



# **SITE PLAN APPLICATION**

**Community Development Department**

- Site Plan
- Parking Plan
- Landscape/Irrigation Plan
- Building Façade/Elevation Plan
- Screening Wall/Fence Plan

**APPLICATION SUBMITTAL:** Applications will be *conditionally* accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

**Applicant**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Owner**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Engineer/Surveyor (if applicable)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Description of Proposed Project:** \_\_\_\_\_

Physical Location of Property: \_\_\_\_\_  
 [General Location – approximate distance to nearest existing street corner]

Legal Description of Property: \_\_\_\_\_  
 [Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]

HCAD Identification Number: \_\_\_\_\_ Acreage: \_\_\_\_\_

This is to certify that the information on this form is **COMPLETE, TRUE, and CORRECT** and the under signed is authorized to make this application. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

X  
\_\_\_\_\_  
Signature of Applicant Date

X  
\_\_\_\_\_  
Signature of Owner Date

# Submittal Requirements

A site plan shall include all of the following information in graphic representation.

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the Zoning Ordinance, subdivision regulations, and other development related ordinances of the City of Tomball.

## **General Information**

- \_\_\_\_\_ Filing Fee: \$250 if less than or equal to 2,000 SF of building area
- \_\_\_\_\_ Filing Fee: \$300 + \$10.00/acre if greater than 2,000 SF of building area
- \_\_\_\_\_ Completed and signed application form
- \_\_\_\_\_ \*Copy of recorded/final plat
- \_\_\_\_\_ Metes & bounds of property
- \_\_\_\_\_ Three (3) copies of fully dimensioned site plan (include 200 feet around the property lines, driveways, medians)
- \_\_\_\_\_ Date, scale, key scale, north arrow, vicinity map
- \_\_\_\_\_ Detailed boundary description of proposed site including location of corner or boundary markers as located on the ground with lengths and bearings of property lines
- \_\_\_\_\_ Project name, owner's name and address, name and address of engineer, architect/site designer, and/or surveyor
- \_\_\_\_\_ Acreage of proposed site
- \_\_\_\_\_ Location and size or width of all public R.O.W. and/or easements within, bounding or intersecting the site including floodplain/floodway areas
- \_\_\_\_\_ Zoning of subject tract and abutting tracts
- \_\_\_\_\_ Flow arrows indicating direction of storm water runoff
- \_\_\_\_\_ Existing and proposed site grading showing contour lines at intervals not to exceed two (2) feet
- \_\_\_\_\_ Proposed water quality facilities (if needed) or Statement regarding regional detention or on-site detention
- \_\_\_\_\_ Names of streets within and adjacent to site
- \_\_\_\_\_ All applicable notes and One Call Note
- \_\_\_\_\_ HCFCDD Express Review sheet w/ appropriate signatures (if adjacent to Harris County roadway, even if not draining into or with a driveway)
- \_\_\_\_\_ Storm Water Pollution Prevention Plan (SWPPP) and Storm Water Quality Management Plan (SWQMP), required by TCEQ TPDES TXR150000
- \_\_\_\_\_ TxDOT Driveway Permit (if adjacent to TxDOT)
- \_\_\_\_\_ TxDOT Drainage Approval (if adjacent to TxDOT)
- \_\_\_\_\_ TxDOT Utility Permit (if adjacent to TxDOT)

