



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**)

Less than 1 acre	\$250.00
1 – 5 acres	\$340.00
More than 5 acres	\$415.00
Amending Site Plan	\$100.00

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:
