



PROCEDURES FOR SITE PLAN REVIEW

Generally, site plan approval is required for all new non-residential and multi-family residential development and expansions that enlarge the building footprint. Site plans will be reviewed for conformance with all zoning, subdivision and development regulations of the City. **The applicant is strongly encouraged to attend a pre-application meeting for the project prior to submittal of a site plan application.**

COMPLETE APPLICATION REQUIRED — CONDITIONS FOR PROCESSING

The applicant shall submit the following information to begin the site plan review process. Each and every item is considered an essential part of the site plan application and is necessary to ensure a proper review of the proposed development. Once submitted, the application will be reviewed for completeness. ***If the application is incomplete, the applicant will be notified. Applications that remain incomplete 45 days after the date of submittal shall expire.*** Incomplete applications will not be reviewed.

A complete site plan application, consisting of the following documents, shall be submitted online through the Citizen Access Portal (CAP) <https://energov.cityofmesquite.com>. Links to directions for submitting a plan through CAP are available on the next page.

- A completed “Application for Site Plan Review” form.
- Site Plan which includes a site plan, preliminary utilities and services, landscape plan (including tree survey as applicable), lighting plan, and building elevations in a pdf format submitted electronically through CAP. All plans should be combined as one pdf file. PDF documents should be produced from an electronic source.
- Statement of Architectural Compatibility Application Form
- A completed “Site Plan Checklist”
- A filing fees

Site Plan Application Fees:

Site Plan:	\$600
Façade Plan:	\$250
Landscape Plan:	\$250
Resubmission:	\$250 (applied after third review)
Revised Site Plan:	\$250 (Applied for revisions made after site plan has been approved)

REVIEW PROCESS

Once a complete application is received, the Case Manager from the Planning Division will confirm that the submittal is complete before circulating it to other departments of the City for review and comment. If the submittal is incomplete, the Case Manager will return the submittal to the applicant noting the missing items. Comments from the review may require additional information or the revision of the site plan and associated drawings. The Case Manager will compile, reconcile and submit the review comments to the applicant. Comments and other communication will be provided through the City's Citizen Access Portal (CAP).

RESUBMISSION AND APPROVAL

The applicant shall make any corrections or changes to the site plan and resubmit through the **eReview** portal accessed through CAP. The following items shall be submitted with the revised site plan:

1. The revised site plan, landscape plan, and architectural elevations.
2. Site plan revision letter stating how the staff comments were addressed and identify any other changes made to the plans.

The Case Manager will review the resubmission for compliance with the comments made during the review. When complete, the Planning Director will approve the site plan. At that point, Engineering Plans may be submitted to the Engineering Division. A copy of the Site Plan stamped "Approved" must be integrated into the Engineering Plan submittal.

City of Mesquite Planning Office

MAILING ADDRESS:

P.O. Box 850137
Mesquite, TX 75185-0137

PHYSICAL ADDRESS:

1515 N. Galloway Ave.
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(972)-216-6216

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(972) 216-8109

WEB SITE:

www.cityofmesquite.com

CAP website:

<https://energov.cityofmesquite.com>

CAP and e-Review Directions:

[Create CAP Account](#)

[Create Plat Application on CAP](#)

[Uploading a plan to e-Review](#)

[Viewing reviewed plans and uploading plans in e-Review](#)



Planning Office Use Only Received: By: _____ <input type="checkbox"/> Fee Paid Case Manager: _____

APPLICATION FOR SITE PLAN REVIEW

A complete Site Plan Review application shall consist of the completed “Application for Site Plan Review” form, completed Site Plan Checklist, payment of the application fee, and the following plans:

- **Sheet 1: Site Plan – General Site Information**
- **Sheet 2: Site Plan – Preliminary Utilities and Services**
- **Sheet 3: Landscape Plan**
- **Sheet 4: Architectural Elevation Plans**
- **Statement of Architectural Compatibility Application** (including elevations and façade overlays, to illustrate compliance with the Community Appearance Manual)

