



PLANNING &  
CODES

# Application for Site Plan Review

Project Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Record Owner of Property/Agent\*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address or General Location: \_\_\_\_\_

Property ID(s): \_\_\_\_\_ Site Acreage: \_\_\_\_\_

Zoning: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Platted: Yes or No If yes, Subdivision Name and Date: \_\_\_\_\_

Street Frontage on \_\_\_\_\_ Corner Lot/Internal Lot/Double Frontage Lot

Utilities Providers Water \_\_\_\_\_ Electric \_\_\_\_\_ Sewer/Septic

Floodplain: Floodway 100yr 500 yr No BFE N/A

Development Information:

New Development or Redevelopment Overlay District: Yes or No

Existing Use of Site: \_\_\_\_\_

Proposed Use of Site: \_\_\_\_\_

Existing Structures? Yes or No

**\*\* See Next Page for Site Plan Checklist\*\***

Fee:	Received by:	Date:
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\*Note: An agent must furnish a signed "Letter of Authorization" from the owner, when submitting this application

## Site Plan Requirements and Checklist

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The following information shall be shown on each site plan submitted to the Planning Department with an application for a Site Plan Review. Two copies of the site development plan shall be submitted initially with the application. Please submit an electronic version as a pdf file.

Subdivision Plat

Building Footprint & Site Layout – include building setbacks, lot sizes, and square footage of structures

Off-Street Parking

Dumpsters – include the location of dumpster (identify if development is a food establishment) and the type of screening of dumpster

Outdoor Storage Areas – identify location and items to be stored or displayed

Landscaping

Tree Preservation – identify those being retained and those proposed for removal and the tree protection plan for existing trees proposed for retention

Fire Lanes & Fire Hydrant Locations

Utility Plans (Water, Sewer, Electric, Septic System) – to include the location of utilities on or adjacent to the site, widths and locations of utility easements, and if applicable, the location of septic system

Grading/Drainage (\$500 Review Fee due upon submittal)

Traffic Impact Analysis (if required by City Engineer)

Sidewalks

Driveways – to include the locations and widths of all proposed driveways, TxDOT approval (if located on TxDOT right-of-way) and the locations of connections to adjacent properties.

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I, being the undersigned applicant, understand that all of the conditions, dimensions, building sizes, landscaping and parking areas depicted on the site plan shall be adhered to as amended and approved by City Council.

Signature of Applicant: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

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