



## SITE PLAN APPLICATION

# Application Fee \$400.00

Name of Subdivision or Project: \_\_\_\_\_

Physical Location of Property: \_\_\_\_\_

Brief legal description of property (must also attach accurate Surveyor's metes and bounds description):

(survey/abstract No. and Tracts; or platted Subdivision Name with Lots/Block)

Acreage: \_\_\_\_\_ Existing # of Lots/Tracts: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

**Applicant/Owner's Name:** \_\_\_\_\_ **Applicant/Owner** circle one

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

**Representative's Name:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

**Submittal Deadline:** See Deadline Calendar at [www.cityofwilmer.net](http://www.cityofwilmer.net).  
**All applications must be complete before they will be scheduled for a P&Z or City Council agenda.** It is the applicant's responsibility to be familiar with, and to comply with, all City submittal requirements (in the Zoning/Subdivision Ordinances, and any separate submittal policies, requirements and/or checklists that may be obtained from staff). Please contact staff in advance for submittal requirements.  
**In addition to the official submittal materials that are delivered to City Hall, one copy of all application materials must be simultaneously delivered directly to the City Planner. Please check with staff and City Planner in advance for submittal requirements for each type of development application.** The City Planner may be contacted at 128 N. Dallas Ave, Wilmer, TX 75172 or 972-441-6373.  
**Notice of Public Records.** The submission of plans/drawings/etc. with the application makes such items public record, and the applicant understands that these items may be viewed by the general public. Unless the applicant expressly states otherwise in writing, submission of the application (with associated plans/drawings/etc.) will be considered consent by the applicant that the general public may view and/or reproduce (i.e. copy) such documents.

I hereby certify that I am the Owner, or the duly authorized agent of the Owner (proof of authorization attached), for the purposes of this application, and that all information submitted herein is complete, true and correct to the best of my knowledge. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

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

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_

Notary Public in and for the State of Texas \_\_\_\_\_

My Commission Expires On: \_\_\_\_\_ (Seal)

Office Use Only: Date Rec'd \_\_\_\_\_ Fees Paid: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
Case # \_\_\_\_\_ Accepted by: \_\_\_\_\_ Official Submittal Date: \_\_\_\_\_

## **SITE PLAN APPLICATION**

The City is concerned about the time, expense and efforts you and City staff have or will put into your project. The checklists herein are provided to expedite the project review process by providing a clear understanding as to what is expected for acceptance and approval. City staff is bound by City ordinance and State law regarding publishing of notices, mail outs, etc. that will have an affect upon when your project will be heard by the approval body, which can only occur when the Application and plans are complete in all detail as determined by City staff. It has been learned through the years and by many previous cases, that the effectiveness and efficiency of the process most often is determined by the capabilities, quality control, and responsiveness of consultants and their contractors.

Please read each check list carefully. Plans are to be complete in all details for all projects prior to acknowledgement by the City that the respective plan is ready to proceed for approval. Instructions for completion are included with each checklist.

The City has made every effort to evaluate historical plans and approvals to make sure that the checklists addresses all details needed on a Site Plan. Recognizing that no two projects sites are the same, and that consultant's vary in their experience and quality control processes, the City may require that a plan or an element of the plan be redone, or that information not specifically addressed on the checklist be provided for a smoother review and approval experience.

It is recognized that there most often will be changes needed from what was submitted to the City for review. City staff examines each item on the checklist to ensure the item was sufficiently addressed according to City requirements. Where deficiencies are found, the plans will be marked up and returned to the consultant named on the application to be addressed prior to further review or acceptance. Please note the following:

### **IMPORTANT NOTICE**

The City is required to treat any original application, development plan or plat application as a formal permit application if the submittal gives the City fair notice of the proposed project and hence, according to Chapter 245 of the Texas Local Government Code, the City will treat such as a formal permit application as that term is defined under that Chapter. Once a permit application is received, the City will furnish a response to the applicant within 10 business days from the date of submittal to provide comments as to any deficiencies in the submittal. The applicant shall be given 45 days, commencing from the initial date of submittal, to make all corrections as noted, to provide a complete set of plans meeting submission requirements, and to correct any deficiencies. Upon determination by the City Planner, who shall consider the complexity of the project, failure of a resubmittal to meet all requirements in the check list, ordinance and submission requirements upon the expiration of the 45-day period will result in the closure of the file; the case shall become null and void, and the permit shall be deemed to be expired. Any further submittal will be treated as a new case and subject to existing requirements, together with required fees.

## SITE PLAN SUBMITTAL REQUIREMENTS

### Initial submittal checklist

- 7-24"x36" copies of a collated combined full set (Site Plan, Landscape Plan Tree Survey/Preservation Plan and Façade/Elevation Plan, and preliminary Utility and Drainage Plans)
- 7- 11"x17" color copies of façade/elevation plans
- An 11 x 17 hardcopy reduction of all plans
- An electronic copy of the Site Plan, Landscape Plan Tree Survey/Preservation Plan and Façade/Elevation Plan, and preliminary Utility and Drainage Plans as applicable, jpg. or pdf format.
- The completed check list
- A completed application, including DCAD account numbers
- A letter requesting any exception or why an issue was not addressed
- A letter of intent
- A fee is required at time of submittal for staff to determine application complete and ready for review.

**All plans shall be folded at time of submittal. Failure to fold plans could result in failure of acceptance for the application submittal.**

**We look forward to working with you on your project**

## APPROVAL PROCESS FLOWCHART

- Staff Approval Process — if the site does not require any variances

For an outline of the typical steps involved in each of these approval processes see the chart below.

<b>Start Here</b>	<b>Staff Approval Process</b>
<b>Step 1</b>	<b>Site Plan Submittal</b> – See the Checklist for submittal requirements, and the Submittal and Revision Guidelines for assistance submitting plans.
<b>Step 2</b>	<b>Staff Review</b> – Once the documents are received, various City Departments will discuss and review the submittal, and make comments as needed.
<b>Step 3</b>	<b>Staff Comments</b> – The City Planner will ensure that all comments are returned to the applicant.
<b>Step 4</b>	<b>Applicant Submitted Revisions</b> – The applicant will then be responsible for revising and resubmitting the plans. Step 2 and Step 3 will repeat until all comments are addressed.
<b>Step 5</b>	<b>Site Plan Approved by Staff</b>
<b>Final Step</b>	Once the site plan is approved, civil engineering plans and building construction plans may be submitted to the Permit Technician.  To contact the Permit Technician, please call 972-441-6373