

**CITY OF HURST**  
**Public Works Department**  
**SITE PLAN CHECKLIST**



**SITE PLAN CHECKLIST**

- Submit a notarized letter giving the applicant permission from the owner(s) to request site plan approval.
- Submit twelve (12) prints of the Site Plan of the proposed development drawn at an engineering scale of 1" = 200' or larger on a sheet size 24" x 36" **FOLDED** to an 8 1/2"x11" size.
- Submit one (1) 11"x17" print of the Site Plan.
- If the applicant is requesting an SPUD (site with less than 5 acres) he should refer to Section 15.3-2 SPUD Area Requirements of the Zoning Ordinance.
- The following items are required to be shown on the Site Plan or are to be submitted with the Site Plan for consideration. Please use the column on the left to verify the completeness of information submitted.

INDICATE IF DATA IS:

<u>ON PLAN</u>	<u>N/A</u>	
_____	_____	I. BASIC INFORMATION
_____	_____	A. Detailed legal description (metes and bounds) of proposed site
_____	_____	B. Location and size or width of all public R.O.W. and/or easements intersecting the site
_____	_____	C. Acreage of proposed site
_____	_____	D. Acreage of abutting tracts
_____	_____	E. Zoning of all abutting tracts
_____	_____	F. Proposed finished grade of site, contour interval not to exceed two (2) feet
<u>ON PLAN</u>	<u>N/A</u>	II. BUILDING INFORMATION
_____	_____	A. Location of existing structures
_____	_____	B. Location of proposed structures
_____	_____	C. Proposed use of each structure
_____	_____	D. Number of stories and height of each structure
_____	_____	E. Gross floor area of all structures in square feet
_____	_____	F. Location of entrances and exits to all buildings
_____	_____	G. Front, rear, and side elevation drawing of each building (submit 8 copies)
<u>ON PLAN</u>	<u>N/A</u>	III. GROUNDS/LANDSCAPING
_____	_____	A. Landscaping, height and design of all walls, fences, and screening plants (submit 8 copies)
_____	_____	B. Location and description of required landscaping (proportion of site and square footage)
_____	_____	C. Location and layout of irrigation system
_____	_____	D. The location, size, height, orientation and design of all signs (submit 8 copies)
_____	_____	E. Location of all fire hydrants, on-site and off-site
_____	_____	F. Location of all existing and/or proposed utility lines
_____	_____	G. Location of all existing and/or proposed drainage facilities that meet the City of Hurst iSWM Criteria Manual requirements (if applicable)



CITY OF HURST  
ZONING AND DEVELOPMENT PLAN APPLICATION

All information required in the Zoning Ordinance (#606) of the City of Hurst must be received in the Development Department Office by 2:00 p.m. on the designated submittal date according to the current Planning & Zoning calendar.

A. REQUESTING: Rezoning [ ]

Planned Development (PD )	Planned Development Revision	Special Planned Use District (SPUD)
Concept Plan [ ]	Concept Plan [ ]	Concept Plan [ ]
Site Plan [ ]	Site Plan [ ]	Site Plan [ ]
	Residential Performance Standard District (RPS) with Site Plan [ ]	
	Retirement Housing District (RH) with Site Plan [ ]	
	Assisted Living District [ ]	

B. CURRENT ZONING OF PROPERTY: \_\_\_\_\_

C. ZONING REQUESTED: (Please be specific) \_\_\_\_\_

D. LEGAL DESCRIPTION: (Fill in the one that applies)

- Lot or Tract \_\_\_\_\_ Block \_\_\_\_\_ of \_\_\_\_\_  
Addition as platted to the City of Hurst.
- Tract \_\_\_\_\_ of the \_\_\_\_\_ Survey
- A Portion of Lot or Tract \_\_\_\_\_ Block \_\_\_\_\_ of the \_\_\_\_\_  
Addition or Survey as per metes and bounds (field notes attached).

E. • ADDRESS AND/OR LOCATION OF PROPERTY: \_\_\_\_\_

F. • OFFICIAL NAME OF PROPOSED DEVELOPMENT: \_\_\_\_\_

G. • TOTAL ACREAGE OF SITE(S): \_\_\_\_\_

H. • REASON FOR ZONING REQUEST AND DESCRIPTION OF DEVELOPMENT: (please be specific)

\_\_\_\_\_

Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

and/or Option Holder: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone No. \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City State, Zip Code: \_\_\_\_\_

Phone No. \_\_\_\_\_

(FOR CITY USE)

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Fees Paid: \_\_\_\_\_