



**City of Willow Park Development Services  
Universal Application**

Please PRINT CLEARLY to avoid delays

Please complete each field - Incomplete applications be rejected

<b>Project Information</b>		Project Name:
<input type="checkbox"/> Residential		<input type="checkbox"/> Commercial
Valuation: \$ (round up to nearest whole dollar)	Project Address (or description):	
Brief Description of the Project:		
Existing zoning:	# of Existing Lots ( <i>plats only</i> ):	
Proposed zoning:	# of Proposed Lots ( <i>plats only</i> ):	
<b>Applicant/Contact Information</b> ( <i>this will be the primary contact</i> )		
Name:	Mailing Address:	
Company:		
Primary Phone:	E-mail:	
<b>Property Owner Information</b> ( <i>if different than above</i> )		
Name:	Mailing Address:	
Company:		
Primary Phone:	E-mail:	
Other Phone:	Fax:	
<b>( ) Developer / ( ) Engineer / ( ) Surveyor Information</b> ( <i>if applicable</i> )		
Name:	Mailing Address:	
Company:		
Primary Phone:	E-mail:	
Other Phone:	Fax:	
<b>For City Use Only</b>		
Project Number:	Permit Fee:	
Submittal Date:	Plan Review Fee:	
Accepted By:	Total Fee:	
Receipt #:	Method of Payment:	

Application not complete without attached form(s) and/or signature page



## City of Willow Park Development Services Department

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### SITE PLAN REQUIREMENTS

A **Site Plan** is an architectural plan of proposed improvements to a property; including building footprint, parking, ingress, egress, roadways, sidewalks, water lines, sewer lines, drainage facilities, auxiliary structures, lighting, and any public or private infrastructure. Site plans also include elevations of proposed buildings, topographical information, location in relation to flood plain, impact analysis

Site Plan applications must contain:

- Universal development application.
- A single site plan document including all of the information required on the site plan requirement checklist.
- A landscaping plan that includes the property boundaries, building and improvement footprints, and labels all green space, trees, shrubs, vegetation, and landscaping.
- A drainage plan that includes the property boundaries, building and improvement footprints, topography, and any flood plain designations.
- Elevations of all proposed buildings.
- A compact disc containing a .pdf copy of all plans.
- Three (3) paper hard copies of all plans.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet on letterhead and directly on the plans with sufficient details as to allow a determination by the appropriate approval body. Additional information may be required. Reference the specific requirement. Exceptions may require the approval of the City's Board of Adjustments.

Prior to public review before the Planning & Zoning Commission and City Council the applicant may be asked to submit up to fifteen (15) paper hard copies of all plans.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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Applicant: Please complete the following

For Office Use Only

ITEM	INITIAL	SITE PLAN REQUIREMENTS	For Office Use Only		
			N/A	COMPLETE	MISSING
1		Site boundary is indicated by a heavy solid line intermittent with 2 dash 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 is provided. Indicate scale or NTS and provide north arrow.			
3		A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet.			
4		A written and bar scale is provided. 1"=200' unless previously approved by staff			
5		A title block is in the lower right corner that includes large, boldly printed "SITE PLAN", owner and engineer's names, addresses and 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 zone where located within close proximity to existing or proposed pavement.			
7		Flood plain boundary is shown and indicates F.I.R.M. Community panel number and date, and flow line of drainage ways and creeks, as applicable.			
8		Existing topography lines are shown and proposed contours are shown by a medium weight solid line. Topography is shown at minimum five (5) foot contours referenced to sea level city datum. Spot elevations and additional contours may be required in certain areas depending on topography.			
9		Accurately located, labeled and dimensioned footprint of proposed structure(s).			
10		Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.			
11		Accurately located and labeled footprint of structure(s) proposed for demolition is/are shown by a light dashed line. Structures to be demolished are clearly labeled/ identified.			
12		Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown 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		Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped etc.) within 200 feet of the property line is indicated.			
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 referenced to sea level datum.			
17		Full width of streets and 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.			



