City of Trenton Planning, Zoning, Plat, Site Application

Po Box 44 903-989-2237

Trenton, TX 75490

|  |  |  |
| --- | --- | --- |
| Application Type | Project Information | |
| Annexation  Development Agreement  Planned Development  Plat – Amending  Plat – Conveyance  Plat – Final  Plat – Minor  Plat – Preliminary  Plat – Replat  Site Plan  Variance  Specific Use Permit  Right-of-way  Zoning or Rezoning  Zoning Verification letter | Name:  Address:  Parcel Tax ID:  Legal Description:  Total Acreage:  Existing Zoning:  Proposed Zoning (If Applicable): | |
| Contact Information for the Developer/Owner | | Contact Information |
| Name:  Company:  Address:  Phone:  Email: | | Name:  Company:  Address:  Phone:  Email: |
| Property Owner Consent / Agent Authorization | | |
| I CERTIFY THAT I AM THE LEGAL OWNER OF THE ABOVE REFERENCED PROPERTY, OR HIS AUTHORIZED AGENT, AND THAT TO THE BEST OF MY KNOWLEDGE THIS IS A TRUE DESCRIPTION OF THE PROPERTY UPON WHICH I HAVE REQUESTED THE ABOVE CHECKED ACTION. I UNDERSTAND THAT I AM FULLY RESPONSIBLE FOR THE ACCURACY OF THE LEGAL DESCRIPTION GIVEN.  Signature:  Name:  Date:  *I waive the statutory review period time limits in accordance with Section 212.009 of the Texas Local Government Code* ***(For Plat Applications Only).***  Signature: Date: | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Fee: | |  |  | Received by: | |  |  | Date: | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

