



SITE PLAN APPLICATION

Engineering & Planning Department

- Site Plan
- Revised Site Plan
- Landscape/Irrigation Plan
- Building Façade/Elevation Plan
- Screening Wall/Fence Plan

APPLICATION SUBMITTAL: Applications will be *conditionally* accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

Applicant

Name: _____ Title: _____
 Mailing Address: _____ City: _____ State: _____
 Zip: _____
 Phone: (____) _____ Fax: (____) _____ Email: _____

Owner

Name: _____ Title: _____
 Mailing Address: _____ City: _____ State: _____
 Zip: _____
 Phone: (____) _____ Fax: (____) _____ Email: _____

Engineer/Surveyor (if applicable)

Name: _____ Title: _____
 Mailing Address: _____ City: _____ State: _____
 Zip: _____
 Phone: (____) _____ Fax: (____) _____ Email: _____

Description of Proposed Project: _____

Physical Location of Property: _____
[General Location – approximate distance to nearest existing street corner]

Legal Description of Property: _____
[Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]

HCAD Identification Number: _____ Acreage: _____

This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT and the under signed is authorized to make this application. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

X

Signature of Applicant **Date**

X

Signature of Owner **Date**

Site Plan Submittal Checklist

A site plan shall include all of the following information in graphic representation and shall be prepared by a registered architect, registered engineer or registered surveyor.

The following summary is provided for the applicant's benefit. However, 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 Tomball.

General Information

- _____ Filing Fee: \$250 + \$10/acre (non-refundable)
- _____ Completed and signed Application Form
- _____ *Copy of Recorded/Final Plat
- _____ Metes & Bounds of property
- _____ Two (2) copies of fully dimensioned site plan (include 200 feet around the property lines, driveways, medians)
- _____ One legible reduced copy of site plan and building elevations – 8 ½” x 11”
- _____ Date, scale, key 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
- _____ 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
- _____ Flow arrows indicating direction of storm water runoff
- _____ Existing and proposed site grading showing contour lines at intervals not to exceed two (2) feet
- _____ Proposed water quality facilities (if needed) or Statement regarding regional detention or on-site detention
- _____ Names of streets within and adjacent to site
- _____ All applicable notes and One Call Note
- _____ HCFC D Express Review sheet w/ appropriate signatures (if adjacent to Harris County roadway, even if not draining into or with a driveway)
- _____ Storm Water Pollution Prevention Plan (SWPPP) and Storm Water Quality Management Plan (SWQMP), required by TCEQ TPDES TXR150000
- _____ TxDOT Driveway Permit (if adjacent to TxDOT)
- _____ TxDOT Drainage Approval (if adjacent to TxDOT)
- _____ TxDOT Utility Permit (if adjacent to TxDOT)

Site Information

- _____ Location and square footage of existing and proposed structures (No proposed structures outside building line)
- _____ Use of existing and proposed structures
- _____ Percentage of lot coverage of existing and proposed structures (show calculations)
- _____ Front, rear and side yard setbacks of all structures (existing and proposed)
- _____ Existing pavement (type and width)
- _____ Dimension Control (Line and Curve data for proposed paving)
- _____ Two (2) blueprints of exterior building elevations including:
 - _____ a. All sides of all buildings (including carports and accessory buildings).
 - _____ b. Specifications identifying all exterior building materials and colors.
 - _____ c. Heights of all structures.
- _____ Downspout layout (for internal drainage)
- _____ Location of entrances and exits to all structures (existing and proposed)
- _____ Location of existing and proposed utility lines and drainage facilities
- _____ Storm sewer calculations (proper “n” values, pipe slope)
- _____ Drainage calculations for the two year and 100 year events
- _____ Detention Pond Slopes (3:1 or less, if not privacy fence needed)
- _____ Show utility connections (water, wastewater, storm water, gas, etc), meters (with box), service lines, grease traps, septic systems, etc.
- _____ Living Unit Equivalent (LUE) Calculation (attached to this application)
- _____ Plugs on stubs
- _____ Monitoring well or Manhole for Commercial
- _____ Show existing and proposed fire hydrants
- _____ Location of existing and proposed fire hydrants on and off site -required within 300' of main entrance
- _____ Landscaping & irrigation plan according to Section 40, Landscaping Requirements of the Zoning Ordinance (no trees allowed in utility easements)
- _____ Include landscaping table and notes (attached to this application)
- _____ Ground cover for non-pavement/building
- _____ 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)
- _____ Topography of existing site and outside of property to verify drainage
- _____ Survey control sheet (if needed)

