



# City of Bastrop, Texas

## Site Development Plan Checklist

Planning Department • 1311 Chestnut Street • 512-322-8840

All applications must be submitted through MyGov

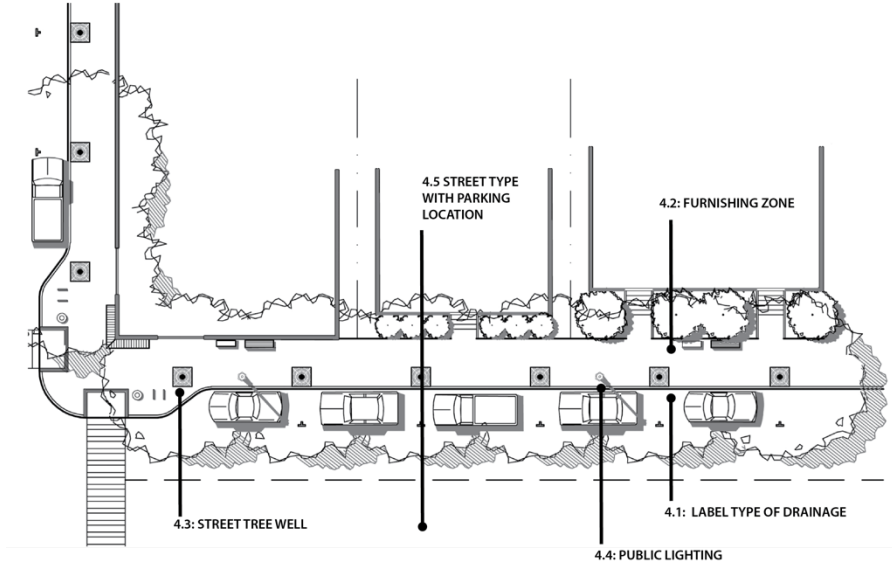
PROJECT NAME: \_\_\_\_\_

APPLICANT(S): \_\_\_\_\_

Check Box if Included:	PER ORDINANCES 2019-51, 2019-52, AND 2019-53 SITE DEVELOPMENT PLAN REQUIREMENTS ARE AS FOLLOWS:		Official Use Only	
			Meets Standard	Does not meet standard
<b>GENERAL SITE DEVELOPMENT PLAN SUBMITTAL REQUIREMENTS</b>				
	1.	Completed Site Development Plan Checklist		
	2.	ALL documents specified on this Checklist		
	3.	Agent Authorization Form if Applicant is not the Property Owner		
	4.	Copy of deed showing current ownership		
	5.	A copy of current statement of account showing taxes have been paid		
	6.	Required fees		
	7.	Copy of TxDOT permits when required		
	8.	Copy of approved Final Drainage Plan if disturbed area is greater than 5000 square feet		
	9.	Copy of a letter outlining Planned Development Requirements and how those requirements are addressed on the Site Development Plan if property is located within a Planned Development District		
	10.	If any required fire code requirements cross into a property other than the owners, a joint-use access agreement or unified development agreement shall be provided and recorded		
	11.	For projects involving an Alternative Method of Compliance (AMoC); documentation showing that an alternate method has been approved per IFC 104.8 and 104.9		
<b>SITE PLAN DETAIL REQUIREMENTS</b>				
	<b>#1</b>	<b>COVER SHEET</b>		
	1.1	Title block (located in the lower right-hand corner) contains the following information:		

		<ul style="list-style-type: none"> <li>Proposed project name</li> <li>Block designation</li> <li>Lot number</li> <li>Acreage</li> <li>Preparation date and subsequent revisions (Revision Table)</li> </ul>		
	1.2	Name (company name and contact name), address and phone number of owner, applicant, and surveyor and/or engineer responsible for the creation of the Site Plan		
	1.3	Signature blocks for Owner, City Engineer, Fire Department, and Director of Planning and Development. See Signature Blocks section below		
	1.4	Fire Department cover sheet table:		
<b>BASTROP FIRE DEPARTMENT</b>				
<b>Fire Design Codes</b>		International Fire Code 2018 Edition with adopted appendices		
<b>Fire Flow Demand @ 20 psi (gpm)</b>		Most demanding building's calculated fire flow demand – 2018 IFC Appendix B, Table B105.1 – Based on SF and Construction Type		
<b>Intended Use</b>		Most demanding building's intended use		
<b>Construction Classification</b>		Most demanding building's IBC construction classification		
<b>Building Fire Area (S.F.)</b>		Most demanding building's fire area in gross square feet (all floor levels combined) per 2018 IFC Appendix B		
<b>Automatic Fire Sprinkler System Type (if applicable)</b>		The sprinkler system type that is in the most demanding building's fire area – NFPA 13, NFPA 13R or NFPA 13D		
<b>Reduced Fire Flow Demand @ 20 psi for having a sprinkler system (gpm) (if applicable)</b>		Reduced fire flow demand, as permitted by BFS and Appendix B		
<b>Fire Hydrant Flow Test Date</b>		Not more than 1 year from the date of Site Development Plan submittal		
<b>Fire Hydrant Flow Test Location</b>		Block and Street Name		
<b>Alternative Method of Compliance AMOC (if applicable)</b>		AMOC number and the date the AMOC was approved by the City		
	1.5	List of ordinances and/or codes that were used for site design		
	1.6	List of jurisdiction and service providers for the site		
	1.7	Location map (single line drawing), north arrow, and scale		
	1.8	Include legend on all plan sheets that use abbreviations or symbols		
	<b>#2</b>	<b>FINAL PLAT</b>		
	2.1	Copy of Final Plat. Note recordation information or if plat is under review. If property was exempt from platting, provide copy of determination letter, recent survey, and recorded blanket easement.		
	<b>#3</b>	<b>OVERALL SITE PLAN SHEET</b>		
	3.1	Site boundaries, bearings and dimensions, lot lines, and approximate distance to the nearest cross street		
	3.2	Site Data Summary Chart to include:		

