



CEDAR PARK

Development Services - Planning Division

450 Cypress Creek Rd, Bldg. 2 * Cedar Park, TX 78613 * Phone: (512) 401-5100 * Fax: (512) 258-1471

E-Mail: permits@cedarparktexas.gov

Site Development Permit Submittal Checklist

Applicant Name: _____

*Signature: _____

* By signing this I am acknowledging all required documents are provided in this submittal

Project Information (All are required unless not applicable)		Provided (Applicant must check)
GENERAL	Completed and signed application/checklist	
PLANS	<div>Bookmarks</div> <div>Sheets and Views</div> <div>C001 COVER SHEET</div> <div>C030 DEMOLITION PLAN</div> <div>C100 SITE PLAN</div> <div>All plan sheets must be in pdf format, using Arial font with a minimum resolution of 300dpi. All sheets must be facing the correct direction and shall be combined into one plan set. The plan set must include an index of all sheets in the plan set. For plan sets greater than 10 pages in length, each page shall be bookmarked with the title of the sheet name and page number.</div>	
	4 paper copies of site plan (the plan should be clearly labeled as Site Plan)	
	4 paper copies of drainage plan (If drainage study is included, provide 2 copies.)	
	4 paper copies of erosion & sediment control plan	
	4 paper copies of utility schematic plan	
	4 paper copies of grading plan	
	4 paper copies of landscape plan (the plan should be clearly labeled as Landscape Plan)	
4 paper copies of tree preservation plan (the plan should be clearly labeled as Tree Preservation Plan)		
Additional Documents		Provided
SUPPORTING DOCUMENTS	Provide a proof of submittal form that indicates the plans have been submitted to the Texas Department of Licensing and Regulation (TDLR) for review for compliance with the Architectural Barriers Act.	
	TIA Determination	
	Summary letter describing work to be done on the property	
	Original tax certificates	



APPLICATION & CHECKLIST SITE DEVELOPMENT PERMIT

INSTRUCTIONS:

- **Apply online at www.mygovernmentonline.org. Provide 4 hard copies of the submittal package to Development Services Intake staff, 512-401-5100.**
- **Submittals are due by NOON on the subdivision submittal date. See attached schedule.**
- Fill out the following application and checklist **online** completely prior to submission.
- The most current application is located on the City's website (www.cedarparktexas.gov) for your reference as well as **online at www.mygovernmentonline.org.**
- Incomplete applications cannot be accepted for review.
- It is recommended that the applicant request a pre-development meeting prior to submission of a site development application.
- If the applicant has any questions regarding site plan regulations, the applicant should consult the source law or contact City staff.
- City ordinances can be obtained from the City of Cedar Park and on line at: www.cedarparktexas.gov.
 - Submit the completed application package and all subsequent documentation and updates by:
Uploading to www.mygovernmentonline.org (preferred) or providing hard copies to Development Services Intake / 450 Cypress Creek Road, Building 2 / Cedar Park, TX 78613

(Submittal Date – Office Use Only)

PROJECT INFORMATION

Project Name:		
Project Address:		
Subdivision:		
Lot:	Block:	Section:
Zoning:	Square Footage:	

APPLICANT INFORMATION

Owner's Name:		
Owner's Signature		Date:
Address:		
Phone:	Cell:	Email:
Please Note: The signature of the owner authorizes City of Cedar Park staff to visit and inspect the property for which this application is being submitted. The original signature must be submitted, copies of this page will not be accepted.		
(Check One)		
<input type="checkbox"/> I will represent my application.		
<input type="checkbox"/> I hereby authorize the person named below to act as my agent/applicant in processing this application.		
Agent/Applicant:		
Address:		
Phone:	Cell:	Email:

****DOUBLE PERMIT FEES WILL BE CHARGED FOR WORK STARTED PRIOR TO OBTAINING PERMITS****

Site Development Permit Application Checklist

(For projects that are not single family or duplex and require site improvements)

Please note that the checklist is required to be filled out by the applicant or designated agent. Place a check mark on the line in front of the number if you have complied with that item. If the checklist item is not applicable to your application, indicate such. This checklist is provided only as a guide. All site plan requirements cannot be reflected on this checklist.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

The following items are required to be included with the Site Plan for the Site Development Permit Application to be considered complete.

