



City of Mesquite Site Plan Packet

Please print legibly. This application can also be completed online at <https://www.cityofmesquite.com/DocumentCenter/View/579/Site-Plan-Application-Packet>

Application Checklist

- Completed Application Site Plan Sheet(s) Owner Authorization (page 12)
- Application Fee(s)

Property Information

Physical Address: _____ City, State: Mesquite, Texas

Zip Code: _____

Applicant Information – The person filling out the application

First Name: _____ Last Name: _____

Phone Number: _____ Email Address: _____

Developer Information – Name of Developer, or Representative

First Name: _____ Last Name: _____

Phone Number: _____ Email Address: _____

Company Name: _____

Property Owner(s) Information – The owner of the property listed as physical address

Same as Applicant: Yes No (If no, fill in information below)

First Name: _____ Last Name: _____

Phone Number: _____ Email Address: _____

Mailing Address: _____ City, State: _____
(If different from physical address)

Zip Code: _____

Office Use Only

Is the Property Platted? Yes No Zoning: _____

Acreage: _____ Requires P&Z and/or Council Approval? Yes No

Site Plan (Staff Approval): \$600 Site Plan (P&Z and/or Council Approval): \$800

Landscape Plan: \$250 Façade Plan: \$250 Revised Plans: \$300

**** Links to resources are located on the last page****

Site Plan Checklist

Please describe the proposed use for the site and building(s) using the space below.

Submission of this completed form is a part of the Site Plan Application. All items must be checked off prior to submitting for review. If the applicant deems an item to be “Not Applicable” (N/A) to the proposed development, please mark N/A. Using a separate sheet, state why an item is not applicable.

- | | | | |
|-----------------------------------|------------------------------|---|--|
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 1 | All sheets required for this application and site plan checklists must be contained in one (1) multi-page .PDF file. |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 2 | All files submitted for review must be in Portable Document Format (.PDF). PDF's must be a first generation vector based file (direct conversion from Bluebeam, AutoCAD, MS Office Suites, etc.) |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 4 | Site Plan Sheet |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 5 | Preliminary Utilities and Services Plan Sheet |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 6 | Landscape Plan Sheet |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 7 | Architectural Elevations Plan/Façade Plan Sheet |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 8 | Photometric Plan Sheet |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 9 | Traffic Impact Analysis (TIA). Contact the Manager of Traffic Engineering to confirm if a TIA will be required. If required, the TIA shall be submitted concurrently with the site plan. |

General Information – For All Sheets

- | | | | |
|-----------------------------------|------------------------------|----|---|
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 10 | North arrow, date, and legibly drawn to a standard engineering scale |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 11 | Site boundary is indicated by a heavy solid line with bearings and distances |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 12 | Indicate lot lines, setback lines, and distance to the nearest cross street |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 13 | Accurately located, labeled and dimensioned footprint of <u>PROPOSED</u> structure(s) shown by a solid heavy line |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 14 | Accurately located, labeled and dimensioned footprint of <u>EXISTING</u> structure(s) to remain shown by a heavy dashed line |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 15 | Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown by a light, solid line |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 16 | Location of all paved surfaces including, but not limited to, parking areas, driveways, and sidewalks |

General Site Information

<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	17	Title block in lower right corner that includes large, boldly printed "SITE PLAN", owner and engineer's names, addresses and phone numbers, subdivision name, lot number(s), block number or letter, original submission date, space to insert a file number, and a log of resubmittal/revision dates since submitted to the City
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	18	Site Plan Notes (as referenced on page 9)
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	19	Project Site Data (as referenced on page 10)

