



# Site Plan Review Checklist

Applicant: \_\_\_\_\_ Project Name: \_\_\_\_\_

Property Location: \_\_\_\_\_ Date of Pre-Application Conference: \_\_\_\_\_

## Site Plan Schedule (Appendix B):

Site Plan applications and all required materials shall be submitted **NO LATER THAN 2:00 P.M.** on each Monday.

### Note:

1. **Red-lined Plans to Consultant.** Red-lines will typically be made available to the consultant after 10 working days after 1:00 p.m.
2. **Revised Plans Submitted.** Revised plans shall be resubmitted **NO LATER THAN 4:00 P.M.** on or before the following Monday.

## Required Materials (Section 21-91(b)):

- Completed application  
**Appendix K – Plan Review Application**
- Two (2) sets of Site Plans  
24" x 36" Sheets  
Standard Engineering Scale (Minimum Scale of 1" to 50")
- Site Plan Review Fee (**Appendix A**)

Less than 1 acre	\$250.00
1 – 5 acres	\$340.00
More than 5 acres	\$415.00
Amending Site Plan	\$100.00

## General Plan (Section 21-91)(b)(1)):

- The Project Name, location/address, legal description, Parcel(s) Tax ID#, name of Owner(s) and Project Representative(s) [developer, engineer, architect, etc...] of the proposed development  
(Include Owner(s) Home/Business Address and Telephone Number as well as Project Representative(s) Business Address and Telephone Number)
- Date, Vicinity/Location Map, North Arrow, and Scale;
- Signature block for City Engineer and Development Engineer;
- Show the locations and dimensions of all property lines, building set back lines, right-of-ways and easements;
- Show Existing and Proposed Topographic (Natural Features) characteristics;

- Show locations and dimensions of all existing or proposed:
  - Driveways (**Chapter 20, Article VI, Driveway Construction**)
  - Number of Parking Spaces (**Section 21-92(b)**)

**Note:** Show Information and Calculations to verify compliance with the off-street parking and loading regulations such as land use, gross floor area, gross leasable area, number of dwelling units, seating capacity, projected number of employees and/or other appropriate data;

- Meets Parking location and Standards (**Section 21-94**)
  - Include Handicapped Spaces (**Section 21-95**)
  - Meets Handicapped Standards (**Appendix J**)
  - If Applicable, Show Additional Parking Spaces: Queuing Spaces, Joint Parking (**Section 21-96; 21-97**)
  - Maneuvering Areas (**Section 21-99(b)(3) : Figures 3.2 – 3.5**)
  - Loading Areas (**Section 21-98; 21-99**)
  - Commercial Garbage Dumpsters Pads and related Screening of the dumpsters (**Sec. 21-103**)
  - Sidewalks (**Section 21-54(e)**)
  - Curbs
  - Gutters
  - Buildings
  - Structures
  - Screening Fences (**Sec. 21-102**)
  - Any/All other walls and fences
  - Street Lighting (**Sec. 21-55(g)**)
  - Nearest fire hydrant(s);
- All Information Required to Comply with:
    - Storm Drainage Master Plan
    - Design Manual and Maps,
    - The location of any property rights to be dedicated to the City

**Infrastructure Plan (Section 21-91(b)(2)):**

- Show all existing and proposed utilities;
- Water and sanitary sewer mains and connections (with sizes);
- Underground electrical service locations
- Sample ports/Grease Interceptors (If Applicable)
- Existing Drainage Facilities and any plans for proposed drainage improvements and surface material;
- All Existing and proposed driveways (**Chapter 20, Article VI, Driveway Construction**)

**Landscaping Plan (Section 21-91(b)(3)):**

- Must meet requirements of **Section 21-101(k)**
  - Landscaping calculations
  - Locations, dimensions and square footage of all landscaped areas (70% required in street yard)
  - Large off-street parking areas (*50+ require landscape islands*)
  - Tree requirements (**Sec. 21-101(g)**)
    - Species, number, size and locations of all required trees
    - Species, location and caliper of any existing trees to be preserved (**Sec. 21-101(h)**)

\*Note: If landscape plan can be clearly indicated on general plan the two may be combined.

**Signage Plan (Section 21-91(b)(4)):**

- Must meet the requirements of City's Sign Ordinance adopted April 21, 2015. (**Sec. 5-146 -5-152**)
  - On-Premise Signs (**Sec. 5-149(1.)**)
  - Billboards (**Sec. 5-149(2.)**)
  - Multi-Tenant Signs (**Sec. 5-149(3.)**)
  - Electronic Signs (**Sec. 5-149(4.)**)
- Show location and height of existing and any proposed on-premise signs.

**Storm Water Pollution Management (Construction Sites One Acre or Greater)**

- Less than 1 acre disturbed area
  - SWP3 plan not required
    - Identify and implement Best Management Practices (BMP)
  
- 1 acre up to <5 acres disturbed area
  - Prepare and Implement SWP3
  - Post Construction Site Notice
  - Provide copy of Construction Site Notice to City of Victoria, Public Works
  
- 5 acres or more disturbed area
  - Prepare and Implement SWP3
  - Submit Notice of Intent (NOI) to TCEQ
  - Post Construction Site Notice
  - Provide copy of NOI and Construction Site Notice to City of Victoria, Public Works

**If Applicable – Please Provide the Appropriate Information:**

- TXDOT Driveway Permit
  
- Sidewalk Waiver Agreement and Covenant Application
  
- Screening Fence Waiver
  
- Variance Requests

**Additional Notes:**

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