



# SITE PLAN APPLICATION CHECKLIST CITY LIMITS

## APPLICANT AND PROJECT INFO

Applicant Name: \_\_\_\_\_  
Applicant Phone #: \_\_\_\_\_  
Applicant Email: \_\_\_\_\_  
  
Project Name: \_\_\_\_\_  
Project Location: \_\_\_\_\_

This checklist is intended to provide information and data needed to constitute a complete application. A request for a Site Plan requires review by staff and approval by the Planning Director, unless deferred to the Planning and Zoning Commission. In accordance with Unified Development Code (UDC) Article 3 Zoning Regulations. **Incomplete applications will not be accepted.**

## SITE PLAN APPLICATION GENERAL INFORMATION

The following applications require Site Plan Approval:

1. A request for approval to construct one (1) or more residential buildings consisting of three (3) or more units per building;
2. A request for approval to construct a Townhome or Patio Home development;
3. A request for approval to construct residential and non-residential uses in the same building (Mixed-Use);
4. A request for approval to construct a non-residential development;
5. A request for approval to construct a building within a Planned Development district, unless otherwise exempted the UDC or in the ordinance adopting the Planned Development district;
6. A request for a shared non-residential facility within a residential Subdivision, such as a clubhouse, pool house, or gated entry maintained by a Property Owners' Association;
7. A request for approval of a Specific Use Permit (see subsection 3.5.6), unless otherwise exempted in this UDC; or
8. Expansion or reconstruction of a building identified in UDC subsection 3.5.4C.1 or an existing building that changes from a use exempted from Site Plan approval under subsection 3.5.4C.2 to a use identified in subsection 3.5.4C.1.
9. Any amendment to an element of a previously approve Site Plan (e.g., landscape plan, lighting plan).

Lots are required to be platted, or determined to be legal lots, prior to the issuance of a site development permit.

If a TIA is required, the review and approval of the TIA shall be completed concurrently with the submittal of the Site Development Plan application. If a TIA is required, a scoping meeting with the City Engineer is required prior to submittal.



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### MY GOVERNMENT ONLINE SUBMISSION REQUIREMENTS

The City of Bee Cave utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate MyGovernmentOnline User Guide available at <http://www.MyGovernmentOnline.org/>

### APPLICATION FEES

All application fees shall be paid in full according to the adopted Fee Schedule. The adopted Fee Schedule is available on the City Website: <http://www.BeeCaveTexas.gov/>

### SITE PLAN PERMIT PROCESS

The process for obtaining an NPS/Development Site Plan permit within City Limits involves the following steps:

1. **Pre-Application Conference (See UDC Section 3.5.4 D Pre-Application Meeting).** The City Engineer or Planning Director may require that a Pre-Application Meeting (see **UDC subsection 1.3.1** Pre-Application Meeting) take place prior to submittal of an application for Site Plan.
1. **Submittal of Application and Completeness Check.** The applicant will provide all required documents and fees along with the signed application checklist for a completeness check. Staff will review the documents for completeness of items listed on the checklists and provide feedback about any additional information or documents required from the applicant. **If the application is deemed incomplete, the applicant will have 45 calendar days to resubmit the incomplete items, or the application will expire.**
2. **Application Filing.** Upon determination of application completeness, the application will be considered filed with the Planning and Development Department.
3. **Technical Review.** City Staff will review the plat for compliance with all applicable Ordinances and other city requirements and provide comments. The applicant may need to make changes and revisions to the plat or supporting materials. All site plans must conform with applicable requirements and regulations found in the following documents or articles:
  1. Article 2 Subdivision Regulations
  2. Article 3 Zoning Regulations
  3. Article 5 Landscaping and Screening Standards
  4. Article 6 Supplemental Development Standards
  5. Article 7 Stormwater Management
  6. Article 8 Flood Damage and Prevention
  7. Fire Code;
  8. Building Code;
  9. Technical Manual(s); and
  10. Any design standards and specification approved by the City Council following adoption of the Unified Development Code.



