

## Site Development Permit Application

**Job Address or Legal Description:** \_\_\_\_\_

**Project Type:**

- Residential  
 Commercial  
 Industrial

**Permit Type:**

- Single-Family  
 Multi-Family  
 Other \_\_\_\_\_

- Utility  
 Roadway  
 Floodplain

NPS

**Location:**

- City Limits  
 ETJ

Applicant Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Tenant: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Job Description (Scope of Work):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property Information:**

Total Site Area (acres): \_\_\_\_\_

Total Impervious Cover (acres): \_\_\_\_\_

Added Impervious Cover (acres): \_\_\_\_\_

Disturbed Area (acres): \_\_\_\_\_

Construction Value: \$ \_\_\_\_\_

All information on the site development checklist must be supplied in full at the time of submittal. If information is not submitted in full, the plan review process will cease and all information will be given back to the applicant.

*I hereby certify that the work covered by this application is authorized by the owner in fact and that I am authorized to make this application. I further certify that the information shown above is true and correct, and I agree to comply with all of the applicable city codes and ordinances, and laws of the state of Texas, and the approved plat, plan and specifications. I further certify that I will use the subcontractor listed and approved or will contact the Development Services Department for a change order.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Application Checklist

- Plans:** One (1) digital copy of all materials listed below prepared by a qualified individual, civil engineer, land planner, architect, or surveyor, at a scale no smaller than 1" = 100' :
  - Site plans, architectural building elevations, improvement plans, and such additional maps and drawings, all sufficiently dimensioned as required to illustrate the following:
    - The date, scale, north arrow, title, proposed name of the project, owner name and address, and name and address of person preparing the site plan
    - The location and dimensions of boundary lines, easements, and required yards and setbacks, along with total site acreage and the location of the property in relationship to existing roadways and city limits.
    - Location, height, bulk, general appearance, and intended use of existing and proposed buildings on the site, and the approximate location of existing buildings on abutting sites within fifty (50) feet
    - The location of existing and proposed site improvements including parking and loading areas, pedestrian and vehicular access, landscaped areas, utility or service areas, fencing and screening, signs and lighting and other pertinent development related features
    - The number of existing and proposed off-street parking and loading spaces and a calculation of applicable minimum parking requirements
    - The location of watercourses and drainage features, and for sites with an average slope greater than ten (10) percent, a plan showing existing and proposed topography and grading and proposed erosion controls
    - The relationship of the site and proposed use to surrounding uses, including pedestrian and vehicular circulation, current uses of nearby parcels, and any proposed off-site improvements
    - General layout for the required public improvements, including water, wastewater, grading and storm drainage, streets, water quality, alleys, fire lanes and hydrants, the quality of which shall be determined by the City Manager or designee
    - Tree Preservation Plan