



## PROCEDURES FOR SITE PLAN REVIEW

Generally, site plan approval is required for all new non-residential and multi-family residential development and expansions that enlarge the building footprint by more than 25%. Site plans will be reviewed for conformance with all zoning, subdivision and development regulations of the City.

***The applicant is strongly encouraged to attend a pre-application meeting for the project prior to submittal of a site plan application.***

### COMPLETE APPLICATION REQUIRED — CONDITIONS FOR PROCESSING

The applicant shall submit the following information to begin the site plan review process. Each and every item is considered an essential part of the site plan application and is necessary to ensure a proper review of the proposed development. Once submitted, the application will be reviewed for completeness. ***If the application is incomplete, the applicant will be notified. Applications that remain incomplete 45 days after the date of submittal shall expire.*** Incomplete applications will not be reviewed.

A complete site plan application, consisting of the following documents, shall be submitted to the Planning Division Office. Please staple and fold each plan set.

1. A completed "Application for Site Plan Review" which includes a site plan, landscape plan (including tree survey as applicable), building elevations, and.
2. 4-Sheet Site Plan - folded
3. Statement of Architectural Compatibility Application Form
4. A completed "Site Plan Checklist"
5. A filing fee of \$500

### REVIEW PROCESS

Once a complete application is received, the Case Manager from the Planning Division will circulate the site plan to other departments of the City for review and comment. Comments from the review may require additional information or the revision of the site plan and associated drawings. The Case Manager will compile, reconcile and submit the review comments to the applicant. Comments and other communication will be provided through the City's Online Project Tracking System.

### RESUBMISSION AND APPROVAL

The applicant shall make any corrections or changes to the site plan and return it to the Planning Division. The following items shall be submitted with the revised site plan:

1. Four copies of the revised site plan, landscape plan, and architectural elevations.
2. Site plan revision letter stating how the staff comments were addressed and identify any other changes made to the plans.

The Case Manager will review the resubmission for compliance with the comments made during the review. When complete, the Planning Director will approve the site plan. At that point, Engineering Plans may be submitted to the City Engineer's Office. A copy of the Site Plan stamped "Approved" must be integrated into the Engineering Plan submittal.



Planning Office Use Only	
Received:	_____
By:	_____
<input type="checkbox"/> Fee Paid	_____
Case Manager:	_____

## APPLICATION FOR SITE PLAN REVIEW

A complete Site Plan Review application shall consist of the completed “Application for Site Plan Review” form, completed Site Plan Checklist, payment of the application fee, and the following plans:

- **Sheet 1: Site Plan - General Site Information**
- **Sheet 2: Site Plan – Utilities and Services**
- **Sheet 3: Landscape Plan**
- **Sheet 4: Architectural Elevation Plans**
- **Statement of Architectural Compatibility Application** (including elevations and façade overlays, to illustrate compliance with the Community Appearance Manual)

Development Name:	_____		
Location:	_____	Acreage:	_____
Applicant: (Primary Contact)	Name:	_____	
	Address:	_____	
	Telephone:	_____	Fax: _____
	Email Address:	_____	
Applicant Signature:	_____		
Developer/ Owner	Name:	_____	
	Address:	_____	
	Telephone:	_____	Fax: _____
	Email Address:	_____	
Engineer	Name:	_____	
	Address:	_____	
	Telephone:	_____	Fax: _____
	Email Address:	_____	
Architect	Name:	_____	
	Address:	_____	
	Telephone:	_____	Fax: _____
	Email Address:	_____	
The provided emails will be used for automatic notification from the on-line project tracking system.			

Planning Office Use Only SIC CODE: _____
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## SITE PLAN CHECKLIST

PROPOSED USE: \_\_\_\_\_

Building Classification (per Building/Fire Code): \_\_\_\_\_

Location: \_\_\_\_\_  
 (Physical street address and MAPSCO)

**Submission of this completed form is a part of the Site Plan Application. All items must be "checked off" prior to submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation. The explanation for the "NA" item must be stated on a separate document.**

- \_\_\_ "Planning and Zoning Verification" form
- \_\_\_ Eleven (11) copies of each sheet - **Folded**
- \_\_\_ Sheet size – 24" x 36" maximum

GENERAL INFORMATION (to be on sheets 1, 2 and 3)