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2. **Resubmittal.** City staff will inform the applicant of any deficiencies and provide instructions for the resubmittal of corrected plans. A resubmittal fee in the amount of \$500 is due for each review after the 3<sup>rd</sup> review. **If a resubmittal is not received within 90 calendar days of the most recently issued staff comments, the application will expire.**
4. **Action.** Once the Site Plan application submittal meets the city's applicable technical requirements the City Engineer may approve or deny a Site Plan or may defer any Site Plan to the Planning and Zoning Commission for approval or denial. The City Engineer will issue a Letter of Decision within ten (10) calendar days of the date the Site Plan is approved or denied. The letter will indicate any conditions of approval. NOTE: Site Plans associated with Specific Use Permits (SUP), See UDC Section 3.5.6, must be approved by City Council concurrent with the SUP.
5. If the Site Plan application is approved, the final plan set shall s to be submitted for signature *after* signature by the applicant and any applicable outside agencies. The City Engineer will sign the cover page after all conditions of approval have been met.

### REQUIRED ITEMS FOR SUBMITTAL OF A COMPLETE APPLICATION

The following is grouped into the electronic documents that will be required for submittal of a complete application. The list below each document heading shows the individual items that are to be combined to form a single PDF document. Please review the Detailed Information section of this form for help in preparing each of these items. Please, flatten all PDF before submittal and rename documents for easy readability. Note the application preparer must check off each item and sign the statement at the end of the checklist. The completed checklist must be submitted with the application.

#### Application Information

- Deed showing current ownership
- Notarized Verification of Land Ownership Form
- Authorization to apply on behalf of the owner (if applicant different than owner)
- Recent Title Commitment (dated within one year, if the title commitment is older than one year, submit a property report and nothing further certificate)
- Original Tax Certificate issues by Travis Central Appraisal District and showing no taxes due
- Covenants, Deed Restrictions (newly applicable and previously recorded)
- Completed, signed application checklist



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**Project Summary Letter**

This letter must address each of the following topics:

<b>Ordinance Compliance including Development Agreement and Planned Development District (PDD) applicability</b>	<p>Is the site plan in compliance with all of the applicable provisions of the Zoning Chapter and site-specific ordinances?</p> <p>If the proposed development is subject to a Development Agreement (DA), proposed or existing, provide the name of the agreement.</p> <p>If the proposed development is subject to a Planned Development District (PDD) provide the name of the PDD. .</p>
<b>Existing Conditions</b>	Describe any existing manmade features (e.g. buildings) and easements. Identify acreage of site and number of existing and proposed lots.
<b>Environment</b>	Describe any significant natural features, such as areas with steep slopes, drainage channels and creeks and floodplains, rock outcroppings, caves and wildlife habitats; and all substantial natural vegetation.
<b>Tree Preservation</b>	Summarize strategy for tree preservation and protection during construction.
<b>Circulation</b>	Describe the proposed pedestrian and vehicular network (e.g. streets, sidewalks, ingress/egress points, trails). Identify any infrastructure intended for public dedication, points of ingress/egress to public streets, median openings, necessary visibility easements, and left turns on future divided roadways. Identify any areas of non-conformance with Code or requirements imposed by emergency service providers. Identify projected number of daily one-way trips to be generated.
<b>Parking</b>	Describe design, quantity, and location of off-street parking and loading facilities.
<b>Utilities</b>	Identify utility providers. Identify required LUEs. Describe general layout for water, wastewater, electric, and other utilities. Identify required easements.
<b>Drainage &amp; Water Quality</b>	Describe general layout for grading, storm drainage, and water quality.
<b>Buildings &amp; Lots</b>	Identify number of proposed buildings and provide general information (proposed use(s) , # of stories, height, square footages, density, number of dwelling units)
<b>Public/ Open Space</b>	Describe proposed sites for parks, schools, public facilities, public or private open space.
<b>Landscaping &amp; Screening</b>	Describe the proposed landscaping and screening relative to buffering adjacent properties from lights, noise, movement, or activities.
<b>Lighting</b>	Describe proposed lighting plan.



