



SITE PLAN REVIEW APPLICATION

APPLICATION REQUIREMENTS AND GENERAL INFORMATION

**TOWN OF LAKESIDE, TEXAS
9830 CONFEDERATE PARK ROAD
LAKESIDE, TX 76108
817-237-1234 FAX: 817-238-9187**

www.lakesidetexas.us



APPLICATION REQUIREMENTS FOR SITE PLAN REVIEW

General Information

Every request for site plan review shall be submitted on the attached form and signed with original signatures. All documents required by this application shall be submitted to the Town Administrator in a completed format and review of an incomplete submittal will be suspended until all documents are received.

Instructions

- 1. Application Procedure:** The applicant should submit 5 copies of all site plan drawings for preliminary Staff review. After staff review, the applicant will be provided with written comments. The applicant should modify the site plan drawings according to staff comments and provide written responses to each staff comment. The applicant should provide 10 copies of all site plan drawings, incorporating all staff comments, for re-review by the Staff. No building permit will be issued until the site plan is approved by the City Council.
- 2. Fees:** A filing fee of \$200.00 shall accompany every application for a site plan review. This amount is based upon the actual cost of processing the application. The fee for a site plan review is established by the City Council.



SITE PLAN REVIEW APPLICATION

Town of Lakeside
9830 Confederate Park Rd.
Lakeside, Texas 76108
817-237-1234 (O)

PART 1. APPLICANT INFORMATION (Please print or type all responses):

Name of Applicant/Agent:

Street Address of Applicant Agent:

City:

State:

ZIP Code:

Phone No:

Fax No.:

EMAIL:

NOTE: Email is primary contact with applicants.

PART 2. PROPERTY LOCATION:

Street Address of the Property:

Legal Description of the Property:

PART 3. PROPERTY OWNER INFORMATION:

Name of Property Owner:

Street Address of Property Owner:

City:

State:

ZIP Code:

Phone No:

Fax No.:

NOTE: If you are not the owner of the property, you must attach a letter from the property owner giving you permission to submit this application on their behalf.

SITE PLAN MUST MEET REQUIREMENTS AS IN ACCORDANCE WITH ZONING ORDINANCE 312, SECTION 151.021 (ATTACHED), AND ALSO SHOW THE FOLLOWING:

Property boundaries with dimensions and building setback lines.

Location of proposed buildings and structures indicating sizes in square feet.

Data to show percentage of lot covered with buildings.

Elevation drawings of buildings indicating exterior surface materials, building heights, and data showing percentage of masonry exterior surfaces.

The location and intensity of exterior lighting facilities.

The location of mechanical equipment.

Outside storage and / or display areas.

Drive-up window locations.

Curb cut locations.

Parking, loading, and maneuvering areas.

Landscaped areas as required by ordinance.

Location of screening walls and fences with sample elevation and type of materials.

Dumpster location with screening as required.

Pole or monument signs with elevations dimensions, and lighting intensity.

NOTICE:

I hereby certify that I am, or that I represent the legal owner of the property described above and do hereby submit this request for a site plan review to the Town of Lakeside City Council for consideration.

Print Name of Applicant:

Signature of Applicant:

Date:

OFFICE USE ONLY

Date Received:

Taxes, Liens & Assessments Paid?

Case #:

Conditions of Approval:

Fee \$200

Received:



SITE PLAN APPROVAL REQUIREMENTS AS IN ACCORDANCE WITH ZONING ORDINANCE 312, SECTION 151.021

- (1) The boundary lines and dimensions of the property, existing subdivision lots, available utilities, easements, roadways, sidewalks, emergency access easements, and public rights-of-way.
- (2) Topography of the property proposed for development in contours of not less than two feet, together with any proposed grade elevations, if different from existing elevations.
- (3) Floodplains, water courses, marshes, drainage areas, and other significant environmental features including, but not limited to, rock outcroppings and major tree groupings. Topographic and drainage map information provisions may be waived by the reviewing body when the inclusion of such data would not materially contribute to the necessary evaluation of the project petition.
- (4) The location and use of all existing and proposed buildings or structures, including all refuse storage areas, and the minimum distance between buildings. Where building complexes are proposed, the location of each building and the minimum distances between buildings, and between buildings and the property line, street line, and/or alley.
- (5) Total number, location, and arrangement of off-street parking and loading spaces, where required.
- (6) All points of vehicular ingress, egress, and circulation within the property and all special traffic regulation facilities proposed or required to assure the safe function of the circulation plan.
- (7) Setbacks, lot coverage, and when relevant, the relationship of the setbacks provided and the height of any existing or proposed building or structure.
- (8) The location, size, and arrangement of all outdoor signs, exterior auditory speakers, and lighting.
- (9) The type, location, and quantity of all plant material used for landscaping, and the type, location, and height of fences or screening and the plantings around them.
- (10) If multiple types of land uses are proposed, a delineation of the specific areas to be devoted to various land uses.
- (11) Vicinity map, north point, scale, name of development, name of owner, name of planner, total acreage of project, and street address or common description of the property.
- (12) Current land uses and zoning district of the property and current land uses and zoning districts of contiguous properties.
- (13) Buildings on the exterior of the site and within 25 feet of all property lines.
- (14) The location and size of existing and proposed surface and subsurface drainage facilities, including culverts, drains, and detention ponds, showing size and direction of flow.
- (15) The number of square feet of the property after construction which will constitute impervious area or impervious surface and vegetated areas.
- (16) Architectural drawings, such as elevations, concept sketches or renderings depicting building types and other significant proposed improvements including the treatment and use of open spaces, etc., where the submission of such drawings would more clearly portray the nature and character of the applicant's land use and development proposals.
- (17) Legal description of the total site area proposed for rezoning, development or specific use permit.
- (18) Signature, title and date of the applicant, at the conclusion of the written documents certifying the information presented in the plans, and supporting documents reflect a reasonably accurate portrayal of the general nature and character of the applicant's proposals



