



# CITY OF DRIPPING SPRINGS

PHYSICAL: 511 Mercer Street • MAILING: PO Box 384

Dripping Springs, TX 78620

• 512.858.4725 • www.cityofdrippingsprings.com

## SITE DEVELOPMENT/CONSTRUCTION PLAN APPLICATION

Case Number (staff use only): \_\_\_\_\_ - \_\_\_\_\_

Site Development Plan

Construction Plans

### CONTACT INFORMATION

APPLICANT NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

OWNER NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

### MEETINGS REQUIRED

(AS APPLICABLE PER SITE DEVELOPMENT ORDINANCE)

INFORMAL CONSULTATION

PRE-APPLICATION CONFERENCE

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

NOT SCHEDULED

NOT SCHEDULED

## PROPERTY INFORMATION

PROPERTY OWNER NAME	
PROPERTY ADDRESS	
CURRENT LEGAL DESCRIPTION	
IS THE PROPERTY WITHIN A PLATTED SUBDIVISION RECORDED WITH HAYS COUNTY?	<input type="checkbox"/> <b>NO</b> – ATTACH LEGIBLE COPIES OF THE LEGAL DESCRIPTION, A BOUNDARY SURVEY, AND AN AERIAL PHOTOGRAPH  <input type="checkbox"/> <b>YES</b> – PROPERTY IDENTIFIED AS, SUBDIVISION NAME: _____ PLAT BOOK: _____ PAGE: _____ BLOCK: _____ LOT: _____
TAX ID#	
LOCATED IN	<input type="checkbox"/> CITY LIMITS <input type="checkbox"/> HISTORIC DISTRICT  <input type="checkbox"/> EXTRATERRITORIAL JURISDICTION
ZONING/PDD/? OVERLAY/DISTRICT?	
EXISTING ROAD FRONTAGE	<input type="checkbox"/> PRIVATE                      NAME: _____ <input type="checkbox"/> STATE                          NAME: _____ <input type="checkbox"/> CITY/COUNTY (PUBLIC)      NAME: _____
DEVELOPMENT AGREEMENT? (IF SO PLEASE ATTACH AGREEMENT)	<input type="checkbox"/> YES (SEE ATTACHED) <input type="checkbox"/> NOT APPLICABLE NAME: _____
IS A VARIANCE REQUIRED OR REQUESTED WITH THIS APPLICATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO  <i>IF <u>YES</u>, BE ADVISED THAT THE APPLICATION WILL REQUIRE PLANNING AND ZONING COMMISSION REVIEW AND CITY COUNCIL APPROVAL. PLEASE SEE THE CITY'S APPLICATION SUBMITTAL AND PROCESSING POLICY FOR REQUIRED DEADLINES.</i>
ARE THERE ANY APPLICABLE SPECIAL CONDITIONS (SPECIAL EXCEPTIONS, VARIANCES, ETC.)?	<input type="checkbox"/> YES <input type="checkbox"/> NO  IF <u>YES</u> , PLEASE EXPLAIN: _____

## ENVIRONMENTAL INFORMATION

IS PROPERTY OVER THE EDWARDS AQUIFER RECHARGE ZONE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS PROPERTY OVER THE BARTON SPRINGS CONTRIBUTING ZONE TO THE EDWARDS AQUIFER?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS PROPERTY WITHIN A FEMA FLOODPLAIN AS DEFINED BY THE MOST CURRENT FIRM?	<input type="checkbox"/> YES <input type="checkbox"/> NO

