Box Elder	<i>Acer negundo</i>
Catalpa	<i>Catalpa spp.</i>
Chinaberry	<i>Melia azedarach</i>
Cottonwood	<i>Populus spp.</i>
Hackberry	<i>Celtis occidentalis</i>
Mulberry, Red	<i>Morus rubra</i>
Pear, Bradford	<i>Pyrus calleryana</i>
Western Soapberry	<i>Sapindus saponaria</i>

5.1.10. Tree Replacements

Existing Tree Size	Required Mitigation	Minimum Caliper of Replacement Tree
Protected Tree (4"-19")	1:1	4"
Significant Tree (20"-30")	1.5:1	4"
Heritage Tree (Over 30")	2:1	4"

- Heritage Trees shall not be removed unless approved by City Council and are mitigated at 2:1.

5.2 Application Requirements

5.2.1. Landscape Plan

A. Contents

Landscape plans required by §5.6: *Landscaping, Buffering, and Fences* shall be prepared to technical specifications established by the Director and shall at minimum contain the following information:

1. Date, scale, north arrow, and the names, addresses, and telephone numbers of both the property owner and the person preparing the plan;
2. Project name, street address, and lot and block description;
3. Location of walks, buildings, utilities, parking, drives and other site features.
4. Location of existing trees and landscaping.
5. Chart indicating required buffers, open space, frontage trees, parking lot trees, interior parking lot landscaping and other required landscaping elements.
6. Tree preservation and mitigation table that identifies the existing trees on site, the species and caliper inch of the tree, an indication of if the tree is to be preserved or removed, and how it will be mitigated, if necessary.
7. Location, height, and material of proposed screening and fencing (with berm to be delineated by one-foot contours);
8. Complete description of plant materials shown on the plan, including names (common and botanical name), locations, quantities, container or caliper sizes, heights, spread, and spacing. The location, size and species of all existing trees on the lot must be specifically indicated;
9. Complete description of landscaping and screening to be provided in or near off-street parking and loading areas, including information as to the amount (in square feet) of landscape area compared to gross site square feet. The Town right-of-way shall be included as part of the gross site landscaping;

10. Size, height, location, and material of proposed seating, lighting, planters, sculptures, decorative paving, and water features;
11. Cross-section drawing of berms and grading plan showing berm contours; and
12. Location of sprinkler heads, valves, double-check valve, water meter, automatic controller with rain and freeze sensors;

B. Seal Required

1. Landscape plans shall contain the seal of a landscape architect licensed in the State of Texas that such plans have been reviewed by such architect and satisfy all requirements of these landscape regulations.
2. Irrigation plans shall contain the certification and seal of an irrigator licensed by the Texas Commission on Environmental Quality that such plans were prepared by such irrigator and satisfy all requirements of these landscape regulations.

5.2.2. Permit for Planting on Public Property

The permit submittal shall include:

- A.** A diagram of the area showing pavement, streets, sidewalks, curbs and gutters, with a definite indicated scale;
- B.** The number, location and variety of plant materials to be planted;
- C.** The number, location and variety of plant materials already existing in the area;
- D.** The method of planting, including the supplying of suitable soil;
- E.** The method of water maintenance; and
- F.** Such other information as the Director shall find reasonably necessary to a fair determination of whether a permit should be issued.