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### **Site Plan**

Each plan set shall include the following sheets, sheets shall be included in order, see detailed information table (attached) for specific information required on each sheet.

- Cover Sheet
  - General Notes
  - Final Plat
  - Existing Conditions & Demolition Plan
  - Erosion and Sedimentation Control Plan
  - Grading, Drainage, & Water Quality Plan
  - Site Plan
  - Utility Plan
  - Road, Sidewalk Closure, Signage & Striping, & Traffic Control Plan
  - Standard Details
  - Landscape Plan
  - Architectural Plan
  - Lighting Plan
- All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.
- A 2" tall by 3" wide box shall be provided in the bottom right corner of every sheet for an approval stamp and initials.
- All property lines shall be identified with a solid, heavy, black line.
- All offsite easements are required to be recorded prior to the approval of the Site Plan. Examples of offsite easements may include reciprocal access easement, public utility, landscape, and public access easement; access easement for water quality or detention pond. If these easements are not provided by the final plat, a separate instrument easement shall be required.
- If a Traffic Impact Analysis (TIA) is required, the TIA must be approved prior to the approval of the site development permit.
- ### **Service Availability Letters**
- Water (WTC-PUA or WCID 17 as applicable)
  - Wastewater (WTC-PUA or WCID 17 as applicable)
  - Electric (Austin Energy)
  - Gas (if available at location of project)
  - Emergency Services District 6 (Lake Travis Fire Rescue)

- Lake Travis Independent School District (LTISD) *required if project includes residential uses*
  
- Transmittal Letters** indicating transmittal of plans to the following entities for review
  - WTC-PUA or WCID 17 (as applicable)
  - Austin Energy
  - Emergency Services District 6 (Lake Travis Fire Rescue)
  - Texas Department of Transportation (TXDOT) (as applicable)
  
- Transportation**
  - Traffic Generation Report (**See UDC Sec. 2.5.11**)
  - Traffic Impact Analysis (TIA), if required due to trip generation report or evidence that one is not required
  - Texas Department of Transportation (TXDOT) Permits / Permit Applications (as applicable)
  
- Supporting Documents**
  - Drainage and Water Quality Reports
  - HEC Models
  - Stormwater Pollution Prevention Plan (SWPPP)
  - Water Quality and/or Detention Pond Restrictive Covenant to include facility access and maintenance agreement
  - Approved NPDES Permit, if required by UDC Section 7.3.3.H
  - Approved Edwards Aquifer Pollution Protection Program Permit, if required
  - Section 404 Permit, if required
  - Waiver request(s), if applicable. See UDC Section 7.3.3.I
  - Others as appropriate
  
- Any additional information and materials, such as plans, maps, exhibits, legal description of property, information about proposed uses, deemed necessary by the City Engineer or Planning Director, to ensure that the request is understood and to demonstrate compliance with the comprehensive plan and the City's Code of Ordinances



