

# SMALL SITE PREPARATION APPLICATION FORM

(UNDER 5000 SQFT ADDITION OF IMPERVIOUS COVER)

Updated: October, 2019

Permit # \_\_\_\_\_



## CONTACT INFORMATION

<b>Applicant's Name</b>		<b>Property Owner</b>	
<b>Applicant's Title</b>		<b>Owner's Title</b>	
<b>Applicant's Mailing Address</b>		<b>Owner's Mailing Address</b>	
<b>Applicant's Phone #</b>		<b>Owner's Phone #</b>	
<b>Applicant's Email</b>		<b>Owner's Email</b>	

*Review & Enforcement correspondence is sent to the Applicant. Owner = person or legal entity currently holding the title to the property.*

## PROPERTY INFORMATION

**Subject Property Address:** \_\_\_\_\_  
**Area in Acreage:** \_\_\_\_\_ **Tax ID #: R** \_\_\_\_\_ **Zoning District(s):** \_\_\_\_\_  
**Legal Description: Lot** \_\_\_\_\_ **Block** \_\_\_\_\_ **Subdivision** \_\_\_\_\_

## DESCRIPTION OF REQUEST

**Contract Value:** \_\_\_\_\_  
**Description & Purpose of proposed improvements:** \_\_\_\_\_  
\_\_\_\_\_

## AUTHORIZATION

*All required application documents and fees have been included with this application. I understand that the City of San Marcos will only accept this application and fees when all required documentation has been provided.*

**Filing Fee \$317**                      **Technology Fee \$13**                      **TOTAL COST \$330**  
**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Printed Name:** \_\_\_\_\_

## APPLICABILITY

This permit applies to development activities that do not meet the criteria of a Site Preparation Permit. Please refer to the Land Development Code Chapter 1, Article 8 (b).

For Current City Construction Notes: [www.sanmarcostx.gov](http://www.sanmarcostx.gov)

## CHECKLIST FOR SMALL SITE PREPARATION APPLICATION

Items Required* for Complete Submittal		Check Here if Not Applicable - written explanation <u>required</u> , use additional pages as necessary	
<input type="checkbox"/>	Completed Application for Small Site Preparation	<input type="checkbox"/>	
<input type="checkbox"/>	Filing Fee:           \$317 Technology Fee:   \$13	<input type="checkbox"/>	
<input type="checkbox"/>	Authorization to represent the property owner, if applicant is not owner	<input type="checkbox"/>	Applicant is the property owner
<input type="checkbox"/>	All required and most current City details	<input type="checkbox"/>	
<input type="checkbox"/>	Details as applicable, provided by project engineer for: Retaining wall, pavement specifications, etc.	<input type="checkbox"/>	
<input type="checkbox"/>	<p>Figures &amp; Tables sufficient for Drainage Review indicating:</p> <ul style="list-style-type: none"> <li>• Date &amp; Permit # of Approved Watershed Protection Plan</li> <li>• Contributing drainage areas to storm sewer / inlet tie-ons</li> <li>• Offsite contributing areas passing through site</li> <li>• Centerline of waterways &amp; average water surface elevations of all water bodies at 2ft contour intervals</li> <li>• Developed drainage areas &amp; proposed grading at 2ft intervals</li> <li>• Curbs, retaining walls, structures w/ critical point elevations</li> <li>• Overflow points &amp; control elevations</li> <li>• Construction details for control devices, curbs, walls, channel, swales, etc.</li> <li>• Direction of flow from building roofs &amp; outlet locations</li> <li>• Action &amp; direction of unrestricted flow from site, if any</li> <li>• Hydrologic summary of existing &amp; proposed conditions: <ul style="list-style-type: none"> <li>• Acreage of each drainage area</li> <li>• Time of concentration</li> <li>• C2, C10, C25, C100 values</li> <li>• Required storage volumes for up to the 100-year storm</li> <li>• Calculation for discharge or control structures</li> <li>• Location &amp; limits of water quality &amp; detention ponds</li> </ul> </li> <li>• Note on Drainage Sheet "Upon completion of the proposed site improvements, and prior to the release of the Certificate of Occupancy by the Permit Center, the Design Engineer shall certify in writing that the proposed detention and filtration facilities were constructed in conformance with the approved plans."</li> </ul>	<input type="checkbox"/>	
	<p>Figures &amp; Tables sufficient for Site Review indicating:</p> <ul style="list-style-type: none"> <li>• General Construction Notes</li> <li>• Existing &amp; proposed impervious cover calculations</li> </ul>		

