

# City of Pottsboro

## Site Development Pre-Application Form

**Fee: \$300.00 + \$10.00 per lot (Eff 3-1-2019) Engineering Review Fee: \$1,000.00 deposit required at the time of application. APPLICANT IS RESPONSIBLE FOR ALL-INCURRED COSTS TO THE CITY.**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Proposed Addition Name: \_\_\_\_\_ Acres: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ No. of Lots: \_\_\_\_\_

**NOTE:**

The purpose of the Site Development Plan is to ensure compliance with City of Pottsboro Ordinances and applicable development regulations, including, but not limited to City of Pottsboro Building & Construction; Zoning; and Subdivision Regulations and to access the need for off-site improvements and easements necessary to serve the proposed project.

Site development will be provided with the Final Engineering Site Plan. If utility and drainage easements, dedication of streets, alleys, off-site improvements and other public improvements required to meet the standards for the platting of land are necessary, site plans shall be accompanied by a plat to record easements and dedications in the land records of Grayson County, Texas. Any and all plots, tract, or lots must be provided access via a public street or drive.

Upon City Council approval, approved drawings will be returned to developer.  
The developer must secure a permit for site development prior to beginning site construction.

I HEREBY CERTIFY THAT I AM THE SOLE CURRENT OWNER OF RECORD OF THE PROPERTY DESCRIBED ABOVE. THAT THIS APPLICATION IS BEING SUBMITTED WITH MY CONSENT AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. IF I AM NOT THE SOLE CURRENT OWNER OF RECORD OF THE REAL PROPERTY INVOLVED, I HAVE ATTACHED NOTARIZED WRITTEN EVIDENCE OF AUTHORIZATION FROM THE CURRENT OWNER(S) OF RECORD. I ACKNOWLEDGE THAT ANY INVALID INFORMATION MAY BE CAUSE FOR DENIAL OF THIS APPLICATION. **I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE STATEMENTS AND REPRESENTATIONS HEREIN ON THE BEHALF OF THE OWNER.**

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Site Development Plan Application

**PART I. SITE DEVELOPMENT PLAN** (To be completed by City of Pottsboro)

- Completed Site Development Plan Application
- Completed Review Application
- Current Tax Certificate issued by Grayson County Tax Offices:
- Fees (Based on Fee Schedule) - Check made out to City of Pottsboro
- Drawings & Supporting Documents (and) Individually Folded or Rolled as deemed necessary with Cover Sheet facing out.
  - Five (5) Sets 24" x 36"
  - Five (5) Sets 11" x 17"
- Copy of Pre-Application Conference Meeting notes
- Completed Part II.
- Re-submittals shall include original Staff marked-up Drawings
- Electronic copies of documents and supporting documents (CAD and PDF).

NOTE: When all review comments have been addressed, submit the following executed documents to the City of Pottsboro prior to Planning & Zoning & City Council consideration:

One (1) Mylar set (24" x 36"), sealed by a Texas Registered Civil Engineer, signed by applicable utility companies serving the subject property and staff members.

After all signatures are obtained, submit original mylar and one (1) blueline or blackline copies (24" x 36"), and five (5) copies (11" x 17") including all signatures, for Planning & Zoning & Council consideration.

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**The attached and referenced Site Development Plan fully complies with the provisions of the City of Pottsboro Subdivision Ordinance.**

City of Pottsboro Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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**PART II. CHECKLIST PERTINENT TO DRAWINGS –SITE DEVELOPMENT PLANS:**

**Sheets Required**

- Cover Sheet
- Site Development Plan(s)

**General Requirements:**

YES	N/A		
		a.	The site development plan shall be submitted on sheets a maximum size of twenty-four (24) inches by thirty-six (36) inches and drawn to a scale of one hundred (100) feet to the inch, or in the case of small subdivisions, fifty (50) feet to the inch. In cases of large developments, which would exceed the dimensions of the sheet at a one hundred (100) foot scale, site development plan may be two hundred (200) feet to the inch.
		b.	Each sheet plan shall have a north point (oriented to the top or right of the sheet) with a graphic scale of the sheet.
		c.	Boundary lines with accurate distances and bearings and the exact location and width of all existing or recorded streets intersecting the boundary of the tract. The bearing system used for the plat shall be shown.
		d.	Accurate ties to the abstract and survey corners as required by Texas Surveying law and the amount of acreage in each abstract shown.
		e.	Each sheet shall be sealed and signed by a registered professional engineer (draft for draft submittals and sealed for final submittals)

**(1) Title block information:**

A title block containing the following information shall be located in the lower right-hand corner of all drawings except the cover sheet.

