THIS APPLICATION NOT REQUIRED IF APPLYING ELECTRONICALLY

CITY OF COLLEGE STATION
Home of Texas A&M University®

FOR OFFICE USE ONLY	
CASE NO.:	
DATE SUBMITTED:	
TIME:	
STAFF:	

SITE PLAN APPLICATION
GENERAL

MINIMUM SUBMITTAL REQUIREMENTS:

- ☐ Site Plan Application Fee. **(Refer to the Planning and Development Fee Schedule for all applicable fees)**
- ☐ Non-Residential Architectural Standards / Northgate Building Review Application Fee (if applicable).
- ☐ $612.60 (minimum) Development Permit Application / Public Infrastructure Review and Inspection Fee. Fee is 1.5% of acceptable Engineer's Estimate for public infrastructure, $612.60 minimum (if fee is > $612.60, the balance is due prior to the issuance of any plans or development permit).
- ☐ Application completed in full. This application form provided by the City of College Station must be used and may not be adjusted or altered.
- ☐ Copy of site plan.
- ☐ Copy of the landscape plan.
- ☐ Copy of the following for Non-Residential Architectural Standards building review or Northgate Building Review (if applicable).
  - ☐ Building elevations to scale for all buildings.
  - ☐ A list of building materials for all facade and screening.
  - ☐ Color samples for all buildings or list colors to be used from the approved color palette.
  - ☐ Electronic copy of Site Plan e-mailed to csuelectdesign@cstx.gov.
- ☐ Copy of the grading, drainage, and erosion control plans with supporting drainage report.
- ☐ Copy of the Public infrastructure plans and supporting documents (if applicable).
- ☐ Traffic Impact Analysis or calculations of projected vehicle trips showing that a TIA is not necessary for the proposed request (if applicable).
- ☐ The attached Site Plan Non-Residential Architectural Standards Building Review and Northgate Building Review checklists (as applicable) with all items checked off or a brief explanation as to why they are not check off.

Date of Optional Preapplication or Stormwater Management Conference _____

NAME OF PROJECT _____

ADDRESS _____

LEGAL DESCRIPTION (Lot, Block, Subdivision) _____

APPLICANT/PROJECT MANAGER'S INFORMATION (Primary contact for the project):

Name _____ E-mail _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

PROPERTY OWNER'S INFORMATION:

Name _____ E-mail _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

ARCHITECT OR ENGINEER'S INFORMATION:

Name _____ E-mail _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

OTHER CONTACTS (Please specify type of contact):

Name _____ E-mail _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

Current zoning _____

Present use of property _____

Proposed use of property _____

Number of parking spaces required _____ Number of parking spaces proposed _____

Is there Special Flood Hazard Area (Zone A or Zone AE on FEMA FIRM panels) on the property? ☐ Yes ☐ No

This information is necessary to help staff identify the appropriate standards to review the application and will be used to help determine if the application qualifies for vesting to a previous ordinance. Notwithstanding any assertion made, vesting is limited to that which is provided in Chapter 245 of the Texas Local Government Code or other applicable law.

Is this application a continuation of a project that has received prior City platting approval(s) and you are requesting the application be reviewed under previous ordinance as applicable?

☐ Yes

☐ No

If yes, provide information regarding the first approved application and any related subsequent applications (provide additional sheets if necessary):

Project Name: _____

City Project Number (if known): _____

Date / Timeframe when submitted: _____

MULTI-FAMILY RESIDENTIAL

Total Acreage _____

Floodplain Acreage _____

Housing Units _____

_____ # of 1 Bedroom Units

_____ # of 2 Bedroom Units

_____ # of 3 Bedroom Units

_____ # of 4 Bedroom Units

FOR 2 BEDROOM UNITS ONLY

_____ # Bedrooms > 130 sq. ft.

_____ # Bedrooms < 130 sq. ft.

PARKLAND DEDICATION
(Fees due prior to the issuance of a Building Permit)

# of Multi-Family Bedroom

_____ X $687 = $ _____

_____ # of acres in floodplain

_____ # of acres in detention

_____ # of acres in greenways

_____ Date dedication approved by Parks & Recreation Advisory Board

COMMERCIAL

Total Acreage _____

Building Square Feet _____

Floodplain Acreage _____

* Projects that were vested prior to January 1, 2008, per Chapter 245 of the Texas Local Government Code may be assessed a different amount. Please contact city staff for additional information.