(NOTE: 4 sets rolled)

- _____ 1. Application and checklist form completed and signed
- _____ 2. 4 copies of site plan (the plan should be clearly labeled as **Site Plan**)
- _____ 3. 4 copies of drainage plan (If drainage study is included, provide 2 copies.)
- _____ 4. 4 copies of erosion & sediment control plan
- _____ 5. 4 copies of utility schematic plan
- _____ 6. 4 copies of grading plan
- _____ 7. 4 copies of landscape plan (the plan should be clearly labeled as **Landscape Plan**)
- _____ 8. 4 copies of tree preservation plan (the plan should be clearly labeled as **Tree Preservation Plan**)
- _____ 9. Provide a proof of submittal form that indicates the plans have been submitted to the Texas Department of Licensing and Regulation (TDLR) for review for compliance with the Architectural Barriers Act.
- _____ 10. TIA Determination
- _____ 11. Summary letter describing work to be done on the property
- _____ 12. Original tax certificates
- _____ 13. A disc containing .pdf versions of all Site Development Permit Application items (1 through 12 above)
- _____ 14. A check for fees made out to the City of Cedar Park

Fee Calculation:

Review Fee:

_____ total impervious cover (sq ft)
\$_____ \$0.04 per sq ft for the impervious cover from 0 – 50,000 sq ft, plus
\$_____ \$0.02 per sq ft for the impervious cover from 50,000 – 100,000 sq ft, plus
\$_____ \$0.01 per sq ft for the impervious cover from 100,000 – 200,000 sq ft, plus
\$_____ \$0.002 per sq ft for the impervious cover over 200,000 sq ft

Construction Inspection Fee:

\$_____ \$125.00 for impervious cover from 0 – 50,000 sq ft
\$_____ \$150.00 for impervious cover from 50,000 – 100,000 sq ft
\$_____ \$250.00 for impervious cover from 100,000 – 200,000 sq ft
\$_____ \$500.00 for impervious cover over 200,000 sq ft

\$_____ TIA Fees (if applicable): (A) 2,000 – 5,000 trips per day = \$1,500
(B) 5,001 – 10,000 trips per day = \$2,400
(C) 10,001 – 15,000 trips per day = \$3,300
(D) 15,001+ = \$3,700
(E) TIA Revision = ½ current TIA fee

\$25 Industrial Pre-Treatment Plan Review Fee

\$50 Fire Marshal Plan Review Fee

\$200 Non- Refundable Base Professional Fee Recovery

\$_____
TOTAL FEE

Example: For a project with 750,000 sq ft of impervious cover the review fee would be calculated as follows:

$(50,000 \times \$0.04) + (50,000 \times \$0.02) + (100,000 \times \$0.01) + (550,000 \times \$0.0002) = \$2,000 + \$1,000 + \$1,000 + \$1,100 = \$5,100.$

$\$5,100$ (review fee) + $\$500$ (Construction Inspection Fee) + $\$25$ (Pre-Treatment) + $\$50$ (Fire Marshal) + $\$200$ (Professional Fee) = $\$5875$ (total fee)

Site Plan Information:

- _____ 1. *The following information should be completed on this form and placed on the site plan:*

Owners: _____	
Address: _____	
Phone: _____	Cell: _____
Acreage: _____ Total Impervious Cover: _____	
Legal Description: _____	
Address: _____	
Land Use Summary: [Label square footage of building(s) for each land use and number of units if multi-family] Zoning: _____	
Date: _____	
Person Preparing Plan: _____	
Company: _____	
Address: _____	
Phone: _____	Cell: _____
Engineer: _____	
Company: _____	
Address: _____	
Phone: _____	Cell: _____

- _____ 2. Scale 1" = some number of feet divisible by 10 and labeled clearly on plan. Site plans should not be prepared smaller than 1" = 60'.
- _____ 3. North arrow.
- _____ 4. Location sketch.
- _____ 5. If the tract is subject to the Corridor Overlay ordinance, all materials necessary to review for compliance with the ordinance are enclosed. This includes, but is not limited to, 25' building line and landscaped buffer containing the prescribed number of trees and shrubs, a tree survey including trees 4" or greater in diameter that are located in the 25' landscaped buffer, driveway spacing (at least 300' apart on the same side of the road and 200' apart from driveways on the opposite side of the road or with centerlines aligned), proposed building materials, underground utilities, a statement regarding the shielding of lighting and the proposed architectural style.
- _____ 6. Boundary lines (drawn with heavy line) with metes and bounds description.
- _____ 7. Property lines of adjacent properties showing (where applicable) the names and lot lines of adjacent approved preliminary and final plats.
- _____ 8. For multi-family site plans, a table showing the number of living units, the acreage of the lot and the units per acre.

