



SITE PLAN PERMIT APPLICATION

City of Hutto Development Services
210 US 79 East, Suite #103. Hutto TX 78634
512-759-3479 Planning
512-846-2640 Building & Code Enforcement
planning@huttotx.gov
building@huttotx.gov
www.huttotx.gov

SUBMITTAL DATE
PERMIT #

(CHECK ONE)

- NEW SITE PLAN
SITE PLAN REVISION
Site Plan Review Fee: \$1,000 + \$100/Acre + \$25 + \$0.05/Sq. Ft. Impervious Cover
Site Plan Revision Fee: \$200 + \$0.05/Sq. Ft. Impervious Cover + \$25

PROJECT ADDRESS: PROJECT NAME:

Use Classification/Occupancy Group: Type of Construction (per ICC definition): # of Stories:

SITE DEVELOPMENT INSPECTION FEE CALCULATIONS AND PUBLIC IMPROVEMENTS:

Total Site Acreage: Building Footprint Sq. Ft.: Additional Floor(s) Sq. Ft.:

Total Landscaped Area Sq. Ft.:

Impervious Cover Sq. Ft. (without public improvements - not within the public right-of-way):

Impervious Cover Sq. Ft. (with public improvements - in the public right-of-way): (must provide OPC for area and identify on plans)

Total Impervious Cover Sq. Ft. for the site: (site sq ft - bldg sq ft - landscaped area sq ft = total Impervious cover)

Is property within Old Town? Yes No If yes, provide date of Certificate of Appropriateness approval:

UTILITY PROVIDERS:

Electric: Natural Gas/Propane:

Water: Wastewater:

Phone:

Indicate here if the property has been approved (provide approval documentation) for: Private ww treatment system Septic tank system

WATER AND WASTEWATER METER(S) AND CONNECTIONS:

EXISTING SERVICE (SHOW ON PLANS)

Site has existing domestic water/ww meters: Yes No If yes, provide existing meter size(s): W: WW:

Site has existing separate water/irrigation meter(s): Yes No If yes, provide existing meter size(s): W: (irrigation only)

NEW SERVICE (SHOW ON PLANS)

Site requires new domestic water/ww meters: Yes No If yes, list required meter size(s): W: WW:

Site requires new separate water/irrigation meter(s): Yes No If yes, list meter size(s): W: (irrigation only)

THE FOLLOWING ELEMENTS ARE REQUIRED FOR ALL PLANS:

In addition to the data required above, lack of an applicable requirement in a plan set will cause an application to be considered incomplete and rejected. Incomplete/rejected submittals are held for five (5) business days then recycled.

Use the checklist below to ensure a complete application:

PLANS MUST BE SIGNED/SEALED BY A LICENSED PROFESSIONAL (ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, SURVEYOR)

- Applicant has consulted with planning staff regarding submittal requirements and processing.
Applicant has completed a pre-development meeting with staff.
Complete application.
Payment of site plan review fees have been paid. Make checks payable to City of Hutto (see: fee schedule or brochure).
Site development inspection fees have been calculated/paid (see: fee schedule or brochure).
Water/WW meter sizes and connection fees have been identified (domestic and irrigation).
Digital versions of all application documents are provided (on: disk, flash drive/USB, or emailed link to shared website).
Plans sets with multiple sheet shall be in one file and in the proper order to match sheet index.
Two (2) full-size plan sets: 24"x36" (one set will be distributed to WCESD#3) NO STAPLES OR BINDING ON PLAN SETS.
Provide blank 2" x 2" space at bottom right corner of each plan sheet for City stamps.
WCESD#3 application and required fees (see: www.huttofirerescue.org for submittal requirements)

A Site Plan set must include the following and be in this order, as applicable:

- Cover Sheet (with sheet index) Demolition Plan Color Elevations
Final Plat (recorded) Overall Site Plan Tree Survey
General Notes Site Grading and Drainage Plan Landscape Plan
Existing Conditions Plan Utility Plan Irrigation Plan
Erosion and Sedimentation Control Plan Construction Details Photometric/Lighting Plan

SITE AND STRUCTURE SIGNAGE REQUIRE SEPARATE PERMIT(S). DO NOT INCLUDE IN SITE PLAN SUBMITTAL.
SITE AND BUILDING PERMITS ARE SEPARATE PROCESSES AND SHALL NOT BE SUBMITTED AS ONE PLAN SET.

FOR DEPARTMENT USE ONLY:

Table with 3 columns: Submittal Date, Date Accepted for Review, Permit #



**SITE PLAN PERMIT
MASTER APPLICATION**

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SUBMITTAL DATE _____
PERMIT # _____

PROJECT ADDRESS: _____ **PROJECT NAME:** _____

APPLICANT INFORMATION (property owner or authorized agent) This will be the City's official contact

Business Name _____

Name _____ Phone _____

Address _____

City, State, Zip _____ Email _____

PROPERTY INFORMATION

Address _____

Legal Description Lot(s) _____ Block _____ Subdivision _____

Deed Reference Volume _____ Page(s) _____ or Document No. _____

City Limits or ETJ _____ Current Zoning District _____

PROPERTY OWNER INFORMATION

Name _____ Phone _____

Address _____

City, State, Zip _____ Email _____

PROPERTY OWNER CONSENT/AGENT AUTHORIZATION

By my signature I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the submittal of this application. Additionally, my signature below indicates my awareness of the fee(s) required at the time of application submittal and that this fee(s) is non-refundable even in the event of application withdrawal.

By signing this form, the owner of the property authorizes the City of Hutto to begin proceedings in accordance with the process for the type of application indicated on page one of this application. The owner further acknowledges that submittal of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application, the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

Property Owner Signature Property Owner Printed Name Date

THE STATE OF TEXAS

COUNTY OF _____

Before me, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this _____ day of _____, 20____ A.D.

Notary Public Signature

Notary Public Printed Name

(Seal

If there are multiple property owners attach separate page(s) with notarized signature(s)