Site Plan Checklist

|  |
| --- |
| Title block with the following information:  Site Plan / Project Name / Acreage / Subdivision Name (Legal Description) / Dated |
| Name(s), address, and phone number of the owner, developer, engineer, and/or architect |
| Scale (both graphic and written) appropriate for the level of detail (typically 1"=100') |
| North arrow |
| Legend for any symbols used |
| Location/vicinity map showing the location of the subject property |
| Label contiguous and adjacent properties around proposed development (lots, blocks, tracts, abstracts, names, owners, platted or unplatted, right-of-way names, existing zoning, and proposed land use designation) |
| Site Data Table, with the following: o Existing Zoning o Proposed Use  Gross Site Area (Acreage and Square Footage) : Lot Area and Dimensions : Building Area (Square Footage)  Maximum Building Height (Feet and Stories) : Floor Area Ratio  Pervious and Impervious Area (Percentage)  Required and Provided Parking Spaces (Ratio and Number of Spaces)  Required and Provided Loading Spaces, if applicable o Required and Provided Open Space (Percentage and Acreage)  For Multi-Family: Number of Proposed Units and Breakdown of 1, 2, or 3 Bedroom, if applicable o For Single-Family  Number and size(s) of dwelling unit(s) |
| Building setback lines |
| Specific locations of all proposed uses and buildings dimensioned to the property lines |
| All easements on or adjacent to the site labeled and dimensioned (including floodway, visibility, street, etc.) |
| Location and distance to any existing or proposed fire hydrants |
| Location of all loading/unloading areas |
| Parking lot layout, showing islands and location of dumpster(s) and dumpster screen(s). Show dumpster minimum dimensions (double dumpster at 14'X25') and clear backing (minimum 40', maximum 80') |
| Location of all mechanical equipment, including any transformers |
| Location of all outside storage, if permitted/applicable |
| Location, height, and type/construction materials of all screening devices (existing and proposed) |
| Location of all sidewalks, trails, and open space areas for use by the tenants or the public (with widths)  Note: 5' wide sidewalk required in residential neighborhoods; 10' wide sidewalk required adjacent to collector and arterial streets |
| Show any trails required, with widths, per the Trails Master Plan |
| Identify any overhead utilities and how the subject property obtains power |
| Informational: Fire lane widths and radii are as follows:  For buildings less than 30' in height and less than 3 stories tall: 24' wide fire lane with 20' turning radius o For buildings greater  than 30' in height and greater than 3 stories tall: 26' wide fire lane with 30' turning radius  General parking drive aisles shall provide a minimum 20' turning radius |
| Location of all fire lanes and adjacent curb radii dimensioned |
| Location and dimensions of all existing and proposed points of ingress/egress to the site, including turn lanes, with width and stacking depth from the connecting ROW dimensioned and the distances between centerlines of all existing and proposed driveways and street ROW intersections dimensioned on-site and off-site (within 500') |
| Show adjacent roadways, with medians, driveways, turn lanes, etc. |
| Show existing and proposed right-of-way per the Master Thoroughfare Plan |
| Dimension parking spaces (Minimum 9'X20') |
| Provide bicycle parking (one rack per site) |
| Provide decorative paving at entrances and crosswalks |
| Location of on-street/off-street parking areas and parking structures with parking stalls dimensioned |
| Add the following Standard Notations on the Site Plan:   1. "All signage is approved via separate permitting process" 2. "Dumpster enclosures should not be seen from the public right-of-way. Screening of the dumpsters shall be of the same masonry material as the primary structure and be a minimum of eight (8) feet in height. Solid metal gates shall be affixed to the opening and shall be closed at all times except when being serviced" 3. "All light sources, including wall packs, shall be full cut-offs (i.e. recessed/shielded)" 4. "All parking spaces to be 9' X 20'" 5. "All striping in parking lots shall be white" 6. "Handicapped access ramps shall be painted or constructed of contrasting colors from the standard pavement but shall not be in colors that are considered bright, neon, or garish" 7. "Bollards can be concrete or cast metal and shall be of decorative design with no bold colors or sleeves" 8. "All free-standing parking lot light poles shall have a maximum six (6) inch tall metal base. If a larger base is proposed, it shall be clad in masonry that matches the adjacent structures. All parking lot poles shall be placed within a landscaped area or other raised bed to distinguish it from the parking spaces and minimize vehicle contact" 9. "All parking spaces required of new development shall be reserved for general public use by businesses, both on-site and adjacent" |
| BUILDING ELEVATIONS |
| Provide color elevations of all facades of each building |
| Include the cardinal direction (north, south, east, or west) in the label for each elevation |
| Provide chart listing exterior materials, with a percentage breakdown of each material used |
| Provide a calculation chart or graphic demonstrating compliance with articulation standards |
| Provide a listing of "additional design standards" provided |
| Note features proposed for landmark building credit, if applicable |
| PHOTOMETRIC PLAN (Not required at time of Site Plan) |
| Include a schematic layout of all proposed exterior fixture locations, foot-candle data, and a plot demonstrating intensities and uniformities |
| All light fixtures shall be of a black or bronze color or constructed of masonry to match the building |
| All light fixtures shall be equipped with LED lighting |
| LANDSCAPE PLAN |
| Titled "Landscape Plan" |
| Legend for any symbols used |
| North arrow |
| Scale (both graphic and written) appropriate for the level of detail (typically 1"= 50') |
| Dimensions of all required landscape buffers |
| A tree survey with the location, size and species of all on-site trees; or a note indicating that no protected trees exist on-site |
| Location of all plant and landscaping material to be used including plants, paving, benches, screens, fountains, statues or other landscape features |
| The date of the landscape plan, including any revision dates |
| Description and location of detention and retention facilities (if applicable) |
| Person(s) responsible for the preparation of landscape plan, including the landscape architect's seal |
| An analysis table of ordinance requirements and the associated landscaping (including additional amenity requirements and interior and perimeter landscaping requirements) |
| Parking lot layout, showing islands and location of dumpster(s) and dumpster screen(s). |
| The location of all existing and planned overhead and underground utilities shall be shown on the landscape plan or on an accompanying utility plan drawn at the same scale, if necessary for clarity. |
| Additional information as deemed necessary to adequately evaluate the landscape plan |
| Parking lot islands must be generally the size of a parking space (typically 180 square feet) |
| A parking lot island is required every 12 spaces with a tree |
| Add the following Standard Notations:   1. "The owner, tenant and their agent, if any, shall be jointly and severally responsible for the maintenance of all landscaping. All required landscaping shall be maintained in a neat and orderly manner at all times. This shall include mowing, edging, pruning, fertilizing, watering, weeding, and such activities common to the maintenance of landscaping" 2. "Landscape areas shall be kept free of trash, litter, weeds and other such material or plants not a part of the landscaping" 3. "No substitutions for plant materials without approval by the Planning and Zoning Board" 4. "The right-of-way adjacent to required landscape areas shall be maintained by the property owner in the same manner as the required landscape area. All driveways shall maintain site visibility. All plantings intended for erosion control will be maintained. The City may require revegetation to prevent erosion or slippage" 5. "All plant material shall be maintained in a healthy and growing condition as is appropriate for the season of the year. Plant materials which die shall be replaced with plant material of similar variety and size" 6. "When overhead or underground utilities are present, landscape plan alterations may be considered by the Planning and Zoning Board" 7. "All required landscape areas shall be provided with an automatic underground irrigation system with rain and freeze sensors and/or evapotranspiration (ET) weather-based controllers and said irrigation system shall be designed by a qualified professional and installed by a licensed irrigator" 8. "All trees are to be equipped with a bubbler irrigation system" 9. "Required landscaped open areas and disturbed soil areas shall be completely covered with living plant material" 10. "Excessive pruning of plant materials is prohibited. (e.g. topping crape myrtles, pruning "up" creating a carrot top") |