Development Name:	_____		
Location:	_____	Acreage:	_____
Applicant: (Primary Contact)	Name: _____	Address: _____	
	Telephone: _____	Fax: _____	
	Email Address: _____		
Applicant Signature:	_____		
Developer/ Owner	Name: _____	Address: _____	
	Telephone: _____	Fax: _____	
	Email Address: _____		
Engineer	Name: _____	Address: _____	
	Telephone: _____	Fax: _____	
	Email Address: _____		
Architect	Name: _____	Address: _____	
	Telephone: _____	Fax: _____	
	Email Address: _____		

SITE PLAN CHECKLIST

PROPOSED USE: _____

Building Classification (per Building/Fire Code): _____

Location: _____
(Physical street address and MAPSCO)

Submission of this completed form is a part of the Site Plan Application. All items must be "checked off" prior to submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation. The explanation for the "NA" item must be stated on a separate document.

- "Planning and Zoning Verification" form
- Sheet size – 24" x 36" maximum
- All digital documents shall be in Portable Document Format (PDF). PDF's shall be a first generation vector based file (direct conversion from Bluebeam, AutoCAD, MS Office Suite, etc.). Staff will provide corrections through the eReview portal in the Citizen's Access Portal.
- All plan sheets shall be contained in a multipage single PDF File following the PDF Electronic Standards document. Additional supporting documents shall be submitted as individual documents or as a multipage single PDF.
- Scanned plans (i.e. plans, elevations, sections, details) will not be accepted without prior approval from the reviewing Department/Division. However, supporting correspondence, and forms can be provided as a scanned document with optical character recognition (OCR) so that text can be selected or searched for in the document.
- All files to be uploaded must be less than 100 MB. Files should be reduced to the smallest size possible to provide quick access to the files. For any files larger, please contact the reviewing Department/Division for assistance prior to submittal or resubmittal.
- Plans must be generated at a standard engineering scale (1:20, 1:50, etc...) for plats, site plans and engineering plans or a standard architectural scale (i.e. ¼"= 1', ½"= 1') for building plans, to allow staff to verify dimensions and areas. Graphic scales matching the stated scale must also be provided. If drawings are found to be unmeasurable or unscalable; staff may reject the submittal as incomplete and required revised scalable plans be submitted. It is recommend for ease of review that scales and parameters be maintained throughout the process.

GENERAL INFORMATION (to be on sheets 1, 2 and 3)

- North arrow, date, and legibly drawn to a standard engineering scale
- Site boundary is indicated by a heavy solid line intermittent with 2 dash lines, dimensioned with bearings and distances; indicate and label lot lines, setback lines, and distance to the nearest cross street.
- Accurately located, labeled and dimensioned footprint of proposed structure(s) is/are shown by a solid heavy line.
- Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.
- Accurately located and labeled footprint of structure(s) proposed for demolition is/are shown by a light dashed line. Structures to be demolished are clearly labeled/ identified.

- Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown by a light, solid line
- Location of all paved surfaces including, but not limited to, parking, drives, and sidewalks

SHEET 1 – GENERAL SITE INFORMATION

- A title block is in the lower right corner that includes large, boldly printed “SITE PLAN”, owner and engineer’s names, addresses and phone numbers, subdivision name, lot number/s, block number or letter, original submission date, and a log of re-submittal/revision dates since submitted to the City.
- Project Site Data (as referenced on page 11 of this application).
- Site Plan Notes (as referenced on page 12 of this application).

