



Minor Development Site Plan Application

Planning and Development Department

604 West Fairmont Parkway

La Porte, Texas 77571

281-470-5057

OVERVIEW

A site plan is required for all development in the city in accordance with the requirements of Section 106-236 of the city's Code of Ordinances. A Minor Development Site Plan is applicable to all development projects on sites of ten (10) acres or less in area. Any person desiring to improve property shall submit a site plan showing design specifications for any proposed development as well as existing conditions. All development is required to be in compliance with Chapter 106 (Zoning) of the city's Code of Ordinances and all other applicable requirements. A Site Plan must be reviewed and approved by the city before a permit can be issued and commencement of construction on a site may occur. The following is a list of exemptions from the requirement of a Site Plan:

- (1) Residential construction.
- (2) Small awning and routine maintenance (including but not limited to parking lot, pavement, and building addition of less than 200 square feet if approved by director of planning and development) after review of a previous certified site plan and they find no indication that the improvement would violate the provisions of the Zoning Ordinance.
- (3) If a previously approved site plan that is older than one year from the date of approval by the city, a letter with seal and signature from the engineer of record is required to ensure compliance with existing regulations.
- (4) When the scope of commercial/industrial construction consists of modifications of an existing internal structure only.

SUBMITTAL REQUIREMENTS

The following application package must be submitted to the Planning and Development Department to commence review. Submittals must be electronic and can either be emailed directly to staff or submitted on CD or thumb drive.

- ☐ Completed **Application Form**.
- ☐ **Application Fee** of \$200 up to 1 acre + \$5 for each additional acre; nonrefundable.
- ☐ **Project Description Letter** that summarizes the proposed development.
- ☐ **Site Plan**, that includes all information required in the attached *Site Plan Checklist*. Site plan shall be ideally no more than 1-3 pages and submitted via electronic format. Site plans must be prepared and stamped by a licensed engineer or surveyor.
- ☐ **Exterior Elevations** if the site is subject to the city's Design Guidelines (Chapter 106, Article IX of the Code of Ordinances).
- ☐ **Traffic Impact Analysis**, if required by City Engineer.
- ☐ **Drainage Plan and/or Calculations** in accordance with the city's Public Improvement Criteria Manual (PICM) and any applicable requirements of Harris County and/or TXDOT.
- ☐ **Harris County or TXDOT Right-of-way or Drainage Permits**.



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PROCESS

- Prior to submittal of a Site Development Plan, you are encouraged, but not required, to schedule a Predevelopment Applicant Consultation (PAC) meeting. Contact the Planning Division to schedule a PAC meeting at 281-470-5057.
- A Minor Development Site Plan is reviewed administratively and may be approved by the Director of Planning and Development provided all applicable regulations and requirements have been met. If denied by the Director, you may appeal the decision to the Planning and Zoning Commission within twenty (20) days of notice.
- Upon receipt of a complete application package by the Planning and Development Department, the Site Plan submittal will be referred out to the various city departments for review, including Planning, Building, Engineering, Public Works, Fire Marshal, and any other agent/department deemed necessary.
- The Planning and Development Department will compile all comments from the various city departments and provide a review letter within ten (10) business days of submittal. If a resubmittal is required, another referral to the various city departments is required and a review letter will be provided within ten (10) business days of the re-submittal.
- Upon approval of the Site Plan by the Director, you will be required to submit a final executed Site Plan, stamped by a licensed engineer or surveyor, on mylar in 24"x36" format, for signature by the Director of Planning and Development.
- Once signed and approved by the Director of Planning and Development, the site plan will be forwarded to the city's Building Division. Only after the site plan is approved and signed can the Building Division release any building permit to commence construction. However, construction drawings may be submitted to the Building Division at any time for review during the Site Plan process.
- At completion of construction of the proposed development and before a Certificate of Occupancy may be issued, a final inspection of all improvements must be completed by City Inspectors. However, the developer shall have the option to utilize a third-party Engineer in place of the City Inspectors to certify that all improvements have been installed in accordance with the approved Site Plan.
- An approved Development Site Plan is valid for one (1) year from the date approved by the city.

CODE REQUIREMENTS

Section 86-7 (Development Regulations) of the city's Code of Ordinance contains all of the requirements for submittal and review of Site Development Plans.

Chapter 106 (Zoning) of the city's Code of Ordinances outlines various zoning related requirements including but not limited to setbacks, height, landscaping, parking, curb and driveway criteria, fencing, and design guidelines.

These requirements can be found at www.municode.com.



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PROJECT INFORMATION

Property address, if known: _____

Legal description of site: _____

HCAD Parcel Number/s of site: _____

Zoning District: _____ Lot area: _____

Attach to this application a Project Description Letter that describes in detail the proposed development.

