



**CHECK LIST**  
**For**  
**SITE PLAN**

*For Initial Submittal, please provide:*

- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Letter of Approval from Architectural Review Board (if applicable)
- \_\_\_\_\_ Letter of Authorization from Property Owner
- \_\_\_\_\_ One Tax Receipt, (city and school taxes) from Dallas County, for each lot or tract of land involved in the Site Plan request.
- \_\_\_\_\_ 22 folded copies (24 x 36) of Site Plan for review
- \_\_\_\_\_ Description of property by metes & bounds, unless property has already been platted

*Once staff review is complete and corrections are made, please submit:*

- \_\_\_\_\_ 12 folded copies (11 x 17) of site plan for P & Z Commission meeting.
- \_\_\_\_\_ \*Digital presentation materials (i.e., power point) for P&Z meeting.

***\*The City of DeSoto requires that all digital presentation materials (i.e., power point), for P&Z meetings, be provided to staff one (1) week prior to the actual meeting date and all presentations should not exceed ten (10) minutes in length.***