## Site Information

- \_\_\_\_\_ Location and square footage of existing and proposed structures (No proposed structures outside building line)
- \_\_\_\_\_ Use of existing and proposed structures
- \_\_\_\_\_ Percentage of lot coverage of existing and proposed structures (show calculations)
- \_\_\_\_\_ Front, rear and side yard setbacks of all structures (existing and proposed)
- \_\_\_\_\_ Existing pavement (type and width)
- \_\_\_\_\_ Dimension Control (Line and Curve data for proposed paving)
- \_\_\_\_\_ Two (2) blueprints of exterior building elevations including:
  - \_\_\_\_\_ a. All sides of all buildings (including carports and accessory buildings).
  - \_\_\_\_\_ b. Specifications identifying all exterior building materials and colors.
  - \_\_\_\_\_ c. Heights of all structures.
- \_\_\_\_\_ Downspout layout (for internal drainage)
- \_\_\_\_\_ Location of entrances and exits to all structures (existing and proposed)
- \_\_\_\_\_ Location of existing and proposed utility lines and drainage facilities
- \_\_\_\_\_ Storm sewer calculations (proper “n” values, pipe slope)
- \_\_\_\_\_ Drainage calculations for the two year and 100 year events
- \_\_\_\_\_ Detention Pond Slopes (3:1 or less, if not privacy fence needed)
- \_\_\_\_\_ Show utility connections (water, wastewater, storm water, gas, etc), meters (with box), service lines, grease traps, septic systems, etc.
- \_\_\_\_\_ Living Unit Equivalent (LUE) Calculation (attached to this application)
- \_\_\_\_\_ Plugs on stubs
- \_\_\_\_\_ Monitoring well or Manhole for Commercial
- \_\_\_\_\_ Show existing and proposed fire hydrants
- \_\_\_\_\_ Location of existing and proposed fire hydrants on and off site -required within 300' of main entrance
- \_\_\_\_\_ Landscaping & irrigation plan according to Section 50-113 of the Code of Ordinances (no trees allowed in utility easements)
- \_\_\_\_\_ Include landscaping table and notes (attached to this application)
- \_\_\_\_\_ Ground cover for non-pavement/building
- \_\_\_\_\_ Sidewalks in parkway/R.O.W. if required
- \_\_\_\_\_ Type and location of fencing and gates
- \_\_\_\_\_ Location of outside waste facilities/trash receptacles and screening
- \_\_\_\_\_ Exterior lighting (proposed and existing)
- \_\_\_\_\_ Topography of existing site and outside of property to verify drainage
- \_\_\_\_\_ Survey control sheet (if needed)

## Parking Area

- \_\_\_\_\_ Total parking area in square feet
- \_\_\_\_\_ Parking count table and notes (show calculations required, number provided per each land use proposed) (attached to this application)
- \_\_\_\_\_ Marked parking spaces showing width, depth and layout dimensions in accordance with Section 50-112 of the Code of Ordinances
- \_\_\_\_\_ Driveway line markings and wheel stop locations
- \_\_\_\_\_ Parking stalls marked and designated for handicapped persons, location of ramps per ADA Code
- \_\_\_\_\_ Locations and size of loading areas (cannot use required parking areas)
- \_\_\_\_\_ Location and width of all curb cuts and driving lanes
- \_\_\_\_\_ Ingress and egress points
- \_\_\_\_\_ Type of surfacing to be used. All parking/driving areas must be paved
- \_\_\_\_\_ Fire lanes/emergency vehicle access lanes (paving to support fire truck loading per Fire Code), including maximum grades, widths, and height limitations
- \_\_\_\_\_ Label Fire Department Connections (FDC)

**Payment of all indebtedness attributed to subject property must be paid with application or an arrangement in accordance with Section 50-36(a)(3) of the Code of Ordinances as cited below:**

(No person who owes delinquent taxes, delinquent paving assessments, or any other fees, delinquent debts or obligations or is otherwise indebted to the City of Tomball, and which are directly attributed to a piece of property shall be allowed to submit any application for any type of rezoning, building permit, or plan review until the taxes, assessments, debts, or obligations directly attributable to said property and owed by the owner or previous owner thereof to the City of Tomball shall have been first fully discharged by payment, or until an arrangement satisfactory to the City has been made for the payment of such debts or obligations. It shall be the applicant's responsibility to provide evidence of proof that all taxes, fees, etc.. have been paid, or that other arrangements satisfactory to the City have been made for payment of said taxes, fees, etc.)

**The City's staff may require other information and data for specific required plans. Approval of a required plan may establish conditions for construction based upon such information.**

**\*Legal Lot Information:** If property is not platted, a plat will be required to be filed with the Community Development 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 and form (same metes and bounds description) as it currently is described prior to August 15, 1983, the date the City adopted a subdivision ordinance.

<b>Parking Summary</b>		
Applicable Code	Section 50-112, Code of Ordinances	
Land Use Type(s)		
Minimum Parking Ratio(s)		
Controlling Element(s) (i.e. building SF, rooms, beds, etc.)		
	<b>Required</b>	<b>Provided</b>
Parking Spaces (Non-ADA + ADA)		
ADA Accessible Parking Spaces (Non-Van Accessible + Van Accessible)		
ADA Van Accessible Parking Spaces		

**Notes:**

1. To prevent nuisance situations, all parking area lighting shall be designed, shielded and operated so as not to reflect or shine on adjacent properties and in accordance with City ordinances. All streets and driveways shall be lighted at night with a minimum intensity of two foot-candles' illumination if off-street parking or loading facilities are to be used at night.
2. In all nonresidential and multi-family zoning districts, the perimeter of all parking lots and driveways shall be provided with concrete curbs. Parking shall not be permitted to encroach upon the public right-of-way.
3. Parking space(s) for persons with disabilities and other associated provisions (e.g., clear and unobstructed pathways into building, crosswalks across parking lots, etc.) shall be provided according to building

