



CITY OF GRAPEVINE

SITE PLAN APPLICATION

APPLICATION REVIEW REQUIREMENTS

- ❑ Meet with planning services staff to review application requirements for your specific development.
- ❑ Application with original / notarized signatures of property owner and applicant.
- ❑ Filing fee - \$250.00 for first acre +\$12.50 for each additional acre or portion thereof (round up).
- ❑ Address and / or legal description (lot, block & subdivision) of property on 8 1/2" x 11".
- ❑ Signature of both owner and applicant on acknowledgement form.
- ❑ Verification with the City of Grapevine's Public Works / Engineering Department regarding platting information. Have the attached verification statement signed by public works.
- ❑ **Five (5) 24" x 36" blackline prints of complete site plan submittal individually folded by the applicant to 9" x 12"** (include grading, drainage, elevations, landscape, etc.) Scale of no less than 1" = 50'.
- ❑ A **flash drive** with all files in PDF format at time of submittal.

Direct questions to Planning Services Staff at (817) 410-3155

www.grapevintexas.gov

Delivery Address
Planning Services
200 S. Main Street
Grapevine, TX 76051



CITY OF GRAPEVINE

SITE PLAN APPLICATION

PART 1. APPLICANT INFORMATION

Name of applicant: agent/company/contact

Street address of applicant / agent:

City / State / Zip Code of applicant / agent:

Telephone number of applicant / agent:

Fax number of applicant / agent:

Email address of applicant/agent

Mobile phone number of applicant/agent

Applicant's interest in subject property:

PART 2. PROPERTY INFORMATION

Street address of subject property

Legal description of subject property (metes & bounds must be described on 8 1/2" x 11" sheet)

Size of subject property

Acres

Square footage

Present zoning classification:

Give a general description of the proposed use or uses for the proposed development:

PART 3. PROPERTY OWNER INFORMATION

Name of current property owner:

Street address of property owner:

City / State / Zip Code of property owner:

Telephone number of property owner:

Fax number of property owner:

- Attach a final plat, or replat, of the approved subdivision by city council showing property boundary lines, dimensions, easements, roadways, rail lines, and public rights-of way crossing and adjacent to the tract (1 blueline copy)
- Submit a site plan showing all information required by Section 47.E., Site Plan review requirements (see attached requirements).
- All site plans must conform to the approved concept plan. Any changes to a site plan, approved with a conditional use or a special use, can only be approved by city council through the public hearing process.

PART 4. SIGNATURE TO AUTHORIZE FILING OF A FINAL SITE PLAN

Print Applicant's Name:

Applicant's Signature:

The State Of _____

County Of _____

Before Me _____ on this day personally appeared _____
(notary) (applicant)

known to me (or proved to me on the oath of card or other document) 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 consideration therein expressed.

(Seal) Given under my hand and seal of office this _____ day of _____, A.D. _____.

Notary In And For State Of Texas

Print Property Owner's Name:

Property Owner's Signature

The State Of _____

County Of _____

Before Me _____ on this day personally appeared _____
(notary) (property owner)

known to me (or proved to me on the oath of card or other document) 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 consideration therein expressed.

(Seal) Given under my hand and seal of office this _____ day of _____, A.D. _____.

Notary In And For State Of Texas

ILLUMINATION PLAN

An illumination plan to include a site photometric (including illuminated signs) and all fixture details shall be submitted as part of the site plan review process. Applications will not be accepted without this requirement.

I hereby acknowledge that an illumination plan has been included as a part of this submittal.

Applicant Signature _____

Date: _____

Property Owner Signature _____

Date: _____

PLATTING VERIFICATION

This verification statement must be signed prior
To the submittal of this application

_____ It has been determined that the property described below does **require platting or replatting** and the applicant has been instructed on this procedure.

_____ It has been determined that the property described below is **currently platted or does not require platting or replatting** at this time.

Address of subject property _____

Legal description of subject property _____

Public Works Department

Date

This form must be signed by the public works department and submitted along with a completed application to the planning services department

SECTION 47
SITE PLAN APPLICATION

Use the following as a checklist for a complete application submittal:

E. Contents of site plan application, Section 47.E.1.

Site Plan Requirements

- _____ 1. All site plans submitted in conjunction with a conditional use, Section 48; or a special use, Section 49; shall be drawn and sealed by a registered surveyor, registered architect, or registered engineer.
- _____ 2. The site plan shall include the name of the site plan, submittal date, case number(s) scale, north point (north shall be at the top of the page on all drawings), name of person preparing the site plan, consecutive sheet numbers and vicinity map. The case name, number and consecutive sheet numbers (ex. sheet 1 of 2) should be placed in the lower right corner.
- _____ 3. Location of existing boundary lines and dimensions of the tract. These must match the survey or the approved plat.
- _____ 4. Any proposed grading, or regrading, of the subject property; any significant natural, topographical, or physical features of the property, including, at least, existing soil conditions, water courses, marshes, trees in excess of four (4) inches in diameter, rock outcroppings and existing contours in excess of two (2) feet in one hundred (100) feet.
- _____ 5. Locate center line of existing water courses, drainage features, floodway and drainage easements.
- _____ 6. Map(s) showing the location, dimension, use and arrangement of all proposed building. Note computations in a chart form showing the amount required and provided: height in stories and feet, total building area, total lot area, floor area ratio, total impervious area, total open space (landscaped area), total building and paved areas, number and size of dwelling units, number of bedrooms in residential uses, and building separations.
- _____ 7. Minimum yard and buffer dimensions, and where relevant, relation of yard dimensions to the height of any building or structure.
- _____ 8. Location, dimensions and number of all vehicular and pedestrian circulation elements, including streets, roadways, driveways, entrances, curb radii, curb cuts, driving lanes, parking stalls, loading spaces and access aisles; sidewalks, walkways and pathways, including type of surface material, slope and gradient of vehicular elements; total lot coverage of all circulation elements, divided between vehicular and pedestrian ways.
- _____ 9. Location and size of existing and proposed street, right-of-way, and alleys with location of all street medians and intersections adjacent to the area of request.
- _____ 10. Copy of permit to construct access driveway facilities on highway right-of-way issued by the Texas State Department of Highways and Public Transportation.

- _____ 11. Note location and size of existing and proposed water and sewer public utilities on and adjacent to, the site; and fire hydrant locations.
- _____ 12. All existing and proposed surface, and subsurface, drainage facilities; including culverts, drains, and detention ponds, showing size and dimensions of flow.
- _____ 13. Location, size and arrangement of all outdoor signs (pole signs, wall signs, and ground signs); the location and intensity of all outdoor lighting, and exterior lighting.
- _____ 14. Location and height of fences, or screen plantings, and the type or kind of building materials or plantings to be used for fencing or screening.
- _____ 15. Final architectural elevations of proposed structures with the type or kind of building materials used. Note the calculation of the percentage of the masonry of the entire structure. Masonry calculations include the total exterior walls, excluding doors and windows.
- _____ 16. Note the location, designation and total area of all usable open space (landscaped areas).
- _____ 17. A detailed landscaping plan meeting the provisions of section 53 of this ordinance.
- _____ 18. Note all the requirements of the grapevine soil erosion control ordinance shall be met during the period of construction.
- _____ 19. In the case of any use requiring a conditional use permit, any information necessary to demonstrate compliance with all conditions imposed on the proposed conditional use permit by this ordinance.
- _____ 20. Any other information that may be required by the director of planning services to determine that the application follows the codes and ordinances of the city.
- _____ 21. Parking for disabled persons should be designated according to Chapter 23, Section 23.64 through 23.69 of the Code of Ordinances.
- _____ 22. Designate all refuse storage areas according to section 50.b.3. **All users are required to show the location and screening of a dumpster whether it is used or not.**
- _____ 23. A letter from the public works department accepting all subdivision improvements (i.e. drainage, sewage, utilities and street improvements).
- _____ 24. If the site plan application is in conjunction with a conditional use for on-premise or off-premise consumption of alcoholic beverages, the following statements must appear on the site plan and floor plan.
 - A. In the case of off-premise beer & wine sales
 1. Conditional use request for the sale, storage and off-premise consumption of alcoholic beverages (beer and/or wine only).

2. The entire site is the premise.

B. In the case of on-premise beer, wine and mixed drink sales

1. Conditional use request for the sale, storage, and on-premise consumption of alcoholic beverages (beer, wine, and mixed beverages).

2. The entire site is the premise

_____ 25. Note in the case of on-premise and off-premise alcoholic beverage sales indicate on the floor plan the storage and sale areas.

_____ 26. Include an internal traffic circulation plan on the site plan.

_____ 27. Note that all on-site electrical conductors associated with new construction shall be located underground.

_____ 28. Illumination plan including site photometric (including illuminated signs) and all fixture details. Place note on plans:

“Illuminated signage was included in the determination of the illumination levels”

_____ 29. Final Documents shall contain an 11x17 color rendering of the landscape plan and elevations when associated with a zone change request.

_____ 30. All turning radii - 35 feet minimum per Grapevine Fire Department

_____ 31. **North shall face up on all pages**

Please be aware that separate documents must be filed with Engineering (817) 410-3136 and Building Inspections (817) 410-3165 prior to receiving a building permit.

