



REQUIREMENTS FOR DEVELOPMENT SITE PLAN REVIEW

1. **RECORDED SUBDIVISION PLAT.** Two (2) copies. Copies may be obtained from Imaging Documents and Drawings on the 2nd floor of the Houston Permitting Center at 1002 Washington Ave.
2. **SURVEY.** Two (2) copies, sealed and certified by a registered public surveyor showing all existing structures and tied to a street intersection. (This does not have to be a recent survey.)
3. **SITE PLAN.** Two (2) copies. Site plan must illustrate all existing and proposed buildings, landscaping, screening fences, parking spaces, curb cuts, loading docks, and adjacent roadways. (see details below)
4. **OFF-STREET PARKING FORM** must be attached to site plan or create a table on the site plan indicating same information provided in the parking requirement form.
5. **LANDSCAPE FORM** must be attached to the site plan or create a table on the site plan indicating the same information provided in the landscape requirement form.
6. **APPLICATION FEE.** All fees are located in the Planning and Development website.

SITE PLAN MINIMUM REQUIREMENTS

- Site plan must be dimensioned, to scale, and with north arrow
- Tie to nearest cross street and dimension.
- Right-of-way width of all adjacent streets.
- Show all building setback lines.
- Clearly label and dimension all parking:
 - existing and proposed
 - stall width and depth
 - aisle width
 - driveways
- Landscaping shown on site plan: (existing and proposed)
 - type
 - size
 - quantity
 - off site parking and path to site with distance noted
- All existing and proposed buildings:
 - dimensions
 - tied to site boundary
 - square footage
- Land use of all adjacent property.
- The survey must illustrate all contiguous property under one ownership or legal interest



**PLANNING &
DEVELOPMENT
DEPARTMENT**

Note: This sheet must be attached to the site plan.

OFF STREET PARKING

A) PROPOSED LAND USE _____

:

B) PREVIOUS LAND USE _____

:

C) 1. GROSS FLOOR AREA OF PROPOSED DEVELOPMENT _____.

2. NUMBER OF SEATS _____

D)* NO. PARKING SPACES REQUIRED FOR THE PROPOSED DEVELOPMENT PER CHAPTER 26 CODE OF ORDINANCES

Required Parking

E)* NO. OF PROPOSED PARKING SPACES ON-SITE _____.

F)* NO. OF PROPOSED PARKING SPACES OFF-STREET _____ (IF APPLICABLE)

DISTANCE (MEASURED ON A CLEARLY DELINEATED PEDESTRIAN PATH OR WALKWAY) TO OFF-SITE PARKING: _____

*** NOTE: IF ADDITIONAL PARKING IS REQUIRED E OR E + F MUST = D**

THE FOLLOWING INFORMATION MUST ALSO BE PROVIDED IF PARKING SPACES FOR AN EXISTING LAND USE ARE TO BE USED TO SATISFY THE PARKING REQUIREMENT.

EXISTING LAND USE _____.

EXISTING GROSS FLOOR AREA _____.

EXISTING PARKING SPACES: ON-SITE _____ OFF-SITE _____.



LANDSCAPE ANALYSIS FORM

(Please attach to permit site plan)

Single-Family-Residential

Lots:

Sec. 33-110 (a) 4 5,000 sq. ft. and under requires **1** new or preserved tree

Sec. 33-110 (a) 5 5,000 sq. ft. and over requires **2** new or preserved trees

Plant, **Preserve,** **In R-O-W,** **On Property**

Sec. 33-130 Preservation

(Must be from street or parking lot tree lists.)

Single-family Residential Stop Here

Sec.33- Tree Planting Equivalency Credits:

1. Number of proposed trees exceeding 4" in caliper _____ x 2 = _____ credits.

Sec. 33-105 (a)

2. Depositing of monies with Parks and Recreation Department.
\$155.00 per tree. Proposed credits _____ cannot exceed 30% of "C" above.
Amount to be deposited = proposed credits from "D" X \$155.00 = \$ _____ .