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18	<p>Driveways within 200 feet of the property line:</p> <p>_____ a. Are accurately located and dimensioned.</p> <p>_____ b. Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines.</p> <p>_____ 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.</p> <p>_____ d. Typical radii are shown.</p>			
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	<p>Off-site streets and roads:</p> <p>_____ a. Existing and proposed roadways with medians and median openings adjacent to and within 200 feet of the project site are shown and dimensioned.</p> <p>_____ 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.</p> <p>_____ 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.</p> <p>_____ d.. Distance to the nearest signalized intersection is indicated</p>			
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 sketch available from 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			



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	details and column placement as applicable. Plans for 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	Total lot area less building footprint (by square feet):  Square footage of building:  Building height (stories and feet)  Number of Units per Acre (apartments only):			
41	Parking required by use with applicable parking ratios indicated for each use:  Parking Provided Indicated:  Handicap parking as required per COWP ordinance and TAS/ADA requirements:			
42	Provide service verification from all utility providers			
43	List any variance requested 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 wells proposed?			
47	Applicant has received Landscaping Ordinance and requirements			
48	Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of the Site Plan for Board review			
49	Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of all Annexations, Final Plants and/or other Site Plans for Board review			



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

- 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)

The following forms will be reviewed by the different departments along with the site plan. Please complete all "APPLICANT QUESTIONS" on the continuing pages.



# City of Willow Park Development Services Department

## Site Plan Engineering Review

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### Applicant Questions:

Total gross lot area of the development: \_\_\_\_\_ sq. ft.

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

Total number of structures: \_\_\_\_\_ Total number of habitable structures: \_\_\_\_\_

Square footage of each building: \_\_\_\_\_ sq. ft. \_\_\_\_\_ sq. ft. \_\_\_\_\_ sq. ft.

Proposed use for each structure:

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Building stories: \_\_\_\_\_

Building height: \_\_\_\_\_ ft.

Total number of parking spaces: \_\_\_\_\_

Number of handicap spaces: \_\_\_\_\_

Does the site include any storm water retention or detention? Yes No

Does the project include any engineered alternatives from code requirements? Yes No

### Staff Review: *(for official use only)*

Does the proposed project pose any engineering concerns? Yes No

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Approved

Not Approved

Needs More Information or Corrections

Engineering Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Willow Park Development Services Department

## Site Plan Building Official Review

### Applicant Questions:

Front building setback: \_\_\_\_\_ ft.                      Rear building setback: \_\_\_\_\_ ft.

Side building setback: \_\_\_\_\_ ft.                      Side building setback: \_\_\_\_\_ ft.

Does the site include any utility/electric/gas/water/sewer easements?                      Yes                      No

Does the site include any drainage easements?                      Yes                      No

Does the site include any roadway/through fare easements?                      Yes                      No

### Staff Review: *(for official use only)*

Does the site plan include all the required designations?                      Yes                      No

Are the setbacks for the building sufficient?                      Yes                      No

Are there any easement conflicts?                      Yes                      No

Does the proposed project pose any planning concerns?                      Yes                      No

Approved

Not Approved

Needs More Information or Corrections

Building Official Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Willow Park Development Services Department

## Site Plan Fire Review

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**Applicant Questions:**

Will the building have a fire alarm? Yes No

Will the building have a fire sprinkler/suppression system? Yes No

Is the building taller than two-stories? Yes No

If yes, how many stories? \_\_\_\_\_

Will the project require installation of a new fire hydrant? Yes No

If yes, how many fire hydrants? \_\_\_\_\_

What is the size of the proposed fire connections? \_\_\_\_\_

**Staff Review: (for official use only)**

Does the proposed project include the sufficient fire connections? Yes No

Is the proposed project an adequate distance to a fire hydrant? Yes No

Does the project have the minimum 24' hard surface? Yes No

Is the fire lane appropriate? Yes No

Does the site have the proper turning radius? Yes No

Does the proposed project pose any safety concerns? Yes No

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Does the proposed project require any additional fire services? Yes No

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Approved

Not Approved

Needs More Information or Corrections

Fire Department Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# City of Willow Park Development Services Department

## Site Plan Landscaping Review

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### Applicant Questions:

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?                      Yes                      No

### Staff Review: *(for official use only)*

Does the proposed project pose any landscaping concerns?                      Yes                      No

\_\_\_\_\_  
\_\_\_\_\_

Approved

Not Approved

Needs More Information or Corrections

Landscaping Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_