- \_\_\_ North arrow, date, and legibly drawn to a standard engineering scale
- \_\_\_ Location of proposed buildings
- \_\_\_ Location of all paved surfaces including, but not limited to, parking, drives, and sidewalks

### SHEET 1 – GENERAL SITE INFORMATION

SITE/ADJACENT PROPERTY INFORMATION

- \_\_\_ Site indicating boundaries with dimensions and project phase lines, if any
- \_\_\_ Location and width of existing and proposed public and private rights of way and easements (including utilities and trail access) located on, abutting or intersecting the site.
- \_\_\_ Property corners tied down including pins across existing ROW's
- \_\_\_ Adjacent properties with zoning and existing uses identified
- \_\_\_ Plat name, lot, and block
- \_\_\_ Existing and proposed structures showing approximate outline and dimensions of perimeter walls and including distances to property lines and other structures
- \_\_\_ Front, side and rear building setback lines
- \_\_\_ Proposed category of use or uses of structures
- \_\_\_ Gross floor area for each structure
- \_\_\_ Location of loading docks (if any)
- \_\_\_ Location of outdoor storage and ancillary structures to include dimensions and percentage of the site used for outdoor storage
- \_\_\_ Calculations showing the square foot area of the impervious, hard surface area on the site
- \_\_\_ Acreage and square footage of site and gross building area, percent lot coverage (building area/lot area)
- \_\_\_ Percent open space (area not covered by building and parking area/lot area or area of pervious cover)
- \_\_\_ Vicinity map or adequate reference

ACCESS AND PARKING

- \_\_\_ Location, width, curve radii, of existing and proposed construction (concrete or asphalt) of all streets, alleys, parking areas, fire lanes, and drive approaches
- \_\_\_ Location of all streets, drives and alleys which are adjacent to or dead-end into the site, including the location of existing and proposed median openings and turn lanes
- \_\_\_ Number, location, and dimensions of regular and handicapped parking spaces and width of drive aisles
- \_\_\_ Location and width of sidewalks, handicapped ramps, and other pedestrian facilities

**SHEET 2 – UTILITIES AND SERVICES**

FIRE/LIFE SAFETY

- \_\_\_ Identify whether the facility has a fire sprinkler system and the location of all fire walls (square footage of each space separated by fire walls)
- \_\_\_ Location of the Fire Department Connection (FDC)
- \_\_\_ Existing and proposed locations of fire hydrants
- \_\_\_ Fire flows at nearest fire hydrants **Provide Request #** \_\_\_\_\_ (assigned by Fire Dept)
- \_\_\_ Identify if flammable or hazardous materials will be stored, handled or sold

DRAINAGE/UTILITIES/SERVICES

- \_\_\_ Existing and proposed topography
- \_\_\_ Handling of on-site surface drainage (location and size of existing and proposed open or enclosed channels, detention or retention basins, storm sewer inlets, etc.)
- \_\_\_ Limits of the ultimate 100-year flood plain and floodway as shown on ultimate FIS (FEMA) mapping including location and acreage and water surface elevations
- \_\_\_ Existing and proposed water and sanitary sewer layout (Identify exact sizing of existing lines. Sizing of proposed lines will be approved as part of the Engineering Plan submittal.)
- \_\_\_ Locations and dimensions for solid waste container pads
- \_\_\_ Location of existing and proposed above and below ground franchise utility services and facilities (natural gas, electric, communications)
- \_\_\_ Location of electrical transformers/pads, HVAC units, & other mechanical/utility equipment
- \_\_\_ Acreage or square footage of land in the ultimate flood plain (not reclaimed) or in rights of way and easements

**SHEET 3 – LANDSCAPE PLAN**

- \_\_\_ Location, height and material for any existing, or proposed fence or screening wall to include landscape buffer area
- \_\_\_ Location, height and type of any proposed berms or living screens
- \_\_\_ Location, size, quantity and common and botanical name of landscape materials (shall also be shown in tabular format)
- \_\_\_ Location of existing protected trees and their status (protect or remove)

**SHEET 4 – BUILDING ELEVATIONS**

- \_\_\_ Statement of Architectural Compatibility application, including elevations and façade overlays, to illustrate compliance with the Community Appearance Manual
- \_\_\_ Number of stories in height and total height in feet
- \_\_\_ Location of entrances and exits



## City of Mesquite Planning Office

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[www.cityofmesquite.com](http://www.cityofmesquite.com)