



Site Plan Certification Checklist

- ☐ **CLOUDPERRIT ONLINE APPLICATION** must register for an account if first time applicant.
- ☐ **APPLICATION FEE** must be submitted at the time application is submitted, (see adopted Fee Schedule).
- ☐ **PROOF OF OWNERSHIP** including but not limited to certified tax certificate, copy of deed, etc.
- ☐ **LEGAL METES & BOUNDS** (field notes) on a sheet including surveyor seal and signature (separate digital file).
- ☐ **AGENT AUTHORIZATION LETTER** must include all requirements shown on page 3, and signature of the owner (separate digital file).
- ☐ **LETTER OF INTENT** must include all letter of intent requirements including waiver requests shown on page 4, and signature of the owner or authorized agent (separate digital file).
- ☐ **SITE PLAN EXHIBIT** formatted and scaled to an 24" x 36" page size (separate digital file).
- ☐ **LANDSCAPE PLAN** formatted and scaled (separate digital file).
- ☐ **EXTERIOR ARCHITECTURAL ELEVATIONS** formatted and scaled (separate digital file).
- ☐ **STORMWATER MANAGEMENT PLAN** Stormwater Management Plan Requirements and Drainage Design Criteria can be found in the Infrastructure Design Manual.
- ☐ **TRAFFIC IMPACT ANALYSIS**
 - **DETERMINATION FORM** if form indicates a study is required; please contact the Development Services Department to discuss the scope of the study required.
 - **COMPLETE TRAFFIC IMPACT ANALYSIS** if indicated as required on determination form and after discussion with Development Services Department



- ☐ **TXDOT LETTER OF NO OBJECTION TO ACCESS AND DRAINAGE**
required if the development abuts TxDOT right-of-way
- ☐ **911 ADDRESSES / STREET NAME APPROVAL FORM & USPS APPROVAL**
required if the development includes any proposed streets. Review the Burleson County 911 Addressing Standards: <https://www.co.burleson.tx.us/page/gov.addressing>
- ☐ **UTILITY PLAN / SCHEMATIC** formatted and scaled (separate digital file). Civil Plans will be approved at the time of Site Plan review.

AUTHORIZED AGENT LETTER REQUIREMENTS

If acting as an agent on behalf of the owner of the property, then an Authorized Agent Letter is required.

- Separate digital file submission
- Authorized Agent Letter must be notarized.
- Include following language:

“With this letter, **(owner name)**, authorizes you to recognize **(authorized agent name)**, as its Agent, and acting on its behalf may sign for development applications, waivers and requests, and permits for constructions in relation to **(property address and/or application number)**, and by its signature, **(owner name)** recognizes and approves these actions and willfully accepts responsibility as the owner of this project.”

Authorized Agent Letter must be notarized



LETTER OF INTENT REQUIREMENTS

- Header
- Date

City of Caldwell
Development Services Department
114 S. Echols St. Caldwell, TX 77836
979-567-3271 ext. 104

Letter Contents:

- Define acreage of subject property.
- Specify existing and/or proposed zoning district.
- Describe in detail the location of the property.
 - ***(Example: approximately 125 feet South of Main Street or distance from an intersection.)***
- Specify proposed uses with specific operations defined.
- Please specify if the proposed development will be developed in phases.
- Special considerations such as waivers, or variances.
- **The Letter of Intent must provide the signature and contact information of the owner or owner's authorized agent.**



