

Site Plan Review Check List

Section 39.1- Site Plat Review

- D. **Site plan submission requirements** - The site plan submission shall be comprised of the following: (all required items/information must be received by the Director, or his designee, in order for a site plan/development review submission to be considered complete -- incomplete submissions will not be reviewed until all deficient items/information has been received).
1. Application form (to be provided by the City) signed by the owner or his designated representative (if the applicant is not the owner of the subject property, then he shall submit verification in the form of a notarized statement that he is acting as an authorized agent for the property owner).
 2. Filing fee (as established in the Fee Schedule as adopted.)
 3. Verification that all taxes and assessments on the subject property have been paid (see Subsection E below).
 4. Two (2) full size copies (24x36) of the initial submittal of site plan with elevation drawings of any façade facing a public roadway, drawn to a known engineering scale that is large enough to be clearly legible, shall be submitted for review by City staff. After review, markups shall be returned to the applicant for revisions. After the required revisions have been made by the applicant, two (2) full size copies and eleven (11) reduced copies (11x17) of the revised drawings shall be submitted no later than one (1) week prior to the regularly scheduled Planning and Zoning Commission meeting in order to be placed on the Agenda.
 5. After approval by the Planning and Zoning Commission an additional eleven (11) reduced copies (11x17) may be required to be submitted for the City Council packets. Any alterations or additional requirements requested by the P&Z Commission shall be incorporated into the drawings submitted for the City Council
 6. Two (2) complete sets of engineering/construction plans (including the approved site plan and plat) for all site work and for all required public improvements (e.g., water, wastewater, grading/storm drainage, streets, alleys, fire lanes and hydrants, etc.).
 7. A final plat/replat submission (as per the Subdivision Ordinance) will also be required to be submitted along with the Site Plan, if the property has not yet been platted, requires lot reconfiguration, or if additional easements or rights-of-way will need to be established for the proposed development.
 8. Two (2) complete sets of construction documents including landscaping and irrigation plans shall be submitted for review by the Building Official (or his designee) prior to issuance of the building permit.
 9. Any additional information/materials (i.e., plans, maps, exhibits, legal description of property, information about proposed uses, etc.) as deemed necessary by the Director, or his designee, in order to ensure that the request is understood.
- E. No person who owes delinquent taxes, delinquent paving assessments, impact fees, or any other delinquent debts or obligations to the City of Kaufman, and which are directly attributable to a piece of property shall be allowed to submit an application for site plan/development review until the taxes, assessments, debts, or obligations directly attributable to said property and owed by the owner or previous owner thereof shall have been first fully paid, or until an arrangement satisfactory to the City has been

made for the payment of such debts or obligations. It shall be the applicant's responsibility to provide evidence or proof that the taxes have been paid.

F. **Site plan details** - The site plan and accompanying engineering/construction plans shall contain sufficient information relative to site design and construction to clearly show the extent of the proposed development/ construction, and shall include but not be limited to the following:

1. The Site Plan drawing will include graphic scale, north arrow, location map, site summary (lot size, percent lot coverage, percent landscaping required, percent landscaping provided, parking required, parking provided, etc.) and legend. Title block shall be located in the lower right hand corner of the drawing with the name of the project, lot and block number and name of subdivision, address, phase number if applicable, P D or SUP ordinance number if applicable, zoning, names, addresses and phone numbers of owner, developer, architect, designer, engineer as applicable, and date.
2. A site inventory analysis including major existing vegetation, natural water courses, creeks or bodies of water, and an analysis of planned changes in such natural features as a result of the development. This shall include a delineation of any flood prone areas.
3. Any existing and proposed public/private streets and alleys; building sites or lots; any areas reserved as parks, parkways, playgrounds, utility easements or school sites; any proposed street widening and street changes (i.e., median cuts and turn lanes); the points of ingress and egress from existing/proposed streets (any access drives or changes affecting State controlled rights-of-way must have tentative approval of TxDOT before the site plan application will be placed on the P&Z agenda); location and description of existing and proposed utility services, including size of water and sewer mains and laterals, and storm drainage structures (including grading); the location and width for all driveway openings; topography at no more than two (2') foot contours; and existing development on all abutting sites and the zoning classification thereof.
4. Placement of all buildings on the site, showing the building footprints and setback lines, and all property lines, street curb lines, alley lines, easements, screening walls, signage, any service/delivery areas for trucks, fire lanes, fire hydrants, and parking areas (including parking space counts and a schedule of parking ratios used for the various proposed uses).
5. A landscape plan showing turf areas, screening walls, ornamental plantings, any existing wooded areas and trees to be planted.
6. Building facade (i.e., elevation) plans showing elevations with any attached (i.e., wall-mounted) signage to be used, as determined appropriate by the Director, or his designee.

Provision of the above items shall conform to the principles and standards of this Ordinance. To ensure the submission of adequate information, the City is hereby empowered to maintain and distribute a separate list of specific requirements for site plan review applications. Upon periodic review, the Director (or his designee) shall have the authority to update such requirements for site plan/development review applications.

G. **Supplemental requirements** - The City's staff may require other information and data for specific site plans. This data may include but is not limited to geologic information, water yields, flood data, environmental information, traffic impact analysis, road capacities, market information, economic data for the proposed development, hours of operation, elevations and perspective drawings, lighting, and similar information. Approval of a site plan may establish conditions for construction based upon such information.

- H. **Principles and standards for site plan review and evaluation** - The following criteria have been set forth as a guide for evaluating the adequacy of proposed development within the City of Kaufman, and to ensure that all developments are, to the best extent possible, constructed according to the City's codes and ordinances.
- I. The Director, or his designee, shall review the site plan for compliance with all applicable City ordinances and with the Comprehensive Plan; for harmony with surrounding uses and with long-range plans for the future development of Kaufman; for the promotion of the health, safety, order, efficiency, and economy of the City; and for the maintenance of property values and the general welfare.

Site plan review and evaluation by the Director, or his designee, shall be performed with respect to the following:

1. The site plan's compliance with all provisions of the Zoning Ordinance and other ordinances of the City of Kaufman including but not limited to off-street parking and loading, lighting, open space, and the generation of objectionable smoke, fumes, noise, odors, dust, glare, vibration, or heat.
2. The impact of the development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.
3. The relationship of the development to adjacent uses in terms of harmonious design, setbacks, maintenance of property values, and any possible negative impacts.
4. The provision of a safe and efficient vehicular and pedestrian circulation system.
5. The design and location of off-street parking and loading facilities to ensure that all such spaces are usable and are safely and conveniently arranged.
6. The sufficient width and suitable grade and location of streets designed to accommodate prospective traffic and to provide access for fire fighting and emergency equipment to buildings.
7. The coordination of streets so as to arrange a convenient system consistent with the Thoroughfare Plan of the City of Kaufman.
8. The use of landscaping and screening to provide adequate buffers to shield lights, noise, movement, or activities from adjacent properties when necessary, and to complement and integrate the design and location of buildings into the overall site design.
9. Exterior lighting to ensure safe movement and for security purposes, which shall be arranged so as to minimize glare and reflection upon adjacent properties.
10. The location, size, and configuration of open space areas to ensure that such areas are suitable for intended recreation and conservation uses.
11. Protection and conservation of soils from erosion by wind or water or from excavation or grading.
12. Protection and conservation of water courses and areas subject to flooding.
13. The adequacy of water, drainage, sewerage facilities, solid waste disposal, and other utilities necessary for essential services to residents and occupants.