

SITE PLAN APPLICATION



PLAN TYPE

- Site Plan:** A detailed plan for improvements on property showing locations of buildings, driveways, parking, and sidewalks. Plans for proposed landscaping, lighting, building elevations, water, sewer, and drainage are also required for new construction and additions as part of a site plan submittal.
 - New:** New construction on vacant property; or conversion of a residential property to a non-residential property, multifamily property or mixed-use property.
 - Minor Revision:** Revisions to a site plan that do not materially change traffic circulation, building location(s), proximity of buildings to nearby residential areas, the size or height of buildings, or any other conditions specifically approved by City Council.
 - Major Revision:** Revisions to a site plan that do not qualify as a Minor Revision.
- Planned Development-Site Plan:** On property zoned a Planned Development District, a detailed plan for improvements including building footprints, driveways, parking, and sidewalks. Plans for proposed landscaping, lighting, building elevations, water, sewer, and drainage may also be required as part of a planned development-site plan submittal.
- Planned Development-Development Plan:** On property zoned a Planned Development District, a plan showing locations for proposed land uses, building footprints, streets, and site boundaries.

SUBMITTAL REQUIREMENTS

"x" indicates item required to be submitted with that application type

Office Use	Site Plan	PD-Site Plan	PD-Dev Plan
Application Fee: \$250 + \$10 per acre	x		
Application Fee: \$300 + \$5 per acre		x	x
Sign Fee: \$50 per sign per street frontage (refundable upon return of sign)		x	x
If unplatted, provide metes and bounds description of the property in hard copy and an electronic copy in .pdf format		x	x
Site Plan showing proposed and existing locations of buildings, driveways, parking and sidewalks – 7, 24" x 36" copies and an electronic copy in .pdf format	x	x	
Development Plan showing locations for proposed land uses, building footprints, streets, and site boundaries – 7, 24" x 36" copies and an electronic copy in .pdf format			x
Landscape Plan and Tree Protection/Tree Mitigation Plan (if not previously submitted) – 7, 24" x 36" copies and an electronic copy in .pdf format	x	x	x
Building Elevations – 7, 24" x 36" copies and an electronic copy in .pdf format	x	x	
Construction plans for water, sewer, streets, and drainage – 7, 24" x 36" copies and an electronic copy in .pdf format	x	x	
Preliminary plans for water, sewer, streets and drainage – 7, 24" x 36" copies and an electronic copy in .pdf format			x

All applications shall be submitted to:

Planning Department • 285 Uptown Blvd., Cedar Hill, TX 75104 • 972.291.5100, ext. 1081 • www.cedarhilltx.com/95/Planning

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Office Use		Site Plan	PD-Site Plan	PD-Dev Plan
	Traffic impact analysis (TIA) or waiver from the Public Works Department in hard copy and an electronic copy in .pdf format	x	x	x
	Receipt for taxes paid to Dallas County and/or Ellis County	x	x	x
	Provide evidence of notification regarding this request to applicable school district(s)	x	x	x
	Submittal Deadline Date:			

Office Use					
Application Fee:	\$	Sign Fee: (# of signs x \$50)	\$	Total Due:	\$
Case #:		Received By:		Payment Method:	

PROPERTY INFORMATION

Address or General Location: _____

Acreage: _____

Zoning of Property: _____

Proposed Use: _____

Tract, Survey, Abstract: _____

Lot, Block, Subdivision: _____

APPLICANT

Name: _____

Company: _____

E-mail (Required): _____

Telephone: _____

Mailing Address: _____

City, State, Zip: _____

REPRESENTATIVE (if different from applicant)

Name: _____

Company: _____

E-mail (Required): _____

Telephone: _____

Mailing Address: _____

City, State, Zip: _____

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SITE PLAN APPLICATION



PROPERTY OWNER

Name: _____
Company: _____
E-mail (Required): _____
Telephone: _____
Mailing Address: _____
City, State, Zip: _____

SIGNATURES

With my signature, I certify that I am the applicant, representative and/or property owner submitting this application for the herein described real property. I acknowledge that the official filing date shall be the date that the application was determined to be complete [not submitted] pursuant to Chapter 20, Section 20-6 and Chapter 23, Section 1.8 of the Cedar Hill Code of Ordinances.

Signature of Applicant Date

Signature of Representative Date

Signature of Property Owner Date

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