



SINGLE-FAMILY SITE PLAN
APPLICATION
 Community Development Department

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: _____ Contact: _____
 Phone: (____) _____ Email: _____

Owner

Name: _____ Title: _____
 Mailing Address: _____ City: _____ State: _____
 Zip: _____ Contact: _____
 Phone: (____) _____ Email: _____

Engineer/Surveyor (if applicable)

Name: _____ Title: _____
 Mailing Address: _____ City: _____ State: _____
 Zip: _____ Contact: _____
 Phone: (____) _____ Fax: (____) _____ Email: _____

Description of Proposed Project: _____

Address of Property: _____

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. **For Electronic Submittal Filing, see below or please call (281)290-1405.**

Basic Information

- _____ Filing Fee: \$50 (Non-Refundable)
- _____ Completed and signed application form
- _____ *Copy of recorded/final plat
- _____ Fully dimensioned site plans, including:
 - _____ a. Building locations, driveways, paved areas
 - _____ b. Materials, colors and locations of all fences and walls
 - _____ c. Location, size, and ownership of all easements on property
 - _____ d. Square footage of all structures.
 - _____ e. Distances of all structures from property lines
- _____ 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.
- _____ Drainage Type (A, B, or C; see attached page for reference)
- _____ Finished Floor Elevation
- _____ SWPPP (if site is greater than one acre)
- _____ Date, scale, key scale, north arrow, vicinity map
- _____ Acreage of proposed site
- _____ Zoning of subject site
- _____ Names of streets within and adjacent to site

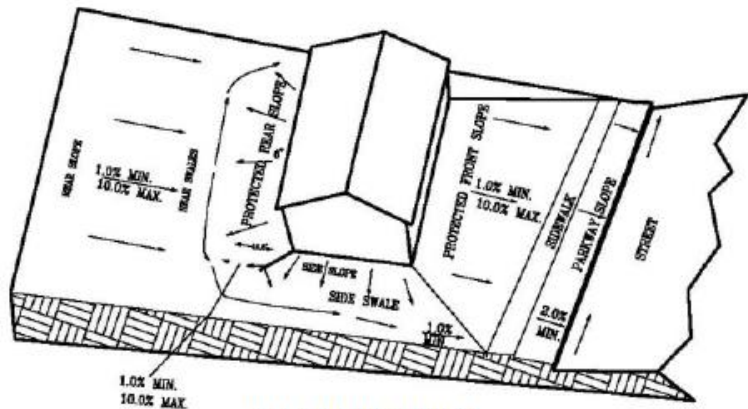
***Legal Lot Information:** If property is not platted, a plat will be required to be filed with the Community Development Department unless evidence of a legal lot is provided. To be an unplatted legal lot, the applicant is required to demonstrate that the tract existed in the same shape and form (same metes and bounds description) as it currently is described prior to August 15, 1983, the date the City adopted a subdivision ordinance.

DIGITAL PLAN SUBMITTALS:

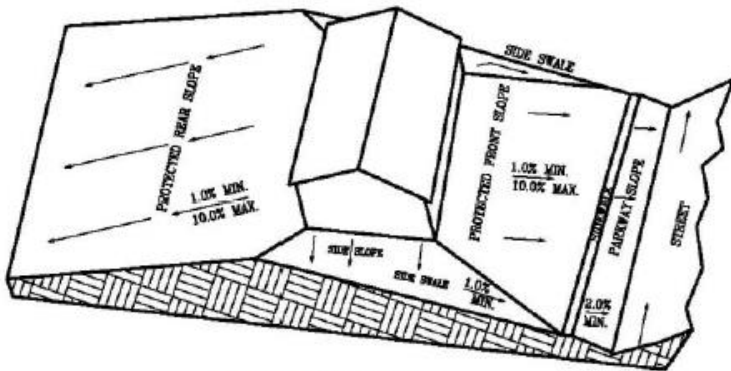
PLEASE SUBMIT YOUR APPLICATIONS AND PLANS DIGITALLY IN A SINGLE PDF BY FOLLOWING THE WEBSITE BELOW:

WEBSITE: tomballtx.gov/secure/send
USERNAME: [tomballdd](#)
PASSWORD: [Tomball1](#)

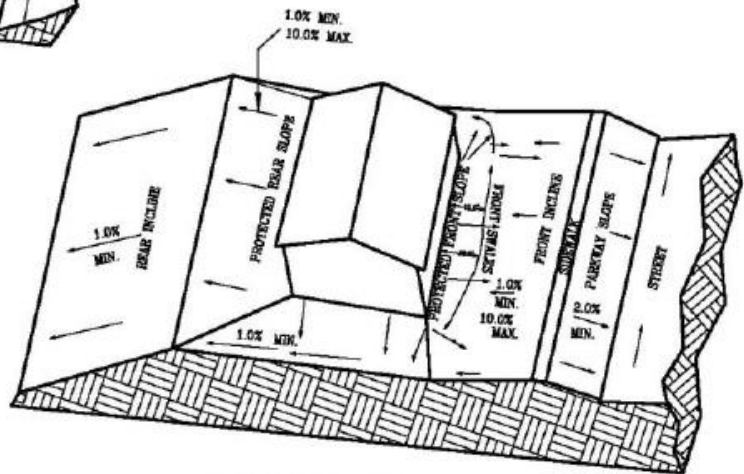
LOT GRADING TYPES



LOT GRADING TYPE A
ALL DRAINAGE TO STREET



LOT GRADING TYPE B
DRAINAGE TO FRONT & REAR LOT LINE



LOT GRADING TYPE C
ALL DRAINAGE TO REAR LOT LINE