



Case Number _____

Fee Paid _____

DEVELOPMENT SERVICES APPLICATION

- | | | | |
|--|--|--|--|
| ☐ Zoning | ☐ Preliminary Plat | ☐ Replat | ☐ Plat Vacation |
| ☐ Variance | ☐ Civil Plan Review | ☐ Minor Plat | ☐ Site Plan |
| ☐ Specific Use Permit | ☐ Final Plat | ☐ Amending Plat | ☐ _____ |

PROJECT INFORMATION

Project Name or Address _____

Brief Description for Request _____

Location _____ or Parcel Tax ID# _____

County ☐ Denton ☐ Cooke ☐ Grayson Water and Sewer Service ☐ Public ☐ Private ☐ Mixed

Subdivision/Survey _____ Block/Abstract # _____ Lot/Tract # _____

Current Zoning _____ ☐ ETJ Proposed Zoning _____ Acreage _____

Proposed Plat Name _____ Proposed # Lots _____

CONTACTS	OWNER	APPLICANT
		☐ Developer ☐ Surveyor ☐ Engineer
Key Contact	☐ Yes ☐ No	☐ Yes ☐ No
Name		
Company		
Address		
City/State/Zip		
Phone		
Email		

State of Texas) (

County of _____) (

BEFORE ME, a Notary Public, on this day personal appeared _____, the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."

Owner or Representative

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20_____.

Notary Public in & for the State of Texas _____



SITE PLAN CHECKLIST

The following checklist of requirements checklist is to guide application submittal preparation and facilitate processing. This will be used by the city to insure the application is completed per these instruction and properly filed for processing.

If the application items required for submittal and processing fail to be included, then this application will be rejected and not accepted for submission. Items listed by this Checklist are required to be completed by the Applicant prior to submission, either electronically or in person. Some items may be waived by Development Services Director or his/hers designee as not required for a Site Plan Review

Other information may be necessary on a case-by-case basis to clearly define the entire scope of work and to determine compliance with all applicable technical codes and ordinances.

check box, if done. If not, first schedule and hold a pre-submittal meeting before submitting this request.

☐

A mandated pre-submittal meeting has been held prior to submittal of this request.
Date_____.

Required for all new site development, site changes or redevelopment, change in zoning density or zoning amendment and/or alteration of or construction within a site's designated floodplain area. Site Plan Review is also required for:

- Planned Developments, Subdivisions, Multi-Family, Non-Residential.
- Not required for Single-Family Residential Building Permits.
- May be submitted for approval with a Preliminary Plat if all subdivision requirements are included.

Date _____ Printed Preparer's Name _____

Preparer's Signature _____ Phone: _____

Company or Firm Name _____ Email: _____

Property Owner's Name (Please print) _____ Email: _____

**APPLICANT MUST CHECK BOXES BELOW
AS INCLUDED OR NOT INCLUDED FOR SUBMISSION**

Check Off	Requirement
	APPLICATION SUBMITTAL
	Pre-Submittal meeting held – Mandatory Date of Pre-Submittal Meeting _____
	Fee(s) Paid
	Application Form completed with required signatures or letter of consent from owner for site plan rev.
	Checklist, completed and submitted
	Letter of Intent: • Describe the proposed project (use, applicant's industry experience, building(s) square footage, acreage, general location on the subject property, operating hours, traffic patterns, etc.) • Information on any special operations. • Any other pertinent information.
	Letter of Determination showing HOA approval of materials, if applicable.
	Site Plan 11" x 17" two (2) copies. One (1) must be electronically filed and one print.
	Two (2) rolled 24" x 36" print copies for projects over 5 acres: • Final Plat or Replat approved or in-process • Site Plan • Building Elevations • Landscape Plan--Preliminary • Irrigation Plan • As applicable: ○ Preliminary Grading Plan ○ Preliminary Drainage Plan with calculations for all drainage basins affecting the subject site. ○ Preliminary Utility Plan
	PDFs of all required documents
	GENERAL FEATURES
	North Arrow
	Scale (graphic and written) appropriate for the level of detail.
	Vicinity map, labeled "NTS," oriented and showing at least two nearby major thoroughfares.
	Legend.
	Owner's block and Preparer's block. (name, address, and phone).
	Surveyor's or Civil Engineer's Certificate and Stamp
	Show adjacent properties and ownerships within 200 feet of property lines.

Check Off	Requirement
	Approval Block 1. Approved on the _____ Day of _____ 20____. Development Services Director _____
	Title Block (near bottom right): 1. Site Plan 2. Project Name 3. Acreage 4. Subdivision name (phase if applicable) 5. Lot and block numbers 6. Survey name and abstract number 7. Location by City, County, State. (ETJ if applicable) 8. Date of preparation and date of latest revision. 9. Assigned Case Number _____
	STANDARD NOTATIONS TO BE SHOWN ON SITE PLANS
	"All screening and lighting shall comply with city regulations."
	"Site plan approval expires in one (1) year. Reapplication shall be required."
	"Any revision to this site plan will require city approval and will require revisions to any corresponding plans to avoid conflicts between plans."
	"All signage, fencing, and retaining walls require separate permits."
	"Water and Sewer Lines: All water and sewer lines and their sizes shall be shown on the Landscape Plan, including Fire Department connections."
	"All landscaping is to be irrigated in accordance with city regulations."
	"All irrigation systems are to be fitted with rain and freeze gauges in accordance with City standards."
	SITE PLAN FEATURES
	Provide certified acreage significant to 3 digits for each lot, tract, or site or to 1 decimal place if sq. ft.
	Provide match lines and key map. (if more than one sheet)
	Show FEMA 100-year flood plain zone with elevation.
	Show location of all existing pipeline easements and information concerning the size of the pipe, type of product being transported and the pressure in the pipeline.
	Show location of existing railroads, and other similar transportation features.
	Show location of all existing and proposed drainage and other public and private utilities (water, sewer, telecommunication, etc.) including new and proposed easements.
	Show building setbacks, landscape buffers, and easements.
	Show locations, materials, and size of all monuments found and set.
	Provide bearings (degrees and minutes) and distances for all proposed property boundary lines.

