



### SITE PLAN APPLICATION

#### SECTION 1. APPLICANT/OWNER INFORMATION

Please Print or Type

Applicant/Developer: Cary Stillwell Real Estate, LLC

Street Address: 5555 Edwards Ranch Rd #1114

City: Fort Worth State: TX Zip: 76109

Telephone: 817.564.8400 Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant's Status: (Check One) Owner  Tenant  Prospective Buyer

**Property Owner must sign the application or submit a notarized letter of authorization.**

Owner: David Simmons

Street Address: 4828 Exposition Way

City: Keller State: TX Zip: 76244

Telephone: (817) 800-5500 Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Cary Stillwell

Signature of Applicant

Date: 09/18/2023, 10:59:18 AM CDT

David Simmons

Signature of Owner Printed Name of Owner

Date: 09/18/2023, 12:08:13 PM CDT

Engineer/Architect: J.S. Ground Engineering, LLC Contact Name(s): Jeffrey S. Ground

Street Address: 4108 Dundee Ct.

City: Colleyville State: TX Zip: 76034

Telephone: 817.320.5330 Fax: \_\_\_\_\_ E-mail: jsg@jsgroundengineering.com

#### SECTION 2: GENERAL SITE INFORMATION

Legal Description: Lot(s): 2a Block(s): 11 Subdivision: Keller City

Name: David Simmons

Street Address: 110 Taylor St, Keller, TX 76248

Current Zoning: mixed use residential/light commercial Proposed Zoning: light commercial

Current Use of Property: vacant

Proposed Use of Property: office space

Square Footage of Existing Building(s): 1200

Square Footage of Proposed Building(s): 1200

Note: A special drainage meeting may be required.



**SITE PLAN APPLICATION**

**SECTION 3. CHECKLIST**  
**(Please provide each of the items below & initial next to each item)**

**Site Plan Sheet**

**CS**

The application fee

**CS**

Seven (7) 22" x 34" or 24" x 36" copies are needed, collated and folded to 9" x 12" paper size; electronic copy is recommended upon submittal date.

**CS**

Site Plan Sheet

- Title Block in lower right hand corner of site plan to include:
  - Project's name.
  - Name, address, telephone number, fax number, and contact person of the Applicant.
  - Name, address, telephone number, fax number, and contact person of the Owner.
  - Name, address, telephone number, fax number, and contact person of the preparer (Architect or Engineer).
  - Address and/or legal description of the project (addition's name, lots, and blocks).
  - Total acreage and zoning.
  - Date of preparation and dates of revisions, if any (as the site plan is revised, add dates of revision to each submittal)

**CS**

A summary table showing:

- Total building square footage.
- Number of required parking spaces (show calculations based on building usage).
- Number of provided parking spaces (number of handicapped parking spaces shall not be included as part of required parking spaces).

**CS**

Graphic Scale labeled with scale used.

**CS**

North arrow oriented to the top or right of sheet.

**CS**

Vicinity map of the City Base Map with scale of 1" = 1,000' with site location shaded.

**CS**

Distances and bearings of all lots.

**CS**

Cross section of proposed streets, alleys, and parking lots, showing the width and type of pavement and the location and width of sidewalks.

**CS**

The footprints of all proposed buildings or structures.

**CS**

Setback lines as required by the respective zoning district.

**CS**

The names and widths of rights-of-way and pavement of existing and proposed streets and alleys.

**CS**

All curbs or pavement edge and lane striping on adjacent streets with dimensions.

**CS**

Driveway and sidewalk locations with dimensions and curve radii labeled.

**CS**

Parking layout, including maneuvering, loading, and unloading areas.

