



**SINGLE-FAMILY SITE PLAN**  
**APPLICATION**  
Community Development Department  
Planning Division

**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]

Current 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 Checklist

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.

### Basic Information

- \_\_\_\_\_ Filing Fee: \$50 (Non-Refundable)
- \_\_\_\_\_ Completed and signed application form
- \_\_\_\_\_ \*Copy of recorded/final plat
- \_\_\_\_\_ Two (2) copies of fully dimensioned site plan, including:
  - \_\_\_\_\_ a. Building locations, driveways, parking striping, curbing, paved areas.
  - \_\_\_\_\_ b. Materials, colors and locations of all fences and walls.
  - \_\_\_\_\_ c. Locations of all existing trees and major shrubs.
  - \_\_\_\_\_ d. Location, size, and ownership of all easements on property.
  - \_\_\_\_\_ e. Square footage of all structures.
  - \_\_\_\_\_ f. Distances of all structures from property lines.
- \_\_\_\_\_ Two (2) prints 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 (in OT&MU Zoning District only).
  - \_\_\_\_\_ c. Heights of all structures.
- \_\_\_\_\_ Date, scale, key scale, north arrow, vicinity map
- \_\_\_\_\_ Acreage of proposed site
- \_\_\_\_\_ Zoning of subject site
- \_\_\_\_\_ Names of streets within and adjacent to site

**\*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.