The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.

_____ _____

Signature and title Date

CERTIFICATIONS REQUIRED FOR ALL DEVELOPMENT

Owner Certification:

1. No work of any kind may start until a permit is issued.
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Occupancy is issued.
5. The permit will expire if no significant work is progressing within 24 months of issuance.
6. Other permits may be required to fulfill local, state, and federal requirements. Owner will obtain or show compliance with all necessary State and Federal Permits prior to construction including NOI and SWPPP.
7. If required, Elevation Certificates will be provided with elevations certified during construction (forms at slab pre-pour) and post construction.
8. Owner hereby gives consent to City representatives to make reasonable inspections required to verify compliance.
9. If, stormwater mitigation is required, including detention ponds proposed as part of this project, it shall be designed and constructed first in the construction sequence of the project.
10. In accordance with Chapter 13 of the Code of Ordinances of the City of College Station, measures shall be taken to insure that all debris from construction, erosion, and sedimentation shall not be deposited in city streets, or existing drainage facilities. All development shall be in accordance with the plans and specifications submitted to and approved by the City Engineer for the above named project. All of the applicable codes and ordinances of the City of College Station shall apply.
11. The information and conclusions contained in the attached plans and supporting documents will comply with the current requirements of the City of College Station, Texas City Code, Chapter 13 and associated BCS Unified Design Guidelines Technical Specifications, and Standard Details. All development has been designed in accordance with all applicable codes and ordinances of the City of College Station and State and Federal Regulations.
12. Release of plans to _____ (name or firm) is authorized for bidding purposes only. I understand that final approval and release of plans and development for construction is contingent on contractor signature on approved Development Permit.
13. I, THE OWNER, AGREE TO AND CERTIFY THAT ALL STATEMENTS HEREIN, AND IN ATTACHMENTS FOR THE DEVELOPMENT PERMIT APPLICATION, ARE, TO THE BEST OF MY KNOWLEDGE, TRUE, AND ACCURATE.

_____ _____

Property Owner(s) Date

Engineer Certification:

1. The project has been designed to ensure that stormwater mitigation, including detention ponds, proposed as part of the project will be constructed first in the construction sequence.
2. I will obtain or can show compliance with all necessary Local, State and Federal Permits prior to construction including NOI and SWPPP. Design will not preclude compliance with TPDES: i.e., projects over 10 acres may require a sedimentation basin.
3. The information and conclusions contained in the attached plans and supporting documents comply with the current requirements of the City of College Station, Texas City Code, Chapter 13 and associated BCS Unified Design Guidelines. All development has been designed in accordance with all applicable codes and ordinances of the City of College Station and State and Federal Regulations.
4. I, THE ENGINEER, AGREE TO AND CERTIFY THAT ALL STATEMENTS HEREIN, AND IN ATTACHMENTS FOR THE DEVELOPMENT PERMIT APPLICATION, ARE, TO THE BEST OF MY KNOWLEDGE, TRUE, AND ACCURATE.

_____ _____

Engineer Date

The following CERTIFICATIONS apply to development in Special Flood Hazard Areas.

Required for Site Plans, Final Plats, Construction Plans, Fill / Grading Permits, and Clearing Only Permits:*

A. I, _____ certify, as demonstrated in the attached drainage study, that the alterations or development covered by this permit, **shall not:**

(i) increase the Base Flood elevation;

(ii) create additional areas of Special Flood Hazard Area;

(iii) decrease the conveyance capacity to that part of the Special Flood Hazard Area that is not in the floodway and where the velocity of flow in the Base Flood event is greater than one foot per second. This area can also be approximated to be either areas within 100 feet of the boundary of the regulatory floodway or areas where the depth of from the BFE to natural ground is 18 inches or greater;

(iv) reduce the Base Flood water storage volume to the part of the Special Flood Hazard Area that is beyond the floodway and conveyance area where the velocity of flow in the Base Flood is equal to and less than one foot per second without acceptable compensation as set forth in the City of College Station Code of Ordinances, Chapter 13 concerning encroachment into the Special Flood Hazard Area; nor

(v) increase Base Flood velocities.

beyond those areas exempted by ordinance in Section 5.11.3a of Chapter 13 Code of Ordinances.