Site/Adjacent Property Information

<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	20	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
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	21	Label all proposed ROW's as public or private
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	22	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
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	23	Property corners tied down including pins across existing ROW's and measured width of existing ROW's from applicant's property line to identified property corners across street and alley ROW
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	24	Adjacent properties with zoning and existing uses identified
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	25	Front, side, and rear setback lines, indicated by a dashed line
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	26	Proposed category of use(s) for each structure (retail, commercial, office, medical, etc.)
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	27	Gross floor area of each structure
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	28	Indicate the distance from the property line to the proposed building and the distance between each building
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	29	Location of loading docks (if any)
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	30	Location of outdoor storage and ancillary structures to include dimensions and percentages of the site used for outdoor storage (must comply with Section 3-600 of the Mesquite Zoning Ordinance)
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	31	Indicate the locations of all aboveground storage tanks and underground storage tanks (if any)
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	32	Calculations showing the square foot area of the impervious, hard surface area on the site

<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	33	Acreage and square footage of site and gross building area, percent lot coverage (building area ÷ lot area)												
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	34	Percent open space (area not covered by impervious area including building(s) ÷ lot area)												
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	35	Drive-thru lanes, menu board location(s), pick-up window(s), maneuvering area, stacking lanes and capacity, and escape lanes are indicated and dimensioned (must comply with section 3-402 of the Mesquite Zoning Ordinance).												
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	36	Vicinity map clearly showing the location of the subject property with cross streets provided. Indicate scale or not to scale (NTS) and provide north arrow												
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	37	Screening walls shown with dimensions and materials per Section 1A-300 of the Mesquite Zoning Ordinance . Please contact the Planning and Zoning Division to confirm screening requirements												
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	38	A lighting plan (separate sheet) that shows location by fixture type. A lighting data chart is used to reference fixture type (i.e. pole or wall pack), maximum height, those requiring shielding, those requiring skirting, wattage and foot-candles of each fixture. Foot candle measurements shall be shown at the property line. All Outside lights shall be made up of a light source and reflector so selected that acting together the light beam is controlled and not directed across any bounding property line. Refer to Section 3-402 of the Mesquite Zoning Ordinance for requirements. Additional Requirements: Section 1-408												
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A		<p>Location, width, curve radii, of existing and proposed construction (concrete or asphalt) of all streets, alleys, sidewalks, parking areas, solid waste dumpsters, fire lanes, and drive approaches</p> <p>The following table can be located in the Engineering Design Manual on page 2-9</p> <table border="1" data-bbox="537 1180 1511 1354"> <thead> <tr> <th>Largest Classification</th> <th>Intersecting With</th> <th>Curb Return Radius (Feet)</th> </tr> </thead> <tbody> <tr> <td>Arterial</td> <td>Arterial</td> <td>40</td> </tr> <tr> <td>Arterial or Collector</td> <td>Collector</td> <td>30</td> </tr> <tr> <td>Arterial, Collector, or Local</td> <td>Local</td> <td>25</td> </tr> </tbody> </table>	Largest Classification	Intersecting With	Curb Return Radius (Feet)	Arterial	Arterial	40	Arterial or Collector	Collector	30	Arterial, Collector, or Local	Local	25
Largest Classification	Intersecting With	Curb Return Radius (Feet)													
Arterial	Arterial	40													
Arterial or Collector	Collector	30													
Arterial, Collector, or Local	Local	25													
		39	Use the Mesquite Thoroughfare Plan Map to identify the appropriate curb return radii.												
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	40	Number, location, and dimensions of regular and disabled parking spaces and width of drive aisles (Section 3-400 Mesquite Zoning Ordinance)												
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	41	Location and width of sidewalks, barrier free ramps, and other pedestrian facilities												
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	42	<p>Driveways within 200 feet of the property line (including those across the street):</p> <ul style="list-style-type: none"> ○ Are accurately located and dimensioned ○ Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines ○ Distance to the nearest street is shown as measured from the end of curb-return radius of the adjacent street to the driveway centerline ○ Typical radii are shown 												

