

MULTI-FAMILY DEVELOPMENT (MFD) SITE

PLAN REVIEW APPLICATION

NAME OF PROPOSED MULTI-FAMILY DEVELOPMENT \_\_\_\_\_

APPLICANT /AGENT \_\_\_\_\_

Mailing Address \_\_\_\_\_ ZIP \_\_\_\_\_ Telephone \_\_\_\_\_

Email: \_\_\_\_\_ Alternative email: \_\_\_\_\_

OWNER \_\_\_\_\_

Mailing Address \_\_\_\_\_ ZIP \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

SUBDIVIDER / DEVELOPER \_\_\_\_\_

Mailing Address \_\_\_\_\_ ZIP \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

PROPERTY DESCRIPTION

Location (address or otherwise) \_\_\_\_\_

Legal Description:

Property is un-subdivided, according to the County Deed Records Vol. \_\_\_\_\_ Page \_\_\_\_\_  
And shown as Tract \_\_\_\_\_ of the \_\_\_\_\_ Survey, City Tax Record.

**Provide a pdf electronic copy of the proposed site plan via CD or email.**

Property is subdivided as below described:

Subdivision Name \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Mapscos \_\_\_\_\_ ETJ (indicate county) \_\_\_\_\_

Total net land area (excluding streets & alleys) \_\_\_\_\_ (acres /or square feet)

Owner/Purchaser/Agent(s)\* \_\_\_\_\_

\*Note: If applicant is not the owner, an Agent must furnish a **signed Letter of Authorization from the owner** when submitting this application.

Signature \_\_\_\_\_ Printed \_\_\_\_\_

Fee	Receipt No.	Application Received By:	Date Filed	File No.



## **Multi-Family Development (MFD) Site Plan Checklist**

The following must be submitted either electronically or by paper to the Zoning Section, Development Department:

**Paper submissions:** 10 Site Plans, 1 officially signed and recorded Plat, Addressing Plan for the Fire Department review and Exterior Elevations Exhibit.

**Electronic submissions:** 1 Site Plan, 1 officially signed and recorded Plat, Addressing Plan for the Fire Department review and Exterior Elevations Exhibit.

### **Dimensioned Site Plan must include the following:**

- Gross Acreage, Open Space %, Density, Number of Units and Bedrooms, Number of Parking Spaces to include Accessible – Legend showing min/max and proposed/provided.
- All Easements clearly shown on Site Plan; per Plat, Separate Instrument & Proposed Easements
- Zoning of all adjacent properties located on Site Plan
- All Buildings, Accessory Structures, Dumpster Enclosures, Mechanical Equipment, Carports, Garages - Dimensions from all property lines to structures; Legend showing types, quantity of each type and associated square footage
- All public & private streets and walkways, dimensioned; proposed emergency access, ingress and egress driveways, dimensioned parking spaces to include on street parking, carports and garages
- All sidewalks dimensioned and shown to connect to all buildings, parking and recreational areas
- Required Bufferyards - Dimensioned with legend to include fencing height/type & 25 point requirements per 6.300
- Enhanced Landscaping to include required Street Trees (Parks Approval Letter required); Legend providing 30 points selected; the location, spacing and placement of each item selected
- Landscaping required for parking and driveway areas, landscape islands to be shown on site plan
- All Fencing; materials used, height and location
- Signage; Location and Types
- Location of Fire Hydrants
- Phasing Schedule of all improvements shown on plan

### **Separate Exterior Elevations Exhibit to include the following:**

- Exterior Elevations, Building Height, Number of Stories, Building Materials proposed, Façade Variations proposed, location of Building Entries and spacing,
- Legend with documentation to support Elevation Exhibit to include: percentages of materials, colors, façade variation percentages (per required façade)

### **Fire Addressing Plan**

- A separate Site Plan for addressing purposes only, submitted to Fire Department if paper plans, or uploaded as separate document for Electronic submittals. To include Apartment Numbering Address Plan either in list form indicating each individual apartment (not apartment ranges)



under the applicable building number or by placing each apartment number on the illustration as well.

**Project Identification:**

- Title of Development
- Name, address, telephone number of: engineer, architect, surveyor, developers
- North point, scale, date and legal description of site
- Location sketch map
- Signature line labeled “Director or Development” with a Date line below, at lower right hand corner of Site Plan

**Multi-Family Development Site Plan Fee:**

\$650.00 Paper Submittal

\$600.00 Electronic Submittal

\$300.00 each revision submitted

Revised 2/7/2019