



SITE DEVELOPMENT PLANS APPLICATION

Please complete all of the following information (type or print):

Project Name: _____

Project Address/Location: _____

Legal Description: _____

Zoning District: _____ Land Use Category: _____

Owner / Developer (applicant):

Contact Person: _____

Company: _____

Address: _____

City, State Zip: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Agent:

Contact Person: _____

Company Name: _____

Address: _____

City, State Zip: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Engineer / Surveyor (all site development plans must be prepared by a licensed engineer or land surveyor):

Contact Person: _____

Company Name: _____

Address: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Signature of Owner: _____

The signature of the Owner authorizes City of Bastrop staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the Owner or his Agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The Owner's signature designates the Agent as the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the Agent. If no agent is listed, the Owner will be considered the Agent.**

(STAFF USE ONLY) Date Submitted: _____ Fee Paid: _____ Received by _____

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PURPOSE:

The purpose of the site development plan review is to ensure efficient and safe land development, harmonious use of land, compliance with appropriate design standards, safe and efficient vehicular and pedestrian circulation, parking and loading, and adequate water supply, drainage and storm water management, sanitary facilities, and other utilities and services.

Site development plan review and approval is required for new construction or the significant enlargement or alteration of any exterior dimension of any building, structure, or improvement involving nonresidential development, multi-family development (duplex and single-family attached) or manufactured / mobile home park, developments with two (2) or more buildings per platted lot, and any planned development district or conditional use permit.

See Section 42 of the City of Bastrop Zoning Ordinance for more information about the site development plan requirements and review process.

INSTRUCTIONS:

Step 1 – Pre-Application Process. Make an appointment to schedule a pre-application project meeting with the Planning and Development Department (512) 332-8840 prior to plan submission. The purpose of this meeting is to:

- allow the applicant to explain issues relating to the design of the project and to ask questions about the plan review application procedures,
- provide staff the opportunity to identify issues that may be addressed prior to the plans being completed and the application being finalized,
- identify policies and regulations that create opportunities or pose significant restraints for the proposed development, and to
- identify special studies or other information and data needed in conjunction with the application. Such supplemental requirements are stated in Section 42.1.D.

This exchange of information often makes the remainder of the process more efficient and may reduce the time required to receive site development plan approval. It is not necessary to have detailed plans drawn prior to the pre-application meeting. However, the more information provided at the meeting (even in sketch form), the more thorough and specific the staff can be in response. ***Please be aware that the pre-application meeting may not address all issues related to the development process, and decisions/discussions during the pre-application process are subject to change based on information submitted at the time the application is filed.***

Step 2 – Complete the Application and Checklist. These items must be fully completed prior to submission.

- Place a check mark in the appropriate box on each line indicating if the submitted plans have complied with that item. Indicate with N/A if the item does not apply to your application. ***This checklist is a guide for meeting local and state development requirements.*** Please refer to the City of Bastrop Zoning Ordinance to ensure all requirements are addressed appropriately for the proposed development. You may contact the Planning and Development Department staff anytime to discuss applicable requirements.
- All requirements must be addressed by the application, unless otherwise approved by City staff depending on the scope and complexity of the project. Any requirements not required to be addressed should be so noted on the checklist.

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- A supporting summary and explanation must be provided for each item in the checklist marked “not submitted” or “not met”. The application will be considered incomplete and will not be accepted without the summary and such explanation. This explanation will help facilitate staff review and help reduce the time required to receive site development plan approval.

Step 3 – Project Evaluation. City staff will evaluate the site development plan as set forth by the site plan details provided in Section 42.1.E, items 1-13.

- City staff will conduct a review of the submitted site development plan and prepare written comments of any issues to be addressed.
- If modifications to plans are required, revised plans may be submitted by the applicant to address the staff review comments.
- The applicant shall schedule a meeting with City staff to review the corrections to their plans to address the staff comments.
- Based on review the staff may approve, conditionally approve, request modifications, or deny the site development plan.
- Any decision on a site development plan with which the applicant disagrees may be appealed to the Planning and Zoning Commission as set forth by Section 42.2.B.

Step 4 – Building Permit Application. Upon receiving approval of the site development plan, the applicant may submit an application for a building permit. The building permit may be submitted simultaneously with the site development permit, however it is at the applicant’s risk as changes necessitated by the site development plan review process may impact the building plans and require modifications to those plans. Prior to making application for building permit any modifications required with conditional approvals shall be completed to the appropriate plans. Applications for building permit and related site improvements shall include all required information for such applications and are submitted to the Building Official.

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The following shall be provided with the site development plan application, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Unless an item is determined by the Director to be not applicable, written explanation must be provided for any requirement not submitted with the application.

Site Development Plan Submittal Checklist (This form must be completed and submitted with application)			
Submittal Requirements	Submitted		
	Yes	No	N/A
Completed application form with names and addresses of developer, owner, engineer and/or architect.			
Site development plan was prepared by a licensed and registered professional land surveyor, and / or a licensed professional engineer.			
Seven (7) 24" x 36" copies (collated and folded) of all plans and one 11" x 17" reduction.			
Digital file for plan review (PDF format). Upon final approval a digital version of the plans must be submitted in the design software file format used to produce the plans (i.e. AutoCAD).			
Copy of deed showing current ownership.			
A current tax certificate showing that taxes have been paid.			
A cover letter providing an explanation of the proposed project.			
Three (3) copies of the development agreement and a letter outlining how the development agreements requirements are addressed on the Plan (if project is part of an approved development agreement).			
Application fee – see Appendix A – Fee Schedule, of the City of Bastrop Code of Ordinances			
Total Application Fee Submitted			

Applications missing any required items above will be rejected

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Plan Review Checklist

(This form must be completed and submitted with application)

The following shall be provided on a cover sheet and included as appropriate on all supporting plan sheets, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Unless an item is determined by the Director to be not applicable, written explanation must be provided for any requirement not submitted with the application.

