



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

The following information shall be shown on each site plan submitted to the Planning Department with an application for a Site Plan Review with review fees. Please submit all documents electronically as a pdf.

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

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.

Grading/Drainage/Site Review (Review Fee due upon submittal)

Site Plan Review	Fee
Less than 1 acre	\$250.00
1-5 acres	\$500.00
5.01-20 acres	\$750.00
20.01+acres	\$1,000.00

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: _____