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<b>Detailed Information</b>	
<p><b>Site Plan PDF Sheets</b></p> <p>Below is information that is required to be included or shown on the Site Plan submitted.</p>	
<b>Basic Info Required</b>	
	Plans must be in 24"x36" format, oriented landscape, and have one sheet per page in the PDF. Plat must be submitted as a single PDF file.
	A title block within the lower right-hand corner of the site plan with the proposed name of the project or subdivision, the name and address of the owner and the land planner, engineer architect or surveyor responsible for the plan, the date the drawing was prepared, total site acreage, and the location of the property according to the abstract and survey records of Travis County, Texas
	Scale, both written and graphic scale
	North Arrow
	Standard Legend
	Boundary lines (drawn with heavy line) and dimension of the subject tract with metes and bounds description
	The names of adjacent additions or subdivisions, or the name of the owners of record and recording information for adjacent parcels of unplatted land, including parcels on the other sides of roads and creeks
	The existing zoning and existing uses on adjacent land;
	The width and names of all existing or platted streets or other public ways within or adjacent to the tract
	Any existing easements, with recording information
<b>Cover Sheet</b>	
	Title block including the following the top center of the page <ul style="list-style-type: none"> <li>Project Name</li> <li>Site Development Plans</li> <li>Project Number (This number will be assigned during the first review of the plan set)</li> </ul>
	Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1"=2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.
	Project information to the left of the location sketch including the following: <ul style="list-style-type: none"> <li>Property owner name, address, phone number and email</li> <li>Engineer name, address, phone number and email</li> <li>Landscape architect, name, address, phone number and email</li> <li>Architect name, address, phone number and email</li> <li>Lighting designer name, address, phone number and email</li> <li>Surveyor name, name, address, phone number and email</li> <li>Developer/Agent name, address, phone number and email</li> <li>Submittal date</li> <li>Land use summary including zoning, proposed use, acreage, total impervious cover, building impervious cover, and total number of multi-family or condo units.</li> <li>Property information including legal description</li> <li>Future Land Use Category as identified on the Future Land Use Map</li> </ul>



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	<ul style="list-style-type: none"> <li>Any other associated project numbers such as Development Agreement, Floodplain Development, Site Development, or Final Plat.</li> <li>List of required offsite easements and recordation numbers</li> </ul>
	Sheet index to the right side of the location sketch
	Signature block in the bottom right corner to include approval by the City Engineer and all other applicable agencies
	Revision table in the bottom left corner including the following column headings: Revision #, Description, Sheets Revised, Approval
	Include the following engineering responsibility statement below the engineer's signature block: <i>I certify that these engineering documents are complete, accurate, and adequate for the intended purposes, including construction but are not authorized for construction prior to formal approval by the City of Bee Cave. The drawings, plans, and specifications submitted with the application comply with the applicable technical codes, rules, and regulations. I do certify that the engineering work being submitted herein complies with all provisions of the Texas Engineering Practice Act.</i>
	Include the following General Notes: <ul style="list-style-type: none"> <li>A/No portion of the subject property/improvements are within the 100-year flood plain as shown on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) No. _____, Travis County, Texas, dated ____</li> <li>Construction hours are from 7:00 am to 7:00 pm</li> <li>All responsibility for the adequacy of these plans remains with the Engineer who prepared them. In approving these plans, the City of Bee Cave must rely upon the adequacy of the work of the design engineer.</li> </ul>
<b>General Notes</b>	
	Insert the City of Bee Cave General Notes. These notes may be found online <a href="#">here</a> . Ensure that the date of the most recent notes is included within the general notes sheet. Of note that if any changes are to be made to the general notes, these must be highlighted within a cloud and explained within an attached memo.
<b>Final Plat</b>	
	Insert the final plat.
<b>Existing Conditions &amp; Demolition Plan</b>	
	Survey including the existing conditions such as easements, improvements such as buildings and pavement
	Identify proposed improvements for demolition.
	Topography with contours at two-foot intervals with existing drainage channels or creeks, including the 100-year floodplain, if applicable
	Water Quality Buffer Zones and Critical Environmental Feature setbacks
	Other important natural features such as rock outcroppings, caves and wildlife habitats
	Tree Survey identifying all trees to be preserved and trees to be removed with species and caliper inch size of each tree. Note: The survey must identify all <i>Celtis Occidentalis</i> (Hackberry), <i>Juniperus Virginiana</i> (Eastern Red Cedar), <i>Melia Azedarach</i> (Chinaberry), and <i>Juniperus Ashei</i> (Common Cedar) twelve (12) caliper inches and larger and all other trees four (4) inches caliper or larger.
<b>Erosion and Sedimentation Control Plan</b>	
	This sheet shall be a standalone sheet that only includes ESC information
	Proposed fill or other structure elevation techniques, levees, channel modification and detention facilities
	Existing and proposed topographic conditions with vertical intervals not greater than one (1) foot referenced to a USGS or Coastal and Geodetic Survey benchmark or monument.