YES	N/A		
		a.	Existing zoning
		b.	Proposed zoning
		c.	Drawing scale
		d.	Date (dates of revision are also to be added with each modified set of plans)
		e.	Acreage of the site
		f.	Name, addresses, and phone numbers of the owner, developer, and land planner, engineer, and surveyor, as appropriate
		g.	Tract designation, abstract, and other description according to the land records of Grayson County; or lot, block, and name of subdivision as filed in the land records of Grayson County
		h.	Project name
		i.	Sheet name and designation

**(2) Cover Sheet**

All site development plans shall include a cover sheet which includes the following information:

YES	N/A		
		a.	Project name
		b.	Project address
		c.	Existing zoning
		d.	Proposed zoning (if different zoning is being proposed)
		e.	Lot, block, and name of the subdivision
		f.	Date (dates of revision are also to be added with each modified set of plans)
		g.	Acreage of the site

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### **(3) Site Development Plan**

The intent of the Site Development Plan is to preliminarily demonstrate compliance with provisions of City of Pottsville Ordinances, including but not limited to City of Pottsville Building & Construction; Comprehensive Zoning and Subdivision Regulations.

The following is a checklist for items that shall be included, as applicable, on each Site Development Plan submitted for review. IT SHALL BE THE RESPONSIBILITY OF THE ENGINEER/PROJECT MANAGER IN CHARGE OF PLAN PREPARATION TO REVIEW PLANS FOR COMPLIANCE PRIOR TO SUBMITTAL.

YES	N/A		
		h.	names, addresses, and phone numbers of the owner, developer and land planner, engineer, and surveyor, as appropriate
		i.	tract designation, abstract, and other description according to the land records of Grayson County; or lot, block, and name of subdivision as filed in the land records of Grayson County
		j.	sheet index which indicates the revision date of each drawing submitted.
		k.	month, day, and year of the date of submittal

#### **CHECK ALL THAT APPLY:**

YES	N/A		
			Provide the General Purpose and Description statement of the property zoning above the title block.
			Identify the proposed use from the Schedule of Uses found in the Chapter 14 Zoning Ordinance. If the intended use does not match any use listed in of the Zoning Ordinance, propose a zoning classification. City council will make the ultimate determination regarding the zoning district or districts within which such use should be permitted.

#### **Site Plan Development Details:**

At a minimum, the preliminary site development plan shall depict the following information:

- \_\_\_ Proposed streets and alleys with names, easements, blocks, parks, etc., with principal dimensions.
- \_\_\_ The length of all arcs, radii, internal angles, points of curvature, length, and bearings of the tangents.
- \_\_\_ All easements for rights-of-way provided for public services or utilities and any limitations of the easements.
- \_\_\_ Proposed public services or utilities, etc., with principal dimensions.
- \_\_\_ All lot numbers and lines with accurate dimensions in feet and hundredths of feet and with bearings and angles to street alley lines.
- \_\_\_ Exact location of all contiguous property owned or controlled by the applicant.
- \_\_\_ Location of all existing property lines, buildings, sewer or water mains, fire hydrants, gas mains or other underground structures, easements of record or other existing features within the area proposed for development.
- \_\_\_ Designation of the zoning district(s) for the land included within the site development plan.

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- \_\_\_\_\_ All physical features of the property to be subdivided or developed, including location and size of all water courses, ravines, bridges, culverts, existing structures, drainage area in acres or acreage draining into subdivisions and additions and other features pertinent to the project.
  
