



# SITE PLAN APPROVAL APPLICATION

CITY OF TEXARKANA TEXAS

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[www.ci.texarkana.tx.us.org](http://www.ci.texarkana.tx.us.org)

Receipt No. \_\_\_\_\_

Case \_\_\_\_\_

Date \_\_\_\_\_

To: The Planning and Zoning Commission  
City of Texarkana Texas

Please consider this as my application for site plan approval in the City of Texarkana, Texas for the following described property.

LEGAL DESCRIPTION OF PROPERTY. (Lot and block numbers if in a subdivision; metes and bounds description if any portion of property does not have assigned lot and block numbers)

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_  
(Or see attached metes and bounds legal description)

Project location/address:  
\_\_\_\_\_

Present zoning: \_\_\_\_\_ Proposed zoning (if applicable) \_\_\_\_\_

Proposed use: \_\_\_\_\_

Total square footage of proposed building: \_\_\_\_\_ Number of parking spaces \_\_\_\_\_

Number of required parking spaces per Ordinance \_\_\_\_\_ Handicapped spaces \_\_\_\_\_

Material of building façade \_\_\_\_\_

SIGNAGE: Type (i.e. monument, pole) \_\_\_\_\_

Size \_\_\_\_\_

Material to be used for structure (if monument style) \_\_\_\_\_

\_\_\_\_\_  
Attorney or Agent Signature

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Home Phone & Cell Phone

\_\_\_\_\_  
Home Phone & Cell Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

**BY SIGNING THIS APPLICATION, YOU HAVE AGREED TO ALLOW THE CITY TO PLACE A SIGN ON YOUR PROPERTY**

## **SITE PLAN CHECK-LIST**

Submission of Site Plan – all applications for site plan approval or amendment to site plan must include comprehensive site plan of the proposed development.

The site plan shall include as a minimum the following:

- \_\_\_\_\_ North point, scale, and location map.
- \_\_\_\_\_ Adjacent zoning.
- \_\_\_\_\_ Property dimensions of the site and lot area.
- \_\_\_\_\_ The proposed size, location and arrangement of proposed building(s).
- \_\_\_\_\_ Ingress and egress into the property; existing and proposed drives, existing, proposed and adjacent streets.
- \_\_\_\_\_ Location of existing and proposed utilities, setbacks and fire hydrants.
- \_\_\_\_\_ Location of existing and proposed drainage feature (inlets, storm pipe, channels, detention, etc.).
- \_\_\_\_\_ All parking spaces and parking space dimensions.
- \_\_\_\_\_ All proposed landscaping, screening (fencing), buffer zones or other protective requirements.
- \_\_\_\_\_ Location, height and dimensions of any proposed signage.

In addition, the following needs to be provided separate from the site plan:

- \_\_\_\_\_ Rendering of proposed signage.
- \_\_\_\_\_ Building elevations

**CONDITIONS OF APPROVAL –** Please be aware that the Planning and Zoning Commission and/or City Council may impose any additional requirements or conditions they deem necessary to protect adjacent property owners, guarantee the compatibility of surrounding land uses, or protect the interests of the City. Examples are but are not limited to screening, lighting and signage.

**COMPLIANCE WITH SITE PLAN –** No deviation may be made from an approved site plan without the administrative approval of the Director of Planning and Community Development (or his designee). Any significant change in the approved site plan may necessitate re-submittal to the Planning and Zoning Commission and City Council.

**UNDER NO CONDITIONS WILL A PERMIT BE ISSUED FOR CONSTRUCTION IN A PLANNED DEVELOPMENT DISTRICT UNLESS ALL REQUIREMENTS OF THE SITE PLAN HAVE BEEN SATISFIED. ADDITIONAL REQUIREMENTS MAY BE NECESSARY FOR THE BUILDING PERMIT PROCESS.**