

Site Plan Checklist

Site Plan Application Completeness Requirements

Application fee: \$1,500.00

- APPLICATION FEE** must be submitted at the time the application is submitted.
- DEVELOPMENT APPLICATION** must be signed by the owner
- PROOF OF OWNERSHIP** including but not limited to certified tax certificate, copy of deed, etc.
- LEGAL METES & BOUNDS** (field notes) on an 8 ½" by 11" sheet including surveyor seal and signature.
- LETTER OF INTENT** must include all letter of intent requirements including waiver requests and signature of the owner or applicant
- TREE SURVEY/TREE PRESERVATION PLAN** formatted and scaled to a 24" by 36" page size (separate digital file) and include associated application/affidavit. If trees will be removed from the site, please submit a Tree Removal Permit form.
- LETTERS OF UTILITY AVAILABILITY AND APPROVAL** from all utility providers including water, sewer, electric, natural gas, telephone and cable tv (Note: water provider approval not required if property is serviced by City of Schertz water).
- PLANNING & COMMUNITY DEVELOPMENT- SITE PLAN CERTIFICATION** must be submitted along with any associated documentation/exhibits provided with the certification from the Planning & Community Development Department.
- ENGINEERING DEPARTMENT- SITE PLAN CERTIFICATION** must be submitted along with any associated documentation/exhibits provided with the certification from the Engineering Department.
- FIRE DEPARTMENT- SITE PLAN CERTIFICATION** must be submitted along with any associated documentation/exhibits provided with the certification from the Fire Department.
- PUBLIC WORKS DEPARTMENT- SITE PLAN CERTIFICATION** must be submitted along with any associated documentation/exhibits provided with the certification from the Public Works Department.

- **SITE PLAN** formatted and scaled to a 24” by 36” page size and should be consistent with exhibits reviewed with the Planning & Community Development, Engineering Department, and Fire Department Certifications.
- **LANDSCAPE PLAN** formatted and scaled to a 24” by 36” page size and should be consistent with exhibits reviewed with the Planning & Community Development, Engineering Department, and Fire Department Certifications.
- **EXTERIOR ARCHITECTURAL ELEVATIONS** formatted and scaled to a 24” by 36” page size and should be consistent with exhibits reviewed with the Planning & Community Development, Engineering Department, and Fire Department Certifications.
- **PRELIMINARY UTILITY PLANS** formatted and scaled to a 24” by 36” page size and should be consistent with exhibits reviewed with the Planning & Community Development, Engineering Department, Public Works Department and Fire Department Certifications.

LETTER OF INTENT REQUIREMENTS

- Define acreage of subject property.
- Describe in detail the location of the property. (Example: *approximately 125 feet South of Main Street* or distance from an intersection.)
- Specify proposed uses with specific operations defined
- Square footage of proposed building.
- Please specify if the proposed development will be developed in phases.
- If there is going to be more than one use, will each use be operated and maintained by one owner (Example: Church and Daycare/School).
- Special considerations (i.e. requested waivers, or variances)
- Specify zoning district.
- The letter of intent must provide the signature and contact information of the owner or