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Soil map (as shown on soil survey maps)</li> <li>• Property Lines, existing &amp; proposed easements</li> <li>• Proposed Sidewalk specs: width, location, ramp, etc.</li> <li>• Proposed Driveway specs: elevations, curbs, etc.</li> <li>• Fire lane plan w/ turn radii, emergency access &amp; travel lanes</li> <li>• Street patch repair detail</li> <li>• Traffic control plans / temporary road closure**</li> <li>• TIA Worksheet or Full TIA**</li> <li>• Geological Assessment if within Edwards Aquifer Recharge or Contributing Zones</li> <li>• Other Permits (TxDOT, etc.)**</li> </ul>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>Slope Map indicating:</p> <ul style="list-style-type: none"> <li>• All proposed improvements to the site</li> <li>• Buffer &amp; water quality zones if applicable</li> <li>• Acreage for each slope class (15% or less, 15%-25%, 25%+)</li> <li>• Allowable &amp; proposed impervious cover for each slope class – in acreage &amp; as percent of Gross Site Area</li> <li>• Allowable &amp; proposed impervious cover in acreage &amp; percent of Gross Site Area for buffer zone, if applicable</li> <li>• If no slopes greater than 15%, all of the above may be shown in Erosion/Sedimentation Control Plan w/ note</li> </ul>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>Grading Plan indicating:</p> <ul style="list-style-type: none"> <li>• Existing &amp; proposed contours (max 2 ft)</li> <li>• Proposed improvements</li> <li>• Curbs, retaining walls, other structures w/ elevations at critical points</li> <li>• Permanent erosion controls at discharge locations</li> <li>• Finish floor elevations</li> <li>• Proposed pavement recommendations</li> <li>• Proposed storm water conveyance network (inlets, storm lines, swales, etc)</li> <li>• Cut/Fill: more than 4ft requires Engineering Director approval, more than 8ft requires City Council variance</li> </ul>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>Figures &amp; Tables sufficient for Utility Layout Review indicating:</p> <ul style="list-style-type: none"> <li>• Date &amp; Permit # of approved PICP or date applied for</li> <li>• Confirm existing utilities the site is tying into</li> <li>• Fixture unit / Domestic water demand calculations per San Marcos flow calculator</li> <li>• Delineate septic drain field, if not connecting to city sewer**</li> <li>• Existing &amp; proposed hydrants &amp; supporting flow calculations</li> <li>• Location &amp; flow line elevations for wastewater connection</li> <li>• Confirm Pipe – size, material, slope, joint restraint table for water tie in, all bends, tees &amp; connections in an easement</li> <li>• Location, size &amp; material of existing &amp; proposed service lines and utilities</li> <li>• Proposed domestic &amp; irrigation meter type, size, location &amp; details</li> <li>• Type of water/wastewater service connection &amp; tie ins</li> <li>• Sample port</li> <li>• Irrigation plan or hose bib locations</li> <li>• Proper backflow device, location &amp; details</li> <li>• Date of approval of Out of City Utility Request**</li> </ul>	<input type="checkbox"/>	

<input type="checkbox"/>	<p>Figures &amp; Tables sufficient for Environmental Review indicating:</p> <ul style="list-style-type: none"> <li>• Erosion &amp; sedimentation control plans, locations &amp; details</li> <li>• Construction Phasing Plan</li> <li>• Construction Staging area(s) including employee parking</li> <li>• Tree Protection Plan – include layout overlay showing removed &amp; protected trees – must match tree survey</li> <li>• Copy of TPDES permit</li> <li>• FEMA-mapped special flood hazard areas including 2-, 10-, 25- &amp; 100-year floodplains</li> <li>• Floodplain requirements – signed floodplain permit</li> <li>• Truck &amp; construction traffic routes</li> <li>• Water well(s) location &amp; identification</li> <li>• Edwards Aquifer Recharge, Transition, Contributing Zones</li> <li>• San Marcos River Bank – if within River Corridor</li> <li>• Wetlands &amp; areas considered waters of the U.S.</li> <li>• Statement of no impact by qualified environmental professional or approval from State &amp; Federal agencies for impacts to endangered species or habitat, archeological sites, historical structures, wetlands, waters of the United States and Edwards Aquifer</li> <li>• Edwards Aquifer Recharge Zone items for “special features” and associated setbacks</li> <li>• Special / unique PDD site requirements pertaining to construction activities and erosion control</li> </ul>	<input type="checkbox"/>	
<input type="checkbox"/>	<p>Figures &amp; Tables sufficient for Planning Review indicating:</p> <ul style="list-style-type: none"> <li>• Use – Compatibility with zoning, CUP, PDD, Overlays, Etc.</li> <li>• Addressing Plan – including suite address plan</li> <li>• Recorded plat or proposed final plat with easements &amp; notes</li> <li>• Building Footprints / Envelopes (existing &amp; proposed)</li> <li>• Setbacks for: buildings, parking lots &amp; signs</li> <li>• Accessory structures</li> <li>• Parking: amount &amp; dimensions of on &amp; off street spaces</li> <li>• Existing &amp; proposed driveways &amp; details</li> <li>• Landscaping table w/ plant names, sizes &amp; calculations</li> <li>• Tree survey / Table with mitigation regs shown</li> <li>• Screening: fencing, equipment &amp; storage, dumpster, etc.</li> <li>• Photometric Plans: compliance w/ lighting &amp; glare standards</li> <li>• Sidewalk requirements &amp; details</li> <li>• Dumpster / Recycling locations &amp; screening method</li> <li>• Sign locations**</li> </ul>	<input type="checkbox"/>	

**Additional information may be required at the request of the Department**

\*each item listed must be submitted or an explanation provided

\*\* Separate Permit required

I hereby certify and attest that this application and all required documentation is complete and accurate. I hereby submit this application and attachments for review by the City of San Marcos.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Engineer     Architect/Planner     Surveyor     Owner     Agent

**AGENT AUTHORIZATION TO REPRESENT PROPERTY OWNER**

I, \_\_\_\_\_ (owner) acknowledge that I am the rightful owner of the property located at \_\_\_\_\_ (address).

I hereby authorize \_\_\_\_\_ (agent name) to serve as my agent to file this application for \_\_\_\_\_ (permit type), and to work with the Responsible Official / Department on my behalf throughout the process.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

To be completed by Staff: Permit # \_\_\_\_\_ - \_\_\_\_\_