

Section III.4.3. Engineering Site Plan Requirements and Approval

- A. **Applicability** - An engineering site plan is required for the following types of development, subject to the regulations contained within this Chapter:
1. Commercial and multi-family development;
 2. A development of multiple single-family detached dwellings when on lots of 4,000 square feet or less in size;
 3. A development of single-family attached dwellings;
 4. A manufactured home community use;
 5. Development of parking lots, parking garages or outside storage; and
 6. Additions or alterations to existing structures or buildings that exceed ten percent (10%) of the aggregate building or structure area on the lot or 5,000 square feet, whichever is less.
- B. **Exemptions** - The following types of development are exempted from the engineering site plan requirements:
1. Agricultural buildings.
 2. Temporary buildings.
 3. Parking lot reconstruction or expansions, if ten (10) or fewer parking spaces are added or the number of additional parking spaces does not exceed 15 percent of the total number of existing parking spaces, whichever is greater. A grading/paving permit will be required regardless of the number of additional parking spaces.
 4. A single family attached or detached dwelling on an existing platted lot where streets and City utilities are provided.
- C. **Application Procedures and Requirements** - An engineering site plan is subject to the requirements of Article III.2.5 related to timing and processing.
1. An engineering site plan shall include and be presented as follows:
 - a. All sheets shall be formatted as follows and include the information below unless otherwise specified:
 - 1) North arrow.
 - 2) Scale - Maximum scale of one inch equals 20 feet (1" = 20') for lots up to three (3) acres and one inch equals 40 feet (1" = 40') for lots over three (3) acres.
 - 3) Be on a sheet size that is 22 inches by 34 inches.
 - 4) Location map in top right corner or top left corner, one inch equals 1,000 feet (1" = 1,000') (Must use City base map).
 - 5) The date the original plans were submitted and dates of revisions for resubmittals.
 - 6) A title block located at top center of the cover sheet and the bottom right hand side of subsequent pages to include project's name, addition's name, lot, block and phase designations, total acreage, zoning classification and address if available. A template will be available from the Planning Director.
 - 7) Information shall be consistent and accurate on all pages of the engineering site plan.

- b. Cover sheet which shall include:
 - 1) Approval signature block. A template will be available from the Planning Director.
 - 2) Location map centered on the page, one inch equals 1,000 feet (1" = 1,000') (Must use City base map).
 - 3) Name, address and phone number of contact person of developer, owner, builder, engineer or surveyor.
 - 4) All previously approved or new requests for variances, administrative modifications and alternative standards.
- c. The engineering site plan sheets shall include the following. This information may be shown on several sheets to promote legibility and clarity of plans:
 - 1) A summary table for building square footage by proposed use with total number of parking spaces required for each, building height, impervious area in square feet and R.O.W. square footage or acreage (if applicable).
 - 2) Distances and bearings of the lot including total land area, subdivision lot, and block designation and phase lines. The entire platted lot shall be shown on the engineering site plan.
 - 3) Iron rods set or found.
 - 4) Contours with intervals of two (2) feet or less, referred to sea level datum, including City benchmark.
 - 5) Building setback lines including required setback from all water, sanitary sewer and drainage easements.
 - 6) Zoning of subject lot and adjoining property.
 - 7) Easements or encumbrances which impact development of the lot.
 - 8) Control of access lines, corner clips and clear vision areas.
 - 9) Traffic control signals, devices, and striping and traffic control plan in conformance with the latest edition of the Texas Manual on Uniform Traffic Control Devices.
 - 10) Median openings, traffic islands, turning lanes, and acceleration and deceleration lanes.
 - 11) Public streets, alleys, and easements adjacent to the site showing right-of-way and limits of paving.
 - 12) The dimensions, locations, and design of the proposed driveway(s), existing driveway(s) and associated deceleration lanes, if any.
 - 13) All existing or proposed driveways, gutters, storm sewers, manholes, fire hydrants, utility poles, service fixtures, trees and other features which may affect proposed driveway, turn lane or median opening location and operation.
 - 14) Any existing driveways or curb cuts located on adjacent lots or lots across the street.
 - 15) All of the geometric design features of the roadway, including medians, the number and width of travel lanes, the presence or absence of a shoulder or on-street parking.
 - 16) Driveways, sidewalks, water and sanitary sewer services, grading, drainage and other site improvements.