		<ul style="list-style-type: none"> <li>• Existing Place Type Zoning (B3 Code: Art. 3.2)</li> <li>• Proposed Building Type(s) (B3 Code: Art. 6.5)</li> <li>• Lot Area, excluding right-of-way (gross &amp; net acreage/square feet)</li> <li>• Percentage of Lot Coverage (building footprint and impervious areas) (B3 Code: Sec. 6.5.003)</li> <li>• Area of open space</li> <li>• Open space as a percentage</li> <li>• Building Area (gross square footage per building type)</li> <li>• Building Height (feet and number of stories)</li> <li>• Total parking provided (if offsite, provide location) <ul style="list-style-type: none"> <li>○ Total handicap (ADA) parking required</li> <li>○ Total handicap (ADA) parking provided</li> <li>○ Total bicycle parking provided</li> </ul> </li> <li>• Civic Space provided (gross square footage and percentage of site) (B3 Code – Article 7.5)</li> </ul>		
	3.3	Entrances and exits to the buildings		
	3.4	Existing and proposed building locations, building size and dimensions, finished floor elevation, height, and dimensions between buildings on the same lot		
	3.5	Show the building setbacks, build-to lines, and/or IBC minimum setback requirements		
	3.6	Label Street Type(s) existing and proposed		
	3.7	Include public streets, private drives and fire lanes with pavement widths, right-of-way, median openings, and turn lanes		
	3.8	Existing and proposed driveways with dimensions, radii, and surface type		
	3.9	Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) to next closest street and/or driveway		
	3.10	Existing or proposed easements or right-of-way, within or abutting the lot where the development is being proposed		
	3.11	Existing and proposed improvements within 75 feet of the subject property, subdivision name, Place Type zoning, and building types adjacent to the subject property		
	3.12	Show the location of Civic Space with dimensions and gross acreage/square footage (B3 Code - Art. 7.5)		
	3.13	The dimensions of any street, sidewalk, alley, accessibility route, 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 Development Plan		
	3.14	On and off-site circulation (including truck loading and pickup areas) and fire lanes		
	3.15	Location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions		

3.16	All types of surfacing (asphalt, brick, concrete, sod, crushed granite) not under roof		
3.17	Location of dumpster and screening with materials		
3.18	Screening walls, fences, living screens, retaining walls, and service area screens, including height and type of construction and/or planting specification		
3.19	Parking areas and structures, including the number and layout of standard spaces, standard parking dimensions, two-foot overhang, if applicable, angle of parking if other than 90 degrees, handicap spaces, drive aisles, loading and unloading areas		
3.20	Identify heritage and protected trees		
3.21	The location and boundary of any regulatory floodplain or floodway		
3.22	Proposed dedications and reservations of land for public use including, but not limited to: rights-of-way, easements, civic space, parkland, drainage ways, floodplains, and facility sites with gross and net acreage		
3.23	Limited access control gates across fire lane easements shall be shown on the site plan and are subject to Fire Department approval		
3.24	All improvements located in the ROW		
3.25	Safety barriers, fencing, wheel stops, curbing or other restrictive barriers adjacent to driveways, aisles, maneuvering, or parking areas		
3.26	Acceptable scale: 1" = 40', 1" = 100', or similar		
#4	<b>PUBLIC FRONTAGE PLAN SHEET (B3 CODE: SEC 7.3.014)</b>		
	 <p><b>Example Public Frontage Plan</b></p>		
4.1	Type of Drainage located adjacent to the vehicle lane.		
4.2	Furnishing zone area provided to accommodate Street Trees, Public Infrastructure, and Public Furniture.		

