

SITE PLAN AMENDMENT APPLICATION

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

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ 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: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant _____

Date: _____

Signature of Owner Printed Name of Owner

Date: _____

Engineer/Architect: _____ Contact Name(s): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

SECTION 2: GENERAL SITE INFORMATION

Legal Description: Lot(s): _____ Block(s): _____ Subdivision: _____

Name: _____

Street Address: _____

Current Zoning: _____ Proposed Zoning: _____

Current Use of Property: _____

Proposed Use of Property: _____

Square Footage of Existing Building(s): _____

Square Footage of Proposed Building(s): _____

SITE PLAN AMENDMENT 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 type="checkbox"/> | Easements, deed restrictions, or other encumbrances that impact development of the lot. |
| <input type="checkbox"/> | Location, type, material, and height of: <ul style="list-style-type: none"> • Required screening walls or fences, including elevations. • Site lighting showing the height and location of exterior light fixtures. • Signs locations (All signs shall be permitted separately and meet the sign requirements of this Code at the time of permit). |
| <input 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 type="checkbox"/> | Zoning, legal description, and owner of record for all adjacent lots or tracts. |
| <input type="checkbox"/> | Park/Trail location and improvements, if applicable. |
| <input type="checkbox"/> | Location of all utility boxes, cabinets, or meters, which shall be located at rear or side of building, if practical. |
| Preliminary Utility Plan | |
| <input type="checkbox"/> | All property lines and easements. |
| <input type="checkbox"/> | The footprints of all proposed buildings or structures |
| <input type="checkbox"/> | Driveway and sidewalk locations with dimensions and curve radii labeled. |
| <input type="checkbox"/> | Parking layout, including maneuvering, loading, and unloading areas. |
| <input type="checkbox"/> | Location and size of all existing and proposed water and sewer lines. |
| <input type="checkbox"/> | Location and size of all other utilities existing and proposed, underground or overhead. |
| <input type="checkbox"/> | Fire protection, including locations of existing and proposed fire hydrants, fire lanes, and fire lines, with all dimensions clearly designated. |
| <input 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. |
| Preliminary Grading and Drainage Plan | |
| <input type="checkbox"/> | All property lines and easements. |
| <input type="checkbox"/> | The footprints of all proposed buildings or structures. |
| <input type="checkbox"/> | Driveway and sidewalk locations with dimensions and curve radii labeled. |
| <input type="checkbox"/> | Parking layout, including maneuvering, loading, and unloading areas. |
| <input type="checkbox"/> | Existing and proposed contours. |

ARTICLE NINE

Unified Development Code

Adopted: July 7, 2015



| | |
|--|---|
| <input type="checkbox"/> | Location of existing and proposed drainage structures with sizes and dimensions clearly labeled. |
| <input type="checkbox"/> | Location of 100-year floodplain and floodway. |
| <input type="checkbox"/> | Location of proposed improvements in relation to Areas of Special Flood Hazard. |
| <input type="checkbox"/> | Elevation from mean sea level of new or substantially improved structures. |
| <input 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 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. |
| Landscape Plan - prepared by a Texas Registered Landscape Architect | |
| <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. |
| | |

| | |
|--------------------------|---|
| <input type="checkbox"/> | <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"> • Foundation planting a minimum of five feet (5') in width shall be provided at the fronts and sides of buildings. • Parking lots shall be 100% screened with shrubs or berms adjacent to all public streets. • 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. • Required 15% of parking area landscaped. • 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. • Parking lots shall be 100% screened with shrubs or berms adjacent to all public streets. • 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. • 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. • 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. • 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. <p><i>Some additional or varied standards apply in Special Zoning Districts including Old Town and Town Center.</i></p> |
| Elevations | |
| <input type="checkbox"/> | Architectural elevations showing all sides of the proposed building and labeled north, south, east and west. |
| <input type="checkbox"/> | The height of the proposed building clearly dimensioned. |
| <input type="checkbox"/> | All exterior finishes and roofing materials clearly identified. |
| <input type="checkbox"/> | A table showing the percent of each building material per elevation and for the entire building, exclusive of windows and doors. |
| <input type="checkbox"/> | One 11" x 17" sheet with all elevations in color with labels and dimensions removed to serve as a color sample of exterior finishes. |
| Photometric Plans | |
| <input type="checkbox"/> | All property lines and easements. |
| <input type="checkbox"/> | The footprints of all proposed buildings or structures. |
| <input type="checkbox"/> | Parking layout, including maneuvering, loading, and unloading areas. |

| | |
|--------------------------------------|---|
| <input type="checkbox"/> | Type, location, and height of all proposed light poles and fixtures. |
| Aerial Overlay | |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | All property lines and easements. The footprints of all proposed buildings or structures. |
| <input type="checkbox"/> | Driveway and sidewalk locations. |
| Tree Survey/Preservation Plan | |
| <input type="checkbox"/> | Show location of trees on property with individual tree identification number |
| <input type="checkbox"/> | Footprint of proposed structures, fire lanes, future and existing grading contours, all rights-of-way, utility and drainage easements. |
| <input type="checkbox"/> | 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" |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | All tree surveys and preservation plans shall be in accordance with Article 8.11. |
| Additional Information | |
| <input type="checkbox"/> | UDC Variance Request as described in Section 2.08 - Procedures for Variances from the Regulations of the Code, if applicable. |
| <input type="checkbox"/> | 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. |
| | |