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<b>CS</b>	Easements, deed restrictions, or other encumbrances that impact development of the lot.
<b>CS</b>	Location, type, material, and height of: <ul style="list-style-type: none"> <li>• Required screening walls or fences, including elevations.</li> <li>• Site lighting showing the height and location of exterior light fixtures.</li> <li>• Signs locations (All signs shall be permitted separately and meet the sign requirements of this Code at the time of permit).</li> </ul>
<b>CS</b>	Location and screening of trash receptacles with materials clearly identified (Trash receptacles/dumpsters are required for all non-single family-residential developments unless other acceptable alternative is proposed).
<b>CS</b>	Zoning, legal description, and owner of record for all adjacent lots or tracts.
<b>CS</b>	Park/Trail location and improvements, if applicable.
<b>CS</b>	Location of all utility boxes, cabinets, or meters, which shall be located at rear or side of building, if practical.
<b>Preliminary Utility Plan</b>	
<b>CS</b>	All property lines and easements.
<b>CS</b>	The footprints of all proposed buildings or structures
<b>CS</b>	Driveway and sidewalk locations with dimensions and curve radii labeled.
<b>CS</b>	Parking layout, including maneuvering, loading, and unloading areas.
<b>CS</b>	Location and size of all existing and proposed water and sewer lines.
<b>CS</b>	Location and size of all other utilities existing and proposed, underground or overhead.
<b>CS</b>	Fire protection, including locations of existing and proposed fire hydrants, fire lanes, and fire lines, with all dimensions clearly designated.
<b>CS</b>	Distances to closest existing fire hydrants, on-site or off-site, which would provide water access for this property in the event of a fire.
<b>Preliminary Grading and Drainage Plan</b>	
<b>CS</b>	All property lines and easements.
<b>CS</b>	The footprints of all proposed buildings or structures.
<b>CS</b>	Driveway and sidewalk locations with dimensions and curve radii labeled.
<b>CS</b>	Parking layout, including maneuvering, loading, and unloading areas.
<b>CS</b>	Existing and proposed contours.

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<b>CS</b>	Location of existing and proposed drainage structures with sizes and dimensions clearly labeled.
<b>CS</b>	Location of 100-year floodplain and floodway.
<b>CS</b>	Location of proposed improvements in relation to Areas of Special Flood Hazard.
<b>CS</b>	Elevation from mean sea level of new or substantially improved structures.
<b>CS</b>	A certificate from a Texas-registered Professional Engineer or Architect that states non-residential flood proofed structures meet the criteria contained in the Flood Plain Ordinance.
<b>CS</b>	Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of the proposed development.
<b>Landscape Plan - prepared by a Texas Registered Landscape Architect</b>	
<b>CS</b>	A minimum scale of 1" = 50'
<b>CS</b>	Name of preparer.
<b>CS</b>	Date of preparation.
<b>CS</b>	North arrow oriented to the top or right of the sheet.
<b>CS</b>	Location and spacing of all plants and landscaping materials and features to be used, including paving, benches, and fountains.
<b>CS</b>	Species, quantity, and size of all plant materials to be used.
<b>CS</b>	Location, size, and species of all trees to be preserved ("tree stamps" may not be used unless they indicate the true size and location of trees).
<b>CS</b>	Depth of pond, if applicable.
<b>CS</b>	Topography.
<b>CS</b>	Description of provisions for maintenance.
<b>CS</b>	A note that states that all landscaped areas will be irrigated and that detailed irrigation plans will be submitted with construction plans.
<b>CS</b>	A note that all landscaped areas are to be maintained in accordance with City regulations.
<b>CS</b>	Location and size of all other utilities existing and/or proposed, underground or overhead, including private transmission lines.
<b>CS</b>	Any required mitigation trees are marked with an "M" and are in addition to required landscaping trees.

