

Site Plan Application

Development Services

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All initial submittals for a plat, plan, or rezoning application must be submitted in-person by the applicant or their designated representative.

Type of Application: <i>(check the appropriate box)</i>	
<input type="checkbox"/> Site plan <i>(Not associated with a Planned Development Zoning application)</i>	
<input type="checkbox"/> Site plan <i>(Submitted in conjunction with a Planned Development Zoning application)</i>	
<input type="checkbox"/> Revised Site plan	
General Description of Request: <i>(complete the following)</i>	
Purpose of Site plan Application: <i>(Brief description; per "Items Required with Submittal" below, provide separate letter of explanation and justification for application)</i>	
Subject Property Information: <i>(complete the following)</i>	
General Location: <i>(street address if known; if not known, provide name of street fronting property and name and distance to nearest cross street)</i>	
Existing Zoning:	Proposed Zoning: <i>(If submitted in conjunction with Planned Development Zoning application)</i>
Area of Property: <i>(gross acreage to nearest one-tenth of an acre)</i>	
Items Required with Submittal: <i>(check the appropriate boxes to indicate items submitted with application)</i>	
<input type="checkbox"/> Site Plan Application <i>(1 completed original - signed and notarized)</i>	
<input type="checkbox"/> Site Plan <i>(4 copies each of site plan, landscape plan, & façade plan – 24" x 36" plus electronic file of site plan in PDF format)</i>	
<input type="checkbox"/> Application Fee <i>(see fee schedule)</i>	
<input type="checkbox"/> Explanation Letter <i>(1 original – description and justification for application)</i>	
<input type="checkbox"/> Site Plan Checklist <i>(1 completed original)</i>	
<input type="checkbox"/> Other Supporting Documents or Materials <i>(optional)</i>	

Property Owner and Authorization <i>(sign and notarize)</i>	
Name: <i>(printed)</i>	
Company Name:	
Mailing Address:	
Physical Address: <i>(if different than mailing address)</i>	
City, State, Zip Code:	
Telephone:	Email Address:
<p>Check one of the following and complete:</p> <p><input type="checkbox"/> I will represent the project myself; OR</p> <p><input type="checkbox"/> I hereby designate _____ <i>(printed name of project representative)</i> to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues relative to this request.</p> <p>I hereby certify that I am the record owner of the property referenced in this application and further certify that the information provided on this application is true and correct.</p> <p>Property Owner's Signature: _____ Date: _____</p> <p>State of Texas County of: _____</p> <p>BEFORE ME, a Notary Public, on this day personally appeared _____ <i>(printed property owner's name)</i> the above signed, who, under oath, state the following: "I hereby certify that I am the record owner of the property owner referenced in this application and further certify that all information submitted herein is true and correct."</p> <p>SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20____.</p> <p style="text-align: right; margin-right: 100px;">_____ Notary Public in and for the State of Texas</p>	
Project Representative <i>(if owner designates agent, check appropriate box and complete)</i>	
<input type="checkbox"/> Purchaser <input type="checkbox"/> Tenant <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Surveyor	
<input type="checkbox"/> Other: <i>(specify)</i>	
Name: <i>(printed)</i>	
Company Name:	
Mailing Address:	
Physical Address: <i>(if different than mailing address)</i>	
City, State, Zip Code:	
Telephone:	Email Address:

Site Plan Checklist

PLEASE NOTE: SITE PLAN MUST INCLUDE LANDSCAPE PLAN AND FAÇADE PLAN.

The following is a partial listing of requirements for site plan applications as found in Krum's development regulations and policies. A completed checklist must be submitted with each application. Applicants shall indicate compliance with standards by checking the box adjacent to the standard or indicate "NA" if not applicable. Failure to comply with standards could result in rejection of application and/or delay of site plan approval.

Site Plan Format and General Standards: *(check if provided or indicate "NA" if not applicable)*

Site plans shall comply with the following graphic format and standards:

- Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blue-line copies will be accepted.
- Site plan is clear and legible. Use a variety of line types and line weights. Do not use grey-scale shading; use stipple shading instead. Offsite information and onsite existing conditions information may be screened for clarity.
- Permissible scales for site plan are engineer scales 1" = 10', 20', 30', 40', or 50'. A 1" = 60' or 100' scale may be used with prior approval. Architectural scales are not acceptable (except for façade plan building elevations.)
- Title block shall be in the lower, right-hand corner of the site plan. The title block shall contain: project name; gross acreage; city, county and state name; survey and abstract name; and date of preparation.
- Title for revised site plans shall reference name of the site plan being revised.
- Label company name, preparer name, address, and phone number of site plan preparer (e.g., surveyor, engineer, etc.) in the vicinity of the title block.
- Label company name, contact name, address, and phone number of record property owner in the vicinity of the title block.
- Orient site plan so that north is to the top or left-hand side of sheet.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Provide a vicinity map in the same orientation of site plan showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one mile radius of site.
- For property boundary lines, provide approximate distances and bearings.
- For property boundary curves, provide approximate curve lengths, curve radii, and chord lengths.
- If site plan uses abbreviations, provide legend.
- If revised site plan, state purpose of revision (e.g., "The purpose of this site plan is ____").

Site Information: *(check if provided or indicate "NA" if not applicable)*

For the property being site planned, provide the following information:

- Site plan is consistent with existing zoning (or consistent with proposed zoning if in conjunction with planned development zoning application.)
- Site plan is consistent with valid plans and plats approved for site.
- Site plan integrates with valid plans and plans approved for adjacent contiguous sites.
- If development is to be phased, show phases and sequencing of site.
- Lots comply with minimum lot frontage, lot width, lot depth, and lot area standards.
- Label proposed lot and block designations.
- Label approximate lot area for each lot in acres (for nonresidential and multifamily development) or square feet (for single-family and two-family development).
- Dimension property boundaries to nearest intersecting streets or driveways.
- Show and label existing topography at five-foot contours reference to sea-level datum.
- Show and label floodplains, drainage ways, and creeks.
- Show and label tree masses (approximate canopies).
- Show and label approximate shape and placement of buildings.
- For each building, label proposed use and building height. (State overall height to tallest building element and number of stories.)
- Show and label landscape areas, parking areas, vehicle circulation lanes, private drives, fire lanes, and driveways. Shade fire lanes with 10% stipple.
- Show a minimum of two access points. (One access point should be direct street access and one may be offsite access.)

Adjacent Property Information: *(check if provided or indicate "NA" if not applicable)*

For properties contiguous to the property being site planned and for properties across ROW contiguous to the property being site planned, provide the following information within 50 feet of the site boundary and within 50 feet of the ROW contiguous to the site boundary:

- Show, label, and dimension most-recent approved site plans and/or site plans.
- For platted properties, show lot lines and label subdivision name, lot and block, and plat record information for each lot. For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- Label zoning (per zoning map) and land use designation (per future land use plan of Comprehensive Plan).