



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
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:
[] 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 facade overlays, to illustrate compliance with the Community Appearance Manual)

Name of Development:
Location:
Acreage:
Name of Applicant:
Address:
Telephone:
Fax:
E-mail:
Signature of Applicant:
Names, Phone Numbers, and emails of design professionals and others involved in this project (architect, engineer, owner, etc). The provided email will be used for automatic notification from the on-line project tracking system.

Planning Office Use Only SIC CODE: _____

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
- ___ 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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