_____ _____

Engineer Date

Initial

[ ] * If a platting-status exemption to this requirement is asserted, provide written justification under separate letter in lieu of certification.

Required for Site Plans, Final Plats, Construction Plans, and Fill / Grading Permits:

B. I, _____, certify to the following:

(i) that any nonresidential or multi-family structure on or proposed to be on this site as part of this application is designed to prevent damage to the structure or its contents as a result of flooding from the 100-year storm.

_____ _____

Engineer Date

Additional certification for Floodway Encroachments:

C. I, _____, certify that the construction, improvement, or fill covered by this permit shall not increase the base flood elevation. I will apply for a variance to the Zoning Board of Adjustments.

_____ _____

Engineer Date

Required for all projects proposing structures in Special Flood Hazard Area (Elevation Certificate required).

Residential Structures:

D. I, _____ , certify that all new construction or any substantial improvement of any residential structure shall have the lowest floor, including all utilities, ductwork and any basement, at an elevation at least one foot above the Base Flood Elevation. Required Elevation Certificates will be provided with elevations certified during construction (forms at slab pre-pour) and post construction.

_____ _____

Engineer / Surveyor Date

Commercial Structures:

E. I, _____ , certify that all new construction or any substantial improvement of any commercial, industrial, or other non-residential structure are designed to have the lowest floor, including all utilities, ductwork and basements, elevated at least one foot above the Base Flood Elevation

_____ _____

Engineer / Surveyor Date

OR

I, _____ , certify that the structure with its attendant utility, ductwork, basement and sanitary facilities is designed to be flood-proofed so that the structure and utilities, ductwork, basement and sanitary facilities are designed to be watertight and impermeable to the intrusion of water in all areas below the Base Flood Elevation, and shall resist the structural loads and buoyancy effects from the hydrostatic and hydrodynamic conditions.

Required Elevation Certificates will be provided with elevations certified during construction (forms at slab pre-pour) and post construction.

_____ _____

Engineer / Surveyor Date

Conditions or comments as part of approval: _____

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

- ☐ Sheet size - 24" x 36" (minimum).
- ☐ 3"x10" blank area in the bottom right corner on each page of your drawings for the City of College Station approval stamps.
- ☐ A key map (not necessarily to scale).
- ☐ Title block to include:
  - ☐ Name, address, location, and legal description
  - ☐ Name, address, and telephone number of applicant
  - ☐ Name, address, and telephone number of developer/owner (if differs from applicant)
  - ☐ Name, address, and telephone number of architect/engineer (if differs from applicant)
  - ☐ Date of submittal
  - ☐ Total site area
- ☐ North arrow.
- ☐ Scale should be largest standard engineering scale possible on sheet.
- ☐ Ownership and current zoning of parcel and all abutting parcels.
- ☐ The total number of multi-family buildings and units to be constructed on the proposed project site.
- ☐ The density of dwelling units per acre of the proposed project.
- ☐ The gross square footage of all buildings and structures and the proposed use of each. If different uses are to be located in a single building, show the location and size of the uses within the building. Building separation is a minimum of 15 feet w/o additional fire protection.

Locations of the following on or adjacent to the subject site:
Designate between existing and proposed

- ☐ The density of dwelling units per acre of the proposed project.
- ☐ Phasing. Each phase must be able to stand alone to meet ordinance requirements.
- ☐ Buildings (Existing and Proposed).
- ☐ Setbacks according to UDO, Article 5.

Geography

- ☐ Water courses.
- ☐ 100 yr. floodplain and floodway (if applicable) on or adjacent to the proposed project site. Please note if there is none on the site with confirming FEMA/FIRM map number.
- ☐ Existing topography (2' max or spot elevations) and other pertinent drainage information. (If plan has too much information, show drainage on separate sheet.)
- ☐ Proposed grading (1' max for proposed or spot elevations) and other pertinent drainage information. (If plan has too much information, show drainage on separate sheet.)

