



<b>FOR OFFICE USE ONLY</b>	
CASE NO.: _____	FILING FEE RECEIPT NO.: _____
SUBMITTAL DATE: _____	INITIAL: _____

**Site Plan Application**

**APPLICATION IS NOT VALID WITHOUT COMPLETION OF ALL PAGES AND SIGNATURES**

**MINIMUM SUBMITTAL REQUIREMENTS:**

- Application provided by City of Amarillo completed in full. This application must be used and may not be adjusted or altered.
- Please attach pages if additional information is provided.
- One digital copy of plans. Please submit plans and application to development@amarillo.gov.
- The attached Site Plan checklist with all items checked off or a brief explanation of why they are not

<b>Subdivision Name/Proposed Subdivision Name:</b> _____	<b>Unit#</b> _____
Jurisdiction: <input type="checkbox"/> City Limits <input type="checkbox"/> ETJ County: _____	Total square footage _____
Legal Description: _____	
Land Use: (Existing) _____	(Proposed) _____
Zoning: (Existing) _____	(Proposed) _____
Tax I.D. No.: _____	

<b>Property Owner(s):</b> _____
Firm Name (if applicable): _____
Address: _____
Telephone: (____) _____
Email: _____

<b>Owner's Designer</b> (Main contact person responsible for application)
Firm Name (if applicable): _____
Address: _____
Primary Contact Name: _____
Telephone: (____) _____
Email: _____
Secondary Contact Name: _____
Telephone: (____) _____
Email: _____

<b>CERTIFICATION</b>
I hereby certify that the above information and the attached plan are true and correct to the best of my knowledge. I understand that, while the City of Amarillo agrees to receive this Plan, the application is not considered to be filed with the City unless and until all required documents and fees have been submitted.
Owner/Applicant Printed Name: _____
Owner/Applicant Signature: _____
Date: _____
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**SITE PLAN MINIMUM REQUIREMENTS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:(ALL CITY ORDINANCES MUST BE MET)**

- If more than one sheet, an index must be included on the cover sheet.
- Plans must be minimum 11"x17" sheets and drawn to an engineers scale.
- Indicate north arrow
- Title Block with the following information:
  - Indicate as initial or revised submittal and date prepared.
  - Project designer
  - Project name
  - Legal description of property.
  - Total square footage of area to be developed
  - Owner/Developer
  - Existing Zoning and Proposed use
- Vicinity map which includes enough of surrounding area to show general location of subject property in relationship to Amarillo and its City Limits. No scale is required
- Dimension of the property
- Locations and dimensions of existing and proposed easements
- Existing and Proposed structure(s); fences & gates; retaining walls; loading ramps; and subsurface structures
  - Indicate location, dimensions and finished floor elevations in Mean Sea Level Elevation (MSLE).
- Existing and proposed topographic features with minimum one foot (1') contours in MSLE
- Location of the 100-Year Floodplain and floodway, if applicable, according to the most recent available FEMA data or best available information.
- Storm Water Pollution Prevention Plan (silt fencing, construction entrance, temporary sediment basins, etc)
- TX Dot approval required? (Street; driveway; alley connectors)
  - If yes, Include completed TxDot permit application.
- Indicate all contiguous properties to include vehicular and pedestrian access points to those properties.
- Depict existing and proposed driveways
  - Locations and dimensions
- Parking
  - Existing and proposed parking
  - Proposed queuing lanes
  - Stall dimensions
  - Aisle width
  - Handicap parking location.
  - Accessible route from public access point
  - Fire Lane(s) location and dimension
- 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
- Proposed and existing sidewalks, ADA ramps (within R.O.W.) locations and dimensions
- Dumpster location
- Indicate individual or centralized US Postal Service delivery point(s)
- Landscape information
  - Type, location and area of living and non-living ground cover
  - Type, location and size of trees.
  - Type and location of irrigation system
- Signage; existing and proposed. \*Separate submittal, review and permit required for signs
  - Location and orientation