



City of Willow Park Planning & Development

120 El Chico Trail, STE A. Willow Park, TX 76087

Phone: (817)441-7108 | willowparktx.gov

SITE DEVELOPMENT PLAN APPLICATION

A **Site Development Plan** is an architectural plan of proposed improvements to a property, including proposed building footprint and elevations, parking areas, waste receptacles, ingress, egress, roadways, sidewalks, water lines, sewer lines, drainage facilities, auxiliary structures, lighting, landscaping and irrigation, and any public or private infrastructure. The Site Development Plan also includes topographical information as it relates to flood plain and impact analysis.

COMMERCIAL PROPERTY INFORMATION:

Project Name: _____

Project Description: _____

Legal Description: **Lot:** _____ **Block:** _____

Name of Addition(s): _____ **Phase:** _____

Project Address/Location: _____

Current Zoning: _____ **Has this property been platted? No Yes: Date** _____

1. APPLICANT:

Name(s): _____

Business Name (if applicable): _____

Mailing Address: _____ **City:** _____ **St:** _____ **Zip:** _____

Phone Number: _____ **Email Address:** _____

*****Signature of Applicant (Required):**

2. PROPERTY OWNER OF RECORD:

Name(s): _____

Business Name (if applicable): _____

Mailing Address: _____ **City:** _____ **St:** _____ **Zip:** _____

Phone Number: _____ **Email Address:** _____

*****Signature of Owner of Record (Required):** _____

3. DEVELOPER:

Name(s):

Business Name (if applicable): _____

Mailing Address: _____ **City:** _____ **St:** _____ **Zip:** _____

Phone Number: _____ **Email Address:** _____

4. **ENGINEER:**

Name(s): _____

Business Name (if applicable): _____

Mailing Address: _____ City: _____ St: _____ Zip: _____

Phone Number: _____ Email Address: _____

PRINCIPAL CONTACT: **Applicant:** _____ **Owner:** _____ **Developer:** _____ **Engineer:** _____

- Staff comment letters and mark-ups will be distributed only to the designated principal contact person.
- Comments will be sent via email unless otherwise specified.
- Contact person will be Collaborator status on MyGov (*see City website for sign-up instructions*)

APPLICATION FEE: **\$250** (*as per "Development Services Fee" schedule*)

Additional fees (if applicable): Any reasonable fees and/or costs, which are required by the City of Willow Park for a proper review of this request, are the sole responsibility of the Applicant. Such fees or costs shall include, but are not limited to engineering reviews, legal opinions, building(s)/property inspections and/or testing(s).

Submittal Instructions:

- 1) Email completed and executed **Site Development Plan Application** and all supporting documentation necessary per **City of Willow Park Site Development Plan Application Checklist** (following) to the Planning & Development Department at permits@willowpark.org.
- 2) Deliver completed and executed **Site Development Plan Application** and all supporting documentation necessary per **City of Willow Park Site Development Plan Application Checklist** (following) to the Planning & Development Department at Willow Park City Hall, 120 El Chico Trail, Ste A, Willow Park, TX 76087.
- 3) You may pay the **Application Fee**, via check or credit card*: 1) in person/courier or US Mail to City of Willow Park, 120 El Chico Trail, Ste A, Willow Park, TX 76087; or, 2) by phone via credit card* at 817-441-7108 x103. (**credit card convenience fees apply*)

SITE DEVELOPMENT PLAN APPLICATION CHECKLIST

Site Development Plan submittal must contain:

1. Completed Site Development Permit Plan Application
2. Site Plan
3. Civil Packet that includes all pages below, as applicable:
 - Cover Sheet with vicinity map
 - Final filed/proposed Plat of property
 - Topographic Legend
 - General Notes related to the Project
 - Paving & Dimensional Control Plan
 - Layout Plan
 - Paving Details including Impervious Surface Calculations
 - City Paving Details
 - Grading Plan
 - Proposed Drainage Area Map
 - Storm Drain Plan
 - Storm Drain Profiles
 - Storm Drain Details
 - City Storm Details
 - Utility Plan
 - City Water Details
 - City Sewer Details
 - Erosion Control Plan
 - Erosion Control Details
 - City Erosion Control Details
 - Landscape Plan
 - Landscape Specifications and Details
 - Irrigation Plan
 - Irrigation Specifications and Details

Additional information may be required or omitted, as per City Staff

Please include the following:

1. Site Boundary is indicated by a heavy solid line intermittent with 2 dashed lines, dimensioned with bearings and distances; indicate and label lot lines, setback lines, and distance to the nearest cross street.
2. Site Location/Vicinity Map clearly showing the location of the subject property with cross streets. Indicate scale or NTS and provide a north arrow.
3. A North Arrow with drawing oriented such as that north is located to the top or left side of drawing sheet.
4. A Written and Bar Scale. 1"=200' unless previously approved by staff.
5. A Title Block in the lower right corner that includes large, boldly printed "SITE PLAN," owner and engineers names, their addresses, their phone numbers, subdivision name, lot number(s), block number or letter.
6. Tree Masses are clouded with accurate canopy widths shown to determine critical root zones located within close proximity to existing or proposed pavement.
7. Flood Plain Boundary indicating F.I.R.M. community panel number, date, and flow line of drainage ways and creeks, as applicable.
8. Existing Topography lines and Proposed Contours are shown as a medium weighted solid line. Topography is shown at minimum five (5) foot contours reference to sea level city datum. Spot Elevations and additional contours may be required in certain area depending on topography.
9. Accurately located, labels and dimensioned footprint of proposed structures(s).
10. Accurately located, labels and dimensioned footprint of existing structures(s) to remain are shown by a heavy dashed line.
11. Accurately located and labeled footprint of structure(s) proposed for demolition are shown by a light dashed line. Structures to be demolished are clearly labeled/ identified.
12. Accurately located footprint of nonresidential structures(s) on abutting properties are showing by a light solid line.
13. Adjacent property lines within 200 feet of the subject property lines are shown by a light dashed line.

14. Indicate adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped, etc.) within 200 feet of the property line.
15. Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.
16. Finished floor elevation of existing and/or proposed structures is reference to sea level datum.
17. Full width of streets, alley rights-of-way with centerlines, and backs of curbs or paving edges within 200 feet of the property line are dimensioned and street name or use is labeled.
18. Driveways within 200 feet of the property line:
 - a. Are accurately located and dimensioned.
 - b. Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines.
 - c. Distance to the nearest street is shown as measured from the end of curb-return radius of the adjacent street to the driveway centerline.
 - d. Typical radii are shown.
19. Drive-thru lanes, menu board location, pick-up window/s, maneuvering area, stacking lanes and escape lanes are indicated and dimensioned.
20. Sidewalks and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled.
21. Off-site streets and roads
 - a. Existing and proposed roadways with medians and median openings adjacent to and within 200 feet of the project site are shown and dimensioned.
 - b. Medians, median openings with associated left- turn lanes, continuous left turn lanes, transition and stacking lengths are shown and dimensioned within 200 feet of the project site.
 - c. Existing, proposed, and required acceleration/deceleration lanes within 200 feet of the project site are shown dimensioned, stacking length indicated, and right-of-way dedication is indicated as applicable.
 - d. Distance to the nearest signalized intersection is indicated.
22. All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two-foot overhang, as applicable.
23. Handicapped parking spaces and barrier-free access points are shown, dimensioned, and labeled.
24. Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.
25. Dumpster and/or compactor locations and screening methods are shown. Indicate screening materials and height for all sides. Screening material is to match structure façade with enclosure having solid metal gates. Specs and sketches available to staff.
26. Paving materials, boundaries and type are indicated.
27. Access easements are accurately located/ tied down, labeled, and dimensioned.
28. Off-site parking is shown and dimensioned from the off-site parking area to the structure or use as applicable. A parking easement or shared parking agreement is required and is provided in draft format.
29. Fire lanes are shown and dimensioned at a minimum of 24 feet in width, with internal radii of not less than 20 feet. Label and use an approximate 20 percent shade for fire lanes to differentiate from other paving. Ensure that required labeling and dimensioning is readable through shading.
30. Proposed dedications and reservations of land for public use including, but not limited to, rights-of way, easements, park land, open space, drainage ways, floodplains and facility sites are accurately located, dimensioned and labeled.
31. Screening walls are shown with dimensions and materials. An inset is provided that shows the wall details and column placement as applicable. Plans or masonry walls are to be signed and sealed by a structural engineer and approved by the City Engineer. Channeled or slip-panel/pre-cast walls are prohibited.
32. The location of living screens are shown and labeled. Details of a living screen are provided on the Landscape Plan indicating plant species/name, height at planting, and spacing.
33. A lighting plan that shows location by fixture type is included. A lighting data chart is used to reference fixture type (i.e. pole or wall pack) and height. No lighting source (i.e. bulb, reflector, etc.) is allowed to be visible from an adjacent property or public street.
34. Existing and proposed water and sanitary sewer lines, storm sewer pipe, with sizes, valves, fire hydrants, manholes, and other utility structures on-site or immediately adjacent to the site are shown

and labeled.