3. Preservation of on-site trees, per the following schedule in caliper:

minimum 4" to 6"	2 trees
greater than 6" but less than 12"	3 trees
12" and greater	4 trees

 Total number of tree credits for this option. _____ trees.

4. Proposed total number of tree credits. 1 + 2 + 3 = _____ trees.

Credits shall not exceed 50% of total tree requirement.

(To receive credits documentation must be provided in conformance with Section 33-112)

TREE PLANTING REQUIREMENT:

C - D4 = _____ Required trees to be planted.

Total planting requirement must exceed 50% of the total tree requirement

Non single-family begin here

Non-Single Family Residential

Plant, Preserve, In R-O-W, On Property

Sec. 33-130 Preservation

Calculations:

A. STREET TREES: **Sec. 33-126 (a)** Calculations **T = (x/30)**

Sec. 33-126 (b) Minimum Spacing **20' oc.**

Sec. 33-126 (6) Required trees will be applies separately to each block face

- Street A (_____) Length of property line in lineal feet as measured along the each block face.
_____ lineal feet/30 = _____ Street trees required.
- Street B (_____) Length of property line in lineal feet as measured along the each block face.
_____ lineal feet/30 = _____ Street trees required.
- Street C (_____) Length of property line in lineal feet as measured along the each block face.
_____ lineal feet/30 = _____ Street trees required.
- Street D (_____) Length of property line in lineal feet as measured along the each block face.
_____ lineal feet/30 = _____ Street trees required.

(Staff may create an artificial lot)

B. **PARKING LOT TREES: Sec. 33-127 (a)** parking lot trees. **T = (1x10 pkg. Sp.) Sec. 33-127 (a)** Each parking space must be within 120' of a tree.

Number of new parking stalls to be constructed _____ /10 = _____ parking lot trees required.

C. **TOTAL TREE REQUIREMENT:**

A + B = _____ total number of street and parking lot trees required.

D. **SHRUBS: Sec. 33-127 (b)** shrubs **S = (Tx10) Sec. 33-127 (b)** 75% of the shrubs must be planted along the perimeter of the parking lot.

(Are required for new or the expanded portion of parking lots)

Total number of Street trees required, from "A" above _____ x 10 = _____ shrubs.

E. **LANDSCAPE BUFFER: Sec. 33-128 (1) wood, concrete masonry opaque screening fence. (Min. 6') Sec. 33-128 (2) Evergreen screening (See 33-130)**

A 6' high wood, concrete masonry opaque screening fence, or 15' wide evergreen planting strip along the total length of property line adjacent to existing single-family residential, or limit of expansion adjacent to existing single-family residential.

(Site plan must show land use on all side of the property)

CREDITS WORKSHEET: Sec. 33-123 (a) TREE PLANTING EQUIVALENCY CREDITS:

	Street	Parking
1. Number of proposed trees exceeding 4" caliper _____. Each 4" tree is one (1) Credit.		

<p>2. Deposit of monies with Parks and Recreation Department. \$500.00 per tree. Proposed credits cannot exceed 30% of tree planting requirement above.</p> <p>Amount to be deposited: Proposed credits _____ x \$500.00 = \$_____.</p> <p>The combined credits under items 1 & 2 may not exceed 50% of total tree planting requirements.</p>								
<p>3. Preservation of on-site trees, per the following schedule in caliper:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>Minimum 4" to 6"</td> <td>2 trees</td> </tr> <tr> <td>Greater than 6" but less than 12"</td> <td>3 trees</td> </tr> <tr> <td>12" and Greater</td> <td>4 trees</td> </tr> </table> <p>Total number of tree credits for this option. _____ Trees.</p>	Minimum 4" to 6"	2 trees	Greater than 6" but less than 12"	3 trees	12" and Greater	4 trees		
Minimum 4" to 6"	2 trees							
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12" and Greater	4 trees							
<p>4. Credit for preserving existing right of way street trees.</p>								
<p>5. Proposed total number of tree credits. (To receive credits, documentation must be provided in conformance with section 33-122)</p>								