<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	43	Dimensioned visibility triangles for all drive approaches onto streets as defined by the Engineering Design Manual – page 2-11
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	44	Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled (must comply with Section 1A-303.D of the Mesquite Zoning Ordinance)
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	45	Medians, median openings with associated left-turn lanes, continuous left-turn lanes, transition and stacking lengths are shown and dimensioned within 200 feet of the project site
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	46	Existing, proposed, and required acceleration/deceleration lanes within 200 feet of the project site are shown dimensioned, stacking length indicated, and right-of-way dedication is indicated as applicable
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	47	Distance to the nearest signalized intersection is indicated
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	48	The design vehicle for all non-residential land uses is assumed to be AASHTO WB-50 per City Ord. 3791 Sec. 15-150 (2)(g). Show, using Auto TURN or similar, on a separate sheet how the largest expected vehicle – including fire engine - will ingress/egress and negotiate through the site

Preliminary Utilities and Services

<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	49	A title block in the lower right hand corner that includes large, boldly printed “PRELIMINARY UTILITY PLAN”, owner, engineer’s, and landscape architect’s names, addresses and phone numbers, subdivision name, lot and block number, submission date, space to insert a file number, and a log of submission/revision dates since submitted to the City
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	50	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)
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	51	Location of the Fire Department Connection (FDC)
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	52	Existing and proposed locations of fire hydrants
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	53	Fire flows at nearest fire hydrants Provide Requested # _____ (assigned by Fire Department)
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	54	Identify if flammable or hazardous materials will be stored, handled or sold
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	55	Existing and proposed topography
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	56	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.)
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	57	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. Indicate the F.I.R.M. Community panel number and date

<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	58	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)
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	59	Location of existing and proposed above and below ground franchise utility services and facilities (natural gas, electric, communications)
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	60	Locations and dimensions for solid waste container pads in compliance with City General Design Standards (GDS) for Solid Waste Dumpster Pad standards. These standards can be downloaded at http://www.cityofmesquite.com/DocumentCenter/Home/View/452
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	61	Location of electrical transformers/pads, HVAC units, & other mechanical/utility equipment
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	62	Acreage or square footage of land in the ultimate flood plain (not reclaimed) or in rights of way and easements
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	63	Finished floor elevation of existing and/or proposed structures is referenced to sea level datum

Landscape Plan (Sheet)

<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	64	A title block in the lower right hand corner that includes large, boldly printed "LANDSCAPE PLAN", owner, engineer's, and landscape architect's names, addresses and phone numbers, subdivision name, lot and block number, submission date, space to insert a file number, and a log of submission/revision dates since submitted to the City
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	65	Location, height and material for any existing, or proposed fence or screening wall to include landscape buffer area.
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	66	Location, height and type of any proposed berms or living screens
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	67	Location, size, quantity and common and botanical name of landscape materials (shall also be shown in tabular format). For a list of approved plants, reference Section 1A-500 of the Mesquite Zoning Ordinance.
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	68	Location of existing protected trees and their status (protect or remove)
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	69	The following information is to be provided on the landscape plan in a tabular format; indicate planting ratio requirement, including required and provided quantities for each: <ul style="list-style-type: none"> ○ Overall site landscape, required and provided, by percentage of total area and total square feet, excluding rights-of-way ○ District Screening and Buffer: indicate linear feet of each adjacency for each applicable property line; and the number of required/provided trees ○ Parking lot interior: indicate location of landscaped islands; number of trees required and provided (Section 1A-202.B.2 of the Mesquite Zoning Ordinance)
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	70	Complete description of plant materials is shown on the plan, including common and botanical names, quantities of each, container size, caliper size, installed and mature height and minimum branching height. Ensure all

plants meet the installation requirements as provided in [Section 1A-500 of the Mesquite Zoning Ordinance](#)

<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	71	All existing and proposed plant material is graphically shown; species and quantity for each grouping is labeled
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	72	Dimensioned visibility triangles for all drive approaches onto streets as defined by the Engineering Design Manual – page 2-11
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	73	The following information is to be provided on the Tree Survey/Preservation Plan in a tabular format: <ul style="list-style-type: none">o Listing of protected trees by common name of species. See Section 1A-500 of Mesquite Zoning Ordinance for a list of protected treeso Caliper of tree at Diameter at Breast Height (DBH)o A reference number for all protected treeso General condition of the tree certified as such by a licensed arborist, forester, landscape architect, or other that is qualified to make such determinationso Whether proposed for preservation or removal and amount of mitigation required
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	74	Tree Mitigation – Section 1A-403 of the Mesquite Zoning Ordinance <ul style="list-style-type: none">o Trees proposed for removal shown by an ‘X’ using a heavy lineo Replacement trees are indicated on the Landscape Plan by a heavy line denoting the canopy, with a unique identifier/label also providedo Indicate in the above table the total number of caliper inches proposed for preservation, removal, and any credits earned/requestedo Indicate mitigation method proposed for removal of protected trees

