

Submittal Requirements Checklist for Staff-Approved Applications

TYPE OF APPLICATION

	Landscaping & Irrigation Plans	Site Plans	Site Plans for Manufactured Home Parks & RV Parks
REQUIRED MATERIALS			
One complete digital copy of all application materials on CD, flash drive, or submitted via email or our FTP site.			
Application submittal instructions can be found online at: www.amarillo.gov/departments/development-services/development-customer-services/application-submittal	●	●	●
Completed application form (and associated checklist, if applicable)		●	●
<i>If the Applicant is not the Property Owner, a notarized statement authorizing the Applicant to act on the Owner's behalf is required for the indicated Applications. This notarized statement shall be prepared using a form provided by the Planning and Development Services Department.</i>			
Application fee		●	
Metes and bounds description, map(s), and/or legal description of subject property (if applicable)			
Certificate of insurance		● ¹	
Proposed Development Plan (see requirements below)	●	●	●
Two (2) sets of construction drawings and specifications as required by the Construction Codes.			●
Narrative on Proposed HP-O District or H-L (see requirements below)			
Photographs of the property and adjacent properties (historical photographs also may be helpful)			
Material specification outline with samples, brochures and/or photographs of all exterior building and site materials, finishes and fixtures			
Any additional information the Applicant believes will assist the Approving Authority in its review of the Application	●	●	●
PROPOSED DEVELOPMENT PLAN REQUIREMENTS			
Number of Copies/Format of Submittal			
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If more than one sheet, an index must be included on the cover sheet.	●	●	●
Written and Graphic Scales			
Minimum scale of 1 inch equals 40 feet (1" = 40')			●
Minimum 11"x17" size sheets and drawn to an engineers scale.	●	●	
Title Block			
Indicate as initial or revised submittal and date prepared.	●	●	●
Project designer	●	●	●
Project name	●	●	●
Legal description of property (Lot, Block, Addition, Survey, and County)	●	●	●
Total square footage of area to be developed	●	●	●
Owner/Developer	●	●	●
Existing zoning and proposed use	●	●	●
General			
North arrow	●	●	●
Vicinity map showing location of property	●	●	●
Property Owner & Applicant Information			
Name and address of all Property Owners	●	●	●
Name, address, phone number, and email address of the Applicant	●	●	●
Name, address, phone number, and email address of the Developer (if different than Applicant)			
Subject Property Information			
Street address	●	●	●

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The boundary lines of the area included in the Proposed Development Plan including angles, dimensions, and reference to a section corner, quarter corner, or point on a recorded Plat	●		●
Location of the 100-Year Floodplain and floodway, if applicable, according to the most recent available FEMA data or best available information		●	●
Total Lot Area of each Lot and the cumulative total of all Lots (in acres and square feet)		●	●
Number, location, and size of all Manufactured Home Spaces or Recreational Vehicle Spaces			●
Current zoning classification	●	●	●
Current land use(s)	●	●	●
Indicate all contiguous properties to include vehicular and pedestrian access points to those properties		●	●
General Development Information			
Proposed zoning classification			
Proposed land use(s)	●	●	●
Purpose of development	●	●	●
Detailed description of proposed work			
Existing and proposed topographic features with minimum one foot (1') contours in MSLE		●	●
Number of occupants and/or employees			
Days and hours of operation			
Buildings, Structures, & Setbacks			
Location of all existing and proposed structures (building footprints or envelopes), including fences & gates, retaining walls, loading ramps, and subsurface structures (indicate location, dimensions and finished floor elevations in Mean Sea Level Elevation [MSLE])	●	●	●
Proposed use of each structure and square footage for each			