SITE PLAN TECHNICAL CHECKLIST

<u>General Site Plan Sheet</u>	<u>Applicant</u>
Location map with north arrow and scale	
North arrow	
Graphic and written scale	
Site boundaries with bearings and distances	
Title block located in the <i>lower right-hand corner</i> containing the subdivision name with block and lot number, and address	
Name, address, and phone number of the property owner, applicant and engineer	
Legend, if abbreviations or symbols are used	
Parking areas and structures with typical parking dimensions (min. dimensions of space is 9' x 18')	
Existing improvements within 200-feet of the subject property. (Buildings, drives aprons, etc.)	
Land use, zoning, subdivision name, recording information, and owner name for adjacent properties. Current land use(s) and zoning district(s) of the property; current land uses and zoning districts of contiguous properties; and any existing buildings on the exterior of the site and within twenty-five (25') feet of all property lines.	
Topography of the property proposed for development in contours of not less than two (2') feet, together with any proposed grade elevations if different from existing elevations. If the natural contour of the land is to be altered or changed in any location on the property by more than four (4') feet, the Site Plan must provide detailed information on a proposed grading plan. The proposed grading plan shall include information indicating the drainage and line of sight effect the proposed grading plan will have on the surrounding properties.	
Location of any accessory items (kiosks, drop boxes, accessory structures, etc.)	
Any existing or proposed easements	
Identify all landscape areas by gray scaling or a unique identifier	
Provide and complete the following note: <i>According to Flood Insurance Rate Map, Panel _____, dated _____, is located in zone(s) ____and is/is not within the 100-year floodplain.</i>	



If floodplain exists on the property, identify the location of the FEMA 100-year floodplain with elevation including finished floor elevation	
Distances between existing and proposed driveways ○ The distance shall be measured from the curb return or start of taper/curve of the pavement as it widens next to the intersecting street to the edge of the driveway	
Drive approach dimensions and radii	
Show traffic flow arrows and dimensions of drive isles	
Show fire lanes with pavement widths, surface type, and radii of curves	
Show FDC, Knox box, and location of fire hydrants	
A site data summary table providing the following information: ○ Proposed Use (letter of intent is required) ○ Zoning district ○ Lot area (acreage and square footage) ○ Square footage and percentage of impervious coverage ○ Building area in square feet (separated by use) ○ Building height (feet and number of stories) ○ Total parking with calculations separated by use: required/ provided (EX: 44 required/ 45 provided) ○ Number of handicap spaces: required/provided (per ADA standards) ○ Number of dwelling units and number of bedrooms for multi-family developments (if applicable)	
Provide a 2" by 4" blank rectangle for City Approval	
Location of dumpster/ trash enclosure with dimensions (including height) and materials. Dumpster enclosures design.	
Location and dimensions of sidewalks and ramps	
Any additional information as deemed necessary to adequately evaluate the site plan	



In the lower right corner of the Site Plan: date of preparation, vicinity map, north point, scale, name of development, name of owner, name and address of planner/surveyor/engineer, total acreage of project, and street address or common description of the property.	
<u>Architectural Elevation Sheets</u>	<u>Applicant</u>
Provide an elevation of all four sides of the building with an architectural scale	
Provide horizontal and vertical dimensions of each elevation including all articulations	
Label each elevation using cardinal directions	
Label building materials and colors and window orientations	
Number of stories, in height and feet; gross floor area.	
Location of entrances and exits	
<u>Landscape Sheet</u>	<u>Applicant</u>
Show North Arrow	
Graphic and written scale.	
Location of all plant and landscaping material to be used, including plants, paving, benches, screens, fountains, statues, earthen berms, or other landscape features	
Note on the plan stating that all required landscape areas shall be maintained with an automatic underground irrigation system	
Square footage and percentage of total site that is landscaped	
Number of required trees on site and number of provided trees	
Location of all proposed and existing easements. Show the location of all overhead and underground utility lines. A minimum distance of 8' must be maintained between the underground utility lines and the plantings	
Additional information as deemed necessary to adequately evaluate the landscape plan	



<u>Utility Plan / Schematic Sheet</u>	<u>Applicant</u>
Existing and proposed water mains (include size and valve locations)	
Existing and proposed domestic water services and meter sizes and locations	
Location of proposed irrigation meter with the location of backflow device	
Existing and proposed sewer mains (include size, manholes and cleanout)	
Sewer service size	
Existing and proposed utility easements including the associated utility line (public or private) and its size	
Existing and proposed fire hydrants (including any nearby off-site hydrants)	
Existing and proposed fire lines, fire sprinkler connections, and appurtenances	
A sample port for the sanitary sewer service is required outside of the right-of-way and outside of vehicular access areas for non-residential uses	
Include note on exhibit stating the following: Review of Utility Plan as part of Site Plan is review of general scheme of utility connections. Changes may be proposed or required prior to issuance of any permit for construction.	
Additional information as deemed necessary to adequately evaluate the Utility plan	