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**City of Colleyville  
Community Development Department**

**Site/Landscape Plan  
Application Packet**



## Development Application Fees

City of Colleyville  
100 Main Street  
Colleyville TX 76034  
817.503.1050

### Zoning

Zoning Change	\$ 500	+ \$5 per acre
Planned Unit Development (PUD)	\$ 750	+ \$5 per acre
Amendment to an existing PUD to add, delete or change a special condition	\$ 450	
Special Use Permit (SUP)	\$ 500	+ \$5 per acre
SUP Residential Accessory Building	\$ 175	
SUP Residential Carport	\$ 175	
SUP for Beer/Wine Sales and Package Stores	\$ 500	

### Platting

Preliminary Plat	\$ 500	+ \$7.50 per lot
Final Plat or Replat	\$ 500	+ \$7.50 per lot
Minor Plat	\$ 250	
Amending Plat	\$ 250	

### Site Plans

Site Plan application - review	\$ 250	
Landscape Plan application - review	\$ 250	

### Variances and Appeals

ZBA Variance and/or Appeal	\$ 175	
Sign Board appeal	\$ 250	
Tree Mitigation appeal	\$ 250	
Sidewalk/ General Waiver Request	\$ 125	

### Sale of Materials

Plat or Topo Map (copy)	\$ 3	
Zoning Map (large color)	\$ 7	
Zoning Map (small color)	\$ 5	
Zoning Atlas (black & white)	\$ 7	
Zoning Atlas (color)	\$ 15	
Official Map	\$ 3	
Land Development Code	\$ 35	
Zoning Verification Letter	\$ 50	

*The Land Development Code and the City's Municipal Code are available at [www.colleyville.com](http://www.colleyville.com)*

# Community Development Services Application

City of Colleyville  
100 Main Street  
Colleyville TX 76034  
817.503.1050

## APPLICATION TYPE

PLEASE CHECK THE APPROPRIATE BOX BELOW.

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Straight Zoning Change   | <input type="checkbox"/> Preliminary Plat  | <input type="checkbox"/> Replat                | <input type="checkbox"/> Sidewalk / General Waiver |
| <input type="checkbox"/> Special Use Permit       | <input type="checkbox"/> Final Plat        | <input type="checkbox"/> Minor Plat            | <input type="checkbox"/> Zoning Variance (ZBA)     |
| <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Prelim/Final Plat | <input type="checkbox"/> Site & Landscape Plan | <input type="checkbox"/> Sign Variance (SBA)       |
| <input type="checkbox"/> PUD Amendment            | <input type="checkbox"/> Amending Plat     | <input type="checkbox"/> Interpretation Appeal | <input type="checkbox"/> Other: _____              |

## PROPERTY INFORMATION

Project Name: \_\_\_\_\_

Project Address (Location): \_\_\_\_\_

Legal Description: \_\_\_\_\_

Proposed Number of Lots: \_\_\_\_\_ Gross Acres: \_\_\_\_\_ Neighborhood District: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

**Application Requirements:** The applicant is required to submit sufficient information that describes and justifies the proposal. See appropriate checklist and fee schedule for minimum requirements. Incomplete applications will not be processed.

## APPLICANT OWNER INFORMATION

Applicant: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

*Applicant's Status: (check one)*    Owner    Representative    Tenant    Prospective Buyer

Property Owner: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

*Ownership Status: (check one)*    Individual    Trust    Partnership    Corporation

NAME OF APPLICANT (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

NAME OF PROPERTY OWNER (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**Plats Only:** This waiver must be completed for all Plat applications; failure to do so will result in the rejection of your application.

I waive the statutory time limits in accordance with Section 212 of the Texas Local Government Code.

PROPERTY OWNER SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**The property owner must sign the application or submit a notarized letter of authorization.**

### For Departmental Use Only

Case #: \_\_\_\_\_

Total Fee(s): \_\_\_\_\_

Receipt #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Rev 04/19

# SITE PLAN & LANDSCAPE APPLICATION CHECKLIST

City of Colleyville  
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**INSTRUCTIONS:** Site plans are required for all building sites in non-residential zoning districts, and for all schools, institutions and religious facilities. The Community Development Department reviews each site plan and landscape plan application partially based on the items on the following checklist. Every application must be accompanied by a complete set of plans and drawings. The applicant is encouraged to meet with a Community Development staff member to determine the extent of plans needed for review.

The information below is a summary of the plans and drawings required for submittal. Complete details are stated in the Colleyville Land Development Code. The Land Development Code is available free on-line at <http://www.colleyville.com>.

