

Site Plan (*Formal*) Checklist

- ☐ **CITYVIEW ONLINE APPLICATION** must register for an account if first time applicant.
- ☐ **APPLICATION FEE** must be submitted at the time the application is submitted.
 - \$1,500 Site Plan Fee
 - \$500 Amended Site Plan Fee
- ☐ **PROOF OF OWNERSHIP** including but not limited to certified tax certificate, copy of deed, etc.
- ☐ **LEGAL METES & BOUNDS** (field notes) on a sheet including surveyor seal and signature (separate digital file).
- ☐ **AGENT AUTHORIZATION LETTER** must include all requirements shown on page 3, and signature of the owner (separate digital file).
- ☐ **LETTER OF INTENT** must include all letter of intent requirements including waiver requests shown on page 4, and signature of the owner or authorized agent (separate digital file).
- ☐ **LETTERS OF UTILITY AVAILABILITY AND APPROVAL** from all utility providers including water, sewer, electric, natural gas, telephone and cable tv
 - (Note: water/wastewater provider approval not required if property is serviced by City of Schertz water/wastewater).
- ☐ **CERTIFICATION LETTERS** from:
 - Planning and Community Development
 - Engineering Department
 - Fire Department
 - Parks Department (if applicable)
- ☐ **CERTIFIED SITE PLAN EXHIBIT** formatted and scaled to a 18" x 24" page size (separate digital file).
 - Must have certification stamp
- ☐ **CERTIFIED LANDSCAPE PLAN EXHIBIT** formatted and scaled to a 18" x 24" page size (separate digital file).
 - Must have certification stamp



CERTIFIED EXTERIOR ARCHITECTURAL ELEVATIONS formatted and scaled to a 18" x 24" page size (separate digital file).

- Must have certification stamp



CERTIFIED TREE PRESERVATION PLAN EXHIBIT formatted and scaled to a 18" x 24" page size (separate digital file) – if applicable.

- Must have certification stamp

AUTHORIZED AGENT LETTER REQUIREMENTS

If acting as an agent on behalf of the owner of the property, then an Authorized Agent Letter is required.

- Separate digital file submission
- Authorized Agent Letter must be notarized.
- Include following language:

“With this letter, **(owner name)**, authorizes you to recognize **(authorized agent name)**, as its Agent, and acting on its behalf may sign for development applications, waivers and requests, and permits for constructions in relation to **(property address and/or application number)**, and by its signature, **(owner name)** recognizes and approves these actions and willfully accepts responsibility as the owner of this project.”

Authorized Agent Letter must be notarized

LETTER OF INTENT REQUIREMENTS

- Header

Date

City of Schertz Planning Department
1400 Schertz Parkway Bldg. 1
210-619-1780

Letter Contents:

- Define acreage of subject property.
- Specify existing and/or proposed zoning district.
- Describe in detail the location of the property.
 - ***(Example: approximately 125 feet South of Main Street or distance from an intersection.)***
- Specify proposed uses with specific operations defined.
- Please specify if the proposed development will be developed in phases.
- Special considerations such as waivers, or variances.
- **The Letter of Intent must provide the signature and contact information of the owner or owner's authorized agent.**