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Notation of maximum building height for each structure		●	
Delineation of dimensioned building line setbacks	●	●	●
Architectural drawings showing front, side, and rear of all building elevations and exterior building materials, colors, etc.			●
Schematic floor plans depicting the arrangement of interior spaces, location of windows and doors, mechanical equipment, electrical meter and utility locations. First floor site plans should show the relationship between the first floor and the site.			
Schematic building elevations for all sides of the building(s) showing design of all elevations, existing grade, proposed grade, finish floor elevations, roof slopes, mechanical vents and equipment, location and type of outdoor light fixtures, design and location of all wall sign(s) and notations regarding exterior colors and material.			
Streets, Sidewalks, & Driveways			
Depict locations and dimensions of existing and proposed driveways	●	●	●
Delineation of all public and private streets in and around property	●	●	●
If TxDot approval is required (e.g., for Street; driveway; Alley connectors), then include completed TxDot permit application		●	●
Proposed and existing sidewalks, ADA ramps (within R.O.W.) locations and dimensions	●	●	●
Parking			
Existing and proposed parking		●	●
Proposed queuing lanes		●	●
Stall dimensions		●	●
Aisle width		●	●
Location of accessible parking spaces		●	●
Accessible route from public access point		●	●

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Fire Lane(s) location and dimension		●	●
Delineation of off-street parking area(s), showing all parking	●		
Landscaping & Screening			
Type, location, and area of living and non-living ground cover	●	●	●
Type, location, and size of trees	●	●	●
Type and location of irrigation systems	●	●	●
Delineation of all fencing, screening walls, including height, materials, etc.		●	●
Statement of Acknowledgement for site maintenance	●		
<i>Landscape Legend</i>			
Plant material names, symbols, sizes, and quantities	●	●	●
Tree names, symbols, caliper of ornamental and shade trees, height of evergreen trees, and quantities	●	●	●
<i>Landscape Ordinance Compliance Schedule</i>			
<i>Landscaping Requirements:</i>			
Total lot area	●	●	●
Total Building Footprint	●	●	●
Total Required Landscaped Area	●	●	●
Total area of living landscape required	●	●	●
Total area of living landscape provided	●	●	●
Total area of non-living landscaping provided	●	●	●
<i>Street Tree Requirements:</i>			
Total length of Street Frontage	●	●	●
Total number of trees required per Street Frontage	●	●	●

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Total number of trees provided per Street Frontage	●	●	●
<i>Parking Lot Tree Requirements:</i>			
Total number of parking spaces	●	●	●
Total number of trees Required per parking spaces	●	●	●
Total number of trees provided per parking spaces	●	●	●
Other Site Elements			
Lot Coverage		●	●
Location, type, dimensions, and maintenance requirements for common areas		●	●
Dimensioning for all critical elements of Proposed Development Plan		●	●
Location, type, height, dimensions, colors, and illumination of all exterior signs (provide sign details) *Separate submittal, review, and permit required for Signs		●	●
Location, type, and height of all exterior lighting (provide lighting detail)		●	●
Location and size of streetlights		●	●
Location and type-of refuse collection (public or private)		●	●
Location and description of street furniture			
Indicate individual or centralized US Postal Service delivery point(s)		●	●
Storm Water Pollution Prevention Plan (silt fencing, construction entrance, temporary sediment basins, etc.)		●	●
Utilities & Easements			
Locations and dimensions of existing and proposed easements	●	●	●
Fire hydrants (public and private) and coverage area		●	●
Utility services (potable water, irrigation, fire line, sanitary & storm sewer) - Size, depth and proposed tap and meter locations		●	●
Overhead power lines	●		

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The location and specifications of electrical, gas, water and sewer lines, and their service connections at the Manufactured Home or RV Spaces			●
Any further relevant information necessary to enable City staff to comply with the standards for approving an Application	▲	▲	▲
TECHNICAL REPORTS & STUDIES			
An expert evaluation from a licensed real estate appraiser (MAI/SRA) concerning the location, function, and characteristics of any building or use proposed for a Specific Use Permit. Such expert evaluation shall also specifically address the effect of the requested Specific Use Permit on adjacent land uses and property values. This evaluation is not required for Carports.			
Traffic Impact Analysis		□	□
Engineering study			
Geologic or hydrologic study			
Environmental impact report			
Noise study			
Market study			
Economic impact report			
Architectural survey			

¹ Only for a Site Plan associated with a temporary BYOB Event. See Sec. 4-10-116 - Temporary Uses.

Key:

- Required for the Application
- Required if the proposed Development meets the thresholds in Sec. 4-10-326, *Traffic Impact Analysis (TIA)*
- ▲ May be required by City Staff on a case-by-case basis