Parking Area

- _____ Total parking area in square feet
- _____ Parking count table and notes (show calculations required, number provided per each land use proposed) (attached to this application)
- _____ Marked parking spaces showing width, depth and layout dimensions in accordance with Section 39 of the Zoning Ordinance
- _____ 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 surfacing to be used. All parking/driving areas must be paved
- _____ Fire lanes/emergency vehicle access lanes (paving to support fire truck loading per Fire Code), including maximum grades, widths, and height limitations
- _____ Label Fire Department Connections (FDC)

Payment of all indebtedness attributed to subject property must be paid with application or an arrangement in accordance with Sec. 12.1 C of the Zoning Ordinance as cited below:

(No person who owes delinquent taxes, delinquent paving assessments, or any other fees, delinquent debts or obligations or is otherwise indebted to the City of Tomball, and which are directly attributed to a piece of property shall be allowed to submit any application for any type of rezoning, building permit, or plan review until the taxes, assessments, debts, or obligations directly attributable to said property and owed by the owner or previous owner thereof to the City of Tomball shall have been first fully discharged by payment, or until an arrangement satisfactory to the City has been made for the payment of such debts or obligations. It shall be the applicant's responsibility to provide evidence of proof that all taxes, fees, etc.. have been paid, or that other arrangements satisfactory to the City have been made for payment of said taxes, fees, etc.)

The City's staff may require other information and data for specific required plans. Approval of a required plan may establish conditions for construction based upon such information.

***Legal Lot Information:** If property is not platted, a plat will be required to be filed with the Engineering & Planning Department unless evidence of a legal lot is provided. To be an un-platted legal lot, the applicant is required to demonstrate that the tract existed in the same shape and form (same metes and bounds description) as it currently is described prior to August 15, 1983, the date the City adopted a subdivision ordinance.

<i>Provide summary on site plan sheet</i>		
Landscape Summary		
Applicable Code:	Sect. 40, Zoning Ord.	
Total Area of Site (sf):		
Total Area of Covered by Buildings (sf):		
Total Area Not Covered by Buildings (sf):		
Applicable landscape development requirement in addition to front landscaped area (see section 40.6 A (i))		
	Required	Provided
Percent of landscaped area for front yard (15% required)	15%	
Total SF of Landscape Area:		
Rear Setback Landscape Area (SF):		
Required Landscape Area (SF) (Total SF of Landscape Area – Rear Setback Landscape Area):		
Number of Street Frontage Trees (1 tree/40 LF):		
Total Number of Trees:		
Lot Coverage Percentage (including main and accessory buildings)		
Impervious Coverage Percentage (including all buildings, parking areas, sidewalks, etc.)		

Notes:

- This table is required in addition to, not in lieu of, providing the information required as part of the landscaping plan as described by ordinance.
- Plant materials shall conform to the standards of the approved plant list for the City of Tomball. Grass seed, sod and other material shall be clean and reasonably free of weeds and noxious pests and insects.
- All required landscaped open areas shall be completely covered with living plant material. Landscaping materials such as wood chips and gravel may be used under trees, shrubs and other plants.
- If any groundcover plant should die, the owner shall replace these plants by the end of the next required landscaping tree, shrub, or planting season.
- Grass areas shall be sodded, plugged, sprigged, hydro-mulched and/or seeded, except that solid sod shall be used in swales, earthen berms or other areas subject to erosion.
- Ground covers used in lieu of grass in whole and in part shall be planted in such a manner as to present a finished appearance and reasonably completed coverage within one (1) year of planting.
- Any major or significant modification to a landscape development constructed or installed in association with this section must be in accordance with this section and must be approved by the city's Building Official.
- Landscape development located within the rear setback area of a building site, screened from adjacent properties and not adjacent to a public street shall not be considered when determining the minimum requirements of this section.
- Only shrubs and groundcovers (i.e., no trees) shall be used under existing or proposed overhead utility lines.
- Landscape areas should be located to define parking areas and to assist in clarifying appropriate circulation patterns. All landscape areas shall be protected by a monolithic concrete curb or wheel stops, and shall remain free of trash, litter, and car bumper overhangs.
- All existing trees that are to be preserved shall be provided with undisturbed, permeable surface area under (and extending outward to) the existing dripline of the tree.
- All new trees shall be provided with a permeable surface under the dripline a minimum of five (5) feet by five (5) feet.

