



## UNIFIED RESIDENTIAL SITE PLAN APPLICATION

UNIFIED RESIDENTIAL PLAN (Sec. 6.506)

NAME OF PROPOSED PLANNED DEVELOPMENT \_\_\_\_\_

APPLICANT /AGENT \_\_\_\_\_

Mailing Address \_\_\_\_\_ ZIP \_\_\_\_\_ Telephone \_\_\_\_\_

OWNER \_\_\_\_\_

Mailing Address \_\_\_\_\_ ZIP \_\_\_\_\_ Telephone \_\_\_\_\_

SUBDIVIDER / DEVELOPER \_\_\_\_\_

Mailing Address \_\_\_\_\_ ZIP \_\_\_\_\_ Telephone \_\_\_\_\_

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### PROPERTY DESCRIPTION

Location (address or otherwise) \_\_\_\_\_

Legal Description:

Property is un-subdivided, according to the County Deed Records Vol. \_\_\_\_\_ Page \_\_\_\_\_.  
And shown as Tract \_\_\_\_\_ of the \_\_\_\_\_ Survey, City Tax Record.

***Provide an electronic copy of the proposed site plan via CD or pdf email.***

Property is subdivided as below described:

Subdivision Name \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Mapscos \_\_\_\_\_ ETJ (indicate county) \_\_\_\_\_

Total net land area (excluding streets & alleys) \_\_\_\_\_ (acres /or square feet)

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Owner/Purchaser/Agent(s) \_\_\_\_\_

Signature \_\_\_\_\_ Printed \_\_\_\_\_

Fee	Receipt No.	Application Received By:	Date Filed	File No.

# UNIFIED RESIDENTIAL SITE PLAN CHECK LIST

(COMPLETE ALL ITEMS)

## **HOW DO I START A SITE PLAN APPLICATION AND WHAT MUST BE SUBMITTED:**

To initiate the site plan review process, ten (10) sets of site plans along with a unified residential application are submitted to the Zoning Section, Development Department.

### **Site plans must include:**

1.  **A current survey / plat of the property**
  
2. **Dimensioned site plan showing all improvements to the site including:**
  - Structures – the location and dimensions of proposed structures on the site, the specific category of use or uses to be contained therein, the number of stories, gross floor area, type of exterior construction material, and the location of entrances and exits to buildings. Number of units, size and type units (i.e. studio, patio, etc.)
  - Ratios table showing maximum/minimum allowed and provided/proposed, Open space ratio and recreational facilities.
  - Location, dimensions, and character of construction proposed streets, driveways, curbcuts, entrances, exits, parking and loading areas, including the number of off street parking, handicapped spaces and access ramps, wheel stops and curbing.
  - Proposed emergency access and utility easements and ingress and egress driveways.
  - The types of surfacing such as paving, turfing or gravel to be used at various locations.
  - Dumpster or compactor location(s), garbage containers, air conditioners;
  - Perimeter and interior landscaped areas:
  - Proposed fence or walls, the location, and height of all walls fences and screen planting.
  - The land area included within the site, the land area of all abutting sides and the zoning classification thereof, all public and private right-of-way, easements bounding an intersecting the site and the abutting sites which are proposed to be continued, created and/or abandoned
  - All pedestrian walk, malls and open areas for use by the tenant or the public.
  - The location, size, height, foot-candle level and orientation of all lighting.
  - The locations, size height and illumination of all signs.
  - The location of fire hydrants
  - A schedule of the phasing of all improvements showed in the plan.
  
3. **Project Identification:**
  - Title of project or development
  - Name, address, and telephone number of engineer, architect, surveyor, developer and owner.
  - North point, scale, date, and legal description of proposed site.
  - Location sketch map.
  - Provide signature line labeled **“Director of Development”** with a **“Date”** line below, at lower right hand corner of drawing.
  - The face of the site plan shall include a table showing net land area, floor area, and open space area, number of parking spaces, maximum units per acre and maximum height.

**Unified Residential Site Plan Fee \$ 600.00 New**  
**\$ 300.00 Revised**

### **For Distribution:**

- **10** – Blueline copies folded in an 18”x 24” - Accordion Fold
- **1** – 8½”x 11” Reduced Copy of Site Plan.