

SITE PREPARATION APPLICATION

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

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

PROPOSED DEVELOPMENT INFORMATION	
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: _____

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

PURPOSE OF PROPOSED IMPROVEMENTS (Describe the purpose of these proposed improvements)

ACCOMPANYING OR PENDING APPLICATIONS (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.

SITE PREPARATION PERMIT CHECKLIST

THIS CHECKLIST MUST ACCOMPANY APPLICATION

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

SITE PREPARATION PLAN FEE

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

- \$10 (min.)/per developed acre
 Total Fee Attached _____

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);
- APPROVED WATERSHED PROTECTION PLAN** (includes site plan, existing topographic plan, geologic assessment if over the recharge zone, proposed improvements plan);
- 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.*);

UTILITY AND SITE PLAN:

- 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.