



## SUP & SITE PLAN APPLICATION

- SELECT APPLICATION TYPE:**
- SUP  Site Plan  
 Amended SUP  Amended Site Plan

The following items shall be included in the application submittal:

- Signed and completed Application form;
- Proof of land ownership (e.g. general warranty deed, special warranty deed, title policy or other document);
- Completed SUP & Site Plan Checklist;
- All required checklist items; and
- Applicable fee(s), see Fee Schedule.

**General Location of Property:**

Site Address:

Parcel ID No(s):

Total Area (acres):

Subdivision:

Lot(s):

Block(s):

Is Property in FEMA Designated Floodplain? (circle one)

Yes

No

Current Zoning:

Current Use:

Proposed Zoning:

Proposed Use:

Type of Development:

Development Name:

Reason for Request:

**\*\*\* CITY TO COMPLETE ITEMS 1-6 BELOW AT TIME OF SUBMITTAL \*\*\***

1) Case Number:

2) Application Cycle Date:

3) P&Z Date (tentative):

4) City Council Date (tentative):

5) Current Zoning of Property:

6) Current Use of Property:



## SUP & SITE PLAN CHECKLIST

**\*Case Number:** \_\_\_\_\_  
\*Entered by City Staff

**Parcel ID #:** \_\_\_\_\_

**Development Name:** \_\_\_\_\_

The Applicant must check each box below to confirm the submittal of required plans and information a part of the SUP and Site Plan Application. City Staff will conduct a completeness check review during the initial submittal of the application to request any missing information or plans.

Submit all Applications, Documents and Payments Electronically through the Citizen Self Service Portal:

<https://waxahachietx-energovpub.tylerhost.net/Apps/SelfService#/home>

PROVIDED

ACCEPTED

Y N

Y N

<input type="checkbox"/>	<input type="checkbox"/>	<p>1 The initial submittal of an SUP or Site Plan Application shall include:</p> <ul style="list-style-type: none"> <li>○ Site Plan;</li> <li>○ Landscape plan;</li> <li>○ Building Elevations (in color);</li> <li>○ Grading Plan (optional but highly recommended);</li> <li>○ Preliminary Utility Plan (optional but highly recommended);</li> <li>○ Signage plan; and</li> <li>○ Operational Plan (required for SUP applications only).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<p>2 The site plan shall contain the criteria and information on the SUP and Site Plan Checklist on the following page.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<p>3 The Landscape plan shall include the following information on a separate plan sheet (22"x34"):</p> <ul style="list-style-type: none"> <li>○ Natural features including tree masses and anticipated tree loss;</li> <li>○ Floodplains, drainage ways, and creeks;</li> <li>○ Screening walls and fences (include height and type of construction);</li> <li>○ Retaining walls and headlight or service area screens (include height &amp; construction type);</li> <li>○ Existing and preserved trees including location, size, and species;</li> <li>○ Landscaping materials including location and size;</li> <li>○ Proposed plant materials; and</li> <li>○ Note to indicate type and placement of irrigation system.</li> <li>○ Refer to <a href="#">section 5.04</a> (Landscape Requirements) to review the City's landscape requirements.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<p>4 Building elevations shall include the following information on a separate plan sheet (22"x34"):</p> <ul style="list-style-type: none"> <li>○ The building elevation for all four sides of a building for each building type in color.</li> <li>○ The percentage of the exterior finishing materials proposed on each elevation.</li> <li>○ Refer to <a href="#">section 5.01</a> (Exterior Construction Requirements) in the City of Waxahachie Zoning Code to review the City's architectural standards.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<p>5 The signage plan shall include the following information on a separate sheet (8.5"x11"):</p> <ul style="list-style-type: none"> <li>○ A rendering of the sign with dimensions, proposed sign material(s), location of exterior lighting, including type of standards, locations and radius of light and intensity of foot-candles. All signage is subject to approval by the Building Inspections Department. .</li> <li>○ Refer to <a href="#">section 5.08</a> (Sign Regulations) to review the City's sign requirements.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<p>6 The operational plan shall address the following information and provided in word or pdf file:</p> <ul style="list-style-type: none"> <li>○ Proposed hours of operation;</li> <li>○ Number of employees;</li> <li>○ Compatibility with adjoining uses; and</li> <li>○ The company's business plan for the proposed establishment.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



## SUP & SITE PLAN CHECKLIST

The site plan submitted as part of the SUP or Site Plan Application shall include the following criteria in this checklist.