Check Off	Requirement
	Show location and dimensions of all boundary lines, lot lines, and City limit lines or ETJ (if any). • internal boundary lines shall be heavy. • external lines shall be dashed.
	Show street dimensions, centerline, radii, and 50% dimension to centerline for adjacent rights-of-way.
	Show acreage or square footage of right-of-way dedications.
	Show site triangles with dimensions.
	Show construction lay down areas.
	Show retaining walls with dimensions.
	Show building(s) footprint along with entrances.
	Show distances between buildings to ensure proper fire rating of exterior walls and setback requirements.
	Show order box, security booth, security gate, limited access control gates, payment collection box.
	Show any amenities: seating, fountains, bike racks, public art.
	Show location of permanent sign structures.
	Show decks and swimming pools.
	Show location of cluster mailboxes.
	Provide a site data summary table and appropriate column totals: • Existing Zoning, Proposed Zoning and Phasing, if applicable • density allowed and provided for use type(s) • number of units and bedrooms for multi-family • lot area square footage and acreage (excluding rights-of-way) • building gross square footage • building height, number of stories • floor-area ratio (FAR) for non-residential • total square footage of each use (such as office and retail) • impervious coverage square footage • open space required and provided • impervious surface square footage • interior landscape required and provided • parking total required and provided with ratio • parking ADA required and provided including van accessible • off-site shared parking.
	BUILDING ELEVATIONS
	Provide dimensions for vertical and horizontal articulations along with cardinal direction.
	Table both façade and overall building materials square footage and percentages along with a legend for color, texture, design patterns, offsets, and other features.
	LANDSCAPE, SCREENING, IRRIGATION
	Design landscape in conformance with city regulations.

Check Off	Requirement
	Show topography.
	Show location, size, and species of all trees to be preserved.
	Show location of all plants and landscaping material to be used.
	Show layout and description of irrigation, sprinkler, or water system.
	Provide a Table along with a legend for each symbol of plants. • # of Plants Required per ordinance and # of plants being Provided. • Plant Sizes, % of lot area, front setback, etc.
	Provide description of provisions for maintenance of existing and proposed plant materials.
	Show all water and sewer lines with sizes including fire department connections.
	Show irrigation or provide an irrigation plan.
	Design fences, walls, and screening in conformance with code of ordinances.
	Show screening location, materials (if vegetation, provide table with planting and maturity height details), color, dimensions, element screened (mechanical equipment, parking, adjacent property, etc.) • Required for: dumpster(s), outside storage
PARKING, LOADING, MANUEUVERING, PAVING, DRAINAGE	
	Design in conformance with city regulations, especially the Design Construction Specs. & Stds Manual.
	Show all existing and proposed fire lanes with shading. Include paving specifications and dimensions.
	Show fire FDC and hydrants.
	Provide dimensioned parking space exhibit.
	Provide lighting and photometric plan.
	Show layout and dimensions for all loading spaces.
	Table loading space calculations with standard applied, required spaces, and provided spaces.
	Show all public and/or private rights-of-way (including alleys) within 300 feet of the subject property shall be shown on the site plan. The widths of each shall be labeled. If a right-of-way has a variable width, indicate the width in a minimum of three (3) places along the roadway. Show all applicable corner clips, visibility triangles, medians, turn channels, and drainage inlets.
	Provide street type (local, collector, etc.).
	Show median openings and distances to nearest off-site median openings.
	Show lanes for turning, deceleration with associated storage and transition areas.
	Show distance between drives measured curb to curb.
	Show driveway throat depth and width radii.
	Show traffic circulation including ingress and egress, drive-thru lanes, etc.
	Show cross-access driveways and access easements.
	Show all drive widths and radii.

Check Off	Requirement
	Show elevations on top of curb at corners and at drives.
	Provide driveway and other surface materials.
	Provide 40' dumpster backing space for maneuverability.
	Show locations and dimensions of all existing and proposed sidewalks and crosswalks.
	Show bollards, crossing signals, traffic signal lights, traffic signs.
	Provide accessible routes and designation at sidewalk crossings of valleys, driveways, alleys and around obstructions in conformance with the Americans with Disabilities Act (ADA).
	Provide sidewalk access easements as applicable.
	Show basic elevation data to determine lot drainage characteristics (spot elevations sufficient).
	Show location of the boundary of special flood hazard areas.
	Provide existing and proposed finished floor elevations of buildings.
	Provide drainage calculations for across top of curb and sidewalk calculation, pre-development, during construction and post-construction conditions.
	Show manholes.
	Show detention ponds or underground drainage structures.
	UTILITY FEATURES
	Show location and height above finished grade (at the lowest point) of all existing and proposed overhead utility lines.
	Show location and size of all existing and proposed underground utility lines (Gas, Electrical, Water, Sewer, Phone, Cable, etc.) including meter and valve locations, on-site fire hydrants, fire mains, Standpipes, grease interceptor locations, wastewater sample ports, irrigation, backflow prevention Devices, etc., where applicable.
	Show mechanical room and/or service entrance locations for electrical, water, gas, telephone, and cable service.