35. Boundaries of detention areas are located. Indicate above and/or below ground detention.
36. Details of construction materials and architecture are shown on required Building Elevation/Facade Plan. Color, type and texture to match Zoning requirements.
37. Communication towers are shown and a fall distance/collapse zone is indicated.
38. Provide Site Data Table that references distinct numbers for each lot and all building (existing and proposed) that includes, if applicable.
39. Explain in detail the proposed use(s) for each structure.
40. Square Footage:
 - a. Total lot area less building footprint (by square feet):
 - b. Square footage of the building
 - c. Building height (stories and feet)
 - d. Number of units per acre (apartments only)
41. Parking Lot:
 - a. Required by use with applicable parking ratios indicated for each use
 - b. Parking provided indicated.
 - c. Handicap parking as required by COWP ordinance and TAS/ADA requirements.
42. Provide service verification from all utility providers.
43. List any variance requested or granted for this property, dates and approving authority.
44. Provide storm water and drainage study and design
45. Proposed domestic water usage (gallons per day, month and year)
46. Are any irrigation well(s) proposed ☐ YES ☐ NO
47. Applicant has received Landscaping Ordinance for requirements
48. Applicant must submit (1) digital (.pdf) copy of Site Plan.
49. Applicant must submit (1) digital (.pdf) copy of all Annexations, Final Plats and/or other Site Plans for Board Review.

Storm Water Pollution Program (Construction Sites One Acre and Greater)

- a. A signed SWPPP: (if required) Please submit during the site plan review process or prior to the issuance of any building permit(s).
- b. Copy of site plan with illustrations and descriptions of all proposed Best Management Practices (BPMs).
- c. Estimated dates of major grading activities.
- d. Estimated date work may cease temporarily or permanently on any portion of the site.
- f. Copy of signed and certified Notice of Intent (NOI) from permitting (TCEQ).
- g. Copy of construction Site Notice from TCEQ

TXDOT PERMITS (if applicable)

Engineering Plans Review Checklist

- | | |
|-----------------------------------|--|
| 1. Cover Sheet | 12. Erosion Control/Stormwater |
| 2. Plat | Pollution Prevention Plan (SWPPP) |
| 3. Site Plan | and details |
| 4. Paving Plan and Profile | 13. City of Willow Park Standard |
| 5. Drainage Area Map | Details Sheet |
| 6. Storm Drain Plan and Profile | 14. Traffic Impact Analysis (TIA), if |
| 7. Storm Drain Calculations and | applicable |
| Detentions Pond Calculations | 15. Geotechnical Report, if applicable |
| 8. Grading Plan | 16. Floodplain Development Permit |
| 9. Traffic Control Plan | Application, if applicable |
| 10. Project Specific Details | 17. For Septic Systems, provide |
| 11. Composite Utility Okan (water | documents showing details |
| and sewer) | |

Fire Review Checklist

Address the following questions in plans:

1. Will the building have a fire alarm?
2. Will the building have a fire sprinkler/suppression system?
3. Is the building taller than two-stories?
4. If yes, how many stories? _____
5. Will the project require installation of a new fire hydrant? FDC?
6. Must be remote and within 100ft of hydrant
7. If yes, how many fire hydrants? _____
8. What is the size of the proposed fire connections? _____

Isolation valves at hydrants

9. Does the proposed project include the sufficient fire connections?
10. Is the proposed project an adequate distance to a fire hydrant?
11. 400 non-sprinkled, 600 sprinkled
12. Does the project have the minimum 24' hard surface?
13. Is the fire lane appropriate?
14. Does the site have the proper turning radius?
15. Proposed project safety concerns?

Flood Plain Checklist

Address the following questions in plans:

Is any part of the site plan in the 100-year flood plain?

If yes, what is the base flood elevation for the area? _____

Is any built improvement in the 100-year flood plain?

If yes, what is the base flood elevation for the area? _____

Is any habitable structure in the 100-year flood plain?

If yes, what is the base flood elevation for the area? _____

If yes, what is the finished floor elevation for the habitable structure? _____

If yes, please list any wet or dry flood proofing measures being used? _____

Base flood elevations confirmed?

Will the project require a "post-grade" elevation certificate?

Are flood proofing measures approved?

Proposed project safety concerns:

Total gross lot area of the development: _____ sq. ft.

Area of lot covered with structures and impervious surfaces: _____ sq. ft.

Percentage of lot covered with structures and impervious surfaces: _____ %

Area of green space/landscaped areas: _____ sq. ft.

Percentage of green space/landscaped areas: _____ %

Total number of parking spaces: _____

Does the site include any vegetative erosion or storm water control?



Willow Park
TEXAS