	4.3	Street Tree/Well location.		
	4.4	Location of public lighting.		
	4.5	Label street type. Include parking locations and crosswalks (if any).		
	<b>#5</b>	<b>ENGINEERING REQUIRED DETAILS</b>		
	5.1	Existing topography at two (2) foot contours or less and proposed at two (2) foot contours or less		
	5.2	Natural feature including tree masses and anticipated tree loss, floodplains, drainage ways and creeks		
	5.3	FEMA 100-year floodplain with elevation. Proposed detention area, if required		
	5.4	Existing and proposed easements (utility, fire land, landscape, visibility, access and maintenance, public way access, drainage, and drainage and detention, floodplain drainage easement, et.)		
	5.5	Water, sanitary sewer and franchise utility mains and service lines with sizes, valves, fire hydrants, manholes, and other structures on site or immediately adjacent to the site specified		
	5.6	Water and sewer connections, meter locations, sizes, and meter and/or detector check valve vaults indicated		
	5.7	Inlets, culverts, and other drainage structures on-site and immediately adjacent to the site		
	<b>#6</b>	<b>LANDSCAPE PLAN SHEETS</b>		
	6.1	Location, size, and species of all trees to be preserved		
	6.2	Tree protection plan		
	6.3	Location of all plant and landscaping material to be used, including plants, paving, benches, screens, fountains, statues, earthen berms, ponds (to include depth of water), topography of site		
	6.4	Species of all plant material to be used		
	6.5	Size of all plant material to be used		
	6.6	All types of surfacing (asphalt, brick, concrete, sod, crushed granite) not under roof		
	6.7	Spacing of plant material where appropriate		
	6.8	Layout and description of irrigation, sprinkler, or water systems including placement of water sources		
	6.9	Description of maintenance provisions		
	6.10	Person(s) responsible for the preparation of the landscape plan		
	6.11	Vegetative Screening: Planted height, full growth height, distance between plants		

6.12	Required Note: Irrigation plans require separate permits – approval of Site Development Plan does not constitute approval of any included irrigation plans or elements of the Landscape Plan.		
<b>#7</b>	<b>BUILDING ELEVATIONS SHEET</b>		
7.1	Dimensioned architectural renderings or elevations of all proposed buildings and structures, including dumpster enclosure.		
7.2	If property is in a historic district, such as the Iredell Historic District or the Bastrop Commercial Historic District, or is a designated historic landmark, a Certificate of Appropriateness will be required. Building Exteriors shall follow the standards outlined in the Pattern Book.		
<b>#8</b>	<b>FIRE ACCESS AND CONTROL PLAN SHEET</b>		
8.1	Curb markings and/or signs indicating No Parking – Fire Zone on the designated fire lane		
8.2	The location of any existing and proposed fire hydrants		
8.3	Note if any of the buildings required to have an automatic fire sprinkler system (IFC 903)		
8.4	The location of the fire sprinkler riser room labeled, if applicable. (IFC 901.4.6/105.4.2)		
8.5	Distance between all exterior building walls and all required fire apparatus access areas (IFC 503.1)		
8.6	Location of motorized gates in the path of a fire lane have been labeled and provided with a Knox key switch, if applicable (IFC 503.6)		
8.7	Show any fuel tanks to be stored on site and indicate the volume, type of fuel, and tank construction standard (propane, gasoline, diesel, etc.) (IFC 5001.5.1 SUB 6)		
8.8	Show location of any diesel-fueled emergency generators and the UL listing number of the tank, the fuel capacity of the tank in gallons, and fuel tank impact protection (IFC 5001.5.2)		
<b>#9</b>	<b>LIGHTING PLAN SHEET</b>		
9.1	Detailed lighting plan showing locations, types, and fixtures. Plan shall include both freestanding and wall mounted lighting		
9.2	Photometric plan for the proposed site extending out to the property lines		
9.3	Total lumens for all fixtures. Total cannot exceed 100,000 lumens/acre. Color temperature cannot exceed 3000K.		
<b>#10</b>	<b>TRAFFIC CONTROL &amp; PEDESTRIAN SAFETY SHEET</b>		
10.1	Temporary Traffic Control Plan for any impacted (closed or reduced width) roadways		