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	The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction are shown.
	Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas are identified
	A plan for restoration for the mitigation of erosion in all areas disturbed during construction
	Identification of at least one construction entrance
	Identify the location of the erosion and sediment controls used on the site. Use standard symbols, specification numbers, and abbreviations as applicable. All items not related to the erosion/sediment control plan must be omitted from the legend and drawing.
	Identify each phase of the of the erosion and sediment control plan implementation. Phase I should show the existing conditions with the initial controls. The subsequent phases should be shown in a manner that consider a logical progression of work while controls are maintained to protect from offsite damage. The final phase should show all temporary controls removed and all permanent controls in place
	Provide the following notes: <ul style="list-style-type: none"> <li>• The City of Bee Cave has the authority to add or modify erosion/sediment controls on site throughout the duration of the project.</li> <li>• Initiate temporary stabilization when construction ceases in a disturbed area for more than 14 days.</li> <li>• Initiate permanent stabilization immediately once work has ceased and final grade has been established.</li> <li>• Prior to final site acceptance, minimum revegetation standards must be met across the site (95% coverage with no bare areas exceeding 16 square feet).</li> </ul>
	Any permanent stormwater control facility such as a water quality or detention pond, must be located in an Access Easement dedicated to the city to allow the City or its contractors access to the facility for periodic inspection. A Maintenance agreement and plan shall be filed in the real property records of the county in which the property is located. Documentation of the submittal to the County shall be provided to the City
<b>Grading, Drainage &amp; Water Quality Plan</b>	
	Detailed design of all drainage facilities as indicated in the Preliminary Plat phase, including typical channel or paving section, storm sewers and other storm water control facilities. This shall include all relevant models, spreadsheets, and other aids utilized in this design.
	Adequate access is provided for maintenance of and repair to drainage facilities
	Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown
	Existing and proposed topographic conditions indicating one (1) foot contour intervals referenced to a United States Geological Survey or Coastal and Geodetic Survey benchmark or monument.
	Supporting documents containing design computations in accordance with the Engineering Technical Manual for the City of Bee Cave, and any additional information required to evaluate the proposed drainage improvements. This shall be formatted into a drainage report that organizes and presents explanation as needed to properly communicate this process to the City for review. This report will contain all constants, assumptions, and calculations required in the design process
	Location of the regulatory 100-year floodplain (if any) is provided
	A copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable. If there are any changes to a creek, or within a buffer zone, in addition to any changes to anything within the 100 year floodplain, Floodplain Development Permit shall be submitted for concurrent review



