



6400 El Verde Road, Leon Valley, TX 78238
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**REQUEST FOR SITE PLAN REVIEW
\$250.00**

APPLICATION

The Site Plan application must include the following information and documents that demonstrate compliance with the City's Code of Ordinances:

- i. Completed Application with Proposed Uses
- ii. Detailed Site Plan showing proposed streets, buildings, parking areas, access easements and other pertinent site features (full size and 8½ X 11)
- iii. Landscape Plan
- iv. Building Elevations
- v. Lighting Plan
- vi. Preliminary Civil Plans (TIA, Drainage)
- vii. PDF of all documents
- viii. Fee \$250.00 and Engineering Review Deposit starts at \$1,500.00 – See Article A15.000 Engineer Project Review Fee

PROCESS:

1. An application for a Site Plan shall be processed in accordance with the City's procedures for determining whether an application is complete. Following a determination of completeness, the Director shall approve, approve with conditions or deny the application for a Site Plan and shall notify the applicant of the decision.
2. Denial or conditional approval of a Site Plan by the Director may be initially appealed to the Zoning Commission and, following the recommendation of the Commission, to the City Council. The appeal shall be filed within 30 days of the date of the Director's action on the application for approval of a Site Plan.
3. The Director in making an initial decision on a Site Plan application, the Zoning Commission in making recommendations to the City Council, or the City Council in deciding the application for Site Plan approval, shall determine whether the Plan is consistent with the Regulating Plan for the property (if there is one), and meets the goals, intent and standards of the City's Code of Ordinances.

June 2016 EC

[Type text]

4. Regulating Plan Required

- a. Intent. The intent of a Regulating Plan is to ensure that access both within and to adjacent parcels of land will function properly and be ensured. It is also intended to ensure a comprehensive provision of amenities as the overall project develops out.
- b. Regulating Plans shall be required of multi-phased projects of 5 acres or more or which involve subdivision into smaller parcels.

5. Site Plan Amendments

- a. Amendments to an approved Site Plan may be accomplished in the same manner as approval of the original Site Plan.
- b. An amendment to an approved Site Plan must be made prior to the time for lapse of approval provided below. In the event an amended plan is approved, the approving authority amending the plan shall specify the time for lapse of such approval, consistent with below.

6. Lapse of Approval

If a Building Permit has not been obtained within one (1) year following approval of a Site Plan approval, such plan shall lapse unless the property owner requests an extension prior to the expiration of the one-year period. The request for extension shall be considered by the Planning and Zoning Commission. The authority may grant an extension of the time for expiration of the Plan for a period not to exceed one (1) year from the original expiration date of the application approval.

Every request for extension shall include a statement of the reasons why the expiration date should be extended. The approving authority may grant a request for extension upon demonstration that circumstances beyond the control of the applicant have resulted in the applicant's inability to perform the tasks necessary to prevent the Site Plan from expiring before the lapse date.

SITE PLAN REVIEW APPLICATION FORM

(please print or type)

Personal Information

Name of Applicant: _____

Address: _____

Phone No: Cell () _____ Fax () _____

Email Address: _____

Status (check one): Owner Agent (if agent, attach notarized Letter of Authorization)

Property Description

Project Name: _____

Address: _____

Legal Description: _____ Current Zoning: _____

Proposed Use(s) & Description(s): _____

Existing Property Use or State None: _____

Acreage and Proposed Square Footage: _____

Parking Ratio & Parking required: _____ Parking provided: _____

Does owner own adjacent property? Yes No

Structure (check one): Addition to existing building - _____ sf **OR** New construction

I hereby certify that I have read and examined this application and the attached instruction sheet and know the information I have provided to be true and correct. All provisions of laws and ordinances governing this application will be complied with whether specified herein or not. I agree to be bound by, and to comply with any terms or conditions imposed by such permit. I further acknowledge that approval of the Site Plan Application does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the use of the property.

Signature of Applicant

Date

BEFORE ME, A Notary Public in and for _____, on this date personally appeared _____ (Applicant) who duly states that all facts on this application are true to the best of his/her knowledge.

SWORN TO and **SUBSCRIBED** before me this _____ day of _____, 20____.

SEAL

Notary Public, Bexar County, Texas
My Commission expires: _____