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<b>CS</b>	<p>Landscape table listing landscaping requirements per Section 8.08 and showing how these requirements are met. Basic criteria listed below, see Section 8.08 for detailed landscaping requirements.</p> <ul style="list-style-type: none"> <li>• Foundation planting a minimum of five feet (5') in width shall be provided at the fronts and sides of buildings.</li> <li>• Parking lots shall be 100% screened with shrubs or berms adjacent to all public streets.</li> <li>• No more than twelve (12) consecutive parking spaces shall be allowed without the interruption of a nine foot by twelve foot landscaped island and all parking rows ending with a landscape island.</li> <li>• Required 15% of parking area landscaped.</li> <li>• For large parking lots with several rows of parking spaces, a minimum ten-foot (10') wide continuous landscaped island shall be provided at various locations.</li> <li>• Parking lots shall be 100% screened with shrubs or berms adjacent to all public streets.</li> <li>• Minimum thirty-foot (30') landscape buffer adjacent to all thoroughfares with four (4) or more lanes as classified on the current Comprehensive Thoroughfare Plan Buffers along other Rights-of-Way with Minimum four inch (4") caliper canopy trees spaced twenty-five feet (25') and two (2) ornamental trees per fifty linear feet (50') of frontage planted in clusters or linear arrangement.</li> <li>• Minimum fifteen-foot (15') landscape buffer adjacent to all other public streets with minimum three inch (3") caliper canopy trees spaced thirty feet (30') on center in a straight line.</li> <li>• Minimum thirty-foot (30') landscape buffer adjacent to all properties with residential uses or zoning or when residential zoning or uses are across the street from the side or rear yard of a non-residential or multi-family development with minimum three inch (3") caliper canopy trees spaced thirty feet (30') on center in a straight line.</li> <li>• Minimum ten-foot (10') landscape buffer adjacent to side and rear property lines when adjacent to non-residential uses or zoning with minimum three inch (3") caliper canopy trees spaced thirty feet (30') on center in a straight line.</li> </ul> <p><i>Some additional or varied standards apply in Special Zoning Districts including Old Town and Town Center.</i></p>
<b>Elevations</b>	
<b>CS</b>	Architectural elevations showing all sides of the proposed building and labeled north, south, east and west.
<b>CS</b>	The height of the proposed building clearly dimensioned.
<b>CS</b>	All exterior finishes and roofing materials clearly identified.
<b>CS</b>	A table showing the percent of each building material per elevation and for the entire building, exclusive of windows and doors.
<b>CS</b>	One 11" x 17" sheet with all elevations in color with labels and dimensions removed to serve as a color sample of exterior finishes.
<b>Photometric Plans</b>	
<b>CS</b>	All property lines and easements.
<b>CS</b>	The footprints of all proposed buildings or structures.
<b>CS</b>	Parking layout, including maneuvering, loading, and unloading areas.
<b>CS</b>	Type, location, and height of all proposed light poles and fixtures.

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**Aerial Overlay**

**CS**

A recent aerial photograph must be submitted (if applicable) in either 11" x 17" or 8.5" x 11" format with an attached transparent overlay.

**CS**

All property lines and easements.  
 The footprints of all proposed buildings or structures.

**CS**

Driveway and sidewalk locations.

**Tree Survey/Preservation Plan**

**CS**

Show location of trees on property with individual tree identification number

**CS**

Footprint of proposed structures, fire lanes, future and existing grading contours, all rights-of-way, utility and drainage easements.

**CS**

Add corresponding table with tree identification number, species common name, species Latin name, status of tree "protect" or not-protected", status of tree "remove" or "preserve"

**CS**

Summary table including: total number of trees, total number of trees removed, total number of trees exempt from mitigation requirements due to location, 20% of remaining trees (once those exempt are factored out), mitigation required based on removing more than the 20% allowance.

**CS**

All tree surveys and preservation plans shall be in accordance with Article 8.11.

**Additional Information**

**CS**

UDC Variance Request as described in Section 2.08 - Procedures for Variances from the Regulations of the Code, if applicable.

**CS**

The Planning Manager, Planning and Zoning Commission, or City Council may require additional information or drawings, operations data, or expert evaluation when considering the application, including traffic studies and drainage studies.

Regarding parking: Please reference records on file from June of 2021 for the variance granted by Matthew Cyr | Planner I  
 mcyr@cityofkeller.com  
 P: 817-743-4125  
 City of Keller, Texas