



City of Roanoke

Development Services

SITE PLAN APPLICATION & CHECKLIST

500 S. Oak Street, Roanoke, TX 76262
817-491-2411

SELECT APPLICATION TYPE:

Site Plan

Amended Site Plan*

*If amended, please provide previous site plan case number and approval date below:

Case Number: SP-_____

Approval Date: _____

The following items shall be included in the application submittal:

Signed and completed Application Form

Proof of land ownership (e.g. general warranty deed, special warranty deed, title policy or other document);

Completed Site Plan Checklist;

All required checklist items; and

Applicable fee(s), see Fee Schedule - [Development & Zoning Related Fees](#)**APPLICANT INFORMATION**

Applicant Name: _____

Company: _____

Mailing Address: _____

Phone: _____

Email: _____

Legal Interest: _____

Firm Preparing Site Plan Package: _____

Address: _____

Phone: _____

Email: _____

PROPERTY OWNER INFORMATION

Owner Name: _____

Company: _____

Mailing Address _____

Phone: _____

Email: _____

PROPERTY OWNER AFFIDAVIT

The information contained on this application, to my best knowledge and belief, is true and correct. I certify that I, the property owner, give legal consent to the applicant listed above to submit this application, on behalf of myself. I also understand that it is necessary for the applicant or myself to be present at the Planning and Zoning Commission (P&Z) meeting(s) as well as City Council meeting(s).

Owner Signature

Printed Name

STATE OF _____ COUNTY OF _____

Before me, _____, on this day personally appeared _____ known to me (or proved to me on the oath of _____, or through _____, to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____, 20____.

(SEAL)

Notary Public's Signature

Please submit the application and any supporting documents to atolliver@roanoketx.com or permits@roanoketexas.com



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PROJECT INFORMATION	
Site Address: _____	
Parcel ID No(s): _____	
Total Area (acres): _____	
Is property in a FEMA Designated Floodplain? Yes No	
Current Zoning: _____ Current Use: _____	
Proposed Use: _____	
Type of Development: _____ Development Name: _____	
If this is an amendment, summarize changes:	

Proposed Site Plan Contains:

<u>LAND USE</u>	<u>NUMBER OF LOTS</u>	<u>ACRES FOR USE</u>
Single Family		
Multi-Family		
Planned Development		
Retail		
Commercial		
Industrial		
Flood Plain		

A copy of the final plat including public right-of-way crossing and adjacent property to the subject property shall be included.

If the property is subjected to a Planned Development, please provide a statement that the proposed use conforms to the Planned Development Standards. The Site Plan application fee is \$400. Fees are subject to change as amended by Ordinance.

All submittals should be electronic submittals, submitted to permits@roanoketexas.com.

Applicant Signature

Date

City of Roanoke Site Plan Checklist



Submission Requirements

- ☐ Completed Application Form/Filing Fee
- ☐ Transmittal Letter
- ☐ Electronic Copy (PDF)

Print Requirements

- ☐ Staff Review
One (1) electronic copy for staff discussion. (Plans shall be received thirty (30) days prior to P&Z meeting.)
- ☐ Planning & Zoning Commission
One (1) electronic copy (Plans shall be received thirty (30) days prior to P&Z meeting.)

Meetings are held on the 1st and 3rd Monday at 7:00 p.m. of each month. All information must be received one week prior to the meeting date.

- ☐ City Council
One (1) electronic copy (PDF) of the complete site package with revisions recommended by the Planning & Zoning Commission.

Meetings are held on the 2nd and 4th Tuesday at 7:00 p.m. of each month. All information must be received one week prior to the meeting date. These prints should contain any revisions made by staff or Planning & Zoning Commission.