Building Elevations

<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	75	Title block in the lower right corner that includes large, boldly printed “BUILDING FAÇADE/ELEVATION PLAN”, owner and architect names, addresses and phone numbers, subdivision name, lot number, block number or letter, submission date, space to insert a file number, and a log of submission/revision dates since submitted to the City
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	76	Number of stories in height and total height in feet
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	77	Location of building entrances and exits
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	78	Existing and proposed architectural details of existing or proposed buildings or structures on the property are clearly defined as follows: <ul style="list-style-type: none">o Length and height for each facade is dimensioned.o Each elevation is labeled and shown separately according to facing direction (e.g. north, southeast, etc.).o Location, type, and height of mechanical screening, screening walls, and dumpster enclosure are indicated on the plan and elevation view(s).
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	79	Show windows and doorways. Provide the amount of transparency, demonstrating compliance with the Community Appearance Manual , page 12.

<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	80	Details are provided to address color, materials, and design details of masonry walls, dumpster enclosures, monument signs, and mechanical screening. These are to be of the same materials, colors, and textures as the primary structure(s). Dumpster gates (metal required) are shown and material type is indicated.
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	81	Provide details on the proposed retaining wall that indicates the relationship with parking lots, natural grade or constructed grade (i.e. berms, slopes, etc.) and address color, materials, and design
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	82	Building elevations shall demonstrate compliance with all standards required by a Development Agreement

Site Plan Notes

The following notes **must** be included on all Site Plans:

1. Any revision to this plan will require City approval and may require revisions to any corresponding plans to avoid conflicts between plans.
2. Dumpsters and trash compactors shall be screened in accordance with the Mesquite Zoning Ordinance and Engineering Design Manual.
3. Outdoor lighting shall comply with the lighting and glare standards contained within the Mesquite Zoning Ordinance.
4. Fire lanes shall be designed and constructed per City standards or as directed by the Fire Marshal.
5. Speed bumps/humps are not permitted within a fire lane.
6. Handicapped parking areas and building accessibility shall conform to the Americans with Disabilities Act (ADA), Texas Accessibility Standards and with the requirements of the current, adopted Building Code.
7. Any/all signage is subject to final approval under separate application/permit by the Building Official or designee
8. All fences and retaining walls shall be shown on the site plan and are subject to Building Official approval.
9. All exterior building materials are subject to Building Official approval and shall conform to the approved Façade/Building Elevation Plan.
10. All new utility lines shall be installed and/or relocated underground.
11. All mechanical equipment shall be screened from public view in accordance with the Mesquite Zoning Ordinance and Community Appearance Manual.

Project Site Plan Data

All relevant data listed below must be included on all Site Plans.

GENERAL

Case Number
Name of Project/Development
Proposed Use
Existing Zoning District
Proposed Zoning District
Applicable Zoning Overlays (e.g. TERRA, MARE, SLH, etc.)
Appraisal District Account Numbers and County
Development Agreement Number

OVERALL SITE

Gross Site Area
Site Frontage
Site Width
Site Depth
Impervious Surface Area
Pervious Surface Area
Accessory Use %
Open Space (ac & %)
Detention/Retention (ac & %)

BUILDING

Total Gross Intensity (FAR)
Total Square Footage
 Commercial (SF)
 Industrial (SF)
 Other (SF)

