



Site Plan Application Form

This form shall be submitted with each application for a site plan.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Architect (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Engineer/Land Surveyor (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Project Name: _____ Lot#: _____ Reviewer: _____

PROPERTY PROFILE

Site Address _____

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

Current Zoning _____

Present Use of Property

_____Proposed Use of the Property

Total Area of Site _____

Project Name: _____ Lot#: _____ Reviewer: _____

Required Information

- ☐ One (1) completed application in pdf form
- ☐ All fees
- ☐ Proposed generalized land uses
- ☐ Areas counted towards open space ratio or landscape surface ratio (as appropriate), including annotation of the land area and general function (*e.g.*, buffer, drainage, passive recreation, etc.) of each open space tract or designated landscape area
- ☐ Areas intended for dedication to City or other public entity
- ☐ Areas intended for common ownership by property owners' association
- ☐ Proposed site improvements, showing:
 - ☐ Location and dimensions (length and width of segments; curb radii) of proposed streets, sidewalks, and trails, including connections to existing streets, sidewalks, and trails
 - ☐ Access spacing and corner clearance measurements
 - ☐ Proposed building footprints and required and actual setback distances (not required for site plans that support single-family and duplex subdivision plats)
 - ☐ Proposed utility easements, including type and size of utility lines or facilities, and spacing of fire hydrants
 - ☐ Proposed drainage facilities and easements
 - ☐ Proposed motor vehicle parking spaces, including typical dimensions, spaces angles, and drive aisle widths, and location and dimensions of disabled parking spaces, and accessible routes
 - ☐ Proposed bicycle parking areas, number of spaces, and dimensions of maneuvering area around bicycle racks
 - ☐ Proposed loading areas, including loading space dimensions
 - ☐ Proposed garbage collection locations, including distances from dumpster enclosures to property lines
 - ☐ Proposed fire and emergency access lanes
 - ☐ Proposed location of street lighting
 - ☐ Location, materials, and height of proposed fences and walls
 - ☐ Required and proposed buffer yard widths
- ☐ Building elevation drawings, showing:
 - ☐ Building materials for all sides of nonresidential, mixed-use, and multi-family buildings
 - ☐ Materials and height of all structural screening
 - ☐ Canopies and awnings
 - ☐ Building heights
- ☐ Tables and calculations, showing:
 - ☐ Area of parcel proposed for development
 - ☐ Required and provided open space ratio or landscaped surface ratio
 - ☐ Base site area and net buildable area
 - ☐ Maximum and actual gross and net density
 - ☐ Total floor area for each proposed use
 - ☐ Lot, parcel, and tract areas (if a subdivision is proposed)

Project Name: _____ Lot#: _____ Reviewer: _____

- ☐ Parking spaces required and provided, including disabled parking spaces and bicycle parking spaces; any credits or shared parking calculations; and whether spaces are on-street or off-street
- ☐ Park dedication
- ☐ Providers of sanitary sewer, potable water, telephone, and gas utilities
- ☐ Elementary, middle, and high school (if residential development is proposed)
- ☐ Narrative sheets or documents:
 - ☐ Required justifications for cul-de-sacs, if cul-de-sacs are proposed
 - ☐ Parking study, if used to reduce parking requirements
 - ☐ Traffic study, or calculation of vehicle trips that shows that a complete traffic study is not necessary to demonstrate that the proposal will not significantly impact the transportation system
- ☐ Grading, drainage, and erosion control plans and drainage study
- ☐ Landscaping plans
- ☐ Existing and proposed signage
- ☐ Copy of recorded plat
- ☐ Copy of concept plan (if site is part of a larger development)

I, _____ (print or type name), certify with my signature below that the information included in my submittal packet is complete, true, and correct, to the best of my knowledge.

Signature of Applicant

Date

Project Name: _____ Lot#: _____ Reviewer: _____