- \_\_\_\_\_ The angle of intersection of the centerlines of all intersecting streets which are intended to be less than ninety (90) degrees
  
- \_\_\_\_\_ Accurate outline of all property which is offered for dedication for public use with the purpose indicated thereon and all property that may be reserved by deed covenant for the common use of the property owners in with the project or subdivision.
  
- \_\_\_\_\_ Name and location of a portion of adjoining subdivisions or developments shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for development/subdivision in sufficient detail to show accurately the existing streets, alleys and other features that may influence the layout and development of the proposed project/subdivision. Where adjacent land is not subdivided, the owner's name of the adjacent tract shall be shown.
  
- \_\_\_\_\_ Proposed name of the development/subdivision
  
- \_\_\_\_\_ Name, address and phone number of the property owner, engineer & surveyor who prepared the site development/plat
  
- \_\_\_\_\_ North arrow, scale site location map and date.
  
- \_\_\_\_\_ Certification by a surveyor to the effect that the site development plan represents a survey made by him and that all the monuments shown thereon actually exist, and that their location, size, and material description are correctly shown, and that the survey correctly shows the location of all visible easements and rights-of-way and all rights-of-way, easements and other matters of record affecting the property being platted.
  
- \_\_\_\_\_ Note in the legend labeling the document "Site Development Plan" and identifying the scale.
  
- \_\_\_\_\_ Designation of remainder tracts (shown outside the boundaries of the area to be platted).

Site Development Plan Additional Requirements – The following approvals may be necessary. Failure to submit such applications prior to approval of the preliminary site plan shall be grounds for denial or rejection of the preliminary site plan.

- Preliminary Plat , Replat
- Traffic impact analysis, if required
- Traffic circulation study, if required
- Landscape Plan
- Flood Study, if required

Variations/exceptions to applicable development regulations must be listed in tabular form along with the specific requirement for which the variance/exception is requested.

### Building and Construction – Building Setback Lines

YES	N/A	
		Building Setback Lines

### Chapter 14, Section 20 - Off-Street Parking & Loading Requirements

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YES	N/A	
		Off street parking requirements shall comply with the zoning ordinance. Required parking must be paved concrete, or it may be pervious concrete or other materials with approval of the City.

## Fire Protection Code

YES	N/A	
		Marking of fire lanes or fire apparatus roads on public or private property within the City of Pottsville shall be in accordance with the requirements of the 2009 IFC with amendments and at the direction of the Fire Chief. Fire lanes and fire apparatus access roads shall be marked with approved signs or other approved notices and maintained for such purpose so as to identify the road or lane and prohibit the obstruction thereof.
		A fire lane on a public street or in a parking facility shall be marked as directed by the fire chief and all curbs or pavement of fire lanes must be painted red and conspicuously and legibly marked with the warning "fire lane/tow away zone" in white letters at least three inches tall, at intervals not exceeding fifty feet.
		Hydrant locations shall be identified by the installation of reflective markers.
		Provide needed fire flow calculation per attached worksheet

## Chapter 14 - Comprehensive Zoning Ordinance

Comprehensive Zoning Ord. Section 3 - Zoning Districts Established: Designate zoning classification of the Site:

- \_\_\_\_\_ A - Agricultural District
- \_\_\_\_\_ R-1 - Single Family Residential District
- \_\_\_\_\_ R-2 – Two Family Residential (Duplex)
- \_\_\_\_\_ MF – Multi-Family Dwelling District
- \_\_\_\_\_ MH – Manufactured Home Park District
- \_\_\_\_\_ B-1 – Local Business District (Office, Light Retail, Neighborhood Services)
- \_\_\_\_\_ B-2 – General Commercial District
- \_\_\_\_\_ I – Industrial District
- \_\_\_\_\_ PD – Planned Development District (attach PD ordinance for the site)
- \_\_\_\_\_ FP – Flood Plain District
- \_\_\_\_\_ Planned Highway Overlay District
- \_\_\_\_\_ SUP – Specific Use Permit

## Comprehensive Zoning Ordinance Section 18 – Schedule of Land & Building Use

YES	N/A	
		Identify the proposed use of the property as listed in Section 20 of the zoning regulations;

## Comprehensive Zoning Ordinance Section 21- Schedule of District Regulations

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YES	N/A	
		Present zoning district requirements as listed in Section 21 and parking requirements as defined in Section 20 of the Zoning Ordinance and the site plan provisions to demonstrate compliance with all zoning requirements.

