



# COMMERCIAL SITE PLAN APPLICATION

A Site Plan must be reviewed and approved by the Development Assistance Committee before a Building Permit or Certificate of Occupancy can be issued for construction or modification of a non-residential or multi-family structure in any zoning district that allows such construction.

The Committee will return comments to the applicant within ten (10) working days after the review. The applicant shall have the right to appeal any decision by the Development Assistance Committee by requesting a variance of certain requirements as set forth in the Burleson Code of Ordinances from the appropriate board (i.e., the fire board, building board or zoning board of adjustment). (Zoning Ordinance B-582). Questions regarding the submittal and application process should be directed to:

Community and Economic Development Department  
City of Burleson  
141 W. Renfro, Burleson, Texas 76028-4296  
(817)447-5400, extension 236  
(817)426-0971 (fax)

FOR CITY USE

Fee Paid: \$ \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

**SUBMITTAL INFORMATION COMMERCIAL SITE PLAN APPLICATION**  
**(Please Print or Type)**

DATE: \_\_\_\_\_

The undersigned is requesting consideration of the submitted Site Plan for the following:

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Legal Description:(Please include Lot, Block, Survey, Subdivision and County).

\_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant's E-Mail: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**NOTE: Agent Authorization Form (opposite page) required if applicant is other than owner.**

**Other Contact Information:**

Developer: \_\_\_\_\_

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone&Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Surveyor: \_\_\_\_\_

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone&Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Engineer: \_\_\_\_\_

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone&Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

# AGENT AUTHORIZATION FORM

This letter shall serve as authorization for \_\_\_\_\_ to submit this Commercial Site Plan Application on the property described herein.

Owner: \_\_\_\_\_

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

Phone/Fax: \_\_\_\_\_

Recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_ County Deed Records

\_\_\_\_\_  
Owner's Signature

State of Texas {

County of \_\_\_\_\_{

Sworn and subscribed before me the undersigned notary public this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

(Seal)

Notary Public, State of \_\_\_\_\_

Commission Expires: \_\_\_\_\_

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County of \_\_\_\_\_{

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\_\_\_\_\_

(Seal)

Notary Public, State of \_\_\_\_\_

Commission Expires: \_\_\_\_\_

# COMMERCIAL SITE PLAN APPLICATION CHECKLIST

Items listed in this checklist must be included on the site plan provided by the applicant to city staff. If the application is being made by someone other than the owner of the property, a notarized Agent Authorization Form giving the applicant permission to make the application is required (see inside). Twenty five (25) complete copies must be submitted for review and comment to the Development Assistance Committee (DAC) no later than the Thursday two weeks prior to the scheduled Tuesday meeting. Site Plans should be drawn at a scale no less than one inch equals 100 feet (unless otherwise approved by the Community & Economic Development Department) on sheets no larger than 24"x36" folded to 8"x 11" size.

Fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the zoning ordinance, subdivision regulations, and other development related ordinances of the City of Burleson.

## Basic Information:

- Date, scale, north arrow, vicinity map.
- Detailed boundary description of proposed site including location of corner or boundary markers as located on the ground with lengths and bearings of property lines.
- Project name, owner's name and address, name and address of engineer, architect/site designer, and/or surveyor.
- Acreage of proposed site.
- Names of streets within and adjacent to site.
- Location and size or width of all public R.O.W. and/or easements within, bounding or intersecting the site including floodplain/floodway areas.
- Zoning of subject tract and abutting tracts
- Existing and proposed site grading showing contour lines at intervals not to exceed two (2') feet.

## Site Layout Information:

- Location and square footage of existing and proposed structures.
- Use of existing and proposed structures.
- Percentage of lot coverage of existing and proposed structures.
- Front, rear and side yard setbacks of all structures (existing and proposed)
- Number of stories and height of each story.
- Exterior dimensions of all structures and distance between each structure (existing and proposed).
- Location of entrances and exists to all structures (existing and proposed).
- Location of existing and proposed public & franchise utility lines.
- Location of existing and proposed drainage facilities.
- Location of existing and proposed fire hydrants on and off site required within 300' of main entrance.
- Show utility connections, service lines, grease traps, septic systems, etc.
- Location, size and type of signage (existing and proposed) and whether temporary or permanent.
- Landscape plan per Landscaping Ordinance (note restrictions for visibility triangle/utility easements).
- Sidewalks in parkway/R.O.W. if required.
- Type and location of fencing and gates.
- Location of outside waste facilities/trash receptacles and screening
- Exterior lighting proposed and existing.

## Parking Area:

- Total parking area in square feet.
- Total number of parking spaces required and provided (show calculations).
- Marked parking spaces width, depth and layout dimensions.
- Driveway line markings and wheel stop locations.
- Parking stalls marked and designated for handicapped persons, location of ramps per ADA Code.
- Locations and size of loading areas (cannot use required parking areas)
- Location and width of all curb cuts and driving lanes.
- Ingress and egress points.
- Type of paving. All parking/driving areas must be paved.
- Fire lanes/emergency vehicle access lanes (paving to support fire truck loading per Fire Code).
- Paving cross sections.

\_\_\_\_\_  
Primary engineer, architect, surveyor or site designer

\_\_\_\_\_  
Date