## PROJECT INFORMATION

PROJECT NAME		
PROJECT DESCRIPTION		
ESTIMATED VALUE OF PROJECT		
TOTAL ACREAGE OF DEVELOPMENT		
PROPOSED USE OF DEVELOPMENT	<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL/OTHER: _____	
PROPOSED IMPERVIOUS COVERAGE		
ANY NEW ROADS THAT ARE PROPOSED FOR CITY MAINTENANCE?	<input type="checkbox"/> YES <input type="checkbox"/> NO If <u>yes</u> , do the drawings indicate this designation? <input type="checkbox"/> YES <input type="checkbox"/> NO	
PHASING PROPOSED FOR PROJECT?	<input type="checkbox"/> YES <input type="checkbox"/> NO PROPOSED # OF PHASES: _____	
ANTICIPATED WASTEWATER SYSTEM	<input type="checkbox"/> CONVENTIONAL SEPTIC SYSTEM <input type="checkbox"/> CLASS I (AEROBIC) PERMITTED SYSTEM <input type="checkbox"/> PUBLIC SEWER	
WATER SOURCES	SURFACE WATER <hr style="border: 0.5px solid black;"/> <input type="checkbox"/> PUBLIC WATER SUPPLY <input type="checkbox"/> RAINWATER	GROUND WATER* <hr style="border: 0.5px solid black;"/> <input type="checkbox"/> PUBLIC WELL <input type="checkbox"/> SHARED WELL <input type="checkbox"/> PUBLIC WATER SUPPLY

\*IF DOING WATER PROVISION FOR THE DEVELOPMENT USING GROUNDWATER RESOURCES, THE HAYS-TRINITY GROUNDWATER CONSERVATION DISTRICT MUST BE NOTIFIED:

**HAYS-TRINITY GCD NOTIFIED?**     YES             NO             NOT APPLICABLE

COMMENTS:

TITLE: _____	SIGNATURE: _____
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<b><u>PUBLIC UTILITY CHECKLIST</u></b>	
<b>ELECTRIC PROVIDER NAME</b> _____	
<input type="checkbox"/> VERIFICATION LETTER ATTACHED	<input type="checkbox"/> NOT APPLICABLE
<b>COMMUNICATIONS PROVIDER NAME</b> _____	
<input type="checkbox"/> VERIFICATION LETTER ATTACHED	<input type="checkbox"/> NOT APPLICABLE
<b>WATER PROVIDER NAME (IF APPLICABLE)</b> _____	
<input type="checkbox"/> VERIFICATION LETTER ATTACHED	<input type="checkbox"/> NOT APPLICABLE
<b>SEWER PROVIDER NAME (IF APPLICABLE)</b> _____	
<input type="checkbox"/> VERIFICATION LETTER ATTACHED	<input type="checkbox"/> NOT APPLICABLE
<b>GAS PROVIDER NAME (IF APPLICABLE)</b> _____	
<input type="checkbox"/> VERIFICATION LETTER ATTACHED	<input type="checkbox"/> NOT APPLICABLE

<b>PARKLAND DEDICATION?</b>	<b>AGRICULTURE FACILITIES (Final Plat)?</b>
<input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE

**COMPLIANCE WITH OUTDOOR LIGHTING ORDINANCE? \***

*(See attached agreement).*

*\* If proposed subdivision is in the City Limits, compliance with Lighting Ordinance is **mandatory**. If proposed subdivision is in the ETJ, compliance is **mandatory** when required by a Development Agreement or as a condition of an Alternative Standard/Special Exception/Variance/Waiver.*

*Voluntary compliance is strongly encouraged by those not required by above criteria (see Outdoor Lighting tab on the CODS webpage and online Lighting Ordinance under Code of Ordinances tab for more information).*

YES (REQUIRED)\*     YES (VOLUNTARY)\*     NO

**APPLICANT'S SIGNATURE**

*Note: An additional signature is required on page 6 of the application verifying completeness. Applications should be submitted **only** when all required information is included in the submittal.*

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below signed applicant is not the owner of said property, the signature of the property owner must be included below, or consent must be attached (If a corporation, please list title, and name of corporation.)

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Date

*Notary Stamp Here*

\_\_\_\_\_  
Property Owner Name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

## SITE DEVELOPMENT & CONSTRUCTION PLAN APPLICATION SUBMITTAL

All required items and information (including all applicable below listed exhibits and fees) must be received by the City for an application and request to be considered complete. **Incomplete submissions will not be accepted.** By signing below, I acknowledge that I have read through and met all requirements for a complete submittal:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### CHECKLIST