<u>PROVIDED</u>			<u>ACCEPTED</u>	
Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	1 Title Block in lower right hand corner shall include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Subdivision name with lot and block number</li> <li><input type="checkbox"/> Zoning</li> <li><input type="checkbox"/> Area in acres</li> <li><input type="checkbox"/> City and County</li> <li><input type="checkbox"/> Preparation Date</li> <li><input type="checkbox"/> Case Number</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2 Vicinity map, north arrow, date of preparation and graphic scale.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3 The site plan should be drawn to a scale in increments of 10 (example: 1" = 100' or 1" = 50') unless approved in advance by the City.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4 Approximate distance to the nearest street.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5 Site boundaries, dimensions, lot lines and lot areas.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6 Existing improvements within 75 feet of the subject property.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7 Label public streets, private drives, median openings, turn lanes, driveways, and fire lanes including pavement widths and/or rights-of-way widths. Also, label the turning radii, and surface material(s).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8 Dimension all drive lanes and provide traffic flow arrows.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9 Distances between existing and proposed driveways.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10 Label proposed or existing loading areas.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11 Show and dimension stacking spaces (8'x22') (if applicable) and associated menu board and/or order window.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	12 Name, address, and telephone number of the owner, applicant, developer, surveyor, and/or engineer.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	13 Building location, sizes, and dimensions.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	14 Distance(s) between buildings on the same lot.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	15 Building lines and setbacks.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	16 Site data summary table including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Zoning</li> <li><input type="checkbox"/> Proposed use</li> <li><input type="checkbox"/> Building area (gross square footage)</li> <li><input type="checkbox"/> Building height (feet and inches)</li> <li><input type="checkbox"/> Area of impervious surface (square feet and percentage)</li> <li><input type="checkbox"/> Lot coverage (square feet and percentage)</li> <li><input type="checkbox"/> Total parking (required and provided)</li> <li><input type="checkbox"/> Number of handicap parking spaces</li> <li><input type="checkbox"/> Number of dwelling units and number of bedrooms (if multi-family)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	17 FEMA floodplains with 100-year (1% Annual Chance of Flood) Water Surface Elevations, and minimum finished floor elevations (include the floodplain note shown on the final plat).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	18 Ramps, crosswalks, sidewalks, and barrier-free ramps with dimensions.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	19 Locations of dumpsters and trash compactors with height and material of screening.	<input type="checkbox"/>	<input type="checkbox"/>



### SUP & SITE PLAN CHECKLIST

<u>PROVIDED</u>			<u>ACCEPTED</u>		
Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	20	Location and sizes of existing and proposed water and sewer mains.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	21	Location of fire hydrants.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	22	Location(s) and size(s) of storm drains, culverts, inlets, and other drainage features on or adjacent to the site.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	23	Location and sizes of existing and proposed water and sewer mains.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	24	Location of fire hydrants.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	25	Location(s) and size(s) of storm drains, culverts, inlets, and other drainage features on or adjacent to the site.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	26	Locations, widths, and types of existing and proposed easements.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	27	Show and describe on the site plan anything that generates objectionable smoke, fumes, noise, odor, dust, glare, vibration or heat.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	28	Impact of Development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.	<input type="checkbox"/>	<input type="checkbox"/>

**Applicant shall provide a written description for the reason any item was not provided.**

Item #: \_\_\_\_\_ Reason for Omission: \_\_\_\_\_

Item #: \_\_\_\_\_ Reason for Omission: \_\_\_\_\_

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PLANNING & ZONING DEPARTMENT  
401 South Rogers Street | Waxahachie, Texas 75168  
(469) 309-4290 | [www.waxahachie.com/Departments/Planning\\_Department](http://www.waxahachie.com/Departments/Planning_Department)



## PROPERTY OWNER AFFIDAVIT

**Applicant:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**The information contained on this application, to my best knowledge and belief, is true and correct. I certify that I, the property owner give legal consent to the applicant listed above to submit this application, on behalf of myself. I also understand that it is necessary for the applicant or myself to be present at the Planning and Zoning Commission (P&Z) meeting(s) as well as City Council meeting(s).**

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Printed Name

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_ known to me (or proved to me on the oath of \_\_\_\_\_, or through \_\_\_\_\_, to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public's Signature



## FEE SCHEDULE

### Zoning, PD, or SUP Fees

Zoning District Change	\$500 + \$10 per acre
Planned Development	\$1,000 + \$20 per acre
Site Plan Review	\$500
Amended Site Plan	\$250
Specific Use Permit (SUP)/ Amended Specific Use Permit	\$500 + \$10 per acre
Variances/Waivers	\$250
Annexation	\$500
De-Annexation	\$500

### Platting Fees

Plat	\$500 + \$10 per lot
Development Plat	\$250 + \$25 per lot
Replat	\$500 + \$10 per lot
Amended Plat (AP)	\$350 + \$10 per lot
Plat Vacation (PV)	\$300
Land Use Study	\$250 + \$10 per lot
Plat Filing	Subject to Ellis County recordation fees
ETJ Plats	Subject to City plat fees above + County plat fees (see Ellis County fee schedule)
Infrastructure Inspection Fee	3.5% of total infrastructure cost
Street Name Change (after plat approval) for each name changed	\$100
Landscape/Irrigation Plan (for required landscaping, any proposed living screens, subdivision entrance landscaping, landscaping in the right-of-way, and on medians)	\$100
Park Land and Public Facility Dedication	
Park Land Dedication	Two (2) acres for each 100 dwelling units
Cash in lieu of Land	At City Council's Option: \$400/dwelling unit (residential) \$600/acre (commercial)

### Impact Fees

Refer to City of Waxahachie Ordinance Number 3356, as amended, for Water, Wastewater, and Roadway Impact Fee regulations. Impact Fee tables are also included in the City of Waxahachie's Code of Ordinances (Chapter 33, Article VII, Section 33-179). Impact fees are paid at the time of permit (roadway) or water meter (water and sewer) issuance.

In addition to any other fees, a \$2,500 deposit will be paid at the time of submission of a plat for review by City Consultants of any facilities agreement and/or civil construction plans. At time of final approval of any given plat, the deposit will be adjusted up or down based on actual cost of review(s) by the City Consultants. An invoice for costs over \$2,500 will be provided to the applicant, or a refund to the extent that actual costs are less than \$2,500.