



SITE PLAN APPLICATION

*Based on the City of Heath Code of Ordinances, Zoning Regulations,
§ 159.40 Site Plan Approvals*

	<u>LEGAL OWNER:</u>	<u>APPLICANT (IF DIFFERENT):</u>
Name (printed):	_____	_____
Mailing Address:	_____	_____
	_____	_____
	_____	_____
Telephone Number:	_____	_____
Email Address:	_____	_____

LEGAL DESCRIPTION OF PROPERTY INVOLVED: Include Lot, Block, Subdivision Name, Survey, Abstract, and Address. Attach a separate page for metes and bounds descriptions.

ADDRESS OF PROPERTY INVOLVED: _____

COUNTY CAD PARCEL ID NUMBER(S): _____

SUBDIVISION NAME: _____

CURRENT ZONING OF THE PROPERTY: _____

PROJECT TITLE: _____

REASON FOR REQUEST: _____

Owner Signature: _____ **Date:** _____

CITY OFFICE USE ONLY:

Fees paid \$ _____ Check # _____ CC _____ Cash _____

Checklist submitted: _____

DRC Review Comments:

ARB Meeting Date: _____ Recommendation: _____

P&Z Meeting Date: _____ Recommendation: _____

City Council Meeting Date: _____ Action: _____

Subdivision Name: _____

Project Title: _____

TYPE OF PROJECT:

- ☐ **Multi-Family or Townhome project**
 - ☐ **Retail/Office project in the LR District or PD-LR District**
 - ☐ **Retail/Office project in the Towne Center Overlay District**
 - ☐ **Entry Feature**
 - ☐ **Other Building Type; Describe** _____
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The Heath Code of Ordinances can be found at: <https://www.heathtx.com/doing-business/construction-and-zoning-documents/>

The Development Review Committee (DRC) comprises staff from various City departments, who review your project and identify any issues. Meeting dates are established on the Application Review Schedules found at: <https://www.heathtx.com/community-development/>

CRITERIA FOR PROJECT REVIEW

The appropriate reviewing body reviews the exhibits, together with the reports of the Planning Division, and based on these documents, the evidence submitted, and the considerations set forth below, may approve the project as applied for, approve the project with modifications, or disapprove the project. In taking action, the reviewing body shall consider the following considerations:

1. Controls should be exercised to achieve a satisfactory quality of design in the individual building and its site, appropriateness of the building to its intended use and the harmony of the development with its surroundings. Factors include:
 - a. The appropriate use of quality materials.
 - b. Harmony and proportion of the overall design.
 - c. The architectural style should be appropriate for the proposed project, and compatible with the overall character of the neighborhood.
 - d. The siting of the structure on the property in relation to the siting of other structures in the immediate neighborhood.
 - e. Topography and grading on adjacent properties.
 - f. Analysis of the size, location, design, color, number, lighting, and materials of any appropriate signs.
 - g. The bulk, height, and color of the proposed structure as compared to the bulk, height, and color of other structures in the immediate neighborhood.
 - h. Other determining factors/parameters, such as zoning ordinance requirements, historic district guidelines, and/or specific plans.
2. Ingress, egress, internal traffic circulation, off-street parking facilities, and pedestrian ways shall be designed to promote safety and convenience and shall conform to required City standards.

SITE PLAN SUBMISSION CHECKLIST:

Requirements for all site plan projects:

- ☐ Submit nine (9) 11" x 17" copies of each plan set and one digital copy in PDF format on a flash drive.
- ☐ Title for each sheet, scale, north arrow, and date.
- ☐ Name and phone number of the LISCENSED person preparing the plans.

