



SITE DEVELOPMENT PERMIT APPLICATION

(please print clearly)

Date: _____

PROJECT INFORMATION:

Project Name: _____

Project Address: _____

Subdivision: _____

Lot: _____ Block: _____ Section: _____

Zoning: _____ Square Footage of Building _____ Acreage: _____

APPLICATION INFORMATION:

Owner's Name: _____

Owner's Signature: _____

Owner's Address: _____

Telephone Number: _____

e-mail address: _____

Please Note: The signature of the owner authorizes City of Umland staff to visit and inspect the property for which this application is being submitted.

(check one)

____ I will represent my application.

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

AGENT: _____

AGENT ADDRESS: _____

TELEPHONE _____

e-mail address _____

****DOUBLE PERMIT FEES WILL BE CHARGED FOR WORK STARTED PRIOR TO OBTAINING PERMITS****

Site Development Permit Application Checklist

Please note that the checklist is required to be filled out by the applicant or designated agent. Place a check mark on the line in front of the number if you have complied with that item. If the check list item is not applicable to your application, indicate such. This checklist is provided only as a guide. All site plan requirements cannot be reflected on this checklist. If the applicant has any questions regarding site plan regulations, the applicant should consult the source law or contact City Staff. City ordinances can be obtained from the City of Umland and on-line at www.cityofuhland.com

SITE PLAN: _____
(Name of Project)

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

The following items are required to be included with the Site Plan for the Commercial Building Permit Application to be considered complete. Incomplete applications will not be accepted for review.

(Note: 4sets rolled and bound)

- ___ 1. Application and checklist form completed and signed
- ___ 2. 4 copies of site plan (the plan should be clearly labeled as **Site Plan**)
- ___ 3. 4 copies of drainage plan.
- ___ 4. 2 copies of the stormwater management report
- ___ 5. 1 copy of the TIA.
- ___ 6. 4 copies of erosion & sediment control plan.
- ___ 7. 4 copies of utility schematic plan.
- ___ 8. 4 copies of grading plan.
- ___ 9. 4 copies of landscape plan (the plan should be clearly labeled as **Landscape Plan**)
- ___ 10. Project Summary Letter
- ___ 11. A check for fees made out to the City of Umland.
- ___ 12. Provide electronic files of all items listed above.

Fee Calculation:

Application Review Fee:

Fire Department Review Fee:

\$ _____
Total Fee

*** A pre-submittal meeting is required. Please contact Karen Gallaher at 512-398-7399 to schedule an appointment.

(THE FOLLOWING LINE IS FOR CITY USE ONLY)

ACCEPTED BY: _____ **DATE:** _____

SITE PLAN INFORMATION:

___ 1. The following information should be completed on this form and placed on the site plan:

Owners: _____

Address: _____

Telephone: _____

Acreage: _____ Total Impervious Cover: _____

Total Number of Lots: _____

Legal Description: _____

Address: _____

Land Use Summary: (Label square footage of building (s) for each land use and number of units if multi-family)

Date: _____

Person Preparing Plan: _____

Company: _____

Address: _____

Telephone: _____

E-mail Address: _____

Engineer: _____

Company: _____

Address: _____

Telephone: _____

E-Mail Address: _____

___ 2. Scale 1"= some number of feet divisible by 10 and labeled clearly on plan. Site plans should not be prepared smaller than 1"-60'.

___ 3. North arrow

___ 4. Location map

___ 5. If the tract is subject to the Central Business District ordinance, all materials necessary to review for compliance with the ordinance are enclosed.

___ 6. Boundary lines (drawn with heavy line) with metes and bounds description

___ 7. Property lines of adjacent properties showing (where applicable) the names and lot lines of adjacent approved preliminary and final plats.

___ 8. For multi-family site plans, a table showing the number of living units, the acreage of the lot and the units per acre.

___ 9. If inside the City limits, site plan complies with City of Umland zoning ordinance including the landscaping requirements and compatibility standards (if applicable).

___ 10. Site plan complies with the City of Umland specifications and design standards

___ 11. Location of the centerline of existing watercourses and other similar drainage and transportation feature.

___ 12. Location and size of existing easements with record reference are shown. A statement is provided indication that all existing easements are shown on the site plan.

___ 13. Building lines are shown.

___ 14. Location and dimensions of sidewalks are shown.

___ 15. Proposed water and wastewater utilities to be provided by:

- ___ County Line Special Utility District
- ___ Private wells
- ___ Septic tanks or other individual sewage treatment system
- ___ Other _____

___ 16. Grading and drainage plan show:

- ___ a. Existing and proposed contours at 1ft. intervals
- ___ b. Location of proposed temporary and permanent erosion controls
- ___ c. Location of proposed grading and construction details for stormwater underground systems, detention facilities and/or water quality facilities, if applicable.
- ___ d. Runoff and stormwater detention calculations provided in report form or as part of the information shown on the grading and drainage plan.

