



CITY OF AUBREY
107 S. Main St.
Aubrey, Texas 76227
940-440-9343

SITE PLAN APPLICATION

In Accordance with Ordinance #135-87, Section 5 and Ordinance #496-13
(Ordinance 496-13, ex. A, adopted 3/19/13)

Property Owner
(or representative): _____

Property Owner Address, Phone and Email

Site Location Address: _____

Description of Use: _____

Existing Zoning: _____

Legal Description: _____

Section 5.Q of the Zoning Ordinance requires approval of a site plan prior to issuance of any building permit for new nonresidential or multi-family construction, and for any substantial renovation, as defined in Section 23.F. A site plan is also required as part of a conditional use and specific use permit. Refer to Article A8.000 Planning and Zoning Fees.

Site Plan Fee	\$350.00
----------------------	-----------------

Applicant Signature Date

FOR OFFICE USE:

DATE APPLICATION RECEIVED: _____

DATE SITE PLAN RECEIVED: _____

DATE FEE PAID AND AMOUNT: _____

P&Z PUBLIC HEARING DATE
(AND/OR ADMINISTRATIVE APPROVAL DATE): _____

Site Plan application – City of Aubrey; March 2015

SITE PLAN REQUIREMENTS:

(refer to Zoning Ordinance, Section 5.Q for full list of features to be shown on site plan)

- The development location, size, lot coverage, and intended use (include subdivision, lot number, and/or address);
- The location of all proposed and existing buildings or structures on the lot that are to remain subsequent to any proposed development, drawn to scale and/or dimensioned;
- The building or structure size, height and total floor area (separated by use);
- The adjacent land uses and improvements within 200 feet of the subject property;
- Site circulation, stacking, and parking
- The location of hazardous chemical storage;
- The sign locations;
- The location of any on-site items (kiosks, sanitation containers, drop boxes, etc.);
- Any existing or proposed easements;
- The location and type of all existing and proposed screening, including screening of sanitation containers, parking areas, vehicles awaiting repair, open storage, etc.;
- The required landscape areas;
- Any additional information as deemed necessary to adequately evaluate the site or development plan; and
- Utility plans shall be included on a separate drawing from the site plan, and shall include the following information:
 - The existing and proposed water mains (include size and valve locations);
 - The water meter size and location;
 - The existing and proposed sewer mains (include size, manholes and cleanout);
 - The sewer service size (provide cleanout at property line);
 - The existing and proposed utility easements including the associated utility line (public or private) and its size;
 - The existing and proposed fire hydrants (including any nearby off-site hydrants);
 - The existing and proposed fire lines, fire sprinkler connections, and appurtenances;
 - The location and size of irrigation meters;
 - The location and size of grease and sand traps;
 - The location and size of sampling pits; and
 - The location and type of pretreatment.
- Drainage plans shall be included on a separate drawing from the site plan, and shall include the following information:
 - The existing and proposed elevation at critical points;
 - The drainage area map (if site is over one acre);
 - The on-site collection system, including stormwater detention areas
 - The 100-year flood elevation (if in floodprone area), and appropriate easements to protect improvements from erosion associated with floodprone areas;
 - The existing and proposed contours at two-foot intervals;
 - The existing and proposed drainage structures (include size and type);
 - The existing and proposed culverts; and
 - The direction of surface drainage (must be discharged into existing waterway or public right-of-way).
- A detailed landscape plan in conformance with the City of Aubrey Zoning Ordinance shall be submitted along with the site plan. Landscape plans shall be prepared by a person knowledgeable in plant material usage and landscape design.

- City Council, Planning and Zoning Commission and staff consideration shall include paving and layout of streets, alleys and sidewalks, means of ingress and egress, provisions for drainage, parking spaces, protective screening and open spaces, as well as areas designated for landscaping, and any other aspect deemed necessary to consider in the interest of promoting the public health, safety, order, convenience, prosperity, and general welfare of the city.
- If, during the course of reviewing the site plan or landscape plan, the Director of Planning, or designee, is of the opinion that a proper recommendation or action cannot be made without additional information, the Director of Planning is authorized to request that the applicant submit said information and is further authorized to withhold action on the site plan until the submission of the additional information for the Director of Planning's review.
- Expiration. A site plan shall expire two years after its approval, if no building permits have been issued for the site, or if a building permit has been issued but has subsequently lapsed.
- Approval required. A building permit shall not be issued prior to the approval of the site plan by the City Council, Planning and Zoning Commission, and/or Director of Planning, as appropriate. No building permit shall be issued except in compliance with the approved site plan, including all conditions of approval.
- Inspections, revisions, and continued compliance. During construction and upon completion, the project will be inspected to ensure that the approved site plan has been followed.
- In the event that changes to the approved site plan are proposed, the Director of Planning, or designee, shall have the authority to require that a revised site plan be submitted to the city for review and approval.
- It is recognized that final architectural and engineering design may necessitate some judgment in the determination of conformance to an approved site plan. The Director of Planning shall have the authority to interpret conformance to an approved site plan; provided that such interpretations do not materially affect the impact on adjacent properties, access, circulation, parking, loading, or general building orientation, configuration, or location on the site. If, in the judgment of the Director of Planning, or designee, the proposed revisions do not conform to the approved site plan, a new site plan application shall be submitted for review and approval by the Director of Planning, or another approval body as appropriate.
- A certificate of occupancy shall not be issued until the final inspection shows that the project has been completed in accordance with the approved site plan.
- The final site plan, landscape plan, tree survey, and tree preservation plan shall be accompanied by a digital copy for permanent record.
- Maintenance of the property in conformance with the approved site plan shall thereafter be a condition of a valid certificate of occupancy. Failure to maintain the property in conformance with an approved site plan shall be a violation of this Section.