FOR OFFICE USE ONLY	
CASE NO.:_____	FILING FEE RECEIPT NO.:_____
SUBMITTAL DATE:_____	INITIAL:_____

Site Plan Application

APPLICATION IS NOT VALID WITHOUT COMPLETION OF ALL PAGES AND SIGNATURES

MINIMUM SUBMITTAL REQUIREMENTS:

- ☐ Application provided by City of Amarillo completed in full. This application must be used and may not be adjusted or altered. Please attach pages if additional information is provided.
- ☐ Application fee: $60.00.
- ☐ One digital copy. Digital plans may be placed on our FTP site. FTP site instructions can be found on our website: *www.amarillo.gov*
- ☐ The attached Site Plan checklist with all items checked off or a brief explanation of why they are not

Subdivision Name/Proposed Subdivision Name: _____ **Unit#**_____

Jurisdiction: ☐City Limits ☐ ETJ County:_____ Total square footage_____

Legal Description: _____

Land Use: (Existing) _____ (Proposed) _____

Zoning: (Existing) _____ (Proposed) _____

Tax I.D. No.: _____

Property Owner(s):_____

Firm Name (if applicable): _____

Address: _____

Telephone: (____)_____ Email: _____

Owner's Designer (Main contact person responsible for application)

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Telephone: (____)_____ Email:_____

Secondary Contact Name: _____

Telephone: (____)_____ Email:_____

CERTIFICATION

I hereby certify that the above information and the attached plan are true and correct to the best of my knowledge. I understand that, while the City of Amarillo agrees to receive this Plan, the application is not considered to be filed with the City unless and until all required documents and fees have been submitted.

Owner/Applicant Printed Name: _____

Owner/Applicant Signature: _____ Date: _____

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SITE PLAN MINIMUM REQUIREMENTS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:(ALL CITY ORDINANCES MUST BE MET)

- ☐ If more than one sheet, an index must be included on the cover sheet.
- ☐ Plans must be minimum 11”x17” sheets and drawn to an engineers scale.
- ☐ Indicate north arrow
- ☐ Title Block with the following information:
  - ☐ Indicate as initial or revised submittal and date prepared.
  - ☐ Project designer
  - ☐ Project name
  - ☐ Legal description of property.
  - ☐ Total square footage of area to be developed
  - ☐ Owner/Developer
  - ☐ Existing Zoning and Proposed use
- ☐ Vicinity map which includes enough of surrounding area to show general location of subject property in relationship to Amarillo and its City Limits. No scale is required
- ☐ Dimension of the property
- ☐ Locations and dimensions of existing and proposed easements
- ☐ Existing and Proposed structure(s); fences & gates; retaining walls; loading ramps; and subsurface structures
  - ☐ Indicate location, dimensions and finished floor elevations in Mean Sea Level Elevation (MSLE).
- ☐ Existing and proposed topographic features with minimum one foot (1’) contours in MSLE
- ☐ Location of the 100-Year Floodplain and floodway, if applicable, according to the most recent available FEMA data or best available information.
- ☐ Storm Water Pollution Prevention Plan (silt fencing, construction entrance, temporary sediment basins, etc)
- ☐ TX Dot approval required? (Street; driveway; alley connectors)
  - ☐ If yes, Include completed TxDot permit application.
- ☐ Indicate all contiguous properties to include vehicular and pedestrian access points to those properties.
- ☐ Depict existing and proposed driveways
  - ☐ Locations and dimensions
- ☐ Parking
  - ☐ Existing and proposed parking
  - ☐ Proposed queuing lanes
  - ☐ Stall dimensions
  - ☐ Aisle width
  - ☐ Handicap parking location.
  - ☐ Accessible route from public access point
  - ☐ Fire Lane(s) location and dimension
- ☐ Fire hydrants (public and private) and coverage area.
- ☐ Utility services (potable water, irrigation, fire line, sanitary & storm sewer) Size, depth and proposed tap and meter locations
- ☐ Proposed and existing sidewalks, ADA ramps (within R.O.W.) locations and dimensions
- ☐ Dumpster location
- ☐ Indicate individual or centralized US Postal Service delivery point(s)
- ☐ Landscape information
  - ☐ Type, location and area of living and non-living ground cover
  - ☐ Type, location and size of trees.
  - ☐ Type and location of irrigation system
- ☐ Signage; existing and proposed. *Separate submittal, review and permit required for signs
  - ☐ Location and orientation