

# Residential Site Plan

# **Check List**

## **Information required for Site Plan**

### **Residential (Single Family or Duplex)**

- ☐ Legal description, address, property lines and dimensions;
- ☐ Location, size and name of adjacent or included streets, alleys and easements;
- ☐ Location, setbacks, dimensions and square footage of existing/proposed buildings.
- ☐ Proposed access to property (If fronts a State Highway, will comply with TXDOT rules and regulations for access.)
- ☐ Floodplain location, if applicable;
- ☐ Location, type and size of all water and sewer lines and meters;
- ☐ If new water and/or sewer service is needed, complete the Application For Water/Wastewater Service and pay the required Utility Fee. This requirement may be waived by the City Engineer for Residential Single Family/Duplex developments if deemed unnecessary by the City Engineer

### **Fees**

- The building permit and site plan fees and the Utility Tap fees must be paid at the time the application is submitted.
- The building permit and site plan fees are nonrefundable, but the Utility Tap Fee will be refunded if the project is abandoned.

## Site Plan Application

Site Owner \_\_\_\_\_

Proposed Project Site \_\_\_\_\_

Proposed Use \_\_\_\_\_

Applicant/Architect Firm \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Description of Work \_\_\_\_\_

Current Zoning \_\_\_\_\_

In Compliance with Zoning?      ☐ Yes      ☐ No      If No, Explain \_\_\_\_\_

\_\_\_\_\_

Total Estimated Project Value: \_\_\_\_\_

<b>Application for Site Plan Review needs to be accompanied by four (4) site plans.      Fire Flow Data and Professional Seal must be on plans when required by codes and state law</b>
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**I understand by placing my signature below that this is an application for Site Plan Review Only. I further understand this application does not represent an application for a Building Permit and that approval of plans submitted for Site Plan Review Does Not represent approval of a Building Permit.**

**Applicant's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

For Office Use Only

Fee: \_\_\_\_\_ Check/Cash: \_\_\_\_\_ Date \_\_\_\_\_ Received by \_\_\_\_\_

**For City Use Only**  
**Site Plan Application Review**

**Applicant:** \_\_\_\_\_ **Permit #** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_

**The site plan has been reviewed by a city representative. A review of the specifications of the project was conducted on \_\_\_\_\_ and it was determined that:**

[ ] the proposed development as submitted **does not meet** with the development standard and regulations and specifications as required by the City of Poth

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Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

[ ] the proposed application **was incomplete** and additional information is required.

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Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

[ ] the proposed development as submitted is in conformance with the development standard and meets all regulations and specifications as required by the City of Poth and **has been approved**  
by: \_\_\_\_\_ Date: \_\_\_\_\_