Streets, Parking, and Sidewalks

- ☐ Existing streets and sidewalks (R.O.W.).
- ☐ Existing Driveways, both opposite and adjacent to the site according to UDO, Article 7.
- ☐ Proposed drives. Minimum drive aisle width according to UDO, Article 7
- ☐ Indicate proposed driveway throat length according to UDO, Article 7
- ☐ Proposed curb cuts.
  - ☐ For each proposed curb cut (including driveways, streets, alleys, etc.) locate existing curb cuts on the same and opposite side of the street to determine separation distances between existing and proposed curb cuts.
- ☐ Proposed curb and pavement detail.
  - ☐ A 6" raised curb is required around all edges of all parts of all paved areas without exception. (To include island, planting areas, access ways, dumpster locations, utility pads, etc.) No exception will be made for areas designated as "reserved for future parking".
- ☐ Proposed medians.
- ☐ Proposed sidewalks (both public and private).
- ☐ Proposed pedestrian/bike circulation and facilities for non-residential buildings (UDO, Article 7).
- ☐ Off-Street parking areas with parking spaces drawn, tabulated, and dimensioned.
  - ☐ Designate number of parking spaces required by ordinance and provided by proposal.
- ☐ Handicap parking spaces.
- ☐ Parking Islands drawn and dimensioned with square footage calculated according to UDO, Section 7.2 or 7.9 fornon-residential buildings.
- ☐ Parking setback from R.O.W. to curb of parking lot as required.
- ☐ Wheelstops may be required when cars overhang onto property not owned by the applicant or where there may be conflict with pedestrian or bike facilities, handicap accessible routes or above ground utilities, signs or other conflicts.
- ☐ Security gates, showing swing path and design specs with colors.
- ☐ Guardrails. Include design and colors.
- ☐ Traffic Impact Analysis for non-residential development (UDO, Article 7).
  - ☐ Please note if none is required.
- ☐ Will there be access from a TxDOT R.O.W.? ☐ Yes ☐ No

  If yes, then TxDOT permit must be submitted with this application.

Easements and Utilities

- ☐ Easements - clearly designate as existing or proposed and type (utility, access, etc.)
- ☐ Utilities (noting size and designate as existing or proposed) within or adjacent to the proposed site, including building transformer locations, above ground and underground service connections to buildings, and drainage inlets.
- ☐ Sewer Design Report (if applicable).
- ☐ Water Design Report and/or Fire Flow Report (if applicable).
- ☐ Drainage Report with a Technical Design Summary.
- ☐ Meter locations, existing and proposed (must be located in public R.O.W. or public utility easement).
- ☐ Provide a water and sanitary sewer legend to include
  - ☐ Minimum water demands
  - ☐ Maximum water demands
  - ☐ Average water demands in gallons per minute, and
  - ☐ Maximum sewer loadings in gallons per day
- ☐ Will there be access from a TxDOT R.O.W.? ☐ Yes ☐ No

  If yes, then TxDOT permit must be submitted with this application.

Fire Protection

- ☐ Show fire lanes. Fire lanes with a minimum of 20 feet in width with a minimum height clearance of 14 feet must be established if any portion of the proposed structure is more than 150 feet from the curb line or pavement edge of a public street or highway.
- ☐ Show proposed and existing fire hydrants. Fire hydrants must be located on the same side of a major street as a project, and shall be in a location approved by the City Engineer. Any structure in any zoning district other than R-1, R-1A, or R-2 must be within 300 feet of a fire hydrant as measured along a public street, highway or designated fire lane.

NOTE: Fire hydrants must be operable and accepted by the City, and drives must have an all weather surface before a building permit can be issued.

☐ Will building be sprinkled? ☐ Yes ☐ No

If the decision to sprinkle is made after the site plan has been approved, then the plan must be resubmitted. If Yes,

- ☐ Show fire department connections. FDC's should be within 100' of the fire hydrant. They shall be accessible from the parking lot without being blocked by parked cars or a structure.

Landscaping

☐ Landscape plans as required in Article 7 of the Unified Development Ordinance. The landscaping plan can be shown on a separate sheet if too much information is on the original site plan. If requesting protected tree points, then those trees need to be shown appropriately barricaded on the landscape plan. Attempt to reduce or eliminate plantings in easements.