☐ Site Plan, including:

- ☐ Vicinity Map indicating the site and surrounding streets.
- ☐ Aerial Context Map showing proposed, existing, and surrounding uses.
- ☐ Property lines and dimensions, all easements, distances between buildings, and property lines.
- ☐ Proposed and existing public streets, curbs, sidewalks, and driveways.
- ☐ If new grading is proposed, a preliminary drainage plan including cut and fill areas, elevation contours, slope percentages, and detention/retention features.
- ☐ Outlines of proposed structures, including walls, doors, and windows.
- ☐ Proposed automobile, bicycle, handicapped parking spaces, drive aisles, loading areas, curbing, car stops, direction of traffic flow, etc. Include dimensions and locations.
- ☐ Proposed sidewalks and pedestrian paths/trails.
- ☐ Proposed retaining walls, fences, electrical transformer boxes, trash enclosures, and screening, including locations, finishes, and dimensions. If you are proposing trash enclosures, please provide elevations for all walls and doors proposed for the enclosure.
- ☐ Note the square footage of existing and proposed buildings and their % of lot coverage.
- ☐ Note the square footage and percentage of lot areas for the total impervious surface on plans.
- ☐ Existing Site Conditions. Said plan shall identify existing structures, trees, landscaping paving, drainage courses, and other pertinent man-made and natural features, where applicable.
- ☐ To determine parking requirements, provide the following information based on building use:
 - Retail and commercial use square footage: _____
 - Restaurant or amusement establishment seating (indoor and outdoor): _____
 - Bar seating (indoor and outdoor): _____
 - Church, temple, or assembly hall seating: _____
 - General office square footage: _____
 - Medical or dental office/clinic square footage: _____
 - Salon, spa, barber shop, number of stations to serve customers: _____
 - Nursery, daycare, and kindergarten enrollment _____ square footage:
 - (Note: an off-street drive and loading space for a minimum of four cars is required)
 - Recreational or community building square footage: _____
 - Schools (except high school or college) number of classrooms: _____
 - High school enrollment: _____
 - Technical school, junior college, or college square feet of classroom seating: _____
 - Number of outdoor play fields: _____
 - Golf course, number of greens: _____ Number of employees: _____
- ☐ Any other items deemed appropriate for review by the Development Review Committee.

☐ **Architectural Plans, including:**

- ☐ Building Elevations with materials percentages for each building elevation and colors identified.
- ☐ Finished Floor Elevations.
- ☐ Exterior Lighting Plan showing lighting locations and details of fixture types. A Photometric Plan may be required for larger projects. The applicant shall certify that glare from exterior lighting will not trespass across property lines nor onto adjoining residential properties.
- ☐ Show all visible accessory fixtures (i.e., gas, meters, mechanical equipment, air conditioners, etc.), including roof-mounted equipment, and the proposed screening method.
- ☐ Roof plans. Identify all roof pitches.
- ☐ Colors and materials board(s). Within the plan set, include a sheet with all information on the board(s).
- ☐ Minimum scale of plans should be 1/8" = 1' - 0".
- ☐ Indicate the type of construction and occupancy classification.

☐ **Signage Plans, including:**

- ☐ Signage requirements of Section 151 of the Heath Code of Ordinances, as amended, will apply to the subject property. Pole signs shall not be permitted.
- ☐ Signs may include nationally branded colors and logos of tenants.
- ☐ Monument signs shall be constructed of like materials and designed as the main structure.

☐ **Landscape Plans, including:**

- ☐ Location and size of trees and plant materials are shown on the site plan drawing and in tabular form.
- ☐ Existing trees shall be preserved in accordance with Section 158.35 through 157.43, Heath Code of Ordinances, as amended, and shall not be removed unless the P&Z Commission and City Council approve a Treescape Plan.
- ☐ Indicate areas, percentage of the total site for landscaped areas, and percent of landscape areas between the main building and widest street.

☐ **Site Plans in the Towne Center Overlay District, require the following:**

- ☐ Photographs of surrounding buildings within at least 300 feet of the property and throughout the Towne Center Overlay District.
- ☐ A written description of the architectural style chosen for the proposed building and how the chosen style fits within the visual context of buildings within 300 feet of the property and throughout the Towne Center Overlay District.
- ☐ Description of the proposed use for the building(s) including typical hours of operation, the approximate number of employees, the approximate number of customers/patients served daily, delivery schedules, and specific operational aspects that may be unique to the proposed use.