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	<p>Drainage, Detention, and Water Quality Facilities:          Include all detention ponds, water quality ponds, pond outlet structures, berms, improved channels or other improvements associated with the drainage improvements in accordance with Article 7 of the UDC, Drainage Criteria Manual, and Environmental Criteria Manual.</p>
<b>Site Plan</b>	
	Scale 1" = some number of feet divisible by 10 (not smaller than 1" = 60') and labeled on plan
	Phasing plan if the project is proposed to be developed in phases, a clear delineation of the phase lines must be shown on the site plan and a note included indicating the timing of the phases.
	Location and sizes of existing easements with record references are shown. A statement is provided indicating that all existing easements are shown on the site plan as follows with the blanks complete. If the title commitment is more than one year old, provide a property report or nothing further certificate indicating any additional easements
	Location, dimensions, square footage and intended uses of the site, including any outdoor use areas
	For multi-family residential development, a table showing the number of living units, the acreage and the units per acre is provided
	As applicable, indication of any Density Bonus Options applied, <b>see UDC Section 3.4.4E 1-5</b>
	Build to / setback lines consistent with UDC requirements
	Applicable Roadway Buffers consistent with <b>UDC Section 5.1.1B</b>
	Applicable Path Easement: properties adjacent to Bee Cave Parkway, SH-71, FM 3238, RM 2244 and RM 620 are required to dedicate a trail easement to the City within the required landscape buffer parallel to the roadway, See UDC 2.5.8.
	For multi-family residential projects, delineation and area calculation for required open space, <b>see UDC Section 3.4.4B.5</b>
	<p>For non-residential and mixed-use projects*</p> <ul style="list-style-type: none"> <li>• Each development must provide at least the minimum number of site design elements from <b>UDC Section 3.4.5G</b> and sustainability elements from <b>UDC Section 3.4.5H</b> based on the total GFA of all buildings in the development. The site plan sheet shall include a table indicating the required number of elements and list the elements provided             <ul style="list-style-type: none"> <li>○ A development that is 25,000 square feet or less must provide at least four (4) features in <b>3.4.5G</b> and two (2) features from subsection <b>3.4.5H</b></li> <li>○ A development that is between 25,000 and 50,000 square feet or less must provide at least six (6) features in subsections <b>3.4.5G</b> and two (2) features from subsection <b>3.4.5H</b></li> <li>○ A development that is 50,000 square feet or more must provide at least eight (8) features in subsections <b>3.4.5G</b> and three (3) features from subsection <b>3.4.5H</b></li> </ul> </li> </ul>
	<p>Parking lot layout is provided in conformance with the UDC and Engineering Technical Manual (including the following criteria):</p> <ul style="list-style-type: none"> <li>• Dimensions of parking spaces, aisle widths</li> <li>• Driveway intersection sight distance</li> <li>• Driveway and aisle curb return radii</li> <li>• Dead-end parking bays greater than 150' in length have a fire department turn-around</li> <li>• One-way aisles have angled parking</li> </ul>
	<p>Fire Lane Striping: Fire apparatus access roads shall be continuously marked by painted lines of red traffic paint six inches (6") in width to show the boundaries of the lane. The words <b>"FIRE LANE TOW AWAY ZONE"</b> or <b>"FIRE ZONE TOW AWAY ZONE"</b> shall appear in four inch (4") white letters at 25 feet intervals or</p>