Include information on the plans such as:

- ☐ required point calculations
- ☐ additional streetscape points required. Streetscape compliance is required on all streets.
- ☐ calculations for # of street trees required and proposed (proposed street tree points will accrue toward total landscaping points.)
- ☐ proposed new plantings with points earned
- ☐ proposed locations of new plantings
- ☐ screening of parking lots, 50% of all shrubs used for screening shall be evergreen.
- ☐ screening of dumpsters, concrete retaining walls, off street loading areas, utility connection points, or other areas potentially visually offensive.
- ☐ existing landscaping to remain
- ☐ show existing trees to be barricaded and barricade plan. Protected points will only be awarded if barricades are up before the first development permit is issued.
- ☐ Buffer as required in Article 7 of the Unified Development Ordinance.

☐ Show irrigation system plan. (or provide note on how irrigation system requirement will be met prior to issuance of C. O.) All plans must include irrigation systems for landscaping. Irrigation meters are separate from the regular water systems for buildings and will be sized by city according to irrigation demand submitted by applicant and must include backflow prevention protection.

☐ Is there any landscaping in TxDOT R.O.W.? ☐ Yes ☐ No

If yes, then TxDOT permit must be submitted at the time of application.

Other

- ☐ Common open spaces sites
- ☐ Loading docks
- ☐ Detention ponds
- ☐ Retaining walls
- ☐ Sites for solid waste containers with screening. Locations of dumpsters are accessible but not visible from streets or residential areas. Gates are discouraged and visual screening is required. (Minimum 12 x 12 pad required.)
- ☐ Are there impact fees associated with this development? ☐ Yes ☐ No

NOTE: Signs are to be permitted separately.

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NRA BUILDING REVIEW MINIMUM REQUIREMENTS

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

Refer to UDO Section 7.9 Non-Residential Architectural Standards, as appropriate.

- ☐ Sheet size - 24" x 36" (minimum).
- ☐ 3"x10" blank area in the bottom right corner on each page of your drawings for the City of College Station approval stamps.
- ☐ Title block to include:
  - ☐ Name, address, location, and legal description
  - ☐ Name, address, and telephone number of applicant
  - ☐ Name, address, and telephone number of developer/owner (if differs from applicant)
  - ☐ Name, address, and telephone number of architect/engineer (if differs from applicant)
  - ☐ Date of submittal
- ☐ Scale should be largest standard scale possible on sheet.
- ☐ List of colors from the City of College Station color palette to be utilized or proposed equivalents.
- ☐ Color samples.
- ☐ List of materials to be utilized.
- ☐ Elevations of each non-residential building and screening structure. Show placement of materials and colors on the facades according to UDO Section 5.6.B or 7.9.
- ☐ Include the following dimensions:
  - ☐ Total vertical square footage minus openings (for each façade separately)
  - ☐ Total vertical square footage of transparency (for each façade separately in Northgate)
  - ☐ Total vertical square footage of each building material (for each façade separately)
  - ☐ Total vertical square footage of each color (for each façade separately)
- ☐ Graphic representation and/or description of existing buildings in building plot to show material, color, and architectural harmony.

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NORTHGATE BUILDING REVIEW MINIMUM REQUIREMENTS
(ALL CITY ORDINANCES MUST BE MET)
INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

Refer to UDO Section 5.6. Design Districts, B. Northgate Districts (NG)

- ☐ Sheet size - 24" x 36" (minimum).
- ☐ 3"x10" blank area in the bottom right corner on each page of your drawings for the City of College Station approval stamps.
- ☐ Title block to include:
- ☐ Name, address, location, and legal description
- ☐ Name, address, and telephone number of applicant
- ☐ Name, address, and telephone number of developer/owner (if differs from applicant)
- ☐ Name, address, and telephone number of architect/engineer (if differs from applicant)
- ☐ Date of submittal
- ☐ Scale should be largest standard engineering scale possible on sheet.
- ☐ List of colors from the City of College Station Northgate color palette to be utilized or proposed equivalents with color samples.
- ☐ List of materials to be utilized.
- ☐ Elevations of each building and screening structure. Show placement of materials and colors on the facades and identify public entrances.

Include the following dimensions:

- ☐ Total vertical square footage minus openings (for each façade separately)
- ☐ Total vertical square footage of each building material (for each façade separately)
- ☐ Total vertical square footage of each color (for each façade separately)
- ☐ Total vertical square footage of transparency between zero and eight feet (0-8') above ground level (for each non-residential façade)
- ☐ Graphic representation and/or description of existing buildings in building plot to show material, color, and architectural harmony.