PROPERTY DEVELOPMENT REGULATIONS

Maximum Building Coverage (Permitted & Proposed)
Minimum Lot Area (Required & Proposed)
Minimum Lot Width (Required & Proposed)
Minimum Lot Depth (Required & Proposed)
Setbacks (Required & Proposed)
 Front Setback
 Side Interior Setback
 Side Exterior Setback
 Rear Setback
Max Structure Height (Permitted & Proposed)
Max No. Stories/Floors (Permitted & Proposed)

IMPROVEMENTS (as applicable)

Seats
Pumps
Drive-thru lanes
Children/Adults/Students
Beds/Residents/Rooms
Classrooms

PARKING & ACCESS

Parking (total # / Required & Provided)
 # Disabled Parking
 # Loading Spaces
 # Access Points

2021
CITY OF MESQUITE

Deadlines for Submissions of Applications
and Scheduling of Public Hearings and Reviews if Required.

PD Site Plans are scheduled for Commission action once all comments have been addressed.

(Hearing dates are not guaranteed)

Applications (schedule based on completed applications)	PLANNING & ZONING COMMISSION Meeting PD Site Plans, 10+ Acres
December 28, 2020	January 25, 2021
January 11, 2021	February 8, 2021
January 25, 2021	February 22, 2021
February 8, 2021	March 8, 2021
February 22, 2021	March 22, 2021
March 1, 2021	<u>March 29, 2021</u>
March 15, 2021	April 12, 2021
March 29, 2021	April 26, 2021
April 12, 2021	May 10, 2021
April 26, 2021	May 24, 2021
May 17, 2021	June 14, 2021
May 31, 2021	June 28, 2021
June 14, 2021	July 12, 2021
June 28, 2021	July 26, 2021
July 12, 2021	August 9, 2021
July 26, 2021	August 23, 2021
August 2, 2021	<u>August 30, 2021</u>
August 16, 2021	September 13, 2021
August 30, 2021	September 27, 2021
September 13, 2021	October 11, 2021
September 27, 2021	October 25, 2021
October 11, 2021	November 8, 2021
October 25, 2021	November 22, 2021
November 1, 2021	<u>November 29, 2021</u>
November 15, 2021	December 13, 2021
November 30, 2021	<u>December 28, 2021</u>
December 13, 2021	January 10, 2022
Dates in italics indicate a Tuesday meeting date.	
Dates in italics and underline will convene only to consider a plat application	

OWNER AUTHORIZATION

- 1. I hereby certify that I am the owner of the subject property or the duly authorized agent of the owner of the subject property for the purpose of this application.
- 2. I hereby designate the person named as the applicant on page 1 of this application, if other than myself, to file this application and to act as the principal contact person with the City of Mesquite.
- 3. I hereby authorize the City of Mesquite, its agents or employees, to enter the subject property at any reasonable time for the purpose of taking photographs, documenting current use and current conditions of the property; and further, I release the City of Mesquite, its agents or employees from liability for any damages which may be incurred to the subject property in taking of said photographs.
- 4. I have read and understand the information contained in the City of Mesquite Site Plan Application.

Property Owner: _____ Phone Number: _____
Address: _____
_____ Email Address: _____
Signature: _____

Each property owner must complete a separate authorization form

CITY OF MESQUITE PLANNING OFFICE

Mailing Address: P.O. Box 850137
Mesquite, TX 75185-0137

Physical Address: 1515 N. Galloway Ave.
Mesquite, TX 75149-2300

Phone: (972)-216-6216

Fax: (972) 216-8109

Website: www.cityofmesquite.com

Citizen Self Service (CSS): <https://energov.cityofmesquite.com>

Engineering Design Manual: <https://www.cityofmesquite.com/2065/Engineering-Design-Manual>

Planning-Related Ordinances: <https://www.cityofmesquite.com/1250/Zoning-Ordinance>

CSS Manuals: [How to Register for a CSS Account](#)

[How to Apply Online](#)

[Reviewing Comments and Resubmitting Online](#)

[How to Validate Your CAP Account](#)

Manuals: <https://www.cityofmesquite.com/543/Applications-and-Other-Resources>