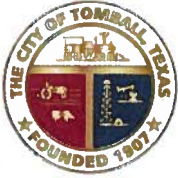
- During any construction or land development, the developer shall clearly mark all trees to be preserved/retained on-site, and may be required to erect and maintain protective barriers around all such trees or groups of trees. The developer shall not allow the movement of equipment or the storage of equipment, materials, debris or fill to be placed within the dripline of any trees that are designated for preservation.
- During the construction stage of development, the developer shall not allow cleaning of equipment or material under the canopy of any tree or group of trees that are being preserved. Neither shall the developer allow the disposal of any waste/toxic material such as, but not limited to, paint, oil, solvents, asphalt, concrete, mortar, etc., under the canopy of any tree or groups of trees to remain.
- No attachment or wires of any kind, other than those of a protective or supportive nature, shall be attached to any tree.
- Rigid compliance with these landscaping requirements shall not be such as to cause visibility obstructions and/or blind corners at intersections.
- The owner, tenant and/or their agent, if any, shall be jointly and severally responsible for the maintenance of all landscaping. All required landscaping shall be maintained in a neat and orderly manner at all times. This shall include, but not to be limited to, mowing (of grass six inches or higher), edging, pruning, fertilizing, watering, weeding, and other such activities common to the maintenance of landscaping. Landscaped areas shall be kept free of trash, litter, weeds, and other such material or plants not a part of the landscaping. All plant material shall be maintained in a healthy and growing condition as is appropriate for the season of the year.
- Required plant materials which die shall be replaced with plant material of similar variety and size, within ninety (90) calendar days. Trees with a trunk diameter in excess of six (6) inches measured twenty-four (24) inches above the ground may be replaced with ones of similar variety having a trunk diameter of no less than three (3) inches measured twenty-four (24) inches above the ground on a caliper-inch for caliper-inch basis (e.g., for a 6" tree, two 3" replacement trees shall be required). A time extension for replacement of plant materials may be granted by the City Manager. Failure to maintain any landscape area in compliance with this Section is considered a violation of this Section and may be subject to penalties of Section 49 of the Zoning Ordinance.
- A person commits an offense if he removes or destroys a tree within a street right-of-way, or upon any public property, without first obtaining written authorization from the city manager. (Sec. 44-6. Trees within public rights-of-way.)

<i>Provide summary on site plan.</i>		
Parking Summary		
Applicable Ordinance Numbers:*	Sect. 39, Zoning Ord.	
Land Use Type:		
Written Description of Parking Requirement: (i.e., X spaces per Y sf)		
Quantity of applicable parking space-controlling element: (building SF, # of employees, # of beds, etc.)		
	Required	Provided
Total Parking Spaces:		
ADA Accessible Spaces:		
ADA Van Accessible Spaces:		

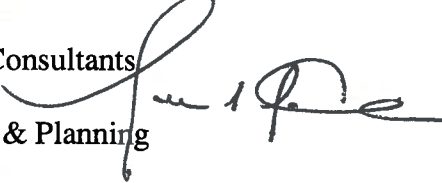
**If the site includes mixed occupancy types, a separate column shall be provided for each type. In these cases, include an additional column that provides a grand total for the number of spaces required and the number of spaces provided for the entire development.*

Notes

- To prevent nuisance situations, all parking area lighting shall be designed, shielded and operated so as not to reflect or shine on adjacent properties and in accordance with City ordinances. All streets and driveways shall be lighted at night with a minimum intensity of two foot-candles' illumination if off-street parking or loading facilities are to be used at night.
- In all nonresidential and multi-family zoning districts, the perimeter of all parking lots and driveways shall be provided with concrete curbs. Parking shall not be permitted to encroach upon the public right-of-way.
- Parking space(s) for persons with disabilities and other associated provisions (e.g., clear and unobstructed pathways into building, crosswalks across parking lots, etc.) shall be provided according to building codes, State laws, and requirements of the Americans with Disabilities Act (ADA).



