

Planning Department

Site Plan Certification Checklist

CERTIFICATION APPLICATION must be signed by the applicant.

PROOF OF OWNERSHIP including but not limited to certified tax certificate, copy of deed, etc.

LEGAL METES & BOUNDS (field notes) on an 8 ½" by 11" sheet including surveyor seal and signature.

LETTER OF INTENT must include all letter of intent requirements including waiver requests and signature of the owner or applicant (separate digital file).

SITE PLAN formatted and scaled to a 24" by 36" page size (separate digital file).

TREE SURVEY/TREE PRESERVATION PLAN formatted and scaled to a 24" by 36" page size (separate digital file) and include associated application/affidavit. If trees will be removed from the site, please submit a Tree Removal Permit form.

LANDSCAPE PLAN formatted and scaled to a 24" by 36" page size (separate digital file).

EXTERIOR ARCHITECTURAL ELEVATIONS formatted and scaled to a 24" by 36" page size (separate digital file).

PRELIMINARY UTILITY PLANS formatted and scaled to a 24" by 36" page size (separate digital file).

STREET NAME APPROVAL FORM & USPS APPROVAL required if the development includes any proposed streets.

ADDRESS REQUEST FORM if the property has already been addressed this form is not required.

TXDOT LETTER OF NO OBJECTION TO ACCESS AND DRAINAGE required if the development abuts TxDOT right-of-way

LETTER OF INTENT REQUIREMENTS

- Define acreage of subject property.
- Describe in detail the location of the property. (Example: *approximately 125 feet South of Main Street* or distance from an intersection.)
- Specify proposed uses with specific operations defined
- Square footage of proposed building.
- Please specify if the proposed development will be developed in phases.
- If there is going to be more than one use, will each use be operated and maintained by one owner (Example: Church and Daycare/School).
- Special considerations (i.e. requested waivers, or variances)
- Specify zoning district.
- The letter of intent must provide the signature and contact information of the owner or owners authorized agent.

SITE PLAN TECHNICAL CHECKLIST

| General Site Plan Sheet | Applicant |
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| Location map with north arrow and scale | |
| North arrow | |
| Graphic and written scale. Scale must be 1"=20' or as determined by the Director | |
| Site boundaries with bearings and distances | |
| Title block located in the <i>lower right hand corner</i> containing the subdivision name with block and lot number, and address | |
| Name, address, and phone number of the property owner, applicant and engineer | |
| Legend, if abbreviations or symbols are used | |
| Parking areas and structures with typical parking dimensions | |
| Show wheel stops in parking stalls adjacent to sidewalks and landscaped areas as required | |
| Existing improvements within 200-feet of the subject property. (Buildings, drives aprons, etc.) | |
| Land use, zoning, subdivision name, recording information, and owner name for adjacent properties | |
| Location of any accessory items (kiosks, drop boxes, accessory structures, etc.) | |
| Any existing or proposed easements | |
| Identify all landscape areas by gray scaling or a unique identifier | |
| Provide and complete the following note: <i>According to Flood Insurance Rate Map, Panel _____, dated _____, is located in zone(s) _____ and is/is not within the 100-year floodplain</i> | |
| If floodplain exists on the property, identify the location of the FEMA 100-year floodplain with elevation including finished floor elevation | |
| Distances between existing and proposed driveways | |
| Drive approach dimensions and radii | |
| Show traffic flow arrows and dimensions of drive isles | |
| Show fire lanes with pavement widths, surface type, and radii of curves | |

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| <p>A site data summary table providing the following information:</p> <ul style="list-style-type: none"> ○ Proposed Use (letter of intent is required) ○ Zoning district ○ Lot area (acreage and square footage) ○ Square footage and percentage of impervious coverage ○ Building area in square feet (separated by use) ○ Building height (feet and number of stories) ○ Floor area ratio (FAR) ○ Total parking with calculations separated by use: required/ provided (EX: 44 required/ 45 provided) ○ Number of handicap spaces: required/provided (per ADA standards) ○ Number of dwelling units and number of bedrooms for multi-family developments (if applicable) | |
| <p>Provide a 2” by 4” blank rectangle for City Approval</p> | |
| <p>Location of dumpster/ trash enclosure with dimensions (including height) and materials. Dumpster enclosures must be a minimum of 12’ by 12’ by 8’ high constructed out of masonry material with solid metal gates</p> | |
| <p>Location and dimensions of sidewalks and ramps</p> | |
| <p>Any additional information as deemed necessary to adequately evaluate the site plan</p> | |
| <p>Architectural Elevation Sheets <i>Articulation requirements can be found in Section 21.9.5 Exterior Construction and Design Standards of the Unified Development Code</i></p> | Applicant |
| <p>Provide an elevation of all four sides of the building at an architectural scale of 1” = 20’</p> | |
| <p>Provide horizontal and vertical dimensions of each elevation including all articulations</p> | |
| <p>Label each elevation using cardinal directions</p> | |
| <p>Label building materials and colors</p> | |
| <p>Identify Building Design Category (Industrial, Commercial, Office/Public, or Multi-Family)</p> | |
| <p>Landscape Sheet <i>Landscaping requirements can be found in Section 21.9.7 Landscaping and</i></p> | Applicant |