<b>Landscape Summary</b>		
Applicable Code	Section 50-113, Code of Ordinances	
Total Area of Site (SF)		
Total Area Covered by Buildings (SF)		
Total Area Not Covered by Building (SF)		
	<b>Required</b>	<b>Provided</b>
Front Yard Landscaping (%)		
Gross Site Landscaping (SF)		
Rear Yard Landscaping (SF)		
Net Site Landscaping (SF) (Gross Site Landscaping - Rear Yard Landscaping)		
Street Trees		
Site Trees Section 50-113(f)(4)(d), Code of Ordinances		
Total Trees (Street Trees + Site Trees)		
Maximum Lot Required Coverage (%)		
Maximum Impervious Coverage (%)		

Notes:

1. This table is required in addition to, not in lieu of, providing the information required as part of the landscaping plan as described by ordinance.
2. Plant materials shall conform to the standards of the approved plant list for the City of Tomball. Grass seed, sod and other material shall be clean and reasonably free of weeds and noxious pests and insects.
3. All required landscaped open areas shall be completely covered with living plant material. Landscaping materials such as wood chips and gravel may be used under trees, shrubs and other plants.
4. If any groundcover plant should die, the owner shall replace these plants by the end of the next required landscaping tree, shrub, or planting season.
5. Grass areas shall be sodded, plugged, sprigged, hydro-mulched and/or seeded, except that solid sod shall be used in swales, earthen berms or other areas subject to erosion.
6. Ground covers used in lieu of grass in whole and in part shall be planted in such a manner as to present a finished appearance and reasonably completed coverage within one (1) year of planting.

7. Any major or significant modification to a landscape development constructed or installed in association with this section must be in accordance with this section and must be approved by the City's Building Official.
8. Landscape development located within the rear setback area of a building site, screened from adjacent properties and not adjacent to a public street shall not be considered when determining the minimum requirements of this section.
9. Only shrubs and groundcovers (i.e., no trees) shall be used under existing or proposed overhead utility lines.
10. Landscape areas should be located to define parking areas and to assist in clarifying appropriate circulation patterns. All landscape areas shall be protected by a monolithic concrete curb or wheel stops, and shall remain free of trash, litter, and car bumper overhangs.
11. All existing trees that are to be preserved shall be provided with undisturbed, permeable surface area under (and extending outward to) the existing dripline of the tree.
12. All new trees shall be provided with a permeable surface under the dripline a minimum of five (5) feet by five (5) feet.
13. During any construction or land development, the developer shall clearly mark all trees to be preserved/retained on-site, and may be required to erect and maintain protective barriers around all such trees or groups of trees. The developer shall not allow the movement of equipment or the storage of equipment, materials, debris or fill to be placed within the dripline of any trees that are designated for preservation.
14. During the construction stage of development, the developer shall not allow cleaning of equipment or material under the canopy of any tree or group of trees that are being preserved. Neither shall the developer allow the disposal of any waste/toxic material such as, but not limited to, paint, oil, solvents, asphalt, concrete, mortar, etc., under the canopy of any tree or groups of trees to remain.
15. No attachment or wires of any kind, other than those of a protective or supportive nature, shall be attached to any tree.
16. Rigid compliance with these landscaping requirements shall not be such as to cause visibility obstructions and/or blind corners at intersections.
17. The owner, tenant and/or their agent, if any, shall be jointly and severally responsible for the maintenance of all landscaping. All required landscaping shall be maintained in a neat and orderly manner at all times. This shall include, but not to be limited to, mowing (of grass six inches or higher), edging, pruning, fertilizing, watering, weeding, and other such activities common to the maintenance of landscaping. Landscaped areas shall be kept free of trash, litter, weeds, and other such material or plants not a part of the landscaping. All plant material shall be maintained in a healthy and growing condition as is appropriate for the season of the year.

18. Required plant materials which die shall be replaced with plant material of similar variety and size, within ninety (90) calendar days. Trees with a trunk diameter in excess of six (6) inches measured twenty-four (24) inches above the ground may be replaced with ones of similar variety having a trunk diameter of no less than three (3) inches measured twenty-four (24) inches above the ground on a caliper-inch for caliper-inch basis (e.g., for a 6" tree, two 3" replacement trees shall be required). A time extension for replacement of plant materials may be granted by the City Manager. Failure to maintain any landscape area in compliance with Section 50-113 is considered a violation of this Chapter 50 of the Tomball Code of Ordinance and may be subject to penalties.
19. A person commits an offense if he removes or destroys a tree within a street right-of-way, or upon any public property, without first obtaining written authorization from the city manager.