



Site Plan Review Application

Code of Ordinances Appendix B, Section 1101-1119

Step 1: Pre-Application meeting with City Staff

Meeting Date: _____

Office Use Only
Staff Initials _____

Step 2: Complete the application below
Please print the following information:

Application Date: _____

Applicant's Name: _____ Telephone: _____
Mailing Address: _____ Alt. Phone: _____
City: _____ State: _____ Zip: _____ E-mail: _____

Owner's Name*: _____ Telephone: _____
Mailing Address: _____ Alt. Phone: _____
City: _____ State: _____ Zip: _____ E-mail: _____

Surveyor/Engineer Name: _____ Telephone: _____
Mailing Address: _____ Alt. Phone: _____
City: _____ State: _____ Zip: _____ E-mail: _____

Legal Description of Property:
Lots: _____ Block: _____ Subdivision: _____
Current Zoning: _____ Proposed Zoning: _____
Current Use: _____ Proposed Use: _____
Purpose of Site Plan Review Application: _____

Office Use Only

The applicant will submit the following information with this application:

- A. All required documents on the reverse side of this application
B. Application Fee: (All checks payable to City of Marble Falls)

Table with 4 columns: Residential # of Sq. Ft., Commercial # of Sq. Ft., Fee, and Fee amount. Rows include categories like 'Less than 3,000 sq. ft.' and 'More than 30,000 sq. ft.' with corresponding fees.

All information on the checklist of this application must be supplied in full at the time of submittal. If information is not submitted in full, the application will cease and all information will be given back to the applicant.

Owner Statement* (if applicant is not owner):

I HEREBY CERTIFY THAT THE APPLICANT LISTED ABOVE IS AN AUTHORIZED AGENT FOR ME IN MATTERS PERTAINING TO THE FILING OF THIS SITE PLAN REVIEW APPLICATION.

Applicant's Signature Owner's Signature (notarized) Date

STATE OF TEXAS:
COUNTY OF BURNET:

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20_____.

Notary Public in and for the State of Texas

My Commission Expires On

*If there are multiple property owners participating in the application, please use the "Multiple Owners" supplemental sheet and attach all owner information and signatures.

Site Plan Review Application Checklist

Required *

- Tax Certificate or deed showing Legal Owner** (with no taxes due)
- Plat or Survey:** Copies of the boundary survey limits of the tract including metes and bounds, and each proposed lot, and scale distances with north clearly indicated sealed by a licensed surveyor (survey required if the property is unplatted):
 - Four (4) copies of the subject area at 18" x 24"
 - One (1) copy at 11" x 17"
 - One (1) copy at 8.5" x 11
 - One (1) digital copy
- Applicant attendance** at Planning and Zoning Commission and City Council meetings
- Plans:** Four (4) paper copies, 24" X 36", and one (1) digital copy of all materials listed below to fulfill the Site Plan Review Requirements, prepared by a qualified individual, civil engineer, land planner, architect, or surveyor, at a scale no smaller than 1" = 100' :
 - Site plans, architectural building elevations, improvement plans, and such additional maps and drawings, all sufficiently dimensioned as required to illustrate the following:
 - The date, scale, north arrow, title, proposed name of the project, owner name and address, and name and address of person preparing the site plan
 - The location and dimensions of boundary lines, easements, and required yards and setbacks, along with total site acreage and the location of the property in relationship to existing roadways and city limits.
 - Location, height, bulk, general appearance, and intended use of existing and proposed buildings on the site, and the approximate location of existing buildings on abutting sites within fifty (50) feet
 - The location of existing and proposed site improvements including parking and loading areas, pedestrian and vehicular access, landscaped areas, utility or service areas, fencing and screening, signs and lighting and other pertinent development related features
 - The number of existing and proposed off-street parking and loading spaces and a calculation of applicable minimum parking requirements
 - The location of watercourses and drainage features, and for sites with an average slope greater than ten (10) percent, a plan showing existing and proposed topography and grading and proposed erosion controls
 - The relationship of the site and proposed use to surrounding uses, including pedestrian and vehicular circulation, current uses of nearby parcels, and any proposed off-site improvements
 - General layout for the required public improvements, including water, wastewater, grading and storm drainage, streets, water quality, alleys, fire lanes and hydrants, the quality of which shall be determined by the City Manager or designee

Staff's Signature

Date

* Provision of the above items shall conform to the principles and standards of the adopted Land Use and Zoning regulations and the Comprehensive Plan. It is the applicant's responsibility to be familiar with, and to comply with, these requirements. Additional information other than what is listed here may be required for evaluation of the Site Plan Review request.