



### SITE PLAN APPLICATION

#### SECTION 1. APPLICANT/OWNER INFORMATION Please Print or Type

Applicant/Developer: Cary Moon  
 Street Address: 5016 Exposition Way  
 City: FW State: TX Zip: 76244  
 Telephone: 817 296 2895 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: Keller Main 222, LLC  
 Street Address: 5016 Exposition Way  
 City: FW State: TX Zip: 76244  
 Telephone: 817 296 2895 Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Owner \_\_\_\_\_ Printed Name of Owner Cary Moon  
 Date: \_\_\_\_\_

Engineer/Architect: Hoover Engineering Contact Name(s): Tom Hoover  
 Street Address: PO Box 1808  
 City: Keller State: TX Zip: 76248  
 Telephone: 817 913 1350 Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### SECTION 2: GENERAL SITE INFORMATION

Legal Description: Lot(s): 2 Block(s): 5 Subdivision: Original Town Keller Add  
 Name: Keller Main 222, LLC  
 Street Address: 228 S Main St Keller, TX 76248  
 Current Zoning: Commercial Proposed Zoning: \_\_\_\_\_  
 Current Use of Property: Vacant  
 Proposed Use of Property: Restaurant and office  
 Square Footage of Existing Building(s): NA  
 Square Footage of Proposed Building(s): 3250

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**

The application fee

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.

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)

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).

Graphic Scale labeled with scale used.

North arrow oriented to the top or right of sheet.

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

Distances and bearings of all lots.

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

The footprints of all proposed buildings or structures.

Setback lines as required by the respective zoning district.

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

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

Driveway and sidewalk locations with dimensions and curve radii labeled.

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



<input checked="" type="checkbox"/>	Easements, deed restrictions, or other encumbrances that impact development of the lot.
<input checked="" type="checkbox"/>	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>
<input checked="" type="checkbox"/>	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).
<input checked="" type="checkbox"/>	Zoning, legal description, and owner of record for all adjacent lots or tracts.
<input checked="" type="checkbox"/>	Park/Trail location and improvements, if applicable.
<input checked="" type="checkbox"/>	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>	
<input checked="" type="checkbox"/>	All property lines and easements.
<input checked="" type="checkbox"/>	The footprints of all proposed buildings or structures
<input checked="" type="checkbox"/>	Driveway and sidewalk locations with dimensions and curve radii labeled.
<input type="checkbox"/> NA	Parking layout, including maneuvering, loading, and unloading areas.
<input checked="" type="checkbox"/>	Location and size of all existing and proposed water and sewer lines.
<input checked="" type="checkbox"/>	Location and size of all other utilities existing and proposed, underground or overhead.
<input checked="" type="checkbox"/>	Fire protection, including locations of existing and proposed fire hydrants, fire lanes, and fire lines, with all dimensions clearly designated.
<input checked="" type="checkbox"/>	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>	
<input checked="" type="checkbox"/>	All property lines and easements.
<input checked="" type="checkbox"/>	The footprints of all proposed buildings or structures.
<input checked="" type="checkbox"/>	Driveway and sidewalk locations with dimensions and curve radii labeled.
<input type="checkbox"/> NA	Parking layout, including maneuvering, loading, and unloading areas.
<input checked="" type="checkbox"/>	Existing and proposed contours.



<input checked="" type="checkbox"/>	Location of existing and proposed drainage structures with sizes and dimensions clearly labeled.
<input checked="" type="checkbox"/>	Location of 100-year floodplain and floodway.
<input checked="" type="checkbox"/>	Location of proposed improvements in relation to Areas of Special Flood Hazard.
<input checked="" type="checkbox"/>	Elevation from mean sea level of new or substantially improved structures.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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> NA	
<input type="checkbox"/>	A minimum scale of 1" = 50'
<input type="checkbox"/>	Name of preparer.
<input type="checkbox"/>	Date of preparation.
<input type="checkbox"/>	North arrow oriented to the top or right of the sheet.
<input type="checkbox"/>	Location and spacing of all plants and landscaping materials and features to be used, including paving, benches, and fountains.
<input type="checkbox"/>	Species, quantity, and size of all plant materials to be used.
<input type="checkbox"/>	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).
<input type="checkbox"/>	Depth of pond, if applicable.
<input type="checkbox"/>	Topography.
<input type="checkbox"/>	Description of provisions for maintenance.
<input type="checkbox"/>	A note that states that all landscaped areas will be irrigated and that detailed irrigation plans will be submitted with construction plans.
<input type="checkbox"/>	A note that all landscaped areas are to be maintained in accordance with City regulations.
<input type="checkbox"/>	Location and size of all other utilities existing and/or proposed, underground or overhead, including private transmission lines.
<input type="checkbox"/>	Any required mitigation trees are marked with an "M" and are in addition to required landscaping trees.



**Aerial Overlay**

- 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.
- All property lines and easements.  
The footprints of all proposed buildings or structures.
- Driveway and sidewalk locations.

**Tree Survey/Preservation Plan**

- Show location of trees on property with individual tree identification number
- Footprint of proposed structures, fire lanes, future and existing grading contours, all rights-of-way, utility and drainage easements.
- 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"
- 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.
- All tree surveys and preservation plans shall be in accordance with Article 8.11.

**Additional Information**

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