

**CITY OF HURST, TEXAS**  
**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, to scale.
- 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>	
_____	_____	<b>I. BASIC INFORMATION</b>
_____	_____	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>	<b>II. BUILDING INFORMATION</b>
_____	_____	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>	<b>III. GROUNDS/LANDSCAPING</b>
_____	_____	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)
_____	_____	H. Square feet of impervious area on site to be billed for Storm Drainage Utility billing.

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ON PLAN      N/A

IV.      **PARKING AREA**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | A.      Parking area in square feet   |
| _____ | _____ | B.      Total number of parking spaces provided   |
| _____ | _____ | C.      Marked parking stalls showing width, depth, and parking layout dimensions                   |
| _____ | _____ | D.      Parking stalls marked and designated for handicapped persons                                |
| _____ | _____ | E.      Driveway line markings  |
| _____ | _____ | F.      Parking areas marked and designated for emergency vehicles                                  |
| _____ | _____ | G.      Location and size of loading areas  |
| _____ | _____ | H.      Location of outside waste facilities and screening  |
| _____ | _____ | I.      Pedestrian walks, malls, and open areas shown and dimensioned                               |
| _____ | _____ | J.      Type and location of all illumination facilities  |
| _____ | _____ | K.      Location and width of all curb cuts and driving lanes                                       |
| _____ | _____ | L.      Types of pavement cross-sections to be used   |
| _____ | _____ | M.      Layout of fire lanes with inside lane boundary with a radius equal to or less than 30 feet. |

Owner/Developer Signature \_\_\_\_\_

Consulting Engineer Signature \_\_\_\_\_

<u>FOR CITY USE</u>		
Received By: _____	Date: _____	Time: _____
Reviewed By: _____	Date: _____	