STAFF	APPLICANT	Check all that apply
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form - including all required notarized signatures
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee ( <i>refer to Fee Schedule</i> ) \$
<input type="checkbox"/>	<input type="checkbox"/>	Digital Copies/PDF of <b>all</b> submitted items - please provide a coversheet outlining what digital contents are included on the CD/USB drive.
<input type="checkbox"/>	<input type="checkbox"/>	Billing Contact Form
<input type="checkbox"/>	<input type="checkbox"/>	Engineer's Summary Report Sealed by Professional Engineer
<input type="checkbox"/>	<input type="checkbox"/>	Drainage Study -if not included in Engineer's Summary Report
<input type="checkbox"/>	<input type="checkbox"/>	Site Development Plans or Construction Plans (1 copy of half sized plans to scale)
<input type="checkbox"/>	<input type="checkbox"/>	Tax Certificates/Receipts - verifying ownership and that property taxes are current
<input type="checkbox"/>	<input type="checkbox"/>	ESD #6 Application ( <i>if applicable</i> )
<input type="checkbox"/>	<input type="checkbox"/>	\$240 Fee for ESD #Application ( <i>if applicable</i> )
<input type="checkbox"/>	<input type="checkbox"/>	Cost Estimate - attach sheet of engineer's/architect's estimate with signature and seal
<input type="checkbox"/>	<input type="checkbox"/>	Utility Service Provider "Will Serve" Letters
<input type="checkbox"/>	<input type="checkbox"/>	OSSF Facility Planning Report or approved OSSF permit ( <i>if applicable</i> )
<input type="checkbox"/>	<input type="checkbox"/>	Hays Trinity Groundwater Conservation District approval of water well ( <i>if applicable</i> )
<input type="checkbox"/>	<input type="checkbox"/>	Lighting Ordinance Compliance Agreement – signed with attached photos/drawings ( <i>required if marked "Yes (Required)" on above Lighting Ordinance Section of application</i> )
<input type="checkbox"/>	<input type="checkbox"/>	Driveway Permit or Permit Application (TxDOT, County) - showing approval, or as submitted
<input type="checkbox"/>	<input type="checkbox"/>	Lighting Plan (Required only for projects that are complying with lighting ordinance AND a building permit is not required)
<input type="checkbox"/>	<input type="checkbox"/>	Parkland Dedication Submittal
<input type="checkbox"/>	<input type="checkbox"/>	Exterior Design Plan (Required if the project is in the City Limits)
<input type="checkbox"/>	<input type="checkbox"/>	Landscape and Irrigation Plans (Required if the project is in the City Limits)
<input type="checkbox"/>	<input type="checkbox"/>	Maps ( <i>if applicable</i> )
<input type="checkbox"/>	<input type="checkbox"/>	Exhibits ( <i>if applicable</i> ) Parkland Dedication Submittal
<input type="checkbox"/>	<input type="checkbox"/>	Ag Facility Fees - \$35 per residential LUE ( <i>if applicable</i> )
<input type="checkbox"/>	<input type="checkbox"/>	\$25 Public Notice Sign Fee
<input type="checkbox"/>	<input type="checkbox"/>	ITE Trip Generation Report, or if required; a Traffic Impact Analysis
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report
<input type="checkbox"/>	<input type="checkbox"/>	TCEQ CZP or WPAP application package
<input type="checkbox"/>	<input type="checkbox"/>	Pesticide and Fertilizer Management Plan required by [WQO 22.05.022(b)]
<input type="checkbox"/>	<input type="checkbox"/>	Water Quality BMP Maintenance Plan required by [WQO 22.05.026(a)]
<input type="checkbox"/>	<input type="checkbox"/>	Pre-Application Conference Form Signed by City