SITE PLAN APPROVAL REQUIREMENTS

- A. **Purpose:** The purpose of the site plan approval is to ensure efficient and safe land development; to provide for compatible uses of land; to ensure compliance with applicable design standards; and to ensure compliance with applicable codes, ordinances and policies of the Town of Lakeside.
- B. **Site Plan Approval Required:** Where a site plan is required by these regulations, no building permit shall be issued for any development unless a site plan has been reviewed by the Town Administrator and/or his/her designees and approved by City Council in the manner prescribed herein.
- C. **Site Plan Details:** Application for site plan approval shall be made on forms provided by the Town. Said application shall be submitted with drawings showing the location of the site and all existing and proposed buildings with sufficient information to evaluate impacts on adjacent properties. Site plan drawings shall be prepared at a scale of 1" = 50'. The Town may accept an alternate scale provided the scale is adequate to document all physical features. Sheet sizes shall be appropriate for the development being proposed. The Town shall not accept any drawings considered insufficient for public records. Site plan submittals shall at a minimum include the following features:
- 1) Property boundaries with dimensions and building setback lines.
 - 2) Location of proposed buildings and structures indicating sizes in square feet.
 - 3) Data to show percentage of lot covered with buildings.
 - 4) Elevation drawings of buildings indicating exterior surface materials, building heights, and data showing percentage of masonry exterior surfaces.
 - 5) The location and intensity of exterior lighting facilities.
 - 6) The location of mechanical equipment.
 - 7) Outside storage and / or display areas.
 - 8) Drive-up window locations.
 - 9) Curb cut locations.
 - 10) Parking, loading, and maneuvering areas.
 - 11) Landscaped areas as required by ordinance.
 - 12) Location of screening walls and fences with sample elevation and type of materials.
 - 13) Dumpster location with screening as required.
 - 14) Pole or monument signs with elevations dimensions, and lighting intensity.
- D. **Supplemental Requirements:** Town staff may require additional information for specific site plans to determine compliance with city regulations or to fully assess the impact of the proposed development on adjacent properties. Such information may include, but is not limited to, proposed grading and drainage plans, existing and proposed water, sewer, and storm water facilities, flood plain data, traffic analysis, road capacities, market information, economic data for similar developments, and hours of operation.
- E. **Review Procedures:** The Town Administrator shall coordinate the review of all site plans. Staff shall review the site plan submittal for compliance with applicable codes and ordinances and provide the applicant with written comments identifying items requiring a response. When the applicant has revised and resubmitted the site plan according to staff comments and furnished written responses to each comment, the site plan will be placed on the agenda for City Council review and approval.

- F. **Waiver:** The Town Administrator may, at the request of the applicant, recommend a waiver of any submittal requirement. However, a waiver recommendation by the Town Administrator may not preclude the City Council from denying the waiver request.
- G. **Review Criteria for Site Plan Approvals:** The following criteria shall be used as a guide for evaluating a site plan of a proposed development for compliance with applicable codes, ordinances, and policies of the Town of Lakeside.
 - 1) The site plan's consistency with the Town of Lakeside Comprehensive Plan and other planning documents used as a guide for future development of the Town which have been approved by the City Council.
 - 2) The site plan's compliance with the provisions of the Zoning Ordinance.
 - 3) The relationship and impact of the development with respect to adjacent uses.
- H. **Conflicts with Codes or Ordinances:** Approval of a site plan does not authorize any work in conflict with any codes, ordinances, or policies of the Town of Lakeside. Any alteration to the site plan resulting from another rule or regulation, or engineering requirement, shall require amendment of the site plan using the procedure provided herein.
- I. **Time Limit on Site Approval:** Unless (1) a building permit has been approved by the Building Official within twelve (12) months from the date of final approval of the site plan, and (2) a Certificate of Occupancy has been issued within one year of the date of the issuance of the building permit, the site plan approval shall expire, and a re-review and re-approval of the site plan shall be required. Said re-review and re-approval shall be subject to the rules and regulations applicable at the time of re-approval.
- J. **Amendment:** An approved site plan may be amended in the same manner as the original site plan approval but subject to the rules and regulations applicable at the time of amendment.