

SITE DEVELOPMENT PERMIT APPLICATION

(Please Print Clearly)

Date: _____

PROJECT INFORMATION

Project Name:		
Project Address:		
Subdivision:		
Lot:	Block:	Section:
Zoning:	Square Footage of Building(s):	

APPLICANT INFORMATION

Owner's Name:		
Owner's Signature	Date:	
Address:		
Phone:	Fax:	e-mail address:
Please Note: The signature of the owner authorizes City of Kyle staff to visit and inspect the property for which this application is being submitted.		
(Check One)		
<input type="checkbox"/> <i>I will represent my application.</i>		
<input type="checkbox"/> <i>I hereby authorize the person named below to act as my agent in processing this application.</i>		
Agent:		
Agent's Address:		
Phone:	Fax:	e-mail address:

****DOUBLE PERMIT FEES WILL BE CHARGED FOR WORK STARTED PRIOR TO OBTAINING
PERMITS ****

Site Development Permit Application Checklist

(For projects that are not single family or duplex and require site improvements)

Please note that the checklist is required to be filled out by the applicant or designated agent. Place a check mark on the line in front of the number if you have complied with that item. If the checklist item is not applicable to your application, indicate such. This checklist is provided only as a guide. All site plan requirements cannot be reflected on this checklist. If the applicant has any questions regarding site plan regulations, the applicant should consult the source law or contact City staff. City ordinances can be obtained from the City of Kyle and on line at www.cityofkyle.com.

Site Plan: _____
(Name of Project)

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

The following items are required to be included with the Site Plan for the Commercial Building Permit Application to be considered complete. Incomplete applications will not be accepted for review.

(NOTE: 5 sets rolled and bound)

- _____ 1. Application and checklist form completed and signed.
- _____ 2. 6 copies of site plan (the plan should be clearly labeled as **Site Plan**).
- _____ 3. 6 copies of drainage plan. (If drainage study is included, provide 2 copies.)
- _____ 4. 6 copies of erosion & sediment control plan.
- _____ 5. 6 copies of utility schematic plan.
- _____ 6. 6 copies of grading plan.
- _____ 7. 6 copies of landscape plan (the plan should be clearly labeled as **Landscape Plan**).
- _____ 8. A check for fees made out to the City of Kyle.

Fee Calculation:

Review Fee: \$400.00

*Engineering Review Deposit: \$750.00

*Please note that the Engineering Review Deposit goes towards review fees, additional fees may be charged for professional expenses incurred.

Total Fee

(THE FOLLOWING LINE IS FOR CITY USE ONLY)

ACCEPTED BY: _____ **(Date)** _____

Site Plan Information:

_____ 1. *The following information should be completed on this form and placed on the site plan:*

Owners: _____ Address: _____ _____ Phone: _____ Fax: _____ Acreeage: _____ Total Impervious Cover: _____ Legal Description: _____ _____ Address: _____ Land Use Summary: [Label square footage of building(s) for each land use and number of units if multi-family] Date: _____ Person Preparing Plan: _____ Company: _____ Address: _____ _____ Phone: _____ Fax: _____ Engineer: _____ _____ Company: _____ Address: _____ _____ Phone: _____ Fax: _____
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_____ 2. Scale 1" = some number of feet divisible by 10 and labeled clearly on plan. Site plans should not be prepared smaller than 1" = 60'.

_____ 3. North arrow.

_____ 4. Location sketch.

_____ 5. If the tract is subject to the Central Business District ordinance, all materials necessary to review for compliance with the ordinance are enclosed.

_____ 6. Boundary lines (drawn with heavy line) with metes and bounds description.

_____ 7. Property lines of adjacent properties showing (where applicable) the names and lot lines of adjacent approved preliminary and final plats.

_____ 8. For multi-family site plans, a table showing the number of living units, the acreage of the lot and the units per acre.

_____ 9. If inside the City limits, site plan complies with Kyle zoning ordinance including the landscaping requirements and compatibility standards (if applicable).