PROPERTY OWNER(S) INFORMATION

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

AUTHORIZED AGENT (If other than owner)

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

OWNER(S) & AGENT CERTIFICATION

I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

Agent's Signature: _____ Date: _____

Owner(s)' Signature(s): _____ Date: _____

STAFF USE ONLY:

Case Number:

Date Application Received:



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Site Plan Checklist

The following checklist is intended to provide basic standards for Site Plan submittals. Please note that there may be additional comments and requirements following staff review of the Site Plan submittal. All Minor Development Site Plan submittals shall contain the following information:

☐	Format: 24"x36". Maximum of 1-3 sheets: AS AN EXAMPLE – Page 1 can contain Site Plan, Landscaping, Data Table, Signatures, etc.; Page 2 can contain Grading, Drainage, Utilities, etc.; Page 3 can contain Building Elevations, when required.
☐	Scale: In Engineering Format
☐	North arrow.
☐	Vicinity Map that shows relation of the development to surrounding streets, railroads, and water courses.
☐	Include the filing date of the Site Plan.
☐	Perimeter boundary of site including dimensions, property corners, etc. Also include legal bearings and distances for all property lines.
☐	Site Data Table: Must include the following – 1. Name of development. 2. Type of development. 3. Legal description of the site. 4. Address of site as assigned by the City. 5. Size of lot/property, building, and lot coverage percentage. 6. Zoning of the site. 7. Name of owner or authorized representative. 8. Name of developer and engineer. 9. Harris County Appraisal District property number/s. 10. North American Industry Classification System number for use of the property. 11. Square footage of site proposed to be developed (include all improvements)
☐	Include all easements on site.
☐	City Approving Authority Certificate: This is to certify that on _ day of _____, 20__ the City of La Porte, Texas, has approved this site plan and development of <u>(Name of Development)</u> in conformance with the ordinances of the City of La Porte. By: _____ Director, Planning and Development _____ City Planner _____ City Engineer



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Owners Certificate:

I (or we), (name of owners), as Owners (whether one or more) of the (number of acres) tract described in the above and foregoing site plan of (Name of development) do hereby establish said development of said property according to all lines, dedications, restrictions and notations on said site plan. I (We) further certify that all improvements shown on said site plan shall be constructed in the locations shown.

ADDITIONAL PARAGRAPHS TO BE ADDED AS APPROPRIATE

When development contains natural drainage ways such as bayous, creeks, gullies, ravines, draws or drainage ditches:

FURTHER, Owners agree to keep all of the property within the boundaries of this site plan and adjacent to any drainage easement, ditch, drainage ways and easements clear of fences, buildings, planting and other obstructions to the operations and maintenance of the drainage facility and that such abutting property shall not be permitted to drain directly into this easement except by means of an approved drainage structure.

When private streets and utilities are established within the site plan:

FURTHER, Owners agree that those streets and utilities located within the boundaries of this site plan specifically noted as private, shall be maintained as private streets and utilities by the owners, heirs, successors and assigns and, further, that said private streets shall always be available for the general use of the public for firemen, firefighting equipment, police and other emergency vehicles of whatever nature at all times.

When owner is an individual or individuals

WITNESS my (or our) hand in the City of _____, _____, this ____ day of _____, 20____.

(Name of Owner/s)

When owner is a company or corporation

In TESTIMONY WHEREOF, the (Name of company) has caused these presents to be signed by (Name of President), its President thereunto authorized, attested by its Secretary (or authorized trust officer), (Name of Secretary of authorized trust officer), and its common seal hereunto affixed by this _____ day of _____, 20____.

By: _____

(Name – President of Authorized Agent)

(Name of Company)

(Title)

ATTEST:

By: __ Name – Secretary or Authorized Trust Officer)

(Title)

(Affix Corporate Seal)



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☐

Indicate name, location and recording information for adjacent properties, developments, streets (including rights-of-way, vacated streets or alleys, easements, water courses, acreage tracts, and other natural or manmade features).

☐

Flood Statement:

This tract is in Flood Zone _____ and [is/is not] within the 100-year Flood Plain according to FEMA Map # _____, Dated _____.

☐

Building Footprint: Include the footprints of all buildings on site (proposed vs. existing) and show distances to property lines.

☐

Setbacks: Show all building setback lines and label the shortest distances from each building to the nearest property line.

☐

Parking: Standard size is 9'x18' with 25' drive aisles. Parking requirements are outlined in Article VI of Chapter 106 of the city's Code of Ordinances. Accessible parking required in accordance with ADA/Texas Accessibility Standards. Include parking table:

Parking Table	
Parking Spaces Required (Include parking ratio from Section 106-839):	
Parking Spaces Provided:	
Accessible Parking Spaces Required:	
Accessible Parking Spaces Provided:	

☐

Driveway Access: Harris County or TXDOT approval is required for all access onto public roadways maintained by said organization. All access points are still required to comply with the city's minimum requirements outlined in Section 106-835, Figures 10-2 and 10-3. Label driveways with all applicable requirements. Include a note on the site plan that calls out the slope of the driveway approach (max. 5%).

