

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 closest cross streets) _____

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: Plat Case# _____

Subdivision Name _____

Block _____ Lot(s) _____ Block _____ Lot(s) _____

Mapsco _____ 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 electronically to the Zoning Section, Development Department:

Electronic submissions: 1 Site Plan, 1 officially signed and recorded Plat, Addressing Plan for the Fire Department review, Enhanced Landscape and Open Space Plan 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
- 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

Enhanced Landscape and Open Space Plan:

- Required & provided Open Space %
- Landscaping required for parking & driveway 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 20 points selected (the location, spacing and placement of each item selected)
- All Fencing; materials used, height and location

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:

\$675.00 Electronic Submittal

\$337.50 each revision submitted

Revised 9/30/2024