	10.2	Barricade Summary Table including impacted roadway, roadway classification, street intersection, planned improvements, traffic control detail plan sheet, allowed barricade times, and duration		
	10.3	Temporary pedestrian route/protection if pedestrian route is impacted		
	10.4	Provide calculations if overhead fall protection is proposed		
	10.5	Safety fencing to prevent public access to construction activities		
	10.6	Sealed by a Texas Professional Engineer.		
	#11	<b>REQUIRED NOTES</b>		
	11.1	Signs require separate permits – approval of the Site Development Plan does not constitute approval of any included sign plans or elements.		
		<p>Underground Main Notes - To be provided on the Utility Plan Sheet:</p> <p>A. Underground mains supplying NFPA 13 and NFPA 13R sprinkler systems must be installed and tested in accordance with NFPA 13 and the Fire Code, by a licensed sprinkler contractor holding a SCR-U registration through the State Fire Marshal's Office. The entire main must be hydrostatically tested at one time, unless isolation valves are provided between tested sections.</p> <p>B. Underground mains supplying private hydrants must be installed and tested in accordance with NFPA 24 and the Fire Code, by a licensed sprinkler contractor holding a SCR-U registration through the State Fire Marshal's Office. The entire main must be hydrostatically tested at one time unless isolation valves are provided between tested sections.</p>		
	A	<b>SUPPLEMENTAL REQUIREMENTS</b>		
	1.	Site Development Plan cannot be approved until Final Plat is recorded or Platting Exemption/Lot of Record is issued.		
	2.	Site Development Plan must be prepared by a licensed and registered professional land surveyor, a licensed professional engineer, or a licensed professional architect.		
	3.	Building permits will not be issued for any development until the Site Development Plan is approved.		
	4.	Property taxes must be paid prior to approval of plan.		
	B	<b>SIGNATURE BLOCKS</b>		
		<b>Signature blocks as approved below shall be placed on the Site Development Plan cover sheet. Signature blocks shall also be placed for any additional entities responsible in preparing the Site Development Plan.</b>		

	7.	<p><b>The certificate of the licensed public surveyor:</b></p> <p>THE STATE OF TEXAS § COUNTY OF BASTROP §</p> <p>KNOW ALL MEN BY THESE PRESENTS</p> <p>That I, _____ do hereby certify that I prepare this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the subdivision regulations of the City of Bastrop, Texas.</p> <p>_____ Signature and Seal of Registered Public Surveyor with date.</p>		
	8.	<p><b>Owner's Signature Block:</b></p> <p>As owner of this property, I promise to develop and maintain this property as described by this plan.</p> <p>_____ Name of Owner/Trustee</p> <p>_____ Date</p>		
	9.	<p><b>City Approval Signature Block:</b></p> <p>All responsibility for the adequacy of these plans remains with the engineer who prepared them. In accepting these plans, the City of Bastrop must rely upon the adequacy of the work of the design engineer.</p> <p>Accepted for Construction:</p> <p>_____ Director of Planning and Development</p> <p>_____ City of Bastrop Engineer</p> <p>_____ City of Bastrop Fire Department</p> <p>_____ Date</p> <p>_____ Date</p> <p>_____ Date</p>		
	10.	<p><b>Signed and sealed certification of the licensed engineer who prepared the Site Development Plan:</b></p> <p>I, _____ do hereby certify that the information contained in these engineering documents are complete, accurate, and adequate for the intended purposes, including construction, but are not authorized for construction prior to formal City approval.</p> <p>_____ Signature and Seal of Registered Engineer with date</p>		



C	BASTROP FIRE DEPARTMENT GENERAL NOTES		
1.	The Bastrop Fire Department requires final asphalt or concrete pavement on required access roads prior to the start of combustible construction. Any other method of providing "all-weather driving capabilities" shall be required to be documented and approved as an alternate method of construction in accordance with the applicable rules for temporary roads.		
2.	Fire hydrants shall be installed with the center of the large diameter hose connection (steamer) located at least 18 inches above finished grade. The steamer opening of fire hydrants shall face the approved fire access driveway or public-street and set back from the curb line(s) an approved distance, typically three (3) to six (6) feet. The area within three (3) feet in all directions from any fire hydrant shall be free of obstructions and the area between the steamer opening and the street or driveway giving emergency vehicle access shall be free of obstructions.		
3.	Timing of installations: When fire protection facilities are installed by the contractor, such facilities shall include surface access roads. Emergency access roads or drives shall be installed and made serviceable prior to and during the time of construction. When the Fire Department approves an alternate method of protection, this requirement may be modified as documented in the approval of the alternate method.		
4.	All emergency access roadways and fire lanes, including pervious/decorative paving, shall be engineered and installed as required to support the axle loads of emergency vehicles. A load capacity sufficient to meet the requirements for HS-20 loading (16 kips/wheel) and a total vehicle live load of 80,000 pounds is considered compliant with this requirement.		
5.	Fire lanes designated on site plans shall be registered with the Bastrop Fire Department and inspected for final approval.		
6.	The minimum vertical clearance required for emergency vehicle access roads or drives is 13 feet - 6 inches for the full width of the roadway or driveway.		
7.	Dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within ten feet of combustible walls, openings, or combustible roof eave lines.		