## SITE DEVELOPMENT & CONSTRUCTION PLAN INFORMATION REQUIREMENTS

### Plan Requirements within the City Limits

STAFF	APPLICANT	Check all that apply
<input type="checkbox"/>	<input type="checkbox"/>	All sheets shall have a title block including 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 scale of the drawing, both written and graphic scale, the date the drawing was prepared, total site acreage, and the location of the property according to the abstract and survey records of the county
<input type="checkbox"/>	<input type="checkbox"/>	<p>Cover Sheet Including the following information:</p> <ul style="list-style-type: none"> <li>• A vicinity or location map that shows the location of the proposed development within the city and in relationship to existing roadways</li> <li>• Sheet Index</li> <li>• Statement with a description of what portion of the project, if any, is located in a FEMA designated floodplain and FEMA panel number.</li> <li>• Statement of proximity to the Edwards Aquifer Contributing Zone and/or Recharge Zone.</li> <li>• Water and Wastewater service providers</li> <li>• Name who will be responsible for operation and maintenance of Stormwater Utilities and Ponds.</li> <li>• Zoning Category</li> <li>• Legal Description of Property</li> <li>• Name of Watershed</li> <li>• The following note: “All responsibility for the adequacy of these plans remains with the engineer who prepared them. In approving these plans, the City must rely upon the adequacy of work of the design engineer.”</li> <li>• The following note: “A Water Quality BMP Maintenance Plan has been prepared for this development and is recorded in document # _____, Public Records of Hays County, Texas.”</li> <li>• Provide the following below the City Signature blocks: “City of Dripping Springs Development Permit # _____”</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	The most current property plat or boundary survey limits of the tract and each proposed lot or Unit, and scale distances with north clearly indicated.
<input type="checkbox"/>	<input type="checkbox"/>	Existing conditions plan including 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 existing zoning and existing and proposed uses on adjacent land; the location, width and names of all existing or platted streets or other public ways within or adjacent to the tract; driveway locations; any existing easements, with recording information; existing buildings; railroad rights-of-way; topography with contours at two-foot intervals with existing drainage channels or creeks, including the 100-year floodplain and water quality buffer zones, if applicable;

		any other important natural features such as rock outcroppings, caves and wildlife habitats; and all substantial natural vegetation
<input type="checkbox"/>	<input type="checkbox"/>	The layout and width, including right-of-way lines and curblines, of existing and proposed thoroughfares, collector streets and intersections, and specific configuration of proposed streets, lots and blocks, proposed driveways, showing driveway widths and distances between driveways, and proposed median openings and left turn lanes on future divided roadways. Existing and planned driveways on the opposite side of divided roadways must also be shown for coordination and sharing of future median openings
<input type="checkbox"/>	<input type="checkbox"/>	Provide a roadway classification summary table for all public streets within the development as defined by Hays County Development Regulations Chapter 721. Include required pavement width and right-of-way width in the table.
<input type="checkbox"/>	<input type="checkbox"/>	Provide proposed pavement sections with full summary of street section material requirements. Include Geotechnical Engineer recommendations for material specifications for each material (HMAC, Base, Fill, Subgrade) including compaction requirements and treatment of existing soils.
<input type="checkbox"/>	<input type="checkbox"/>	To fulfill driveway permit requirements, show all existing driveways within 150-ft of the property. Show offset distances to nearest driveways. Refer to [Subdivision Ord. 24.6] and [Hays County Development Regs, Table 721.02] for driveway spacing requirements.
<input type="checkbox"/>	<input type="checkbox"/>	Specific locations and footprints of buildings, including but not limited to proposed nonresidential and residential densities; building heights; square footages, which for multi-tenant or multi-purpose buildings must show square footage for each intended use; massing, orientation, loading and service areas, , recycling containers, compactors and dumpster enclosures, including proposed screening, pedestrian walkways, and parking areas including parking ratio calculations; any proposed sites for parks, schools, public facilities, public or private open space; floodplains and drainageways; all proposed and existing utilities and easements; drainage structures; retention/detention ponds with proposed aesthetic treatments; screening walls; fences; signage, if applicable; fire lanes and fire hydrants, lighting, if applicable; visibility easements; and other pertinent development-related features.
<input type="checkbox"/>	<input type="checkbox"/>	Identify existing and proposed impervious cover and provide impervious cover calculations. Break out paving, buildings, sidewalks, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Signing and striping layout plan.
<input type="checkbox"/>	<input type="checkbox"/>	Landscape plan showing turf areas, tree types and sizes, screening walls, ornamental plantings, planting schedule, including species, planted height, spacing, container and caliper size, numbers of each plant material, any existing wooded areas, trees to be planted, and irrigation plans.
<input type="checkbox"/>	<input type="checkbox"/>	Complete erosion and sedimentation control plan as required by <a href="#">section 28.04.017</a> . <a href="#">Include</a> Proposed strategies for tree preservation, showing individual trees or tree masses that will be preserved, and the techniques that will be used to protect them during construction
<input type="checkbox"/>	<input type="checkbox"/>	General notes sheet including required notes from applicable regulatory jurisdictions as well as general construction notes, sequence of construction, erosion control and tree protection notes.
<input type="checkbox"/>	<input type="checkbox"/>	Grading plan showing existing and proposed grades and contours at contour intervals no more than 2ft. Show spot elevations at tie-ins to existing grades. Show flow directional arrows