|  |  |
| --- | --- |
| ENGINEERING AND GRADING PLANS | |
| • | Refer to the Subdivision Ordinance and the Engineering Design Manual for more information |
| • | Titled "Engineering and Grading Plan" |
| • | Proposed finished grade of the site plan to contour intervals not to exceed two (2) feet |
| • | Spot elevations at all critical points |
| • | Location of the FEMA 100-year floodplain, if applicable |
| • | Flow arrows and drainage structures as to size, type, and flow line elevations |
| • | Detention areas |
| • | Utility connections, meter locations, sizes, and meter and/or detector check valve vaults indicated |
| • | Water meter table, showing the number of water meters by size and notes if they are existing or proposed |
| • | Inlets, culverts, and other drainage structures on-site and immediately adjacent to the site |
| • | Traffic Threshold Worksheet |

|  |
| --- |
| Zoning Check List |

* Submittal: The application can be emailed to [cityoftrenton@leonardonline.net](mailto:cityoftrenton@leonardonline.net) or dropped off at 216 Hamilton Trenton, TX 75490.
* Purpose of Zoning: The purpose of zoning is to determine and plan for land uses on a particular tract of land.
* Zoning Approval Process: The Zoning process requires a public hearing at both the Planning & Zoning Board (recommending body) and City Council (for final approval).
  + Planning and zoning board will review the application
  + A public hearing will be set for the Planning and Zoning.
  + Letters will be mailed to all those within 200 feet of the property.
  + The public hearing will be published in the paper 15 days before the meeting date.
  + Planning and Zoning will then report to the council
  + Council will set a public hearing and then vote on the zone request the same day.
  + Letters will be mailed to all those within 200 feet of the property.
  + The public hearing will be published in the paper 15 days before the meeting date.

