



APPLICATION TO THE
CITY OF GRANBURY
PLANNING & ZONING COMMISSION
FOR

**SITE PLAN
PROCESSING**

AS AUTHORIZED BY THE GRANBURY ZONING ORDINANCE
(AMENDED ORD. NO. 05-42) & AS AUTHORIZED BY
THE TEXAS LOCAL GOVERNMENT CODE, CHAPTER 212

CITY OF GRANBURY, TEXAS

City of Granbury

Processing Procedures for a Site Plan

Submittal Requirements: A site plan shall be submitted for approval **prior to** issuance of a building permit on any property for the following: (1) any townhome, mobile home subdivision, recreational vehicle park, multi-family development or mobile home park; (2) any nonresidential development; (3) any development with two (2) or more buildings per lot; and (4) any Planned Development or Specific Use Permit.

The submittal shall include a completed application form, the required application fee and 17 copies, 18 inches wide by 24 inches high at a scale of 1" = 100' or 1" = 50' (folded to 8 1/2" by 11") of the Site Plan to the Community Development Department. The submittal shall also include the following minimum information:

- Vicinity map, north arrow, scale, name of development, name of owner, name of planner, total acreage of project, and street address or common description of the property;
- Legal description of the total site area proposed for rezoning, development or specific use permit;
- The boundary lines and dimensions of the existing property;
- 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;
- Flood plains, 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;
- Existing subdivision lots;
- Setbacks, lot coverage, and when relevant, the relationship of the setbacks provided and the height of any existing or proposed building or structure.
- Existing and/or proposed buildings including minimum distance between buildings. Where building complexes are proposed, the location of each building and the minimum distances between buildings, and between buildings and property line, street line, and/or alley;
- Proposed occupancy. If multiple types of uses are proposed, a delineation of the specific areas to be devoted to various land uses;
- Off-street parking and loading area layouts, driveway locations and a parking table showing the parking requirement calculations, the minimum number of parking spaces required and the number of parking spaces provided;
- Means of vehicular ingress and egress and circulation within the property and all special traffic regulation facilities proposed or required to assure the safe function of the circulation plan;
- Fire lanes;
- Areas to be landscaped including 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, and a landscape table showing the landscape calculations, the minimum required landscaping areas and the amount of landscaping provided;
- Public and private sidewalks;
- Refuse facilities with screening;
- Adjoining streets and alleys, including curbs, medians, and storm drains;
- The location and size of existing and proposed surface and subsurface, electric, telephone, gas, cable television or other utility easements;
- Location and size of existing and proposed surface and subsurface drainage facilities, including culverts, drains and detention ponds, showing size and direction of flow;

- Square footage of the property that will constitute impervious area or impervious surface and vegetated areas after construction;
- 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;
- Signature, title and date of the applicant, at the conclusion of the written documents, certifying that 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;
- Emergency access easements;
- Current zoning and land uses of the property and contiguous properties;
- Size and location of all existing and proposed buildings on the site and within twenty five (25) feet of the property boundaries;
- Computations of building area for each occupancy, site area and parking ratio;
- Existing or proposed water and sanitary sewer lines;
- Location of all sign, auditory speakers and lighting;
- Location of outside seasonal display area(s) and any proposed cargo container placement areas (a Specific Use Permit may be required).
- Phasing of development (if any) showing the location of future building and parking expansion areas;

Other such information as considered essential by the Community Development Director or his/her designee, Planning and Zoning Commission and City Council.

Applications must be submitted to the Community Development Department, City of Granbury, 116 West Bridge Street, Granbury, Texas 76048.

Approval: A site plan shall be approved by the Planning and Zoning Commission and City Council; unless, the City Council designates the Commission to administer site plan review and approval.

Completeness of Submission: The Site Plan shall not be placed on an agenda for consideration until the application fee is paid and all information, drawings, plans and attachments are deemed to be complete. Failure to provide any necessary revised material by the deadlines indicated in the attached timeline may result in the delay or denial of the Site Plan.

City of Granbury

Application for a Site Plan

Name of Applicant: _____ Date: _____ Fee: _____

Name of Subdivision: _____

Legal Description: (Previously Unplatted property) _____ acres
 Tract(s) _____ out of the _____ Survey, Abstract # _____,

Being platted as:
 Lot(s) _____, Block(s) _____ of the _____
 addition to the City of Granbury. (include the phase number, if any).

I hereby certify that all information provided is true and correct..

Owner:	Developer:
(Signature)	(Signature)
(Printed name)	(Printed name)
(Company name)	(Company name)
(Street Address)	(Street Address)
(City, state & zip code)	(City, state & zip code)
(Telephone number) (FAX number)	(Telephone number) (FAX number)

Land Planner/Engineer:	Surveyor:
(Company Name)	(Company Name)
(Primary Contact)	(Primary Contact)
(Street Address)	(Street Address)
(City, state & zip code)	(City, state & zip code)
(Telephone number) (FAX number)	(Telephone number) (FAX number)