Site Plan

- ☐ Title block, titled Site Plan, lower right corner including subdivision name, block & lot numbers, and date of preparation.
- ☐ Names, addresses, phone numbers and emails of the owner, applicant and engineer or architect.
- ☐ North arrow and scale.
- ☐ Site Data Table / Scale 1" = 50'
 - Existing Zoning
 - Proposed Use
 - Square footage of each proposed use
 - Building area (gross sq. ft.)
 - Building height
 - Required & Provided parking per each use
 - Proposed lot coverage

Site Plan Continued

- ☐ Property boundaries with dimensions.
- ☐ Zoning districts adjacent to the property.
- ☐ Adjoining streets including existing and proposed median openings, curbs, sidewalks, street intersections, driveways, and alleys within 300 hundred feet of the property.
- ☐ Indicate spacing between driveways within the subject property and adjacent properties.
- ☐ Parking layout and driveways, including loading areas, dedicated fire lanes if required, access easements, and parking space dimensions.
- ☐ All existing and proposed drainage and utility easements.
- ☐ Topography with contour intervals of two (2) feet in 100 feet and minimum finished floor elevations, both referenced to mean sea level datum.
- ☐ Show location of the FEMA 100 year flood plain.
- ☐ Refuse facilities and mechanical equipment, including height, materials, and elevations or proposed screening.
- ☐ Lighting facilities, security lighting, screening, and glare shields.
- ☐ Proposed attached and monuments signs, showing elevations, dimensions, total square footage, materials, colors, font and lighting source. (sign information may be include on separate sheet)
- ☐ Preliminary Engineering. (conceptual utility and drainage)
- ☐ Show all existing and proposed sidewalks.
- ☐ Show Fire hydrant layout.
- ☐ Show existing and proposed Water & Waste Water.
- ☐ Any additional information as needed.

Building Elevations-Color Facade include any attached (wall-mounted) signage

- ☐ North, South, East and West building elevations.
- ☐ Proposed building materials that include manufacturer's specifications.
- ☐ Building height.
- ☐ Percentage of proposed materials.

Landscape Plan

- ☐ Title block, titled Landscaping Plan, lower right corner including subdivision name, block & lot numbers, and date of preparation.
- ☐ Names, addresses, phone numbers and emails of the owner, applicant and landscaping design proffessional.
- ☐ North arrow and scale. (same scale as site plan)
- ☐ Property boundaries with dimensions.

Landscape Plan Cont.

- ☐ Landscape Data Table showing required and provided square footage for each category as follows:

	Required	Provided
Perimeter Landscape	_____	_____
Number of Trees	_____	_____
Interior Landscape	_____	_____
Number of Trees	_____	_____
Non-vehicular Landscape	_____	_____
Number of Trees	_____	_____

Total Site Area devoted to landscape: _____ %

- ☐ Plant Table listing the number of each of tree and shrub species, providing scientific and common name and including caliper inches.
- ☐ A Plant Legend, if symbols or abbreviations are used.
- ☐ Show all areas of landscaped areas and plant materials on plan designated to fulfill interior, perimeter, and non-vehicular landscape requirements.
- ☐ Show location of trees to be preserved.
- ☐ Show spacing of plant material to be used.
- ☐ Show description of maintenance provisions for the Landscape Plan.
- ☐ Show proposed and existing sidewalks and utility easements.
- ☐ Show irrigation system if applicable.
- ☐ Show rain and freeze protection.

SITE PLAN APPROVAL CONDITIONS FOR RETAIL & OFFICE PROJECTS OUTSIDE INDUSTRIAL AREAS

These conditions and other considerations outlined in the CIVIC report should be considered in the design of a site plan.

- ☐ Utility meters shall not be visible except in areas clearly intended as service areas where the public is generally excluded.
- ☐ All mechanical equipment including units located on rooftops shall be screened.

This checklist is provided as a supplement only. It is the applicant's responsibility to review and comply with the requirements of the Zoning Ordinance, Subdivision regulations and Construction specifications. Concept plans for Zoning Changes or Specific Use Permits require all items on the checklist (only civils may be excluded).