

# CITY OF LUBBOCK

## Application and Checklist for Site Plan Review

Preliminary Site Review

Full Site Review

Name of Applicant: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/2008

Contractor: \_\_\_\_\_ Schedule Date for Review: \_\_\_\_/\_\_\_\_/2008

Owner: \_\_\_\_\_ Occupancy Type: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Fax Number: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Property Legal Description:

**Tract** \_\_\_\_\_

**Sub-Division** \_\_\_\_\_

Project Address (if known): \_\_\_\_\_

Name of Project/Description: \_\_\_\_\_

**NOTE:** Please submit **20** sets of plans, and attach this application along with the completed SITE PLAN REVIEW CHECKLIST in order to be placed on the site plan review agenda. Applications and plans must be received in the Building Inspection office no later than 12:00 Noon on Tuesday to meet the deadline for Friday's meeting at 10:00 AM. **Site Plans that do not have all items requested on the Site Plan Review Checklist will be considered preliminary and a second final review will be necessary before a formal application for building permit will be accepted.**

# SITE PLAN REVIEW CHECKLIST

## (Projects other than one and two family dwellings)

PLEASE CHECK OFF ITEMS THAT ARE PRESENT ON SITE PLAN. REMEMBER IF INCOMPLETE A SECOND REVIEW WILL BE NECESSARY. IF YOU FEEL AN ITEM IS NOT APPLICABLE TO YOUR PROJECT, PLEASE PUT N/A IN THE SPACE NEXT TO THE ITEM. MINIMUM REQUIRED SHEET SIZE FOR PLANS IS 24" X 36".

### **GENERAL INFORMATION**

- Title Block
- Owners Name/Address/Phone #
- Developers/Contractor's Name/Address/Phone #
- Graphic Scale and North Arrow
- Vicinity Map should locate site relative to nearest major roadways in a one-half mile radius
- Property Line Locations, Bearings, and Distances
- Location, names, and ROW widths of all adjacent streets and alleys
- Locations and dimensions of any easements and their purpose
- Building Use Information (Unless Apparent by Design)
- Building and Impervious Coverage Areas (sq. ft.), and Total Lot Area (sq. ft. & acres)
- Location of permanent sign structures
- 25' Site triangle at intersections
- Location and height of all fences and construction type (see "Screening" also)

### **UTILITY INFORMATION**

- Location and height above finished grade (at the lowest point) of all existing and proposed overhead utility lines
- Location and size of all existing and proposed underground utility lines (Gas, Electrical, Water, Sewer, Phone, Cable, etc.) including meter and valve locations, on-site fire hydrants, fire mains, Standpipes, grease interceptor locations, wastewater sample ports, irrigation, backflow prevention Devices, etc., where applicable.
- Anticipated electrical service load (indicate service load in amps, voltage, and phasing)
- Estimated natural gas service load in CFH or BTU's (where applicable)
- Indicate mechanical room and/or service entrance locations for electrical, water, gas, telephone, and cable service

### **BUILDING ELEVATIONS**

- Dimensioned Exterior Building Elevations
- Identify Building Material Types

## **SITE PLAN REVIEW CHECKLIST-PAGE 2**

**(Projects other than one and two family dwellings)**

### **LANDSCAPING, SCREENING, IRRIGATION**

- Location of all required landscaped areas, and required landscape information in tabular format (required/provided, % of lot area & front setback, etc.)
  - Irrigation plan (tap and meter location at a minimum; full plan will be required prior to permit)
  - Screening location, height and material types. Screening is required adjacent to single and Multi-family residential.
  - Outside storage locations (screening required)
  - Dumpster location (screening required)
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### **PARKING/LOADING/MANUEUVERING/PAVING/DRAINAGE**

- Parking Information- Provide Parking Table required parking by use, total required Handicapped parking and total parking provided
- Dimensioned parking space layout
- Parking Maneuvering Area dimensions and external and internal traffic routing (including Drive-thru lanes, where applicable)
- Indicate paving materials (concrete or HMA)
- Location of nearest driveway approaches on adjacent properties
- All driveway approach locations and widths
- Indicate all drive/turning radii
- Parking lot lighting
- Elevations on Top of Curb at corners and at drives
- Locations and dimensions of all existing and proposed sidewalks, curb ramps, drainage Structures, curb and gutter, driveways and other impervious coverage, whether public or on-Site
- Curb ramps at street corners
- Accessible routes at sidewalk crossings of valleys, driveways, alleys and around obstructions
- Basic elevation data to determine lot drainage characteristics (spot elevations sufficient)
- Location of the boundary of special flood hazard areas
- Existing and Proposed Finished Floor Elevations of Buildings
- Drainage across top of curb and sidewalk
- Fire lanes (min 20' width to within 150' of all points of building; adequate turning radii; no dead-Ends, capable of supporting apparatus)

## **SITE PLAN REVIEW CHECKLIST-PAGE 3**

**(Projects other than one and two family dwellings)**

### **MISCELLANEOUS**

- Cross-access easements- Staff generally encourages these where appropriate for smoother Circulation and access
- Platting Status- Plat must be approved or in-process. No permits issued unless final plat Approved.
- Grease Interceptor sizing worksheet; available on-line at <http://water.ci.lubbock.tx.us/> - Minimums apply that could affect other site elements; recommend sizing in advance of Developing site plan
- Other information as necessary on a case-by-case basis to clearly define the entire scope of Work and to determine compliance with all applicable technical codes and ordinances
- Seal/Signature of persons preparing all plans and information