Submittal Requirements	Submitted		
	Yes	No	N/A
Brief description of the project.			
Boundary lines of the area included in the site plan, including bearings, dimensions and reference to a section corner, quarter corner or point on a recorded plat.			
North arrow and scale (standard engineer for site Development Plan and standard architectural for building elevations/details). Minimum scale 1"=50 feet unless otherwise approved by the Director.			
Small key map indicating the location of the property within the City.			
Date of preparation of the plan.			
Legend with all acronyms defined.			
Name and address of the architect, landscape architect, planner, engineer, surveyor, or other person involved in the preparation of the plan.			
Label the zoning district of the development and all adjacent properties.			
Schedule indicating total floor area, dwelling units, land area, parking spaces, land use intensity and all other quantities relative to the submitted plan that are required to determine compliance with the City's Zoning Ordinance.			
Name and location of existing or proposed easements, right-of-way, streets, pipelines, water courses, etc. within or abutting the lot where development is proposed.			
All supplemental requirements including studies, information, and data as identified by staff during the pre-application meeting.			

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The following shall be provided in accordance with the site details stated in Section 42.1.C of the Zoning Ordinance, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Note: references to standards required throughout the Zoning Ordinance and Subdivision Ordinance are provided to facilitate completion of plans and the site development plan application. However these references may not be inclusive of all regulations applicable to the proposed development. The applicant is encouraged to contact the Planning Department with any questions regarding the required information.

Written explanation must be provided for any requirement not submitted with the application or not addressed in accordance with the Zoning and Subdivision Ordinances.

Section 42.1.C. Site Plan Details					
To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 42.1.C.1	Location of existing and proposed building(s), structure(s) or other improvement(s), as well as proposed modifications of the external configuration of the building(s), structure(s) or improvement(s).				
Section 42.1.C.2	Required front, side and rear setbacks from property lines. <i>(See Sections 15 thru 31 for required setbacks of the applicable zoning district or Section 32 as allowed by planned development requirements. See also Illustrations 6, 7, and 8. If not otherwise specified, see Section 5.70 of the Subdivision Ordinance*.)</i>				
Section 42.1.C.3	Existing or proposed easements or right-of-way, within or abutting the lot where development is being proposed. <i>(See the Subdivision Ordinance for easement requirements)</i>				
Section 42.1.C.4	The dimensions of any street, sidewalk, alley or other part of the property intended to be dedicated to public use. These dedications must be made by separate instrument and referenced on the site plan. <i>(See the Subdivision Ordinance for required dimensions and design requirements.)*</i>				
Section 42.1.C.5	On and off-site circulation (including truck loading and pickup areas) and fire lanes. <i>(See Section 45 for outdoor lighting standards)</i>				

*Applicable standards for rural and suburban areas are provided in Section 6 and Section 7 of the Subdivision Ordinance.

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To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 42.1.C.6	Required parking with dimensions given for layout. <i>(See Section 38)</i> <i>For parking space configuration, location, arrangement, size, and circulation see Illustration 10.</i>				
Section 42.1.C.7	Topography.				
Section 42.1.C.8	Grading.				
Section 42.1.C.9	Landscape plan. <i>(See Section 39)</i> <i>See Appendix A-4 for plant materials that conform to the standards of the approved plant list for the City of Bastrop and the American Standard for Nursery Stock.</i>				
Section 42.1.C.10	The location and size of existing public water and wastewater lines, fire hydrants and manholes available to service the proposed development; or, if public service is unavailable, the location and size of existing private on site water and wastewater facilities; and any proposed water and wastewater lines, fire hydrants and manholes required to serve the project.				
Section 42.1.C.11	Location of screening with dimensions and material used. <i>(See Section 41 for fencing, wall and screening requirements)</i>				
Section 42.1.C.12	Engineering for streets and utilities. <i>(See the Subdivision Ordinance)*</i>				

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To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 42.1.C.13	The location of the 100 year flood plain and the proposed development site, if any.				
Section 42.1.C.14	Calculations, prepared by a licensed professional engineer, showing the storm water flow (e.g. rate, velocity, location) before and after the proposed construction. Calculations must take into account storm water that currently enters and exits the site. <i>(See Section 1.40 and 5.90 of the Subdivision Ordinance)*</i>				
Section 42.1.C.15	Building elevations. <i>(See Section 37 for exterior construction requirements)</i>				
Section 42.1.C.16	The location and ownership of adjacent properties.				
Section 42.1.C.17	If it is the intent to use groundwater under the land, a licensed engineer registered to practice in Texas must certify that adequate groundwater is available to serve the development.				
Section 42.1.C.18	Location of dumpster and screening for it. <i>(See Section 38.3.G, Illustration 12, and Section 41.2.E)</i>				
Section 42.1.D	Supplemental requirements. <i>(See Section 45-Outdoor Lighting Standards)</i> <i>(May include other information and data as required by staff)</i>				

*Applicable standards for rural and suburban areas are provided in Section 6 and Section 7 of the Subdivision Ordinance.