SITE/ADJACENT PROPERTY INFORMATION

- Location and width of existing and proposed public and private rights of way and easements (including utilities and trail access) located on, abutting or intersecting the site.
- Property corners tied down including pins across existing ROW’s and measured width of existing ROW’s from applicant’s property line to identified property corners across street and alley ROW.
- Adjacent properties with zoning and existing uses identified
- Front, side and rear building setback lines
- Proposed category of use or uses of structures
- Gross floor area for each structure
- Location of loading docks (if any)
- Location of outdoor storage and ancillary structures to include dimensions and percentage of the site used for outdoor storage
- Calculations showing the square foot area of the impervious, hard surface area on the site
- Acreage and square footage of site and gross building area, percent lot coverage (building area/lot area)
- Percent open space (area not covered by building and parking area/lot area or area of pervious cover)
- Drive-thru lanes, menu board location, pick-up window/s, maneuvering area, stacking lanes and escape lanes are indicated and dimensioned.
- Vicinity map clearly showing the location of the subject property with cross streets is provided. Indicate scale or NTS and provide north arrow
- Screening walls are shown with dimensions and materials.
- A lighting plan (on a separate sheet) that shows location by fixture type. A lighting data chart is used to reference fixture type (i.e. pole or wall pack), maximum height, those requiring shielding, those requiring skirting, wattage and foot-candles of each fixture. Foot candle measurements shall be shown at the property line. All outside lights shall be made up of a light source and reflector so selected that acting together the light beam is controlled and not directed across any bounding property line. The allowable maximum intensity measured at the property line of a residential use in a residential district shall be 0.25 foot candles.

ACCESS AND PARKING (Reference Section 3-400 of the Mesquite Zoning Ordinance and Sections 9-305 to 9-309 and 15-150 of the Mesquite Municipal Code)

- Location, width, curve radii, of existing and proposed construction (concrete or asphalt) of all streets, alleys, sidewalks, parking areas, solid waste dumpsters fire lanes, and drive approaches
- Location of all streets, drives and alleys which are adjacent to or dead-end into the site, including the location of existing and proposed median openings and turn lanes
- Number, location, and dimensions of regular and disabled parking spaces and width of drive aisles
- Location and width of sidewalks, barrier free ramps, and other pedestrian facilities
- Driveways within 200 feet of the property line (including those across the street):
 - Are accurately located and dimensioned.
 - Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines.
 - Distance to the nearest street is shown as measured from the end of curb-return radius of the adjacent street to the driveway centerline.

- Typical radii are shown.
- Dimensioned visibility triangles for all drive approaches onto streets as defined by City Code, Section 9-305 to 9-309, Ordinance No. 3849 – available on the City web-site at: <http://www.cityofmesquite.com/DocumentCenter/Home/View/172>
- Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.
- Medians, median openings with associated left-turn lanes, continuous left-turn lanes, transition and stacking lengths are shown and dimensioned within 200 feet of the project site.
- Existing, proposed, and required acceleration/deceleration lanes within 200 feet of the project site are shown dimensioned, stacking length indicated, and right-of-way dedication is indicated as applicable.
- Distance to the nearest signalized intersection is indicated.
- The design vehicle for all non-residential land uses is assumed to be AASHTO WB-50 per City Ord. 3791 Sec. 15-150 (2)(g). Show, using Auto TURN or similar, on a separate sheet how the largest expected vehicle – including fire engine - will ingress/egress and negotiate through the site.

SHEET 2 – PRELIMINARY UTILITIES AND SERVICES

- A title block in the lower right hand corner that includes large, boldly printed “PRELIMINARY UTILITY PLAN”, owner, engineer’s, and landscape architect’s names, addresses and phone numbers, subdivision name, lot and block number, submission date, and a log of submission/revision dates since submitted to the City

FIRE/LIFE SAFETY

- Identify whether the facility has a fire sprinkler system and the location of all fire walls (square footage of each space separated by fire walls)
- Location of the Fire Department Connection (FDC)
- Existing and proposed locations of fire hydrants
- Fire flows at nearest fire hydrants **Provide Request # _____** (assigned by Fire Dept)
- Identify if flammable or hazardous materials will be stored, handled or sold