### Comprehensive Zoning Ordinance Section 20 – Off-Street Parking & Loading Requirements

YES	N/A	
		All retail, commercial, and industrial structures shall provide and maintain off-street facilities for the loading and unloading of merchandise and goods within the building or on the lot adjacent to a private service drive.
		At least one-half of such loading spaces shall have a minimum dimension often (10) feet by forty (40) feet, and the remaining spaces shall have a minimum dimension of ten (10) feet by twenty (20) feet.  When such loading space is located adjacent to a residential district, the space shall be enclosed on three (3) sides.
		Child-care, Kindergartens, Day Schools and Similar Child Training Establishments. One (1) space per ten (10) pupils plus one (1) space per employee-and one (1) stacking space per ten (10) students provided on a through "circular" drive.
		Unlisted Use Requirement Calculation. The parking space requirements for a use not specifically mentioned shall be the same as required for a use of similar nature or as approved by the City in conjunction with a Site Plan. Refer to Section 20.7 for additional information.
		Off-site parking shall be provided in accordance with Section 20 of the Zoning Ordinance for all uses at the time any building or structure is erected or structurally altered.
		Compute the parking space requirement as defined in Section 20 of the Zoning Ordinance.
		If curbs are not provided parking spaces that face and are adjacent to a building shall utilize wheel stops and/or bollards. Continuous drive aisles in front of buildings cannot be longer than three (300) feet without a thirty (3) foot offset, roundabout, raised crosswalks or other acceptable traffic-calming feature approved by the Fire Chief.
		Compute the required number of parking spaces as defined in CZO Section 20. Show parking space calculation on the Preliminary Engineering Site Plan to demonstrate compliance with the Zoning Ordinance.
		Handicapped parking spaces shall be provided in accordance with State and Federal requirements.
		All parking spaces shall be located on the same lot with the building or use served. If an exception is requested, present the requested exception on the Engineering Site Plan and demonstrate compliance in accordance with the exception
		Required off street parking and loading spaces shall be used only for the respective purposes and shall not be used for storage or display of boats, trailers, campers, motor vehicles or other goods, materials, or products for sale.

### Comprehensive Zoning Ordinance

YES	N/A	
		Only one (1) main building for a single-family residence, detached, or duplex use with permitted accessory buildings may be located upon a lot or unplatted tract, every means of access shall have a minimum width of twenty-two (22) feet. Where a lot is used for retail and dwelling purposes, more than one (1) main building may be located upon the lot but only when such buildings conform to all the open space, parking and density requirements applicable to the uses and districts. Whenever two or more main buildings, or portions thereof, are placed upon a single lot or tract and such buildings do not face upon a public street, the same may be permitted when the site plan for such development is recommended by the Planning and Zoning Commission and approved by the City Council

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		so as to comply with the normal requirements for platting. No parking area, storage area, or required open space for one building shall be computed as being the open space, yard, or area requirements for any other dwelling or other use. (CZO - Section 7.4)
		Visual clearance shall be provided in all zoning districts so that no fence, wall, architectural screen, earth mounding or landscaping obstructs the vision of a motor vehicle driver approaching any street alley, or driveway intersection.

**Comprehensive Zoning Ordinance Section 21 - Accessory Buildings**

YES	N/A	
		Accessory buildings shall not exceed twenty-five feet (25') in height nor be greater in height than the main structure.

*The application checklist is not intended to be an all-inclusive list of requirements. The Comprehensive Code of Ordinances for the City of Pottsville is available at <https://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=pottsvilset>*