DAYTON TEXAS

SITE/CIVIL PLAN REVIEW APPLICATION

PERMIT NUMBER: _____

Date: _____

APPLICANT INFORMATION:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Fax: _____ Email: _____ Phone: _____

PROPERTY INFORMATION:

Name of Development: _____

Number of Blocks: _____   Number of Lots: _____

PROPERTY LOCATION:

Address: _____ City: _____ State: _____ Zip: _____

Legal Description of Property:_____

OWNER INFORMATION:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Fax: _____ Email: _____ Phone: _____

NOTE: IF YOU ARE NOT THE OWNER OF THE PROPERTY, YOU MUST ATTACH A LETTER FROM THE PROPERTY OWNER GIVING YOU PERMISSION TO SUBMIT THIS APPLICATION.

REQUIRED TO COMPLY WITH SITE PLAN CHECKLIST (Building Permit must also be completed)

This application is required for:

1. Any new or the expansion of more than 25% to any existing development.
2. The conversion of a residentially used structure to non-residential us that requires site plan improvements, or
3. Any public improvements to be dedicated to the City in addition to or in conjunction to platting.

IF THE APPLICANT FEELS HIS/HER DEVELOPMENT MAY BE EXEMPT FROM THIS APPLICATION, THE BUILDING OFFICIAL AND PLANNING DIRECTOR SHALL REVIEW AND DETERMINE WHICH AREAS DO AND NOT NOT APPLY TO THE APPLICANT'S DEVELOPMENT.

REV 12/2019

SITE PLAN CHECKLIST

1. **COMPLETED UTILITY AVAILABILITY APPLICATION**
2. **TWO (2) SETS OF SITE/PLOT PLANS SPECIFYING:**
   a. Proof of ownership and a copy of the Liberty recorded platted lot the development will be built upon.
   b. The name, location, owner and designer of the proposed development, including the owner's home or business address and telephone number;
   c. Date, north arrow and scale;
   d. The locations and dimensions of all property lines, rights-of -way and easements including 200ft beyond lot lines.
3. **TWO (2) SETS OF UTILITY PLANS.**
   a. Indicate location of all utilities including fire hydrants.
   b. Include plan and profile views
4. **TWO (2) SETS OF GRADING/DRAINAGE PLANS TO SCALE SPECIFYING:**
   a. Existing topographic characteristics of the site and existing drainage facilities and plans for proposed drainage improvements and surface materials.
   b. A lot grading plan showing proposed minimum slab elevations will be included in the construction plans, If slab elevations do not change, a notice of minimum elevation will suffice. The minimum slab elevation shall also be shown on the subdivision plat.
5. **TWO (2) SETS OF WATER AND SEWER PLANS TO SCALE SPECIFYING:**
   a. All existing and proposed utilities including 200 feet beyond developer's property boundary lines;
6. **TWO (2) SETS OF PAVING FACILITIES (DRIVEWAY, PARKING, LOADING AND MANEUVERING PLANS TO SCALE SPECIFYING:**
   a. The location and dimensions of all existing and proposed driveways, parking facilities, maneuvering areas, loading areas, sidewalks, drive up windows, curbs and gutters;
   b. Information and calculations necessary to verify compliance with the off-street parking, stacking for drive up windows, and loading regulations, including land use, gross floor area, gross leasable area, number of dwelling units, seating capacity, projected number of employees and/or any other appropriate data.
   c. Parking and drive areas dimensioned with number of parking spaces indicated and calculations, If building has different uses within, each use shall meet its own parking requirements as defined in the Dayton code; and location of curb cuts
7. **TWO (2) SETS OF LANDSCAPE, SCREENING AND FENCING, AND LIGHTING PLANS TO SCALE SPECIFYING:**
   a. All landscape square footages and dimensions, tree and plant count and calculations;
   b. Locate existing trees and show tree preservation for landscape credit;
   c. Location of proposed screening walls and fences and type of material;
   d. Location and intensity of exterior lighting facilities;
   e. Location of existing and proposed dumpster pads with proper screening and type of material;
8. **FEE SCHEDULE**

   (fees due upon submittal)

   a. Engineering review
   b. .003 x public infrastructure cost $_____
   c. Construction inspection
   d. .003 x construction cost $_____

After development is approved: Two (2) sets of **as-built plans preferably on Auto CAD or similar digital format.**

1. All site and construction plans shall be:
   - Designed and sealed by a professional engineer licensed in the State of Texas;
   - Drawn on maximum twenty-four (24) inch by thirty-six (36) inch sheets, one (1) inch to forty (40) feet minimum scale;
   - Each plan needs to be bound, stapled together and individually rolled into a complete set. We will allow some of these details to be combined onto one plan, (3) complete sets are required.
   - Please include a copy of the plans in AutoCAD format or similar digital format.

2. Upon determination by the City Planner, approved documentation showing the dedication of any and all easements, right-of-way, parkland and open space shall be submitted.

3. Any nonresidentail developments requiring access onto a major thoroughfare for drainage, driveways and/or roads must contact the Texas Department of Transportation Liberty Area Office for permitting procedures. Any and all applicable permits from the Texas Department of Transportation Liberty Area Office or any state and federal agency require approval from the City Engineer or representative before a ny building permit is issued.

4. After submittal documents have been received and accepted by the building inspection department, allow 10 to 20 working days for the review to be completed at which time the planning department will contact the owner of the owners representative to pick up th

   approved plans, Permit and plan review fees are due when the permit is picked up.

I HEREBY CERTIFY THAT I AM, OR THAT I REPRESENT THE LEGAL OWNER OF THE PROPERTY DESCRIBED ABOVE AND HEREBY AVER THAT ALL OF THE INFORMATION CONTAINED ON THIS APPLICATION AND ALL INFORMATION ATTACHED HERETO IS TRUE AND CORRECT.

Signature: _____ Date: _____

Printed Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Fax: _____ Email: _____ Phone: _____

TO SUBMIT FORM PLEASE EMAIL IT TO PLANNING@DAYTONTX.ORG