



City of Stephenville

Site Development Plan Application

Project Name: _____	Date: _____
Project Address: _____	
Project Legal Description: _____	
Project Description: <input type="checkbox"/> Building <input type="checkbox"/> Plat <input type="checkbox"/> Re-plat	
New <input type="checkbox"/> Remodel <input type="checkbox"/> Addition <input type="checkbox"/> Other <input type="checkbox"/>	
Proposed Building Use: _____	

Submitting Representative: _____	
Name: _____	Contact Person: _____
Address: _____	
Phone Number: _____	Fax Number: _____
Mobile Number: _____	

Developer (Print Name)	Mailing Address	Phone Number	Fax Number
Owner (Print Name)	Mailing Address	Phone Number	Fax Number
Surveyor (Print Name)	Phone Number	Fax Number	TX Surveyor License Number
Engineer (Print Name)	Phone Number	Fax Number	TX Engineer License Number

Site plan submittal becomes null and void if building permit authorization is not commenced within 1 year, or if plan revisions are suspended or abandoned for a period of 1 year at any time after the site plans are submitted. All final site plan is required for issuing of a building permit.

I hereby certify that I have read and examined this application and know the same to be true and correct. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:		
Approved by: _____	Date approved: _____	
Preliminary Conference: Yes <input type="checkbox"/> No <input type="checkbox"/> City Representative: _____ Date of Conference: _____ <input type="checkbox"/> Utilities Checklist <input type="checkbox"/> TxDOT - Checklist	Proposed Re-Zoning: <input type="checkbox"/> Yes <input type="checkbox"/> No Agenda # _____ <input type="checkbox"/> Approve <input type="checkbox"/> Deny Approval Date: _____ Ordinance #: _____	Bldg Height: _____ First Floor Elevation: _____ Bldg Sqare Footage: _____ Bldg Total Units: _____ Avg. Unit Size: _____ Current Bldg Zone: _____

City of Stephenville

Preliminary Conference Development Review

Proposed Development Name: _____ Date: _____

Name of Developer: _____

Mailing Address: _____

City: _____ State: _____ Phone: _____

Developer's representatives present and their titles:

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

City representatives present and their titles:

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

In order to assist the development community in facilitating the development process, the City of Stephenville has requested a pre-development conference to identify problems and offer suggestions related to the proposed development. Below is a summary of those comments. While this list is by no means final, it should be regarded as an essential tool in streamlining the development process by identifying issues before the preliminary plat stage. It is anticipated that the issues raised below will be, in some form, addressed by the developer before the time of preliminary platting.

- 1.
- 2.
- 3.
- 4.

Other: _____

I have read and noted the comments noted above and understand that other issues may arise which I will also have to address.

_____ (Developer)

Attach additional sheets if necessary. (One copy to City of Stephenville, one to developer)

City of Stephenville

Site Development Plan Checklist

Project Name: _____

Reviewer: _____

Date: _____

KEY

 Meets intent of Ordinance

 [NA] Not Applicable

 [C] To be Corrected

 [U] Not Provided

TITLE SHEET

- Label "Tract or Project Name"
- Subdivision name** (Not a duplicate or similar to an existing subdivision)
- Block** (number or letter)
- Lot** (number or letter)
- Name City: **Stephenville**
- Name County: **Erath**
- Name State: **Texas**
- Location and description** (referenced to original legal description)
- Vicinity Map with north arrow
- Index Sheet
- Proposed Uses

Legal Owner

- Full Name
- Address

Developer

- Full Name
- Address
- Phone Number

Engineer

- Full Name
- Address
- Phone Number
- Signature
- Texas Professional Engineer's Stamp

Surveyor

- Full Name
- Address
- Phone Number
- Signature
- Texas Professional Surveyor's Stamp

DESIGN

- 5 - 24 x 36** Site and complete set of Civil Plans
- Match Lines
- Map Scale on each sheet** (not to exceed 1' = 100');
Approved alternative scale: _____
- North Arrow on each sheet** (North up and/or left to right)
- Preparation Date
- Engineer, Architect, License Irrigator and Surveyors certification stamp were required
- Designation of the entity responsible for the operation and maintenance of any commonly held property and a waiver releasing the City of such responsibility
- Compliance with all terms and conditions, as the Planning and Zoning Commission and City Council deem necessary
- Design and location of ingress and egress
- Refuse collection design for refuse canisters
- Off-street parking and loading facilities, and calculations showing how the quantities were obtained
- Curb and guttering along all street's right of way
- Location, height and types of signs and lighting
- Elevation drawings citing proposed exterior finish materials

