

Our Mission...

*...to be responsible stewards of the public trust,
to strive for excellence in public service, and
to enhance the quality of life for all.*



**City of Wylie
Site Plan Application**

Date _____

Name of Proposed Development _____

Address/Legal Description _____

Proposed Use _____

Name of Property Owner/Developer _____

Email: _____ Address _____ Phone _____

Name of Land Planner/Engineer _____

Email: _____ Address _____ Phone _____

Total Acreage _____

Current Zoning _____

Number of Lots/Units _____ Date of Pre-Development Meeting _____

Signed _____

Filing Fee: \$250.00.

Provide a copy of Tax Certificate for the subject property, a PDF file (can be emailed) and complete the questionnaire on the next page.

All presentation material must be received by Staff on the Monday the week prior to the meeting.

Following is a checklist of items that may be required as a part of the site plan. In addition, other information may be required if it is necessary for an adequate review of a specific development proposal. If property is not platted then a preliminary plat must be submitted with site plan.

<u>Provided or Shown On Site Plan</u>	<u>Not Applicable</u>	
_____	_____	1. All Site Plan drawings are to be submitted on 24" X36" sheets. One (1) PDF file emailed to Planner and One (1) copy folded to 9" x 12" with title block showing in the lower right hand corner for initial review, and one (1) landscape with irrigation plans and one (1) elevation plans. Twelve (12) folded copies of revisions are to be submitted for Planning and Zoning Commission review.
_____	_____	2. In the lower right hand corner of the drawing show the name of the addition or project, name of owner, engineer, architect, surveyor, etc. with addresses and phone numbers, legal description, date, graphic scale, north arrow and legend.
_____	_____	3. Show entire lot or site area with dimensions of boundaries. Show each lot size in square feet if under an acre or in acres to at least two decimal places if over an acre, and show site on location map.
_____	_____	4. Include on Site Plan: current zoning of site and all adjacent properties, lot and block numbers, proposed uses, lot coverage, parking required/provided, point tabulations for site design, landscaping and architectural (Zoning Ordinance Section 4).
_____	_____	5. Indicate landscaped areas and provide elevation drawings citing proposed exterior finish and structural materials of all buildings.
_____	_____	6. Location, footprints, dimensions, setbacks, square footage and height of all proposed and existing structures on the subject property and approximate locations of structures on adjoining property within 100 feet. Show 3:1 proximity slope graphic if residential adjacency applies.
_____	_____	7. Location, layout and dimensions of all off street parking, drives, ingress and egress points, fire lanes, access easements, rights-of-way, alleys, sidewalks, loading areas and turn arounds.
_____	_____	8. Location of all utilities, easements, fire hydrants, drainage systems or storm water control elements and flood plain designation.
_____	_____	9. Provided tree management plan and tree survey if protected trees exist on the site (Zoning Ordinance Section 7.6).
_____	_____	10. Location, dimensions, construction materials of screen walls and fences.
_____	_____	11. Location and screening of trash facilities.
_____	_____	12. Names of existing and proposed street names.
_____	_____	13. Proposed sign locations (signs are permitted separately by Building Inspections).