

CITY OF TEXAS CITY
DETAILED SITE PLAN
SUBMITTAL REQUIREMENTS





CITY OF TEXAS CITY

Transportation & Planning Dept
928 5th Ave North
Texas City, Texas 77590
409.643.5951
Fax 409.949.3001

DEVELOPMENT APPLICATION

APPLICATION TYPE PLEASE CHECK APPROPRIATE BOX BELOW

- | | | |
|---|--|--|
| <input type="checkbox"/> Zoning Change | <input type="checkbox"/> Replat | <input type="checkbox"/> Subdivision Master Plan |
| <input type="checkbox"/> Detailed Site Plan | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> ROW Abandonment |
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Amending Plat | |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Vacating Plat | |

See appropriate checklist and fee schedule for minimum submittal requirements for each application

PROPERTY INFORMATION

Project Name: _____
 Project Address or Location: _____
 Legal Description: _____
 Proposed No. of Lots: _____ Gross Acreage: _____
 Existing Zoning: _____ Proposed Zoning: _____
 Existing Use: _____ Proposed Use: _____

APPLICANT & OWNER INFORMATION

Name of Applicant: _____
(print or type)

Signature: _____ Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-mail: _____ Ph: _____ Fax: _____

Name of Property Owner: _____
(print or type)

Signature: _____ Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-mail: _____ Ph: _____ Fax: _____

(The property owner may submit a notarized letter of authorization in lieu of a signed application)

For Department Use Only	
Date Received: _____	Fee Paid: \$ _____
Accepted by: _____	



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DEVELOPMENT APPLICATION SUBMITTAL PROCESS & REQUIREMENTS

DETAILED SITE PLAN

Site plan approval by the Planning Board shall be required prior to the issuance of a building permit for the following types of development:

1. Development in non-residential zoning classifications.
2. Development in Planned Unit Developments (PUD), excluding areas of planned developments devoted exclusively to single-family, single-family attached or duplex dwellings.
3. Development in the S-P Site Plan District, excluding uses devoted exclusively to single-family, single-family attached or duplex dwellings.
4. Townhouse or multifamily dwellings.
5. Schools, elementary or secondary.
6. Mobile home or recreational vehicle park.
7. Recreational and entertainment uses.

Approval of a site plan by the Planning Board shall be required when the site plan is in conjunction with a request for a zoning change excluding uses devoted exclusively to single-family, single-family attached or duplex dwellings.

The following list of submission requirements should be used by the applicant as a guide in preparing a complete Detailed Site Plan application. The City will also use the checklist to verify the completeness of the application at the time it is submitted.

Applicants are responsible for submitting complete applications. Incomplete applications will result in the application being rejected for acceptance or lengthen the development review process.

- Application:** A completed development application including all required signatures.
- Application Fee:** none
- Detailed Site Plans:** 13 copies a of the detailed site plan. The site plan must be drawn to a scale at which all details of the drawing are legible after the drawing has been reduced to an 8 ½" x 11" format. See the submittal requirements for Detailed Site Plans.

CITY OF TEXAS CITY DETAILED SITE PLAN SUBMITTAL REQUIREMENTS

THE FOLLOWING INFORMATION IS REQUIRED ON ALL DETAILED SITE PLAN SUBMISSIONS.

FORMAT

- North arrow.
- A notation of the scale, which must be an engineering scale.
- A bar or graphic scale.
- A location map with the subject site clearly indicated.
- A legend for any graphic symbols used.
- Date of preparation and subsequent revisions.
- The exhibit must be drawn to a scale at which all details of the drawing are legible after the drawing has been reduced to an 8 ½" x 11" format.

TITLE BLOCK

- The name of the proposed project.
- The words "Detailed Site Plan."
- A notation of the gross acreage.
- The words, "Texas City, Galveston County, Texas."
- The name, address, and telephone number of the property owner.
- The name, address, and telephone number of the applicant.
- The name, address, and telephone number of the property owner.

SITE INFORMATION

- Acreage of tract.
- Boundary of tract.
- Name of Abstract and Survey of the property if it has not been platted.
- Lot, block, and subdivision name of property if it has been platted.
- Location and width of all existing and proposed internal streets, rights-of-way and easements.
- Both sides of all existing and proposed perimeter streets.
- Adjacent subdivisions, showing streets, easements, adjacent lot lines, and subdivision name. If the adjacent property is unplatted, show property lines and current owner(s), and note "Not Platted."
- Floodplains, floodways, stream courses, or other water features.
- Proposed lot lines.
- Minimum and average size of the lots.
- Current zoning and land use of adjacent property
- Proposed zoning of tract(s) if applicable.
- Where multiple tracts are being proposed for rezoning, each tract should be labeled by a numerical or alphabetical designation (i.e. Tract A).
- Table identifying the acreage of each tract. (Where applicable, acreages designated for rights-of-way, parks, open spaces, etc. should be identified on the table.)
- Boundary lines of each tract.
- Approximate dimensions of each tract.
- Location and height of existing and proposed buildings (label primary use of each building).
- Gross square feet of each building.
- Total number of multi-family units for the project and within each building if applicable.
- Building elevations if required depicting amount and type of exterior facades.

- Label each building's minimum finished floor elevation if adjacent to or within 100-year floodplain.
- Circulation lanes, private drives, fire lanes and driveways including cross circulation lanes between proposed or existing lots.
- Location and dimension of all parking areas.
- Location of loading dock areas.
- Location and screening of trash dumpsters.
- Location and type of landscaping (types and number of trees (this may be depicted on a separate sheet).
- Location, type and height of screening fences and walls.
- Location of any open storage areas.
- Location of any above ground or underground fuel storage tanks.
- Location of any pipelines.
- Location of any fuel pump islands.