_____ 10. Site plan complies with the City of Kyle Roadway Plan.

- _____ 11. Location of the centerline of existing watercourses, railroads and other similar drainage and transportation features.
- _____ 12. Location and sizes of existing easements with record references are shown. A statement is provided indicating that all existing easements are shown on the site plan.
- _____ 13. Building lines are shown.
- _____ 14. Location and dimensions of sidewalks are shown.
- _____ 15. Proposed water and wastewater utilities to be provided by:
 - _____ City of Kyle
 - _____ Monarch Water Company
 - _____ County Line Water Supply Corporation
 - _____ private wells
 - _____ septic tanks or other individual sewage treatment system
 - _____ other _____
- _____ 16. Grading and drainage plan shows:
 - _____ a. Existing and proposed contours at 1-ft. intervals.
 - _____ b. Location of proposed temporary and permanent erosion controls.
 - _____ c. Location of proposed grading and construction details for stormwater detention facilities (and water quality facilities if applicable).
 - _____ d. Runoff and stormwater detention calculations provided in report form or as part of the information shown on the grading and drainage plan.
- _____ 17. Utility information shows:
 - _____ a. Location of water and wastewater utilities on or adjacent to the site, with dimensions from the property boundary.
 - _____ b. Width of easement(s) containing the utility line(s).
 - _____ c. Location of existing and proposed water/wastewater taps (if applicable).
 - _____ d. Location of Double Check Valve Backflow Prevention Assembly in accordance with AWWA Standard C510-92 (if applicable).
- _____ 18. Location of existing and proposed fire hydrants:
 - _____ a. Non-sprinklered building – required to have a minimum of one hydrant within 300 ft of all portions of exterior walls and a second hydrant within 500 ft.
 - _____ b. Sprinklered building – required to have a minimum of one hydrant within 100 ft of fire department connection with a second hydrant within 300 ft.
- _____ 19. Location of 100-year floodplain including Base Floor Elevations is shown on the plan or a note indicating that no floodplain is located on the property.
- _____ 20. History (Complete the requested data and enclose a copy of the approved plat):

_____ Final Plat _____
 (copy enclosed) (Name)

_____ Zoning _____

- _____ Legal Lot Information: If property is not platted, a plat will be required to be filed with the Planning Department unless evidence of a legal lot is provided. To be an un-platted legal lot, the applicant is required to demonstrate that the tract existed in the same shape and form (same metes and bounds description) as it currently is described prior to the date it came within the Kyle jurisdiction (ETJ or City Limits, whichever came first) or prior to June 6, 1972, the date the City adopted a subdivision ordinance.
- _____ 21. Watershed information (if applicable):
- _____ 22. Sight distance at all intersections complies with Ord. #439, Article V, Sec. 4(m)(iv); Kyle Code.
- _____ 23. Curb return radii at intersections of street ROW comply with Ord. #439, Article V, Sec. 5; Kyle Code.
- _____ 24. The site plan shows curb markings or signs indicating **No Parking -- Fire Zone** on aisles and driveways not adjacent to parking spaces.
- _____ 25. The fire access circulation loop provides for a minimum of 25 foot inside turning radius and 50 foot outside turning radius.
- _____ 26. The site plan shows safety barriers, fencing, wheel stops, curbing or other restrictive barriers adjacent to driveways, driving aisles that are not adjacent to parking spaces and at the perimeter of parking areas.
- _____ 27. Access aisles and parking areas greater than 150 feet in length with a single outlet provide a paved 40' radius turn-around or a 30' X 80' "hammerhead" turn-around.
- _____ 28. All parking areas and driving aisles are designed with an all weather driving surface and a flexible base capable of supporting loads of not less than 80,000 pound live vehicle load.
- _____ 29. Parking lot dimensions are clearly labeled.
- _____ 30. Dimensions are provided for improvements, building setbacks and easements.
- _____ 31. A landscape plan is provided in compliance with the landscape and tree standards of the zoning ordinance of City of Kyle.
- _____ 32. Loading spaces are clearly labeled. Loading spaces and trash dumpsters are located so that they do not interfere with parking spaces or with the maneuvering areas for parking spaces.
- _____ 33. The number of parking spaces for the proposed use(s) comply with Ordinance #438, Chart 4 of the Kyle Code. A table is provided showing parking analysis for each lot. Each lot is required to meet the minimum parking requirements for uses on that lot.
- _____ 34. Driveway approaches are labeled.

- _____ 35. Driveways, including curb returns, are to be constructed within the street frontage of the subject property. Neither the driveway nor curb returns overlap adjacent property frontage unless written approval from the adjacent property owner is provided.
- _____ 36. Driveway spacing meets the requirement of the zoning ordinance as well as TxDot.
- _____ 37. End islands with raised curbing are utilized in parking bays.
- _____ 38. Parking spaces are located conveniently near the uses, which they serve.
- _____ 39. TXDOT driveway permit is provided for driveways on state maintained highways. (The driveway location should be approved by the City of Kyle before applying for a TXDOT driveway permit.)