



**SINGLE-FAMILY SITE PLAN**  
**APPLICATION**  
**Engineering & Planning Department**

**APPLICATION SUBMITTAL:** This application is required for all single-family (one dwelling) and duplex (two-family) developments, not including residential subdivisions. The purpose of this application is to ensure that development projects are in compliance with all applicable City ordinances & guidelines prior to the commencement of construction. 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.

**APPLICATION PROCESSING:** Upon receipt of a complete and accurate application including applicable fees, Engineering & Planning staff will review your application and make a determination on your project. You will be notified when the review is complete.

**TIME:** The initial review will be done within approximately 30 days of submittal of a complete application.

**APPEALS:** A written Notice of Appeal specifying the grounds must be filed with the Board of Adjustments and the Planning Department within fifteen (15) calendar days after an administrative decision has been rendered.

**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]

Current 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**

# Submittal Checklist

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.

## **Basic Information**

- \_\_\_\_\_ Filing Fee: \$50 (non-refundable)
- \_\_\_\_\_ Completed and signed Application Form
- \_\_\_\_\_ \*Copy of Recorded/Final Plat
- \_\_\_\_\_ Two (2) copies of fully dimensioned site plan, including:
  - \_\_\_\_\_ a. Building locations, driveways, parking striping, planters, curbing, paved areas.
  - \_\_\_\_\_ b. Materials, colors and locations of all fences and walls.
  - \_\_\_\_\_ c. Ground mounted utility and mechanical equipment.
  - \_\_\_\_\_ d. Locations of all existing trees and major shrubs, indicating ultimate disposition.
  - \_\_\_\_\_ e. Location, size, and ownership of all easements on property.
  - \_\_\_\_\_ f. Square footage of all structures.
  - \_\_\_\_\_ g. Distances of all structures from property lines.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ One legible reduced copy of site plan and building elevations – 8 1/2” x 11”
- \_\_\_\_\_ Date, scale, key scale, north arrow, vicinity map
- \_\_\_\_\_ Project name, owner's name and address, name and address of engineer, architect/site designer, and/or surveyor
- \_\_\_\_\_ Acreage of proposed site
- \_\_\_\_\_ Zoning of subject site
- \_\_\_\_\_ Names of streets within and adjacent to site

**\*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 unplatted 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.