CITY OF TOMBALL
MEMORANDUM

Date: June 16, 2009
To: Owners / Developers / Consultants
From: Mark A. McClure, P.E. 
Director of Engineering & Planning
City of Tomball
Re: **Living Unit Equivalent (LUE) Calculations for Development**

Water service demand is expressed in living-unit-equivalents (LUE), which forms the basis for establishing equivalency among and within various customer classes. Each single-family home is served by a three-quarters-inch meter, which serves as the basis of connection and establishes the LUE. Presently, the City is operating under a 370 gallons per day (gpd) demand for each LUE (reference Infrastructure Master Plan and Impact Fee Determination 2007-2017). The Master Plan reviewed total capital costs, equating cost per LUE for water and wastewater. City of Tomball, Ordinance No. 2009-12, amending section 156 Schedule of Maximum Capital Recovery fees of Chapter 82, establishes said fees per LUE.

The Engineering & Planning (E&P) Department has adopted the attached “discharge criteria sheet” to be utilized for a determination of LUE associated with all development, except residential. Note that the “discharge criteria sheet” provides for a service unit equivalent (SUE), which equates to 315 gpd. The designer will be required to convert to the 370 gpd LUE basis. For example, a Hotel, Motel type of development has a SUE of 0.251000 per room. Assuming the Hotel, Motel has a proposed design of 100 rooms, the development will have an impact of 25.1000 SUEs. The designer shall convert the SUEs to LUEs, as shown in the following example:

Convert by ratio:

$$\frac{315}{370} = \frac{25.1000}{X}$$

Solve for X:

$$370 \times 25.1 = 315 \times (X)$$

Therefore X:

$$= \frac{370 \times 25.1}{315} = \underline{\underline{29.48 \text{ LUEs}}}$$

The LUE determination shall be included in table form and shown on the “utility plan”, included as part of the site plan submittal. The cost per LUE fee is posted at the Permits Office and will be calculated at the time of permit application. (Note that the Master Plan and the demand rate per LUE is subject to periodic required updates.)

- Cc: Jan Belcher, City Manager
Doris Speer, City Secretary
Monica Kohlenberg, Director of Finance
David Kauffman, Director of Public Works
Dave Allen, Building Official
Julie Stafford, Utility Billing Supervisor



CITY OF TOMBALL
DEPARTMENT OF ENGINEERING & PLANNING
DISCHARGE CRITERIA SHEET

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Type of Development	Service Unit Equivalency (SUE)
Bakery	0.000700 per Sq Ft
Barber Shop, General	0.480000 per Bowl
Barber Shop, Supercuts	0.240000 per Bowl
Beauty Shop	0.480000 per Bowl
Bowling Alley	0.635000 per Lane
Car Repair	0.000160 per Sq Ft
Carwash, Tunnel, Self Serve	6.350000 per Carwash
Carwash, Tunnel, w/ Attendant	31.430000 per Carwash
Carwash, Wand Type, Self Serve	1.220000 per Carwash Bay
Church	0.003200 per Seat
Club, Tavern or Lounge	0.031700 per Occupant
Convenience Store	0.000200 per Sq Ft
Country Club	0.320000 x Members, .08 x Guest
Day Care Center	0.031700 per Occupant
Dormitory	0.286000 per Bed
Fire Station	0.286000 per Capita
Funeral Home	2.140000 per Service
Gas Station w/ Carwash	9.350000 per Station
Gas Station w/out Carwash	1.750000 per Station
Grocery Store, 5,000-28,999 Sq Ft	0.000260 per Sq Ft
Grocery Store, 29,000+ Sq Ft	0.000700 per Sq Ft
Health Club	0.001210 per Sq Ft
Homeless Shelter	0.105000 per Bed
Hospital	0.635000 per Bed
Hotel, Motel w/ kitchenettes	0.430000 per Room
Hotel, Motel	0.251000 per Room
Manufacturing	0.000160 per Sq Ft
Mobile Home Park	0.880000 per Space
Modeling Studio	2.890000 per Studio
Nursing Home	0.286000 per Bed
Office	0.000335 per Sq Ft
Photo Store, One Hour Processing	3.175000 per Store
Post Office, Excluding Dock	0.000254 per Sq Ft



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CITY OF TOMBALL
DEPARTMENT OF ENGINEERING & PLANNING
DISCHARGE CRITERIA SHEET