DRAINAGE/UTILITIES/SERVICES

- Existing and proposed topography
- Handling of on-site surface drainage (location and size of existing and proposed open or enclosed channels, detention or retention basins, storm sewer inlets, etc.)
- Limits of the ultimate 100-year flood plain and floodway as shown on ultimate FIS (FEMA) mapping including location and acreage and water surface elevations. Indicate the F.I.R.M. Community panel number and date.
- Existing and proposed water and sanitary sewer layout (Identify exact sizing of existing lines. Sizing of proposed lines will be approved as part of the Engineering Plan submittal.)
- Locations and dimensions for solid waste container pads in compliance with City General Design Standards (GDS) for Solid Waste Dumpster Pad standards. These standards can be downloaded at <http://www.cityofmesquite.com/DocumentCenter/Home/View/452>.
- Location of existing and proposed above and below ground franchise utility services and facilities (natural gas, electric, communications)
- Location of electrical transformers/pads, HVAC units, & other mechanical/utility equipment
- Acreage or square footage of land in the ultimate flood plain (not reclaimed) or in rights of way and easements
- Finished floor elevation of existing and/or proposed structures is referenced to sea level datum.

SHEET 3 – LANDSCAPE PLAN

- A title block in the lower right hand corner that includes large, boldly printed “LANDSCAPE PLAN”, owner, engineer’s, and landscape architect’s names, addresses and phone numbers, subdivision name, lot and block number, submission date, and a log of submission/revision dates since submitted to the City.

- Location, height and material for any existing, or proposed fence or screening wall to include landscape buffer area
- Location, height and type of any proposed berms or living screens
- Location, size, quantity and common and botanical name of landscape materials (shall also be shown in tabular format)
- Location of existing protected trees and their status (protect or remove)
- The following information is to be provided on the landscape plan in a tabular format; indicate planting ratio requirement, including required and provided quantities for each:
 - Overall site landscape, required and provided, by percentage of total area and total square feet, excluding rights-of-way.
 - District Screening and Buffer: indicate linear feet of each adjacency for each applicable property line; and the number of required/provided trees.
 - Parking lot interior: indicate location of landscaped islands; number of trees required and provided;
- Complete description of plant materials is shown on the plan, including common and botanical names, quantities of each, container size, caliper size, installed and mature height and minimum branching height.
- All existing and proposed plant material is graphically shown; species and quantity for each grouping is labeled.
- Show required dimensioned visibility triangles on proposed driveways on the site plan and landscaping plan. Vegetation or other obstructions located within visibility triangles must meet requirements of City Ordinance No. 3849.
- The following information is to be provided on the Tree Survey/Preservation Plan in a tabular format:
 - Listing of protected trees by common name of species. See Section 1A-500 of Mesquite Zoning Ordinance for a list of protected trees.
 - Caliper of tree at DBH.
 - A reference number for all protected trees.
 - General condition of the tree certified as such by a licensed arborist, forester, landscape architect, or other that is qualified to make such determinations.
 - Whether proposed for preservation or removal and amount of mitigation required.
- Tree Mitigation
 - Trees proposed for removal shown by an 'X' using a heavy line.
 - Replacement trees are indicated on the Landscape Plan by a heavy line denoting the canopy, with a unique identifier/label also provided.
 - Indicate in the above table the total number of caliper inches proposed for preservation, removal, and any credits earned/requested.
 - Indicate mitigation method proposed for removal of protected trees:

SHEET 4 – BUILDING ELEVATIONS

- Title block in the lower right corner that includes large, boldly printed “BUILDING FAÇADE/ELEVATION PLAN”, owner and architect names, addresses and phone numbers, subdivision name, lot number, block number or letter, submission date, and a log of submission/revision dates since submitted to the City.
- Statement of Architectural Compatibility application, including elevations and façade overlays, to illustrate compliance with the Community Appearance Manual
- Number of stories in height and total height in feet
- Location of entrances and exits
- Existing and proposed architectural details of existing or proposed buildings or structures on the property are clearly defined as follows:
 - Length and height for each facade is dimensioned.
 - Each elevation is labeled and shown separately according to facing direction (e.g. north, southeast, etc.).
 - A plan view of each façade is provided showing façade articulation, columns, recesses, etc.
 - Each elevation is shown and graphically indicates colors and materials of the facades, roof(s), canopies, etc.; and each is clearly labeled.
 - Notes, and details as necessary, indicate interior roof drainage, scuppers, etc.