☐

Landscaping: Show existing and proposed landscaping in accordance with the requirements of Section 106-800. Landscape frontage requirements are outlined in Section 106-443 for commercial development and 106-522 for industrial development. Include the following landscape table:

LANDSCAPE TABLE					
Planting strip requirements per Section 106-800(c.1.b&c)					
Symbol:	Common Name:	Scientific Name:	Size (min. 5 gal. shrubs, 2" caliper trees)	# Required:	# Proposed:
Parking lot requirements per Section 106-800(c.1.e)					
Number of Parking Spaces Provided:					
Number of Trees Required (ratio 1 tree per 10 parking spaces):					
Species of Shade Trees Provided as Parking Lot Landscaping:					
Planters Required (ratio of 135 sq. ft. per 10 parking spaces):					



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☐	Residential Buffering: When a proposed development is located adjacent to a residentially zoned property, buffering is required in accordance with Section 106-444(a). The buffering option selected shall be clearly labeled on the site plan.
☐	Irrigation: Identify method of irrigation of proposed landscaping. If utilizing an automatic sprinkler system, show location of proposed irrigation tap and meter on the site plan and include a note requiring landscaping to be irrigated by such system. If the intent is to utilize drought-tolerant landscaping in-lieu-of an automatic irrigation system, then the site plan application will need to include the proposed species and what category they are on the Texas A&M University's Water Wise Plant List. Additionally, if this option is selected, then a note must be included on the site plan that requires the landscaping to be manually irrigated until established. On sites less than one (1) acre, the use of a programmable hose bib system is allowed only if the plant material is within 100 feet of the hose bib.
☐	Topography: Show existing and proposed topography for the site.
☐	Detention Requirements: Detention is required in accordance with the city's Public Improvement Criteria Manual (PICM). The site plan will need to include all detention calculations and improvements required. If the site discharges into a Harris County or TXDOT facility, then approvals from said organizations must be provided.
☐	Sidewalks: According to the city's Public Improvement Criteria Manual (PICM), sidewalks may be required for the development within the adjacent public right-of-way. Show proposed and existing sidewalks.
☐	Dumpsters: Show the location of any proposed dumpster. Dumpsters are only permitted on private property. Section 106-752 requires all dumpsters to be screened with a solid wood or masonry fence and a solid gate. Include a note on the site plan calling out the material proposed.
☐	Building Design Guidelines: Article IX of Chapter 106 outlines the city's building façade design guidelines. In certain situations, enhanced façade materials are required. If required, the site plan will need to include a sheet showing building elevations and proposed materials along with how the façade complies with all applicable design guidelines.
☐	Utilities: Show tap and meter locations and size for water and sewer connections. If a meter/tap exists, label it on the site plan as existing and identify size. Identify gas line size and routing. Label electric connection and identify whether overhead or underground.
☐	Sample Well: A grease trap and sample well may be required. Contact the Utilities Division of the Public Works Department to discuss whether a sample well may be required as part of your site plan along with a backflow preventer. If required, then it must be included on the site plan.
☐	Fire Hydrants: Show location of all fire hydrants in proximity of the site. Fire Code requires a hydrant within 300' of any portion of the building.
☐	Fire Code: Contact the city's Fire Marshal to discuss any specific requirements for your development.
☐	Performance Standards: The footnotes in Section 106-310 contain a number of performance standards required for all commercial and industrial development. The following notes must be included on the site plan: <i>Lighting and glare.</i> Any lighting used shall be arranged so as to deflect light away from any adjoining residential zone or from public streets. Direct or sky-reflected glare, where from floodlights or from high temperature processes such as combustion or welding shall not be directed onto any adjoining property. The source of lights shall be hooded or controlled in some manner so as not to light adjacent property. Bare incandescent light bulbs shall not be permitted in view of adjacent property or public right-of-way. Any light or combination of lights which cast light on a public street shall not exceed one footcandle (meter reading) as measured from the centerline of such



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	street. Any light or combination of lights which casts light on residential property shall not exceed 0.4 footcandles (meter reading) as measured from such property. <i>Radiation and electrical emissions.</i> No activities shall be permitted that emit dangerous radioactivity beyond enclosed areas. There shall be no electrical disturbance adversely affecting the operation at any point of any equipment other than that of the creator of such disturbance. <i>Smoke.</i> The emission of smoke by any use shall be in compliance with and regulated by the appropriate federal, state or local agency. <i>Dust or other particulate matter.</i> The emission of dust, fly ash or other particulate matter by any use shall be in compliance with and regulated by the appropriate federal, state or local agency. <i>Odors.</i> The emission of odor by any use shall be in compliance with and regulated by the appropriate federal, state or local agency. <i>Explosives.</i> No activities involving the storage, utilization, or manufacture of materials or products such as TNT or dynamite which could decompose by detonation shall be permitted except such as are specifically licensed by the city council. <i>Noise.</i> All noise shall be muffled so as not to be objectionable due to intermittence, beat frequency or shrillness and as measured at any property line in accordance with the decibel levels outlined in Section 106-310 of the city Code of Ordinances.
☐	Outdoor storage: Outdoor storage is permitted provided that the area is screened from view of any neighboring residential use and adjacent right-of-way and the surfacing must be dust free material. The location of any outdoor storage area should be identified on the site plan.
☐	Special Notes: Include a note on the site plan referencing any pre-existing nonconformities or any special approvals such as a variance, special exception, conditional use, etc.