| 21.14.3 Additional Design requirements of the Unified Development Code | |
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| Show North Arrow | |
| Graphic and written scale. Scale must be 1"=20' or as determined by the Director | |
| Location, size, and species of all trees to be preserved | |
| Location of all plant and landscaping material to be used, including plants, paving, benches, screens, fountains, statues, earthen berms, or other landscape features | |
| Species, size, spacing, and quantities of all plant material to be used in a tabular form | |
| Note on the plan stating that all required landscape areas shall be maintained with an automatic underground irrigation system | |
| Square footage and percentage of total site that is landscaped | |
| Number of required trees on site and number of provided trees | |
| Location of all proposed and existing easements. Show the location of all overhead and underground utility lines. A minimum distance of 8' must be maintained between the underground utility lines and the plantings | |
| Planter islands are required every twelve (12) parking spaces and at the terminus of all parking rows | |
| Parking lots and vehicular use areas shall be screened from all properties and abutting public right-of-way | |
| Trees shall be planted adjacent to any public right-of-way and the average density is based on the classification of the roadway | |
| Additional information as deemed necessary to adequately evaluate the landscape plan | |

| Tree Preservation / Mitigation Sheet | Applicant |
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| <i>Tree Preservation and Mitigation requirements can be found in Section 21.9.9 Tree Preservation and Mitigation of the Unified Development Code</i> | |
| Show North Arrow | |

| Graphic and written scale. Scale must be 1"=20' or as determined by the Director | | | | | | |
|---|-------------------|-----|--------|----------|---------|----------|
| A tree preservation / mitigation summary table providing the following information: | | | | | | |
| No. | Type/Species Tree | DBH | Remove | | | Preserve |
| | | | Exempt | Mitigate | Replace | |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| Total Inches | | | | | | |
| Total Mitigation Fee Due | | | | | | |
| <p><i>*Please note that 25% of all mitigatable protected class and heritage class trees must be preserved.</i></p> <p><i>*Please note that all Protected Class Trees (8" – 24") are mitigated at a 1:1 DBH inch ratio.</i></p> <p><i>*Please note that all Heritage Class Trees (24" and larger) are mitigated at a 3:1 DBH inch ratio.</i></p> | | | | | | |
| Location of all trees eight (8) inches and larger to be preserved or removed | | | | | | |
| If floodplain exists on the property, identify the location of the FEMA 100-year floodplain with elevation including finished floor elevation | | | | | | |
| Location of all proposed and existing easements. Show the location of all overhead and underground utility lines. | | | | | | |
| Legend, if abbreviations or symbols are used | | | | | | |

| Preliminary Utility Plan Sheet | Applicant |
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| Existing and proposed water mains (include size and valve locations) | |
| Existing and proposed domestic water services and meter sizes and locations. | |
| Location and size of irrigation meter with the location of backflow device | |
| Existing and proposed sewer mains (include size, manholes and cleanout) | |
| Sewer service size | |
| Existing and proposed utility easements including the associated utility line (public or private) and its size. | |
| Existing and proposed fire hydrants (including any nearby off-site hydrants) | |
| Existing and proposed fire lines, fire sprinkler connections, and appurtenances | |
| Additional information as deemed necessary to adequately evaluate the Utility plan | |
| Preliminary Drainage Plan | Applicant |
| Identification and delineation of any FEMA-mapped special flood hazard areas | |
| All natural and manmade watercourses including any wetlands or waters of the United States | |
| Existing and proposed topography in 2' intervals | |
| Existing and proposed drainage patterns including points of concentration and discharge study points | |
| Existing and proposed impervious areas | |
| Proposed stormwater facilities including channels, culverts, inlets, detention facilities, etc. | |
| Plan must provide enough detail to demonstrate how stormwater impacts resulting from the development will be controlled or managed | |