Site Plan Review Checklist

Applicant:__________________________________  Project Name:__________________________________

Property Location:__________________________  Date of Pre-Application Conference:_______

Site Plan Schedule (Appendix B):

Site Plan applications and all required materials shall be submitted NO LATER THAN 2:00 P.M. on each Monday.

**Note:**

1. **Red-lined Plans to Consultant.** Red-lines will typically be made available to the consultant after 10 working days after 1:00 p.m.

2. **Revised Plans Submitted.** Revised plans shall be resubmitted NO LATER THAN 4:00 P.M. on or before the following Monday.

Required Materials (Section 21-91(b)):

☐ Completed application
  
  **Appendix K – Plan Review Application**

☐ Two (2) sets of Site Plans
  
  24” x 36” Sheets
  
  Standard Engineering Scale (Minimum Scale of 1” to 50”)

☐ Site Plan Review Fee (**Appendix A)**
  
<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 acre</td>
<td>$250.00</td>
</tr>
<tr>
<td>1 – 5 acres</td>
<td>$340.00</td>
</tr>
<tr>
<td>More than 5 acres</td>
<td>$415.00</td>
</tr>
<tr>
<td>Amending Site Plan</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

General Plan (Section 21-91)(b)(1)):

☐ The Project Name, location/address, legal description, Parcel(s) Tax ID#, name of Owner(s) and Project Representative(s) [developer, engineer, architect, etc…] of the proposed development (Include Owner(s) Home/Business Address and Telephone Number as well as Project Representative(s) Business Address and Telephone Number)

☐ Date, Vicinity/Location Map, North Arrow, and Scale;

☐ Signature block for City Engineer and Development Engineer;

☐ Show the locations and dimensions of all property lines, building set back lines, right-of-ways and easements;

☐ Show Existing and Proposed Topographic (Natural Features) characteristics;
Show locations and dimensions of all existing or proposed:

- Driveways (Chapter 20, Article VI, Driveway Construction)
- Number of Parking Spaces (Section 21-92(b))

**Note:** Show Information and Calculations to verify compliance with the off-street parking and loading regulations such as land use, gross floor area, gross leasable area, number of dwelling units, seating capacity, projected number of employees and/or other appropriate data;

- Meets Parking location and Standards (Section 21-94)
- Include Handicapped Spaces (Section 21-95)
- Meets Handicapped Standards (Appendix J)

- If Applicable, Show Additional Parking Spaces: Queuing Spaces, Joint Parking (Section 21-96; 21-97)

- Maneuvering Areas (Section 21-99(b)(3) : Figures 3.2 – 3.5)

- Loading Areas (Section 21-98; 21-99)

- Commercial Garbage Dumpsters Pads and related Screening of the dumpsters (Sec. 21-103)

- Sidewalks (Section 21-54(e))

- Curbs

- Gutters

- Buildings

- Structures

- Screening Fences (Sec. 21-102)

- Any/All other walls and fences

- Street Lighting (Sec. 21-55(g))

- Nearest fire hydrant(s);

- All Information Required to Comply with:
  - Storm Drainage Master Plan
  - Design Manual and Maps,
  - The location of any property rights to be dedicated to the City
Infrastructure Plan (Section 21-91(b)(2)):

- Show all existing and proposed utilities;
- Water and sanitary sewer mains and connections (with sizes);
- Underground electrical service locations
- Sample ports/Grease Interceptors (If Applicable)
- Existing Drainage Facilities and any plans for proposed drainage improvements and surface material;
- All Existing and proposed driveways (Chapter 20, Article VI, Driveway Construction)

Landscaping Plan (Section 21-91(b)(3)):

- Must meet requirements of Section 21-101(k)
  - Landscaping calculations
  - Locations, dimensions and square footage of all landscaped areas (70% required in street yard)
  - Large off-street parking areas (50+ require landscape islands)
- Tree requirements (Sec. 21-101(g))
  - Species, number, size and locations of all required trees
  - Species, location and caliper of any existing trees to be preserved (Sec. 21-101(h))

*Note: If landscape plan can be clearly indicated on general plan the two may be combined.

Signage Plan (Section 21-91(b)(4)):

- Must meet the requirements of City’s Sign Ordinance adopted April 21, 2015. (Sec. 5-146 -5-152)
  - On-Premise Signs (Sec. 5-149(1.))
  - Billboards (Sec. 5-149(2.))
  - Multi-Tenant Signs (Sec. 5-149(3.))
  - Electronic Signs (Sec. 5-149(4.))
- Show location and height of existing and any proposed on-premise signs.
Storm Water Pollution Management (Construction Sites One Acre or Greater)

☐ Less than 1 acre disturbed area
   - SWP3 plan not required
      ☐ Identify and implement Best Management Practices (BMP)

☐ 1 acre up to <5 acres disturbed area
   ☐ Prepare and Implement SWP3
   ☐ Post Construction Site Notice
   ☐ Provide copy of Construction Site Notice to City of Victoria, Public Works

☐ 5 acres or more disturbed area
   ☐ Prepare and Implement SWP3
   ☐ Submit Notice of Intent (NOI) to TCEQ
   ☐ Post Construction Site Notice
   ☐ Provide copy of NOI and Construction Site Notice to City of Victoria, Public Works

If Applicable – Please Provide the Appropriate Information:

☐ TXDOT Driveway Permit
☐ Sidewalk Waiver Agreement and Covenant Application
☐ Screening Fence Waiver
☐ Variance Requests

Additional Notes: