

## COMPREHENSIVE SITE PREPARATION APPLICATION

<b>APPLICANT INFORMATION</b> (Person or legal entity to whom review and enforcement correspondence is sent)	
NAME:	
TITLE:	
ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

<b>PROPERTY OWNER INFORMATION</b> (Person or legal entity currently holding title to the property)	
NAME:	
TITLE:	
ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

<b>PROPOSED DEVELOPMENT INFORMATION</b>	
ADDRESS OR LOCATION:	
IS THE PARCEL PLATTED? (Y/N)	PROPERTY I.D. (Appraisal ID#): R-
PARCEL AREA IN ACRES:	
LEGAL DESCRIPTION:	
ZONING DESIGNATIONS (if within city limits):	
PREVIOUS APPROVALS GRANTED TO THIS PROPERTY:	
Concept or Master Plan (Y/N): _____	Date of approval: _____
Preliminary Plat (Y/N) _____	Date of approval: _____
Out of City Utility Service Request (Y/N) _____	Date of approval: _____
Phase 2 Watershed Protection Plan (Y/N) _____	Date of approval: _____

<b>DESCRIPTION OF PROPOSED DEVELOPMENT</b> (Provide a detailed description of all improvements. Attach additional page if necessary)

<b>PURPOSE OF PROPOSED IMPROVEMENTS</b> (Describe the purpose of these proposed improvements)

<b>ACCOMPANYING OR PENDING APPLICATIONS</b> (List other applications submitted to the City)

**I CERTIFY THAT ALL RELEVANT REQUIREMENTS OF THE SITE PREPARATION PLAN APPLICATION HAVE BEEN MET AND THAT THE SITE PREPARATION PLAN APPLICATION IS COMPLETE TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

**ENVIRONMENT & ENGINEERING DEPARTMENT USE ONLY**

SUBMITTAL DATE:	
5 BUSINESS DAYS FROM SUBMITTAL (for completeness check):	
COMPLETENESS REVIEW BY:	
CONTACT DATE FOR SUPPLEMENTAL INFO:	
SUPPLEMENTAL INFO RECEIVED (required within 5 days of contact):	
RETURNED TO APPLICANT (DATE):	
ACCEPTED FOR REVIEW (DATE):	
FEE:	
REQUIRED DATE FOR DECISION: (30 working days from acceptance date)	
STAFF REPORT TO P&Z DUE:	
FINAL APPROVAL DATE:	

The City of San Marcos will contact you within five working days and advise you as to whether your application is complete. Only when all the required information has been provided will the City of San Marcos accept the application and the fees.

## **COMPREHENSIVE SITE PREPARATION PERMIT CHECKLIST**

This permit applies to proposed developments, other than single family detached and duplex dwelling units, on *platted lots* that have never been permitted with a Watershed Protection Plan.

### **THIS CHECKLIST MUST ACCOMPANY APPLICATION**

The following items provide a checklist of minimum documentation requirements to be met for application for a Comprehensive Site Preparation Permit. Please refer to the Land Development Code Chapter 1, Article 8 and the Technical Manual for full requirements.

### **COMPREHENSIVE SITE PREPARATION PLAN FEE**

An application for a permit shall be accepted only upon payment of fee and with all requested information attached.

- \$100/per developed acre (\$100 min.)  
 Total Fee Attached \_\_\_\_\_

### **COMPREHENSIVE SITE PREPARATION REQUIREMENTS: Two (2) sets of plans are required.**

Please submit one copy of any supplemental information such as reports, studies and/or analyses. Plans shall be drawn to scale (using engineer's scale only).

- COPY OF FINAL RECORDED PLAT** (including accurate boundaries of the property and lot dimensions, all recorded easements, statement indicating whether or not the property is in the floodplain, and special notes);

#### **EXISTING CONDITION TOPOGRAPHIC PLAN:**

- contour map (maximum 10-foot interval – USGS contours are acceptable);  
 slope area map showing 15% or less, 15% to 25%, and greater than 25% slopes;  
 existing drainage patterns;  
 tree survey with protection measures (See Section 5.5.2.2 of the Land Development Code for requirements. *Not applicable if no tree removal is proposed.*);  
 computation of areas with existing impervious cover;  
 locations of Edwards Aquifer recharge, transition, and contributing zones;  
 any FEMA-mapped special flood hazard areas on the property;  
 San Marcos River bank if within the San Marcos River corridor;  
 wetlands and areas considered waters of the United States;

- SOIL MAP** (as shown on Soil Survey Maps of Comal, Guadalupe and Hays Counties, Texas)

- GEOLOGIC ASSESSMENT** (if development is within the recharge zone)

- TRAFFIC IMPACT ANALYSIS** (if required)

#### **PROPOSED IMPROVEMENTS PLAN:**

- proposed drainage patterns;  
 proposed drainage plan including drainage system design, detention (detention requirement is waived if <5,000 sf additional impervious cover is proposed) and water quality features and supporting calculations;  
 utility service tap locations including meter and backflow calculations and details;

- site utility plan and details;
- fire protection system including fire lane designation, nearest fire hydrant, and supporting flow calculations if required;
- applicable setbacks for buildings, parking lot, and signs;
- building footprints/envelopes (existing and proposed), parking spaces, driveways, sidewalks, dumpster locations, and other features drawn to scale and properly dimensioned to show compliance with ordinance;
- calculations of impervious cover, off-street parking and landscaped areas, based on use of property;
- details of landscaping including plant names and sizes;
- detailed irrigation plan;
- screening and fencing plan;
- photometric plan demonstrating compliance with lighting and glare standards.
  
- ENVIRONMENTAL, EROSION, AND SEDIMENTATION CONTROL MEASURES**  
(including locations and details);
  
- STATEMENT OF NO IMPACT BY QUALIFIED ENVIRONMENTAL PROFESSIONAL OR APPROVAL FROM STATE AND FEDERAL AGENCIES FOR IMPACTS TO ENDANGERED SPECIES OR HABITAT, ARCHEOLOGICAL SITES, HISTORICAL STRUCTURES, WETLANDS, WATERS OF THE UNITED STATES AND THE EDWARDS AQUIFER** (attach copy of supporting environmental assessment report).