- 17) Parking layout, including maneuvering, loading and unloading service areas, and required truck berths.
 - 18) Screening, including height and type of construction.
 - 19) Landscaping and open space with dimensions and total square footage.
 - 20) Construction details for all site improvements, as applicable.
 - 21) Fire protection including fire hydrants, fire lanes, fire lines and related fire protection devices.
 - 22) Location and screening of all outdoor receptacles and outside storage areas.
 - 23) Other utilities.
 - 24) Finished floor elevation.
 - 25) Requested administrative modifications and alternative standards.
 - 26) Note stating required exterior finish, if applicable.
 - 27) Location of all proposed free-standing signage.
 - 28) Location of free-standing light fixtures.
- d. Construction plans, as outlined in Section III.4.4.B., for any site improvements.
- e. Traffic Impact Analysis. Assumptions and parameters for the Traffic Impact Analysis shall be approved by the City Engineer prior to completing the analysis. May be on 8.5" by 11" paper with no location map, scale or north arrow.
- f. Landscape Plan, prepared by a landscape architect registered in the State of Texas which shall include and be presented as follows:
- 1) Landscape requirement table listing each applicable landscaping requirement and the landscaping provided to meet that requirement; landscape strip, tree in strip, parking lot landscape area, tree in parking lot, mitigation requirement (if any).
 - 2) Landscape materials table listing the common name, scientific name, quantity, size, and any symbol or abbreviation used on the plan for each plant species used.
 - 3) All easements and utility lines, overhead and underground.
 - 4) All pavement area measure in square feet, building areas measured in square feet, and detention/retention areas.
 - 5) All landscaped areas including landscape strips, buffers, parking lot islands, and any other plantings etc.
 - 6) Show location of all proposed plant materials, with species clearly labeled, consistent with landscape materials table.
 - 7) Label any trees planted for mitigation purposes with an "M."
 - 8) Name address and phone number for developer and landscape architect/designer.
 - 9) Site boundary.
 - 10) Landscape must be consistent with all other sheets submitted as part of the engineering site plan.

- 11) Landscape notes, including a note on automatic irrigation to be provided and planting details.
 - g. Tree survey and tree preservation plan, where required by and in compliance with Article VIII.4.
 - 1) Location of all protected trees.
 - 2) All pavement, building footprints, easements and existing and proposed grade.
 - 3) Table containing list of all protected trees, with information on species, DBH, whether preserved or removed, whether exempt or mitigation required and, if mitigation is required, the amount of inches or fee for that mitigation.
 - 4) A summary of the total inches removed requiring mitigation and how that mitigation will be provided.
 - h. Conceptual façade plans showing each building elevation with building materials labeled, windows, doors, heights and including a material percentage table. Building elevations shall be labeled by the cardinal direction they face and reference the street they face, [if] any.
 - i. Turning templates to ensure fire access. Details on requirements for turn templates shall be kept on file by the Fire Marshal.
 - j. Tax certificates showing no taxes due. These do not need to be formatted.
 - k. Photometric plans with information as required in Article VIII.7.
 - l. Other approvals as required by this UDC.
 2. The City Engineer may waive the submission of certain information or plans if in his judgment said information or plans are not necessary based on the particular characteristics of the proposed development.
- D. **Approval Authority** - Engineering site plans and any associated administrative modifications as defined in Article IV.3 of this UDC may be approved by the Planning Director or City Engineer, as provided for in that Chapter. Requests for variances or alternative standards must be approved in accordance with this UDC before staff can approve an engineering site plan.
- E. **Effect of Approval** - Approval of an engineering site plan is the City's authorization for commencement of construction of private and public infrastructure and to apply for approval of building permits. So long as the engineering site plan remains valid, the City shall not apply any additional requirements concerning building placement, streets, drives, parking, landscaping, or screening. Engineering site plan approval is separate and distinct from other permits and approvals as may be required by the City and other regulatory agencies. Approval of an engineering site plan shall not affect other applicable regulations concerning development and land use. Engineering site plan approval shall expire upon completion of the improvements shown on the engineering site plan. Subsequent additional development, site modifications, and redevelopment shall be permitted only in accordance with this Chapter.
- F. **Period of Validity** - An approved engineering site plan shall expire two (2) years following the date of original approval, if no progress has been made toward completion of the project, as "progress" is defined in V.T.C.A., Local Government Code § 245.005. If progress has been made on only a single phase of the property and for improvements, the engineering site plan for the remaining phase shall be null and void.
- G. **Lapse in Approval** - The applicant shall be required to submit a new engineering site plan for review and approval subject to the then existing regulations. However, the applicant may apply to extend the period of validity in accordance with Section III.4.5.B of this Chapter, below.