CASE NAME:
CASE NUMBER:
LOCATION:

MAYOR

SECRETARY

DATE: _____

PLANNING AND ZONING COMMISSION

CHAIRMAN

DATE: _____

SHEET: ____ OF ____

APPROVAL DOES NOT AUTHORIZE ANY WORK IN CONFLICT
WITH ANY CODES OR ORDINANCES.

PLANNING SERVICES DEPARTMENT

MINIMUM SIZE 3" X 4"

THIS SIGNATURE BLOCK MUST APPEAR ON EACH PAGE OF THE SUBMITTAL AND FINAL REVISIONS.

NUMBER EACH SHEET AS PER EXAMPLE BELOW:
SHEET 1 OF 4; SHEET 2 OF 4; SHEET 3 OF 4; SHEET 4 OF 4, ETC.

Site Plan/Landscape Plan/Building Elevations/Photometric Plan (EXAMPLE)

for

Project Name

Lots X-Y, Block X, SUBDIVISION NAME

Ab. No. ZZZ

City of Grapevine, Tarrant County, Texas

X.X acres or XX sq. ft.

Zone: "LI" Light Industrial (EXAMPLE)

Date of Preparation: January 17, 2022 (EXAMPLE)

THIS TITLE BLOCK MUST APPEAR ON EACH PAGE OF THE SUBMITTAL AND FINAL REVISIONS.

City of Grapevine

REQUIRED TREE LIST FOR REQUIRED LANDSCAPING
(Excluding Landscape Islands)

(Medium to Large Deciduous Trees)

<u>Tree Name</u>	<u>Scientific Name</u>	<u>Height</u>	<u>Width</u>
Bald Cypress	(Taxodium distichum)	40'-60'	30'-40'
Burr Oak	(Quercus macrocarpa)	50'-60'	40'-50'
Callery Pear	(Pyrus calleryana) (*Varieties: "Rancho", "Aristocrat", "Capital", "Bradford")	30'	15'-25'
Cedar Elm	(Ulmus rassifolial)	50'-60'	40'-50'
Chinese Pistacho	(Pistacia chinensis)	40'-50'	40'-50'
Chinquapin Oak	(Quercus muhlenbergii)	50'-60'	40'-50'
Pecan	(Carya illinoensis)	50'-60'	40'-50'
Shumard Red Oak	(Quercus shumardii)	50'-60'	40'-50'
Texas Red Oak	(Quercus shumardii)	30'-35'	20'-30'
Western Soapberry	(Sapindus drummondii)	30'-40'	25'-35'
Southern Magnolia	(Magnolia grandiflora)	60'-80'	30'-50'
Lacey Oak	(Quercus glancoides)		
<i>EVERGREEN TREES</i>			
Afghan Pine	(Pinus eldarica)	30'-40'	25'-30'
Austrian Pine	(Pinus nigra)	20'-25'	10'-15'
Eastern Red Cedar	(Juniperus virginiana)	30'-40'	20'-30'
Eldarica Pine	(Pinus eldarica)	30'-40'	25'-30'
Japanese Black Pine	(Pinus thunbergiana)	20'-50'	20'-30'
Leyland Cypress	(Cupressocyparis leylandi)	20'-40'	40'-50'
Live Oak	(Quercus virginiana)	25'-35'	35'-55'

Yaupon Holly	(Ilex vomitoria)	12'-18'	10'-15'
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(Small Deciduous Trees)

Desert Willow	(Chilopsis linearis)	15'-30'	15'-25'
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Eve's Necklace	(Sophora affinis)	15'-25'	15'-20'
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Mexican Plum	(Prunus mexicana)	15'-25'	15'-20'
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Possumhaw holly	(Ilex decidua)	15'-20'	10'-15'
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Redbud	(Cercis canadensis) "Oklahoma"	20'-25'	15'-20'
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REQUIRED TREE LIST FOR LANDSCAPE ISLANDS

(Medium to Large Deciduous Trees)

<u>Tree Name</u>	<u>Scientific Name</u>	<u>Height</u>	<u>Width</u>
Bald Cypress	(Taxodium distichum)	40'-60'	30'-40'
Burr Oak	(Quercus macrocarpa)	50'-60'	40'-50'
Callery Pear	(Pyrus calleryana) (*Varieties: "Rancho", "Aristocrat", "Capital", "Bradford")	30'	15'-25'
Cedar Elm	(Ulmus rassifolia)	50'-60'	40'-50'
Chinese Pistacho	(Pistacia chinensis)	40'-50'	40'-50'
Chinquapin Oak	(Quercus muhlenbergii)	50'-60'	40'-50'
Pecan	(Carya illinoensis)	50'-60'	40'-50'
Shumard Red Oak	(Quercus shumardii)	50'-60'	40'-50'
Texas Red Oak	(Quercus shumardii)	30'-35'	20'-30'
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Afghan Pine	(Pinus eldarica)	30'-40'	25'-30'
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