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	less, on the red border markings along both sides of the fire lanes. Where a curb is available, the striping shall be on the vertical face of the curb
	Fire Lane Signs: Signs shall read " <b>FIRE LANE TOW AWAY ZONE</b> " or " <b>FIRE ZONE TOW AWAY ZONE</b> " and shall be 12" wide and 18" high. Signs shall be painted on a white background with letters and borders in red, using not less than 2" lettering. Signs shall be permanently affixed to a stationary post and the bottom of the sign shall be six feet, six inches (6'6") above finished grade. Signs shall be spaced not more than thirty-five feet (35') apart. Signs may be installed on permanent buildings or walls or as <i>approved</i> by the <i>Fire Code Reviewer</i>
	Access Management – All properties that have frontage onto an arterial street are required to comply with the TxDOT access point spacing standards
	Driveways are labeled as Type II commercial driveways
	Any proposed driveway onto a state maintained roadway (RM 620, FM 2244, SH 71, FM 3238) has a TXDOT driveway permit and a copy is enclosed
	Driveways on arterial roadways are at least thirty (30) feet wide at the property line (and not more than 45') and are at least 150' from the edge of another commercial driveway from the edge of a public street or as otherwise defined in the Transportation Criteria Manual. Driveways on lesser streets are at least twenty five (25) feet wide at the property line
	A vehicular and bicycle parking summary table is provided on the site plan showing that off-street parking is provided in compliance with the UDC., including required electric vehicle spots <b>(see UDC Sec. 3.4.2B.1)</b> and any reduction in covered parking permissible per <b>UDC Sec. 3.4.4E.3</b>
	Handicap parking is provided as follows: <ul style="list-style-type: none"> <li>• For commercial projects, handicap parking spaces are provided at a ratio of not less than one handicap space for every 25 parking spaces for the first 100 parking spaces plus one handicap parking space for every 50 parking spaces for the second 100 parking spaces plus one handicap space for every 100 parking spaces for the next 300 parking spaces; or 2% of the total for 501 to 1,000 parking spaces; or 20 handicap parking spaces plus one for each 100 over 1,000 for parking areas having more than 1,000 parking spaces. One out of every 8 handicap parking spaces is required to be van accessible and at least one van accessible handicap space is required [a van accessible space has an 8-foot wide aisle instead of a 5-foot wide aisle]. Handicap parking spaces are identified by a sign with the international symbol of accessibility</li> <li>• At least one route is provided within the boundary of the site to accessible parking, public sidewalks or streets, passenger loading zones (if provided) and other accessible facilities (if any) to an accessible building entrance</li> </ul>
	A Common Access Easement is required between abutting lots used, zoned, or planned for non-residential uses, mixed-uses, or multi-family uses in any combination and fronting on any street section, unless the City Engineer authorizes an exemption due to site constraints. If the reciprocal access easement is not provided on the plat, a separate instrument easement will be required.
	Location of any proposed fencing. A fencing detail must be provided. No fencing may be placed within front or side street setbacks.
	Location of proposed trash enclosure(s). An enclosure detail must be provided.
<b>Utility Plan</b>	
	Identification of provider or method of proposed water and wastewater service
	The layout, size and specific location of proposed water mains, wastewater lines, lift stations and other related structures
	The location of existing and proposed fire hydrants, valves, meters and other appurtenances
	Location of Double Check Valve Backflow Prevention Assembly
	Design details showing the connection with the existing WTCPUA or WCID 17 water system



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	Plan and profile drawings for each utility in public ROW or public utility easements showing existing ground level elevation at centerline of pipe, pipe size and flow line elevation at all bends, any conflicts with other underground elements such as conflicting utilities with accurate dimension between outer diameter of the proposed utility and the outer edge of the conflicting element, drops, turns and at 50 foot intervals are provided.
	Detailed designs for lift stations, or other special wastewater appurtenances, if applicable
	Utility demand data calculations supporting water system design (which will be used to support the water meter sizing) and sanitary system design
<b>Road &amp; Sidewalk Closure and Traffic Control Plan</b>	
	Provide a road closure plan if a road closure is necessary during construction
	If applicable, a Site specific Traffic Control Plan shall be submitted as part of the plan set
	If an existing sidewalk is required to be closed during construction, provide an alternative plan
	Provide a sidewalk control plan to demonstrate alternative routes during construction if access to the sidewalk is disrupted
<b>Standard Details</b>	
	Insert the applicable City of Austin Standard Details. These details may be found online at <a href="https://library.municode.com/tx/austin/codes/standards_manual">https://library.municode.com/tx/austin/codes/standards_manual</a>
<b>Landscape Plan</b>	
	Topographical map with two-foot (2') contours, referenced to sea level datum, showing building footprints, streets, driveways, utility and drainage easements, parking areas, drainage and utility structures, and other site improvements drawn to scale
	The approximate centerline of existing watercourses and designated floodplains; the approximate locations of significant drainage features; and the location and size of existing and proposed streets and alleys, existing and proposed easements on or adjacent to the lot, and existing and proposed sidewalks adjacent to the street
	The location, caliper size, and type of existing trees to be preserved
	The location, caliper size, and type of proposed landscaping in proposed landscaped areas; and the location and size, by square footage, of proposed landscaped areas
	Tabulation data indicating compliance with the tree preservation requirements of the UDC, see <b>Section 5.1.1.A3</b> for calculation methodology
	Information, including tabulation data, necessary for verifying whether the required minimum landscaping requirements of the UDC have been met, see <b>UDC Section 5.1.1B and 5.1.1C</b> , as applicable
	Information, including tabulation data, necessary for verifying whether the required minimum open space requirement of UDC has been met, see <b>UDC Sec. 3.4.4B.5</b> and as applicable any reduction permitted pursuant to <b>UDC Section 3.4.4E.3(iii)</b> .
	Nominal planting details and specifications, including specified plant and tree species, container size, initial planted height, plant spacing and caliper size, as appropriate for each type of plant material, for the installation of the proposed landscape
	Location of and construction details for the protective barrier the applicant plans to use to protect existing trees; which are proposed to be retained; from damage during construction
	Irrigation system plans, if required
<b>Architectural Plans</b>	
	Scaled, dimensioned, color renderings of all sides of all proposed buildings and structures