- Location, type and height of mechanical screening, screening walls, dumpster enclosure and monument sign is indicated on the plan and elevation view(s).
- Roof type, color, materials, and maximum height are indicated.
- Façade materials, colors and types are indicated that comply with masonry requirements. Provide a material schedule and calculations for each façade/elevation demonstrating compliance with the Community Appearance Manual.
- Windows and doorways are clearly indicated.
- Location of wall signage is clearly indicated. If a particular style or design is proposed, indicate such on the Plan.
- Details are provided to address color, materials and design details of masonry walls, dumpster enclosures, monument signs and mechanical screening. These are to be of the same materials, colors and textures as the primary structure(s). Dumpster gates (metal required) are shown and material type is indicated.
- Retaining wall details are provided that indicate the relationship with parking lots, natural grade or constructed grade (i.e. berms, slopes, etc.) and address color, materials and design.
- The following note is placed on the plan/s: Any/all signage is subject to final approval under separate application/permit by the Building Official or designee.

Site Plan Data - The following data shall be included on all non-residential Site Plans.

PROJECT SITE DATA (Non-Residential)

GENERAL

Case Number
Name of Project/Development
Proposed Use
Existing Zoning District
Proposed Zoning District
Applicable Overlays (e.g. TERRA, MARE, SLH, etc.)
Appraisal District Account Numbers and County

OVERALL SITE

Gross Site Area
Site Frontage
Site Width
Site Depth
Impervious Surface Area
Pervious Surface Area
Accessory Use %
Open Space (ac & %)
Detention/Retention (ac & %)

BUILDING

Total Gross Intensity (FAR)
Total Square Footage
 Commercial (SF)
 Industrial (SF)
 Other (SF)

PROPERTY DEVELOPMENT REGULATIONS

Maximum Building Coverage (permitted & proposed)
Minimum Lot Area (required & proposed)
Minimum Lot Width (required & proposed)
Minimum Lot Depth (required & proposed)
Setbacks (Required & Proposed)
 Front Setback
 Side Interior Setback
 Side Street Setback
 Rear Setback
Max Structure Height (permitted & proposed)
Max No. Stories/Floors (permitted & proposed)

IMPROVEMENTS (as applicable)

Seats
Pumps
Drive thru lanes
Children/Adults/Students
Beds/Residents/ Rooms

PARKING & ACCESS

Parking (total # / Required vs Provided)
 # Disabled Parking
 # Loading Spaces
 # Access Points

Site Plan Notes - The following notes shall be included on all Site Plans.

- Any revision to this plan will require City approval and will require revisions to any corresponding plans to avoid conflicts between plans.
- Dumpsters and trash compactors shall be screened in accordance with the Mesquite Zoning Ordinance and Solid Waste Container general design standards.
- Outdoor lighting shall comply with the lighting and glare standards contained within the Mesquite Zoning Ordinance.
- Fire lanes shall be designed and constructed per City standards or as directed by the Fire Marshal.
- Speed bumps/humps are not permitted within a fire lane.
- Handicapped parking areas and building accessibility shall conform to the Americans with Disabilities Act (ADA), Texas Accessibility Standards and with the requirements of the current, adopted Building Code.
- All signage is subject to Building Official approval.
- All fences and retaining walls shall be shown on the site plan and are subject to Building Official approval.
- All exterior building materials are subject to Building Official approval and shall conform to the approved Façade/Building Elevation Plan.
- All new utility lines shall be installed and/or relocated underground.
- All mechanical equipment shall be screened from public view in accordance with the Mesquite Zoning Ordinance and Community Appearance Manual.