|  |
| --- |
| PLAN REQUIREMENTS |
| CONCEPT PLAN (FOR PD/SUP) |
| Title block with the following information: o Titled "Concept Plan" o Project Name  o Subdivision name, survey name, and abstract number  o Number and type of lots  o Date of preparation and of any revisions |
| Scale (both graphic and written) appropriate for the level of detail (typically 1"=100') |
| North arrow |
| Legend for any symbols used |
| Name, address, phone number, and email address of the developer, engineer, or surveyor preparing the plan and owner(s) |
| Total gross and net acreage of the proposed zoning |
| Location/vicinity map showing the location of the subject property |
| Requested zoning boundary lines. NOTE: all proposed zoning must extend to the centerline of adjacent thoroughfares |
| Show current and proposed boundaries/lot lines and label approximated boundary distances |
| Include adjacent property within 200 feet - label with subdivision name and recording information (or survey and abstract number), land use, and zoning designation |
| Lot and block numbers, with area for each lot |
| Dimension property boundaries to nearest intersecting streets or drives |
| Proposed density (if residential) |
| Show and label tree masses (overall canopies, not individual trees) |
| Show and label approximate shape and placement of buildings |
| For each building, label the proposed use/uses and building height (in stories) |
| Show proposed finished grade and contour intervals not to exceed five (5) feet |
| Existing and proposed FEMA 100-year floodplain areas, or note that no 100-year floodplain areas exist on the property |
| Flow arrows and drainage structures as to size, type, and flow line elevations |
| Show proposed location of detention facility |
| Show and label existing and proposed vehicular circulation lanes, fire lanes (stippled), and drives |
| Provide and show two (2) points of access, cross circulation between lots, and stubbed access to adjacent lots |
| Show and dimension (width) of all existing and proposed streets and rights-of-way |
| Show and dimension existing and proposed median openings (refer to Engineering Design Standards for minimum spacing requirements) |
| Show and dimension existing and proposed left turn lanes and/or deceleration lanes with associated storage and transition areas |
| Show and dimension existing and proposed drives and access points. Dimension throat widths and radii. |
| Show and dimension existing and proposed on-street parking with parking stalls dimensioned |
| If exhibit contains proposed thoroughfares, add the following note: "The thoroughfare alignments shown on this exhibit are for illustration purposes and do not set the alignment, which will be determined at the time of final plat." |
| Location and widths of existing and planned rights-of-way and easements with filing information |
| Show, label, and dimension the portion of previously approved concept plans and site plans within 50 feet of the site boundary and within 50 feet of rights-of-way contiguous to the site boundary |
| For platted properties, show existing lot lines and label the subdivision name, lot and block designations, and plat recording information for each lot |
| BUILDING ELEVATIONS (FOR PLAN DEVELOPMENT) |
| Provide color elevations of all facades of each building |
| Include the cardinal direction (north, south, east, or west) in the label for each elevation |
| Development standards |
| Attach a written document describing development standards from the proposed base zoning district (select base zoning, and then reference current requirements and proposed deviations to the standards)  Attach plans or exhibits, as needed to illustrate modifications to the existing ordinances or standards or as requested by the Planning and Zoning Board, City Council, or staff |
| OTHER EXHIBITS AND DOCUMENTS (IF REQUIRED) |
| Traffic Impact Analysis, if requested by the City Engineering. Typically required if:  The development exceeds parking 500 spaces average per driveway; any trips in the development is projected to serve 1,000 more vehicles per day; any driveway in the development is projected to serve 100 or more vehicles in the design hour |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| Approved | CERTIFICATE OF PLAT APPROVAL |  |
| City Development Official City of Trenton, Texas |  | Date |
| Witness by hand this | day of , 20 | City Secretary  City of Trenton, Texas |

CERTIFICATE OF REGISTERED PROFESSIONAL LAND SURVEYOR

STATE OF TEXAS §

COUNTY OF §

I, the undersigned, a (Licensed Professional Engineer/ Registered Professional Surveyor) in the State of Texas, hereby certify that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.

(Engineer or Surveyor's Seal)

Licensed Professional Engineer or Registered Professional Surveyor

Date

STATE OF TEXAS §

COUNTY OF §

BEFORE ME, the undersigned authority, on this day personally appeared ,

known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein stated.

Given under my hand and seal of office this day of ,\_20 .

NOTARY PUBLIC

County,

Texas