

Public Works Department

Site Plan Certification Checklist

- CERTIFICATION APPLICATION** must be signed by the applicant.
- LETTER OF INTENT** must include all letter of intent requirements including waiver requests and signature of the owner or applicant (separate digital file).
- SITE PLAN** formatted and scaled to a 24" by 36" page size (separate digital file).
- 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.
- LANDSCAPE PLAN** formatted and scaled to a 24" by 36" page size (separate digital file).
- EXTERIOR ARCHITECTURAL ELEVATIONS** formatted and scaled to a 24" by 36" page size (separate digital file).
- PRELIMINARY UTILITY PLANS** formatted and scaled to a 24" by 36" page size (separate digital file).
- PRELIMINARY STORMWATER MANAGEMENT PLAN** Stormwater Management Plan Requirements and Drainage Design Criteria can be found in Section 4 of the Public Works Design Guide. A Stormwater Management Plan Checklist is included in Section 4.6 of the Public Works Design Guide.
- TRAFFIC IMPACT ANALYSIS**
 - DETERMINATION FORM** if form indicates a study is required; please contact the Engineering Department to discuss the scope of the study required.
 - COMPLETE TRAFFIC IMPACT ANALYSIS** if indicated as required on determination form and after discussion with Engineering Department
- TXDOT LETTER OF NO OBJECTION TO ACCESS AND DRAINAGE** required if the development abuts TxDOT right-of-way

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 owners authorized agent.

SITE PLAN TECHNICAL CHECKLIST

General Site Plan Sheet	Applicant
Location map with north arrow and scale	
North arrow	
Graphic and written scale. Scale must be 1"=20' or as determined by the Director	
Site boundaries with bearings and distances	
Title block located in the <i>lower right hand corner</i> containing the subdivision name with block and lot number, and address	
Name, address, and phone number of the property owner, applicant and engineer	
Legend, if abbreviations or symbols are used	
Parking areas and structures with typical parking dimensions	
Show wheel stops in parking stalls adjacent to sidewalks and landscaped areas as required	
Existing improvements within 200-feet of the subject property. (Buildings, drives aprons, etc.)	
Land use, zoning, subdivision name, recording information, and owner name for adjacent properties	
Location of any accessory items (kiosks, drop boxes, accessory structures, etc.)	
Any existing or proposed easements	
Identify all landscape areas by gray scaling or a unique identifier	
Provide and complete the following note: <i>According to Flood Insurance Rate Map, Panel _____, dated _____, is located in zone(s) _____ and is/is not within the 100-year floodplain</i>	
If floodplain exists on the property, identify the location of the FEMA 100-year floodplain with elevation including finished floor elevation	
Distances between existing and proposed driveways	
Drive approach dimensions and radii	
Show traffic flow arrows and dimensions of drive isles	

Show fire lanes with pavement widths, surface type, and radii of curves	
<p>A site data summary table providing the following information:</p> <ul style="list-style-type: none"> ○ Proposed Use (letter of intent is required) ○ Zoning district ○ Lot area (acreage and square footage) ○ Square footage and percentage of impervious coverage ○ Building area in square feet (separated by use) ○ Building height (feet and number of stories) ○ Floor area ratio (FAR) ○ Total parking with calculations separated by use: required/ provided (EX: 44 required/ 45 provided) ○ Number of handicap spaces: required/provided (per ADA standards) ○ Number of dwelling units and number of bedrooms for multi-family developments (if applicable) 	
Provide a 2" by 4" blank rectangle for City Approval	
Location of dumpster/ trash enclosure with dimensions (including height) and materials. Dumpster enclosures must be a minimum of 12' by 12' by 8' high constructed out of masonry material with solid metal gates	
Location and dimensions of sidewalks and ramps	
Any additional information as deemed necessary to adequately evaluate the site plan	
<p>Architectural Elevation Sheets <i>Articulation requirements can be found in Section 21.9.5 Exterior Construction and Design Standards of the Unified Development Code</i></p>	<u>Applicant</u>
Provide an elevation of all four sides of the building at an architectural scale of 1" = 20'	
Provide horizontal and vertical dimensions of each elevation including all articulations	
Label each elevation using cardinal directions	
Label building materials and colors	

Identify Building Design Category (Industrial, Commercial, Office/Public, or Multi-Family)	
<u>Landscape Sheet</u> <i>Landscaping requirements can be found in Section 21.9.7 Landscaping and 21.14.3 Additional Design requirements of the Unified Development Code</i>	<u>Applicant</u>
Show North Arrow	
Graphic and written scale. Scale must be 1"=20' or as determined by the Director	
Location, size, and species of all trees to be preserved	
Location of all plant and landscaping material to be used, including plants, paving, benches, screens, fountains, statues, earthen berms, or other landscape features	
Species, size, spacing, and quantities of all plant material to be used in a tabular form	
Note on the plan stating that all required landscape areas shall be maintained with an automatic underground irrigation system	
Square footage and percentage of total site that is landscaped	
Number of required trees on site and number of provided trees	
Location of all proposed and existing easements. Show the location of all overhead and underground utility lines. A minimum distance of 8' must be maintained between the underground utility lines and the plantings	
Planter islands are required every twelve (12) parking spaces and at the terminus of all parking rows	
Parking lots and vehicular use areas shall be screened from all properties and abutting public right-of-way	
Trees shall be planted adjacent to any public right-of-way and the average density is based on the classification of the roadway	
Additional information as deemed necessary to adequately evaluate the landscape plan	

Tree Preservation / Mitigation Sheet						Applicant
<i>Tree Preservation and Mitigation requirements can be found in Section 21.9.9 Tree Preservation and Mitigation of the Unified Development Code</i>						
Show North Arrow						
Graphic and written scale. Scale must be 1"=20' or as determined by the Director						
A tree preservation / mitigation summary table providing the following information:						
No.	Type/Species Tree	DBH	Remove			Preserve
			Exempt	Mitigate	Replace	
1.						
2.						
3.						
Total Inches						
Total Mitigation Fee Due						
<p><i>*Please note that 25% of all mitigatable protected class and heritage class trees must be preserved.</i></p> <p><i>*Please note that all Protected Class Trees (8" – 24") are mitigated at a 1:1 DBH inch ratio.</i></p> <p><i>*Please note that all Heritage Class Trees (24" and larger) are mitigated at a 3:1 DBH inch ratio.</i></p>						
Location of all trees eight (8) inches and larger to be preserved or removed						
If floodplain exists on the property, identify the location of the FEMA 100-year floodplain with elevation including finished floor elevation						
Location of all proposed and existing easements. Show the location of all overhead and underground utility lines.						
Legend, if abbreviations or symbols are used						

Preliminary Utility Plan Sheet	Applicant
Existing and proposed water mains (include size and valve locations)	
Existing and proposed domestic water services and meter sizes and locations.	
Location and size of irrigation meter with the location of backflow device	
Existing and proposed sewer mains (include size, manholes and cleanout)	
Sewer service size	
Existing and proposed utility easements including the associated utility line (public or private) and its size.	
Existing and proposed fire hydrants (including any nearby off-site hydrants)	
Existing and proposed fire lines, fire sprinkler connections, and appurtenances	
Additional information as deemed necessary to adequately evaluate the Utility plan	