



- NEW SITE PLAN
- SITE PLAN REVISION

# SITE PLAN PERMIT APPLICATION

Site Plans are only accepted after **Final Plat** has been approved by the Planning and Zoning Commission and all conditions of approval have been met and revised on the final plat. Site permits will not be issued until the plat has been recorded and the site plan has been updated accordingly.

**PROJECT NAME:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

**Property Owner:**

Business Name (if applicable): \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Developer Information:**

Business Name (if applicable): \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Applicant/Agent/Main Consultant:**

Business Name (if applicable): \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**FOR DEPARTMENT USE ONLY:**

Submittal Date	Date Accepted for Review	Permit #

**Engineer Contact:**

Business Name (if applicable): \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Architect Contact:**

Business Name (if applicable): \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Landscape Architect Contact:**

Business Name (if applicable): \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ 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)*

**PROPERTY INFORMATION**

1. Official Address: \_\_\_\_\_
2. Property Acreage: \_\_\_\_\_
3. Subdivision Name: \_\_\_\_\_  
Final Plat Approved: \_\_\_\_\_  
Final Plat Recorded: \_\_\_\_\_  
Date of Recordation: \_\_\_\_\_  
If Not Recorded, Date of P&Z Approval: \_\_\_\_\_  
Legal Description (Lot/Block): \_\_\_\_\_
4. City Limits or ETJ: \_\_\_\_\_
5. Current Zoning District: \_\_\_\_\_
6. Adjacent Zoning Districts: North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_
7. Overlay or Special District, if applicable: \_\_\_\_\_
8. Traffic Impact Analysis:    Approved                      Waived  
    a. Approval Date or attach signed waiver: \_\_\_\_\_
9. Pre-submittal Meeting Date: \_\_\_\_\_
10. Is property within Old Town?    Yes    No  
    If yes, provide date of Certificate of Appropriateness approval: \_\_\_\_\_
11. Use Classification/Occupancy Group: \_\_\_\_\_
12. Type of Construction (per ICC definition): \_\_\_\_\_
13. Number 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*)

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

**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 completed a pre-development meeting with staff.  
Date of Pre-Development Meeting: \_\_\_\_\_
- Complete application.
- Payment of site plan review fees have been paid. All required fees should be verified prior to submission. Payment may be provided by cash, check made payable to: City of Hutto, or via MyGovernmentOnline. WCESD #3 fees are separate and must be verified and paid directly to the ESD. [www.huttofirerescue.org](http://www.huttofirerescue.org)
- 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 sheets shall be in one file and in the proper order to match sheet index.
- One (1) full-size plan set: 24"x36" **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](http://www.huttofirerescue.org) for submittal requirements)

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

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Cover Sheet (with sheet index)         | <input type="checkbox"/> Demolition Plan                | <input type="checkbox"/> Color Elevations          |
| <input type="checkbox"/> Final Plat (recorded)                  | <input type="checkbox"/> Overall Site Plan              | <input type="checkbox"/> Tree Survey               |
| <input type="checkbox"/> General Notes                          | <input type="checkbox"/> Site Grading and Drainage Plan | <input type="checkbox"/> Landscape Plan            |
| <input type="checkbox"/> Existing Conditions Plan               | <input type="checkbox"/> Utility Plan                   | <input type="checkbox"/> Irrigation Plan           |
| <input type="checkbox"/> Erosion and Sedimentation Control Plan | <input type="checkbox"/> Construction Details           | <input type="checkbox"/> 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.**