Type of Development	Service Unit Equivalency (SUE)
Prison	0.290000 per Capita
Racquetball Club	0.510000 per Court
Recreational Vehicle Park	0.238100 per Vehicle
Residence, Apartment w/ Washer/Dryer	0.714000 per Unit
Residence, Apartment w/out Washer/Dryer	0.635000 per Unit
Residence, Condominium	0.714000 per Unit
Residence, Single Family	1.000000 per Unit
Duplex	2.000000 per Duplex
Triplex	3.000000 per Triplex
Residence, Townhouse	1.000000 per Unit
Restaurant, Fast Food (Burger, Chicken, Etc.)	0.002500 per Sq Ft
Restaurant, Full Service/Dining/Bar Area	0.006000 per Sq Ft
Retail	0.000223 per Sq Ft
School, High	0.047600 per Seat
School, Others, Non-Residential	0.031700 per Seat
School, Others, Residential	0.317000 per Capita
Service Center	0.000160 per Sq Ft
Shopping Center; Mixed Tenants (New >150,000 Sq Ft Centers Only)	0.000900 per Sq Ft
Skating Rink	0.015900 per Capita
Stadium	0.010000 per Seat
Swimming Pool	0.015900 per Swimmer
Theater, Drive Inn	0.015900 per Space
Theater, Indoor	0.015900 per Seat
Toilet	0.254000 per Toilet
Transportation Terminal	0.015900 per Passenger
Warehouse	0.000096 per Sq Ft
Washateria	0.914000 per Machine

Note 1: 1 Service Unit Equivalent (SUE) = 315 Gallons per Day/1 Living Unit Equivalent (LUE) = 370 Gallons per Day

Note 2: Should a type of development not appear on the above, the requestor shall propose an equivalent development for E&P review and acceptance.

Note 3: Calculations & assumptions shall be summarized and included on the utility plan submitted as part of permit / site plan submittal process.

BUILDING PERMIT FEES

CAPITAL RECOVERY FEES PER CITY OF TOMBALL ORDINANCE 2009-12

Effective June 1, 2009 – May 31, 2010*

<u>LUE'S</u>	<u>WATER METER SIZE</u>	<u>WATER</u>	<u>SEWER</u>	<u>TOTAL</u>
1.0	3/4"	\$ 1,162.98	\$ 1,446.57	\$ 2,609.55
2.5	1"	\$ 2,907.45	\$ 3,616.43	\$ 6,523.88
5.0	1 1/2"	\$ 5,814.90	\$ 7,232.85	\$ 13,047.75
8.0	2"	\$ 9,303.84	\$ 11,572.56	\$ 20,876.40
10.0	2" TURBINE	\$ 11,629.80	\$ 14,465.70	\$ 26,095.50
16.0	3"	\$ 18,607.68	\$ 23,145.12	\$ 41,752.80
24.0	3" TURBINE	\$ 27,911.52	\$ 34,717.68	\$ 62,629.20
25.0	4"	\$ 29,074.50	\$ 36,164.25	\$ 65,238.75
42.0	4" TURBINE	\$ 48,845.16	\$ 60,755.94	\$109,601.10
50.0	6"	\$ 58,149.00	\$ 72,328.50	\$130,477.50
92.0	6" TURBINE	\$106,994.16	\$133,084.44	\$240,078.60
80.0	8"	\$ 93,038.40	\$115,725.60	\$208,764.00
160.0	8" TURBINE	\$186,076.80	\$231,451.20	\$417,528.00
115.0	10"	\$133,742.70	\$166,355.55	\$300,098.25
250.0	10" TURBINE	\$290,745.00	\$361,642.50	\$652,387.50
330.0	12" TURBINE	\$383,783.40	\$477,368.10	\$861,151.50

NOTE: ALL NEW DEVELOPMENT OR CHANGE IN USE WILL BE REQUIRED TO CALCULATE THE LIVING UNIT EQUIVALENT (LUE) AND PAY THE GREATER VALUE BETWEEN THE MINIMUM METER SIZE IMPACT FEE OR THE CALCULATED LUES.

* REFER TO SCHEDULE OF MAXIMUM CAPITAL RECOVERY FEES FOR INCREASE IN FEES BASED ON EFFECTIVE DATE.

SCHEDULE OF MAXIMUM CAPITAL RECOVERY FEES

		Effective: June 1, 2009	Effective: June 1, 2010	Effective: June 1, 2011	Effective: June 1, 2012
Water:	Per LUE	\$1,162.98	\$1,218.36	\$1,273.74	\$1,329.12
Wastewater:	Per LUE	\$1,446.57	\$1,515.46	\$1,584.34	\$1,653.23

Drainage effective June 1, 2009:

M118 per acre	\$6,023.90
M121E per acre	\$6,828.71
M121W per acre	\$4,985.14
M125 per acre	\$ 574.40