<input type="checkbox"/>	<input type="checkbox"/>	Drainage plans (including existing and developed drainage area maps and calculations). Identify points of analysis (POA) where storm flow leaves the site and provide a direct comparison between existing and developed flow at the POAs. Provide details and sections of all proposed ponds including water surface elevations as well as stage volume discharge table. Provide profiles for all storm pipe and channels with HGLs, slope, velocity and flow for 25-yr and 100-yr storm.
<input type="checkbox"/>	<input type="checkbox"/>	Water quality control plans and calculations. Include a summary table demonstrating the required load removal vs the provided load removal for water quality facilities.
<input type="checkbox"/>	<input type="checkbox"/>	Utility sheets including existing and proposed water and wastewater facilities and easements.
<input type="checkbox"/>	<input type="checkbox"/>	Construction Details including standard or custom erosion control, drainage, traffic control, sidewalk, paving, curb, retaining wall and utility details applicable to the project.
<b>Plan Requirements within the ETJ</b>		
<input type="checkbox"/>	<input type="checkbox"/>	All sheets shall have a title block including 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 scale of the drawing, both written and graphic scale, the date the drawing was prepared, total site acreage, and the location of the property according to the abstract and survey records of the county
<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet Including the following information: <ul style="list-style-type: none"> <li>• A vicinity or location map that shows the location of the proposed development within the ETJ and in relationship to existing roadways</li> <li>• Sheet Index</li> <li>• Statement with a description of what portion of the project, if any, is located in a FEMA designated floodplain and FEMA panel number.</li> <li>• Statement of proximity to the Edwards Aquifer Contributing Zone and/or Recharge Zone.</li> <li>• Water and Wastewater service providers</li> <li>• Name who will be responsible for operation and maintenance of Stormwater Utilities and Ponds.</li> <li>• Zoning Category – N/A ETJ</li> <li>• Legal Description of Property</li> <li>• Name of Watershed</li> <li>• The following note: “All responsibility for the adequacy of these plans remains with the engineer who prepared them. In approving these plans, the City must rely upon the adequacy of work of the design engineer.”</li> <li>• The following note: “A Water Quality BMP Maintenance Plan has been prepared for this development and is recorded in document # _____, Public Records of Hays County, Texas.”</li> <li>• Provide the following below the City Signature blocks: “City of Dripping Springs Development Permit # _____”</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	The most current plat or boundary survey limits of the tract and each proposed lot, and scale distances with north clearly indicated

<input type="checkbox"/>	<input type="checkbox"/>	Existing conditions plan including 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, location, 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; existing buildings; railroad rights-of-way; topography with contours at two-foot intervals with existing drainage channels or creeks, including the 100-year floodplain, if applicable; any other important natural features such as rock outcroppings, caves and wildlife habitats; and all substantial natural vegetation
<input type="checkbox"/>	<input type="checkbox"/>	The layout and width, including right-of-way lines and curb lines, of existing and proposed thoroughfares, collector streets and intersections, and specific configuration of proposed streets, lots and blocks, proposed driveways, showing driveway widths and distances between driveways, and proposed median openings and left turn lanes on future divided roadways. Existing and planned driveways on the opposite side of divided roadways must also be shown for coordination and sharing of future median openings
<input type="checkbox"/>	<input type="checkbox"/>	Provide a roadway classification summary table for all public streets within the development as defined by Hays County Development Regulations Chapter 721. Include required pavement width and right-of-way width in the table.
<input type="checkbox"/>	<input type="checkbox"/>	Provide proposed pavement sections with full summary of street section material requirements. Include Geotechnical Engineer recommendations for material specifications for each material (HMAC, Base, Fill, Subgrade) including compaction requirements and treatment of existing soils.
<input type="checkbox"/>	<input type="checkbox"/>	Specific locations and footprints of buildings, including but not limited to proposed nonresidential and residential densities; square footages, orientation, loading and service areas, including pedestrian walkways, and parking areas; floodplains and drainageways; all proposed and existing utilities and easements; drainage structures; retention/detention ponds with proposed aesthetic treatments; fences; signage, if applicable; fire lanes and fire hydrants; lighting, if applicable; visibility easements; and other pertinent development-related features
<input type="checkbox"/>	<input type="checkbox"/>	Identify existing and proposed impervious cover and provide impervious cover calculations. Break out paving, buildings, sidewalks, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Signing and striping layout plan.
<input type="checkbox"/>	<input type="checkbox"/>	Complete erosion and sedimentation control plan as required by <a href="#">section 28.04.017</a> .
<input type="checkbox"/>	<input type="checkbox"/>	General notes sheet including required notes from applicable regulatory jurisdictions as well as general construction notes, sequence of construction, erosion control and tree protection notes.
<input type="checkbox"/>	<input type="checkbox"/>	Grading plan showing existing and proposed grades and contours at contour intervals no more than 2ft. Show spot elevations at tie-ins to existing grades. Show flow directional arrows
<input type="checkbox"/>	<input type="checkbox"/>	Drainage plans (including existing and developed drainage area maps and calculations). Identify points of analysis (POA) where storm flow leaves the site and provide a direct comparison between existing and developed flow at the POAs. Provide details and sections of all proposed ponds including water surface elevations as well as stage volume discharge table. Provide profiles for

