



CITY OF ROANOKE
 265 MARSHALL CREEK
 ROANOKE, TEXAS 76262

SITE PLAN APPLICATION
 Building Dept. (817) 491-6099
 FAX (817) 491-3114

Name of Applicant	Address of Applicant	Phone Number & E-Mail
Legal Interest		
Owner	Address	Phone Number & E-Mail
Firm preparing Site Plan Package	Address	Phone Number & E-Mail
		Fax Number
Location of Property	Name of Addition/Subdivision	Lot / Block
		Present Zoning

Proposed Site Plan Contains:

LAND USE	NUMBER OF LOTS	ACRES FOR USE
Single Family		
Multi-Family		
Planned Development		
Office		
Retail		
Commercial		
Industrial		
Flood Plain		

A copy of the final plat or re-plat of the approved subdivision by the City Council showing property boundary lines and dimensions and easements, roadways, rail lines and public right-of-way crossing and adjacent to the subject property should be included.

If the property is subject to a Plan Development a statement showing that the proposed use substantially conforms to the Plan Development.

(P&Z 3 folded copies (24"X36") & an electronic copy (pdf) City Council) Site Plan fee is \$400.00. Fees are subject to change as amended by Ordinance.

 Applicants Signature

 Date

FOR OFFICE USE ONLY

Site Plan Fee	P&Z Meeting	CC Meeting	File for Record SP- _____ - _____
---------------	-------------	------------	--------------------------------------



Site Plan Checklist
City of Roanoke 265 Marshall Creek, Roanoke, Texas 76262
(817) 491-6099 (817) 491-3114
Planning Dept (817) 490-1308

Submission Requirements

- Completed Application Form
- Filing Fee
- Transmittal Letter

Print Requirements

- Staff Review
One (1) electronic copy (**PDF**) of the site plan, including supplementary material, shall be delivered to the City Planner for staff discussion.
- Planning & Zoning Commission
Three (3) 24"x36" (**folded into sets**) Black line prints of the complete site package. (Plans shall be received two (2) weeks prior to P&Z meeting.)

Meetings are held on the 1st and 3rd Monday at 7:00 p.m. of each month. All information must be received one week prior to the meeting date.

- City Council
One (1) electronic copy (PDF) of the complete site package with and revisions made by the Planning & Zoning Commission.

Meetings are held on the 2nd and 4th Tuesday at 7:00 p.m. of each month. All information must be received one week prior to the meeting date. These prints should contain any revisions made by staff or Planning & Zoning Commission.

Site Plan

- Title block, titled Site Plan, lower right corner including subdivision name, block & lot numbers, and date of preparation.
- Name, address, phone and fax numbers of the owner, applicant and engineer or architect.
- North arrow and scale.
- Site Data Table / Scale 1" = 50'
 - Existing Zoning
 - Proposed Use
 - Square footage of each proposed use
 - Building area (gross sq. ft.)
 - Building height
 - Required & Provided parking per each use
 - Proposed lot coverage

Site Plan Continued

- Location size and route of all existing and proposed water, wastewater, electrical lines and other facilities necessary, such as grease traps and back flow preventers, to serve the project
- Location, type and size of all fences, berms, signs or screening features
- Show all drainage features: show calculations for existing/proposed runoff, inlet and pipe capacities, retention/detention and culverts
- Property boundaries with dimensions.
- Zoning districts adjacent to the property.
- Adjoining streets including existing and proposed median openings, curbs, sidewalks, street intersections, driveways, and alleys within 300 hundred feet of the property.
- Indicate spacing between driveways within the subject property and adjacent properties.
- Parking layout and driveways, including loading areas, dedicated fire lanes if required, access easements, and parking space dimensions.
- All existing and proposed drainage and utility easements.
- Topography with contour intervals of two (2) feet in 100 feet and minimum finished floor elevations, both referenced to mean sea level datum.
- Show location of the FEMA 100 year flood plain.
- Refuse facilities and mechanical equipment, including height, materials, and elevations or proposed screening.
- Lighting facilities, security lighting, screening, and glare shields.
- Proposed attached and monuments signs, showing elevations, dimensions, total square footage, materials, colors, font and lighting source. (sign information may be include on separate sheet)
- Preliminary Engineering. (conceptual utility plan)
- Show all existing and proposed sidewalks.
- Show Fire hydrant layout.
- Show existing and proposed Water & Waste Water.
- Proposed access and connection to existing or proposed streets and traffic generated by the proposed uses
- Other existing or proposed off-site improvements as required
- Any additional information as needed.

Building Elevations

- North, South, East and West building elevations.
- Proposed building materials that include manufacturer's specifications.
- Proposed building height.
- Percentage of masonry materials.

Landscape Plan

- Title block, titled Landscaping Plan, lower right corner including subdivision name, block & lot numbers, and date of preparation.
- Name, address, phone and fax numbers of the owner, applicant and Landscaping Architect.
- North arrow and scale. (same scale as site plan)
- Property boundaries with dimensions.

Landscape Plan Cont.

Landscape Data Table showing required and provided square footage for each category as follows:

	Required	Provided
Perimeter Landscape	_____	_____
Number of Trees	_____	_____
Interior Landscape	_____	_____
Number of Trees	_____	_____
Non-vehicular Landscape	_____	_____
Number of Trees	_____	_____

Total Site Area devoted to landscape: _____ %

- Plant Table listing the number of each of tree and shrub species, providing scientific and common name and including caliper inches.
- A Plant Legend, if symbols or abbreviations are used.
- Show all areas of landscaped areas and plant materials on plan designated to fulfill interior, perimeter, and non-vehicular landscape requirements.
- Show location of trees to be preserved.
- Show spacing of plant material to be used.
- Show description of maintenance provisions for the Landscape Plan.
- Show proposed and existing sidewalks and utility easements.
- Show irrigation system if applicable.
- Show rain and freeze protection.

SITE PLAN APPROVAL CONDITIONS FOR RETAIL & OFFICE PROJECTS OUTSIDE INDUSTRIAL AREAS

These conditions and other considerations outlined in the CIVIC report should be considered in the design of a site plan.

- Utility meters will not be visible except in areas clearly intended as service areas where the public is generally excluded.
- Mechanical equipment located on rooftops will be screened.
- Eighty (80%) percent or more of the building elevations shall be brick or stone.

This checklist is provided as a supplement only. It is the applicant’s responsibility to review and comply with the requirements of the Zoning Ordinance, Subdivision regulations and Constructions specifications.