



CEDAR PARK

Development Services Intake

450 Cypress Creek Road, Building 1

Cedar Park, TX 78613

Office: 512-401-5100

Fax: 512-258-1471



SDR

SITE DEVELOPMENT REVISION

APPLICATION & CHECKLIST

This application is to assist the applicant in preparing a proposal that meets City requirements pursuant to Chapters 11, 12 and 14 of the City of Cedar Park Code of Ordinances.

INSTRUCTIONS

- » Fill out the following application and checklist and upload online at www.mygovernmentonline.org. Current applications and city ordinances are located on the City's website (www.cedarparktexas.gov)
- » If you have any questions regarding site plan regulations, please contact city staff.
- » Submittals are due by NOON on the application submittal date. See attached schedule. Incomplete applications will not be accepted for review.
- » Double permit fees will be charged for work started prior to obtaining permits.
- » If public improvements are proposed, separate public improvement construction plans are required to be submitted with the Site Development Permit application. Examples of public improvements include utilities such as water and wastewater, roadway improvements, or public sidewalks.

SUBMITTAL REQUIREMENTS

All required materials completed and uploaded to www.mygovernmentonline.org

A standard Site Development Permit Revision Application noting the original case number

An Engineer's cover letter detailing the proposed changes

A copy of the approved cover sheet from the original site plan which contains City staff signatures and approval stamp.

On the cover sheet, add a line item to the revision/correction table and describe the changes being proposed.

Copies of any sheets from the approved site plan in PDF format that show proposed changes as redlines, including clouding and delta symbols indicating the revision number.

Any sheets that are being added to the approved site plan. The sheet index and revision/correction table on the cover sheet should be modified to reflect any addition.

All documents with proposed changes shall be signed and sealed by the Engineer.

APPLICANT NAME: _____ **SIGNATURE:** _____

By signing this I am acknowledging all required documents are provided in this submittal.



CEDAR PARK

Development Services Intake

450 Cypress Creek Road, Building 1

Cedar Park, TX 78613

Office: 512-401-5100

Fax: 512-258-1471

APPLICANT INFORMATION

Owner's Name: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

Owner's Signature: _____ Date: _____

The signature of the owner authorizes City of Cedar Park staff to visit and inspect the property for which this application is being submitted and that all required documents are provided in this submittal.

I will represent my application.

I hereby authorize the person named below to act as my agent/applicant in processing this application.

Agent/Applicant Name: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

FEE SCHEDULE

The review fees related to site plan revisions is assessed based on any proposed addition of impervious cover. Additional fees may be assessed during the review process. All other fees including Construction, Industrial Pre-Treatment, Fire Marshal and Base Professional Recovery fee are also applicable.

FILING FEE CALCULATION

Proposed Additional Impervious Cover (Sq Ft)

50% of the original total plan review fees + \$ _____

Construction Fee (flat fee)

\$125.00 for impervious cover from 1 – 50,000 sq ft + \$ _____

\$150.00 for impervious cover from 50,000 – 100,000 sq ft + \$ _____

\$250.00 for impervious cover from 100,000 – 200,000 sq ft + \$ _____

\$500.00 for impervious cover over 200,000 sq ft + \$ _____

Non-Refundable Base Professional Fee Recovery

+ \$ 200

TIA Review Fees (if applicable)

\$1,500 for 2,000 - 5,000 trips per day + \$ _____

\$2,400 for 5,001 - 10,000 trips per day + \$ _____

\$3,300 for 10,001 – 15,000 trips per day + \$ _____

\$3,700 for 15,001 + \$ _____

TIA Revision = ½ current TIA fee + \$ _____

TOTAL FEE (due at the time of application)

+ \$ _____

Additional Fees:

A \$500.00 resubmittal fee will be assessed for every resubmittal received after 3 rounds of review.



CEDAR PARK

Development Services Intake

450 Cypress Creek Road, Building 1

Cedar Park, TX 78613

Office: 512-401-5100

Fax: 512-258-1471

ADDITIONAL INFORMATION

Applicants are advised to consult source law, the City of Cedar Park Code of Ordinances or contact City staff for any questions or for verification of site plan revision requirements.

Examples of Site Plan Revisions:

- Significant changes to impervious cover, the definition of which will be determined on a case-by-case basis. Examples of significant changes to impervious cover may include but shall not be limited to changes in the number of parking stalls, length and/or width of drive aisles, dumpster enclosures, building area or any other paved surface.
- Changes to the fire protection plan, including any alteration to the layout, buildings or fire lanes, the relocation or addition of fire hydrants, changes in use of the site that would trigger a recalculation of the required fire flow and the need for the addition of a fire sprinkler system.
- Any change in use of a site that may alter site plan requirements. For example, a change in use from automotive repair to a retail mattress store that would trigger the requirement for a loading zone.
- The removal of trees that were originally shown to be preserved or any changes to the landscape plan that may alter compliance with the City's landscape ordinance.
- Changes to the building elevations that propose new building height or roofing plan.
- Significant changes to the utility or drainage plans, the definition of which shall be determined on a case-by-case basis

Examples of Exemptions to Site Plan Revisions:

- Relocation of bicycle racks
- Minor alterations to parking lot striping
- Changes in meter size
- Changes to private utilities