



Site plan approval is required on:

- Any new nonresidential development in which the property has already been platted (to be included as part of the Building Permit plans).
- Any new multi-family development or manufactured home park on platted property (to be included as part of the Building Permit plans).
- Any redevelopment, additions or alterations of existing sites or structures that exceeds 10% of the gross floor area, changes to a use that increases the parking requirement by more than 10% of the existing parking or materially changes the traffic circulation (to be included as part of the Building Permit plans).
- Any nonconforming structure that has been abandoned for more than 6 months or any structure that has been damaged by fire, storms or other disaster beyond the control of the owner (exceeding 60% of its appraised value) must undergo site plan review and approval as well as meeting the criteria set forth in this Ordinance before reoccupation, repairs or restoration (to be included as part of the Building Permit plans).
- The initial application will consist of two full-size (24 inch by 36 inch) sets of drawings for review and markups and the final submittal will consist of two full-size (24 inch by 36 inch) copies of the revised drawings plus one reduced copy (11 inch by 17 inch) along with the original markups.
- If a tract has **Not** been platted or if a replat is required then a Construction Plat (site plan combined with plat) shall be submitted for approval by the P and Z and City Council as described in the previous section under "Plat Applications".
- Site plans on property which has already been platted are approved by city staff, please allow fifteen (15) business days for review and approval. All subsequent construction must be in accordance with the approved site plan and a change in the site plan must be resubmitted for review and staff approval. If a zoning change request includes a development plan with sufficient detail then the site plan requirement will be waived. An approved construction plat and final plat constitutes an approved site plan for single-family residential development.

Site Plan drawings should include the following:

- Graphic Scale, North Arrow, Location Map and Legend
- Title Block in lower right hand corner
- Project address and Lot and Block number with name of addition
- Total acreage of lot or square footage if less than an acre
- PD or SUP ordinance number if applicable
- Name of Owner, Developer, Architect, Surveyor, etc. w/ addresses and phone numbers
- Correct Survey, Abstract and County callout
- Correct zoning callout on subject tract and adjacent tracts
- Correct names and suffixes of adjacent streets or highways
- Correct City limit or ETJ boundary if adjacent to subject tract
- Drive access to any State controlled thoroughfare must be pre-approved by TxDOT prior to review and approval by the city (submit approval letter)

- Any callouts for easements are properly labeled or if by "separate instrument" must have Vol. and Page where recorded.
- Flood Plain designation and 100-year flood elevation line shown also indicate finish floor elevations of all pad sites adjacent to the flood plain.

Before submitting your Site Plan you should:

- Verify minimum lot sizes, setbacks, building size/height, and percentage of lot coverage and check against zoning or PD conditions. Check for platted building setback lines, which may differ from current codes.
- Check lengths, widths, corner radius, driveway separations, drive lanes, parking spaces and visibility clips for cul-de-sacs, turn-arounds, parking lots, fire lanes and dead-end streets.
- Verify project meets the Development Standards for parking, landscaping, signs, masonry, fire lanes, hydrant locations, cross access etc. as detailed in the City of Terrell Zoning Ordinance as adopted and other pertinent codes.
- Check Phase lines for overlap and whether proper access is provided during each phase.
- Check for proximity of incompatible zoning and performance issues such as noise, lighting, proximity slopes, setbacks and screening wall requirements.
- Check to see if ROW or easements are the right widths, labeled correctly and designated for dedication.
- Check to see if tree survey and tree management plans are required on tracts where trees have protected status prior to development.
- Check dumpster location and required screening and access.
- Show front elevation with callouts for materials used and building height. Show footprint of all buildings with finished floor elevation, square footage, and access points.
- Check to see if project is entirely within the City Limits or ETJ.