___ 17. Utility information show:

- ___ a. Location of all utilities on or adjacent to the site, with dimensions from the property boundary.
- ___ b. Width of easement(s) containing the utility lines(s)
- ___ c. Location of existing and proposed water/wastewater taps (if applicable)
- ___ d. Location of Double Check Valve Backflow Prevention Assembly in accordance with AWWA Standard C510-92 (if applicable).

___ 18. Location of existing and proposed fire hydrants:

- ___ a. Non-sprinklered building - required to have a minimum of one hydrant within 300ft. of all portions of exterior walls and a second hydrant within 500ft.
- ___ b. Sprinklered building – required to have a minimum of one hydrant within 100ft of fire department connection with a second hydrant within 300ft

___ 19. Location of 100-year floodplain including Base Floor Elevations is shown on the plan or a note indication that no floodplain is located on the property.

- ___ a. Provide Floodplain Development Permit, if applicable.
- ___ b. Provide FEMA Elevation Certificate, if applicable.
- ___ c. Provide a no-rise certification or a LOMR, if applicable.

___ 20. History (complete the request data and enclose a copy of the approved plat)

___ Final Plat _____
(Name)

___ Zoning _____
(Current Zoning)

___ Legal Lot Information: if property is not platted, a plat will be required to be filed with the Planning Department unless evidence of a legal lot is provided. To be an un-platted legal lot, the applicant is required to demonstrate that the tract existed in the same shape or form

(same metes and bounds description) as it currently is described prior to the date it came within the Uhland jurisdiction (ETJ or City Limits, whichever came first) or prior to June 6, 2002, the date of the City of Uhland adopted a subdivision ordinance.

- ___ 21. Watershed information (if applicable)
- ___ 22. Sight distance at all intersections complies with Ord.# 151
- ___ 23. Curb return radii at intersection of street ROW complies with Ord.# 151
- ___ 24. The site plan shows curb markings or signs indication **No Parking-fire zone** on aisles and driveways not adjacent to parking spaces.
- ___ 25. The fire access circulation loop provides for a minimum 25 foot inside turning radius and 50 foot outside turning radius.
- ___ 26. The site Plan shows safety barriers, fencing, wheel stops, curbing or other restrictive barriers adjacent to driveways, driving aisles that are not adjacent to parking spaces and at the perimeter of parking areas.
- ___ 27. Access aisles and parking areas greater than 150 feet in length with a single outlet provide a paved 50' radius turn-around or a 30' X 80' "hammerhead" turn-around.
- ___ 28. All parking areas and driving aisles are designed with an all-weather driving surface and a flexible base capable of supporting loads of not less than 80,000 pounds live vehicle load
- ___ 29. Parking lot dimensions are clearly labeled
- ___ 30. Dimensions are provided for improvements, building setbacks and easement.
- ___ 31. A landscape plan is provided in compliance with the landscape and tree standards of the zoning ordinance of City of Uhland
- ___ 32. Loading spaces are clearly labeled. Loading spaces and trash dumpsters are located so that they do not interfere with parking spaces or with the maneuvering areas for parking spaces.
- ___ 33. The number of parking spaces for the proposed use(s) comply with Ordinance # . A table is provided showing parking analysis for each lot. Each lot is required to meet the minimum parking requirements for uses on that lot.
- ___ 34. Driveway approaches are labeled.
- ___ 35. Driveways, including curb returns, are to be constructed within the street frontage of the subject property. Neither the driveway nor curb returns overlap adjacent property frontage unless written approval from the adjacent property owner is provided
- ___ 36. Driveway spacing meets the requirement of the zoning ordinance as well as TxDot.
- ___ 37. End islands with raised curbing are utilized in parking bays.
- ___ 38. Parking spaces are located conveniently near the uses, which they serve.
- ___ 39. TXDOT driveway permit is provided for driveways on state-maintained highways. (The driveway location should be approved by the City of Uhland before applying for a TXDOT driveway permit)
- ___ 40. Lighting plan compliant with the City of Uhland Outdoor Lighting Regulations. The plan must comply with City of Uhland Ordinance.
- ___ 41. Mandatory pre-application conference held with the City on _____ for tracts exceeding fifty (50) acres or divided into fifty (50) or more lots.