## SUBMITTAL REQUIREMENTS

- Four (4) **FOLDED, NOT STAPLED**, (24" x 36") copies of Site Plan/ Landscape Plan(s) sets of plans must be submitted for initial review by the Development Review Committee.  
Each set must contain the following information:
  - COVER TITLE SHEET - includes all pertinent summary project data.
  - PLAT - a copy of the recorded final plat of the property may be obtained at the Tarrant County Clerk's office or the Colleyville Community Development office.
  - SITE PLAN – includes site perimeter, building footprint(s), site features, sidewalks, parking and signs.
  - ENGINEERING PLANS - including grading, critical elevations, soil erosion, drainage and utility layout and details.
  - LANDSCAPE PLAN – includes all existing and proposed vegetation, irrigation plan, and tree mitigation plan (existing tree survey may be on separate sheet and mitigation plan may be a written statement).
  - BUILDING FAÇADE ELEVATIONS - elevations of all facades must be submitted for review.
- Eleven (11) copies (11" x 17") of Site Plan/ Landscape Plan(s)
- One (1) reduced copy (8 ½" x 11) of Site Plan/ Landscape Plan(s)
- One (1) CD copy of all supporting documents

### A. Cover Sheet Requirements

*The following items must be shown on the cover sheet for all site plan & landscape plan submittals.*

- The sheet size may be 11"x17", 18"x24", or 24"x36"
- Table of contents listing each page and sheet number
- Title stating "Site Plan & Landscape Plan"
- Project name and address
- Name, address and phone number of the property owner, developer, and architect/planner
- Day, month and year of plan preparation
- Vicinity map showing nearby major roads and site location within the community

### B. Site Plan Drawing

*The following is a general summary of the Site Plan requirements. Refer to Chapter 3 of the Land Development Code for complete requirements.*

- North arrow and written and graphic scale. Minimum scale is 1" = 100'
- All pertinent site dimensions, including perimeter, open space, utility lines, easements, roadways, sidewalks, fire lanes, and public rights-of-way
- Location of all existing and proposed buildings and structures, with dimensions, including the distance between multiple buildings and distance from property lines
- Location of all drive approaches, paved surfaces, and parking spaces

- Location of other proposed features such as fountains, signs, and landscaped areas
- All adjacent property lines, zoning, land uses and streets
- Site Data Table that includes the following information
  - a. Lot Area
  - b. Building Area
  - c. Parking Required
  - d. Parking Provided
  - e. Zoning of Property
  - f. Proposed Land Use
  - g. Current Land Use
  - h. Landscape Area Required
  - i. Landscape Area Provided
  - j. Building Height
  - k. Parking and Building Area
  - l. Percent of Lot Coverage

### **C. Landscape and Irrigation Plans**

*The following is a general summary of the Landscape Plan requirements. Refer to Chapter 4 of the Land Development Code for complete landscaping requirements. Chapter 5 of the Land Development Code requires that all efforts be made to maximize the retention of all trees on site. Trees that are proposed to be removed are subject to replacement.*

- Plans must be sealed and signed by a Texas Licensed Landscape Architect
- Location of all proposed site features, screens, walls and fences, including height and type of construction material
- Location of all existing trees 3-caliper-inch in size or larger, with size and species, indicating which trees will be preserved or removed (tree removal may be subject to replacement provisions)
- Legend detailing list of trees provided with symbol, size, species and quantity (table format)
- Legend detailing list of shrubs provided with symbol, size, species and quantity (table format)
- Legend detailing type of ground cover vegetation in open space areas
- Site Data Table that includes the following information
  - a. Area of site in square feet
  - b. Area and percent of total of landscaped area required and provided, in square feet
  - c. Number of street frontage trees provided (one 3-inch tree per 40 feet of street frontage)
  - d. Number of street shrubs provided (one 5-gallon shrub per 5 feet of street frontage)
  - e. Number of trees provided for each parking space (one 3-inch tree per 18 parking spaces)
- Written description of maintenance provisions
- A 140-square foot landscape island with one 3-inch tree for each 18 parking spaces provided
- 1A 20-foot greenbelt with evergreen landscaping 6-foot on center adjacent to all residential zoning districts
- Irrigation plan showing general layout of water system and placement of water sources including sprinklers and meters
- Written specifications of irrigation system

### **D. Engineering Plans**

*The following is a summary of the general items reviewed by the Colleyville Engineering Department on site plan submittals. Refer to Chapters 14 and 15 of the Land Development Code for requirements for engineering construction. Contact the Engineering Department with at 817-503-1090 with any questions.*

- Above-ground physical features, location of existing streets, railroads, tree groupings, and rock outcroppings, etc. on and adjacent to the subject property
- Ponds, water courses, wetlands, drainage areas and other significant water features
- Location and size of existing and proposed surface and subsurface drainage facilities
- Location of existing and future 100-year flood plain limits within the subject property
- Preliminary Drainage Analysis, including the calculation of drainage areas, time of concentration, storm water runoff rates for 100 year storm event, and detention calculations for pre- and post-improved conditions
- Topographic information in contours of 2-feet, together with any proposed grade elevations

- All points of vehicular and pedestrian ingress, egress and circulation within the property. Any special traffic regulations facilities, proposed or required, to assure safe access and circulation.
  - Appropriate permits required by the Texas Department of Transportation for any proposed construction within State right-of-way or drive approaches
  - Sidewalk layout and details, including ADA ramps
  - Erosion Control Plan for the period of construction
  - Storm Water Pollution Prevention Plan for the period of construction
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#### **E. Building Design**

*All buildings constructed in non-residential zoning districts must meet the minimum architectural design standards contained in Chapter 6 of the Land Development Code. The applicant is encouraged to meet with Community Development Department staff or obtain a copy, which may be found on the City's website [www.colleyville.com](http://www.colleyville.com).*