		all storm pipe and channels with HGLs, slope, velocity and flow for 25-yr and 100-yr storm.
<input type="checkbox"/>	<input type="checkbox"/>	Water quality control plans and calculations. Include a summary table demonstrating the required load removal vs the provided load removal for water quality facilities.
<input type="checkbox"/>	<input type="checkbox"/>	Utility sheets including existing and proposed water and wastewater facilities and easements.
<input type="checkbox"/>	<input type="checkbox"/>	Construction Details including standard or custom erosion control, drainage, traffic control, sidewalk, paving, curb, retaining wall and utility details applicable to the project.

### NARRATIVE OF COMPLIANCE

A written narrative describing how all portions of the site plan meets all requirements of this code and other codes, including landscaping, lighting, parkland dedication, site development, water quality protection, and zoning, as may be relevant.

Outdoor Lighting, Article 24.06	
Parkland Dedication, Article 28.03	
Landscaping and Tree Preservation, Article 28.06	

Subdivision, 28.04, Exhibit A	This section shall also include, depending on where the site development is located, how public or private improvements will meet City standards, including water quality, drainage, sidewalks, stormwater, and fire (if applicable).
Zoning, Article 30.02, Exhibit A	

Received on/by: \_\_\_\_\_

Project Number: \_\_\_\_\_ - \_\_\_\_\_  
Only filled out by staff

Date, initials



## BILLING CONTACT FORM

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Applicant Name: \_\_\_\_\_

### Billing Contact Information

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Type of Project/Application (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Alternative Standard           | <input type="checkbox"/> Special Exception     |
| <input type="checkbox"/> Certificate of Appropriateness | <input type="checkbox"/> Street Closure Permit |
| <input type="checkbox"/> Conditional Use Permit         | <input type="checkbox"/> Subdivision           |
| <input type="checkbox"/> Development Agreement          | <input type="checkbox"/> Waiver                |
| <input type="checkbox"/> Exterior Design                | <input type="checkbox"/> Wastewater Service    |
| <input type="checkbox"/> Landscape Plan                 | <input type="checkbox"/> Variance              |
| <input type="checkbox"/> Lighting Plan                  | <input type="checkbox"/> Zoning                |
| <input type="checkbox"/> Site Development Permit        | <input type="checkbox"/> Other _____           |

*Applicants are required to pay all associated costs associated with a project's application for a permit, plan, certificate, special exception, waiver, variance, alternative standard, or agreement, regardless of City approval. Associated costs may include, but are not limited to, public notices and outside professional services provided to the City by engineers, attorneys, surveyors, inspectors, landscape consultants, lighting consultants, architects, historic preservation consultants, and others, as required. Associated costs will be billed at cost plus 20% to cover the City's additional administrative costs. **Please see the online Master Fee Schedule for more details.** By signing below, I am acknowledging that the above listed party is financially accountable for the payment and responsibility of these fees.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date