City of Stephenville

Site Development Plan Checklist

KEY

Meets intent of Ordinance

[NA] Not Applicable

[C] To be Corrected

[U] Not Provided

Existing, recorded and proposed streets, alleys, reservations, easements, railroads and other public rights-of-way within and 100 feet on any side of proposed development:

- Location
- Dimension
- Right-of-way width
- Right-of-way length
- Names

Location, dimensions, names and description of structures and designated areas within and 100 feet on any side of proposed development:

- All permanent structures
- First Floor Elevations
- Height of all structures
- Fences
- Distribution water plans
- Sanitary Sewer Plans
- Storm Sewer Plans
- Drainage Plans
- Grading plans
- Natural Water Plans
- Parks
- Public areas
- Cemeteries or burial grounds
- Existing or recorded blocks
- Existing or recorded lots
- Other _____

Existing or abandoned features within and 100 feet on any side of proposed development:

- Landfills
- Dumpsites
- Hazardous waste sites (any types of hazards)
- Oil and Gas, wells, lines and facilities

UTILITY SYSTEMS

Existing Water:

- Water Mains (Identify Size)
- Valves (gate and flush)
- Service Connections
- Irrigation service points for landscaping in the public right-of-way
- Fire Hydrants
- Wells
- Water Towers
- Storage Tanks
- Pump Stations

Existing Sanitary Sewer:

- Manholes
- Cleanouts
- Sanitary Mains (Identify Size)
- Service Connections
- Flow line of existing facilities
- Lift Stations
- Septic Systems
- Lagoons
- Oxidation ponds

Existing Storm Sewer

- Storm Mains (Identify Size)
- Channels
- Retention and/or Detention Ponds
- Dams

Street

- Wheel chair ramps shown
- Radius of curvature, central angle, and length show on all street curves
- Right-of-way and street pavement width dimensions shown

Existing Electricity, Gas and Phone

- Electrical Mains - Underground and/or Overhead
- Gas Mains
- Telephone & Television Cable Lines

City of Stephenville

Utilities Review Checklist

Project Name: _____ Developer: _____ Date: _____

Prior to presenting a plan to the City for initiation of the platting process, the developer is asked to have the utilities listed below to offer their comments. The developer is to present this form and a copy of the plan to each of the utilities listed below. The utility in turn is asked to sign and stamp the form below indication that they have reviewed and accept the final plat.

1. **Electric Utility: Official:** _____
SEAL OR STAMP and comments

2. **Atmos Gas: Official:** _____
SEAL OR STAMP and comments

3. **Embarq Telephone: Official:** _____
SEAL OR STAMP and comments

4. **Water Utilities: Official:** _____
SEAL OR STAMP and comments

5. **Northland Cable T.V.: Official:** _____
SEAL OR STAMP and comments

City of Stephenville

TxDOT Review Checklist

Project Name: _____ Developer: _____ Date: _____

Prior to presenting a plan to the City for initiation of the platting process, any development along a State of Texas or U. S. highway, the developer is asked to submit full set of civil plans to Texas Department of Transportation for review. The developer is to present this form and a copy of the plans to Texas Department of Transportation listed below. The Texas Department of Transportation representative in turn is asked to sign and stamp the form below indicating he/she has reviewed the submitted plat.

Driveway

Permit # _____

TxDOT Representative: _____ Date: _____

SEAL OR STAMP

 Comments Attached
Number of pages attached _____ **Comments sent by E-mail**
E-mail to: planning@ci.stephenville.tx.us

Engineer Study/Traffic Impact Analysis

Permit # _____

TxDOT Representative: _____ Date: _____

SEAL OR STAMP

 Comments Attached
Number of pages attached _____ **Comments sent by E-mail**
E-mail to: planning@ci.stephenville.tx.us

Storm Water Drainage/Erosion Control

Permit # _____

TxDOT Representative: _____ Date: _____

SEAL OR STAMP

 Comments Attached
Number of pages attached _____ **Comments sent by E-mail**
E-mail to: planning@ci.stephenville.tx.us