# SITE PLAN APPLICATION CHECKLIST CITY LIMITS

	<p>List of and tabulation of the total options from the applicable Design Feature menus that have been applied:</p> <p>For multi-family residential development (i. e. residential development other than single-family, detached or duplex dwellings) features from <b>UDC Tables 3.4-5, 3.5-6, and 3.4-7</b> must be provided as follows**:</p> <ul style="list-style-type: none"> <li>• Each development with eight (8) or fewer units must provide two (2) or more features from each table must be provided.</li> <li>• Each development with nine (9) to fifty (50) units must provide three (3) or more features from each table must be provided.</li> <li>• Each development with fifty-one (51) to one hundred fifty (150) units must provide four (4) or more features from each table must be provided.</li> <li>• Each development with one hundred fifty-one (151) to three hundred (300) units must provide six (6) or more features from each table must be provided.</li> <li>• Each development with more than three hundred (300) units shall provide seven (7) or more features from each table must be provided.</li> </ul> <p>For non-residential and mixed-use projects* each building in the development must provide at least the minimum number of architectural features from <b>UDC Section 3.4.5F</b> based on the building's GFA.**</p> <ul style="list-style-type: none"> <li>• A building that is 25,000 square feet or less must provide at least four (4) features in subsection <b>3.4.5F</b></li> <li>• A building that is between 25,000 and 50,000 square feet or less must provide at least six (6) features in subsection <b>3.4.5F</b></li> <li>• A building that is 50,000 square feet or more must provide at least eight (8) features in subsection <b>3.4.5F</b></li> </ul> <p><i>*for solely residential buildings in mixed use districts the multi-family residential design standards shall apply</i></p> <p><i>** when selected design features include specific percentages of building materials or dimensions of building features the associated percentages or dimensions must be calculated and shown</i></p>
	As applicable, indication of any Density Bonus Options applied, <b>see UDC Section 3.4.4E 1-5</b>
	As applicable, indication of any Height Incentives applied, <b>see UDC Section 3.4.5E</b>
<b>Lighting Plan</b>	
	An outdoor lighting plan designed in accordance with UDC Article 6.2 must be included in the plan set

**APPLICATIONS WILL NOT BE CONSIDERED COMPLETE WITHOUT THIS SIGNED CHECKLIST CERTIFICATION**

**CERTIFICATION OF APPLIATION CHECKLIST**

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:

Signature	Name (printed)
Title	Date



## SITE PLAN APPLICATION CHECKLIST *CITY LIMITS*

### REQUIREMENTS FOR ISSUANCE OF SITE DEVELOPMENT PERMIT

1. Submittal of one final set of plans for signatures. All other applicable agencies must sign the plans prior to final City Engineer signature.
2. To schedule a pre-construction meeting, the following must be submitted:
  - Submittal of any outstanding fees including review fees;
  - Posting fiscal security in an amount approved by the City Engineer; and
  - All necessary supporting easement and other documentation must be recorded with the Travis County Clerk.