- _____ 9. If inside the City limits, site plan complies with Cedar Park zoning ordinance including the landscaping requirements and compatibility standards (if applicable).
- _____ 10. Site plan complies with the City of Cedar Park Roadway Plan.
- _____ 11. Location of the centerline of existing watercourses, railroads and other similar drainage and transportation features.
- _____ 12. Location and sizes of existing easements with record references are shown. A statement is provided indicating that all existing easements are shown on the site plan.
- _____ 13. Building lines are shown.
- _____ 14. Location and dimensions of sidewalks are shown. (Note: Sidewalks are required on both sides of all streets.)
- _____ 15. Proposed water and wastewater utilities to be provided by:
- _____ City of Cedar Park
 - _____ Williamson/Travis County MUD #1
 - _____ private wells
 - _____ septic tanks or other individual sewage treatment system
 - _____ other _____
- _____ 16. Grading and drainage plan shows:
- _____ a. Existing and proposed contours at 1-ft. intervals.
 - _____ b. Location of proposed temporary and permanent erosion controls.
 - _____ c. Location of proposed grading and construction details for storm water detention facilities (and water quality facilities if applicable).
 - _____ d. Runoff and storm water detention calculations provided in report form or as part of the information shown on the grading and drainage plan.
- _____ 17. Utility information shows:
- _____ a. Location of water and wastewater utilities on or adjacent to the site, with dimensions from the property boundary.
 - _____ b. Width of easement(s) containing the utility line(s).
 - _____ c. Location of existing and proposed water/wastewater taps (if applicable).
 - _____ d. Location of Double Check Valve Backflow Prevention Assembly in accordance with AWWA Standard C510-92 (if applicable).
 - _____ e. Electric Utilities
- _____ 18. Location of existing and proposed fire hydrants:
- _____ a. Non-sprinklered building – required to have a minimum of one hydrant within 300 feet of all portions of exterior walls and a second hydrant within 500 feet.
 - _____ b. Sprinklered building – required to have a minimum of one hydrant within 100 feet of fire department connection with a second hydrant within 300 ft.
- _____ 19. Location of 100-year floodplain including Base Floor Elevations is shown on the plan or a note indicating that no floodplain is located on the property.
- _____ 20. History (Complete the requested data and enclose a copy of the approved plat):

_____ Final Plat _____
(copy enclosed) (Name)

_____ Zoning _____
(Current Zoning)

_____ Legal Lot Information: If property is not platted, a plat will be required to be filed with the Planning Department unless evidence of a legal lot is provided. To be an un-platted legal lot, the applicant is required to demonstrate that the tract existed in the same shape and form (same metes and bounds description) as it currently is described prior to the date it came within the Cedar Park jurisdiction (ETJ or City Limits, whichever came first) or prior to December 9, 1974, the date the City adopted a subdivision ordinance.

_____ 21. Watershed information (if applicable):

- _____ a. Lake Travis watershed (submit application for NPS Permit if plat recorded after Feb. 1, 1990; see LCRA Technical Manual, Fig. 2.7, Pg. 20-22).
- _____ b. Edward's recharge zone and contributing zone (Water Pollution Abatement Plan approval by TNRCC enclosed _____, pending _____).

_____ 22. Sight distance at all driveway intersections complies with Transportation Criteria Manual Sec. 1.3.1, C, 6 and Table 1-1.

_____ 23. Curb return radii of driveways and aisles comply with the Transportation Criteria Manual Sec. 1.3.1, C, 3 and are clearly labeled on the site plan.

_____ 24. The site plan shows curb markings or signs indicating **No Parking -- Fire Zone** on aisles and driveways not adjacent to parking spaces.

_____ 25. The fire access circulation loop provides for a minimum of 25 foot inside turning radius and 50 foot outside turning radius.

_____ 26. The site plan shows safety barriers, fencing, wheel stops, curbing or other restrictive barriers adjacent to driveways, driving aisles that are not adjacent to parking spaces and at the perimeter of parking areas. (Transportation Criteria Manual; Sec. 9.2.0)

_____ 27. A proof of submittal form is provided that indicates the plans have been submitted to the Texas Department of Licensing and Regulation (TDLR) for review for compliance with the Architectural Barriers Act. (Contact Gary Olivares, Architectural Barriers Program Manager, TDLR, ph. 463-6599, email: Architectural.barriers@license.state.tx.us) Handicap parking spaces are provided at a ratio of not less than one handicap space for every 25 parking spaces for the first 100 parking spaces, one handicap space for every 50 parking spaces for the second 100 parking spaces, one handicap space for every 100 parking spaces for the next 300 parking spaces, 2% of the total for 501 to 1,000 parking spaces and 20 handicap parking spaces plus one for each 100 over 1,000 for parking areas having more than 1,000 parking spaces. At least one van accessible handicap space is provided (a van accessible space has an eight (8) foot wide aisle instead of a five (5) foot wide aisle.

_____ 28. Access aisles and parking areas greater than 150 feet in length with a single outlet provide a paved 40' radius turn-around or a 30' X 80' "hammerhead" turn-around.

_____ 29. All parking areas and driving aisles are designed with an all weather driving surface and a flexible base capable of supporting loads of not less than 80,000 pound live vehicle load.

- _____ 30. Parking lot dimensions are clearly labeled and comply with the parking lot criteria in Section 14.05.005(b).
- _____ 31. Dimensions are provided for improvements, building setbacks and easements.
- _____ 32. A landscape plan and tree survey is provided in compliance with the landscape and tree standards of the City of Cedar Park.
- _____ 33. Loading spaces are clearly labeled and comply with Sec. 9.3.0 of the Transportation Criteria Manual. Loading spaces and trash dumpsters are located so that they do not interfere with parking spaces or with the maneuvering areas for parking spaces.
- _____ 34. The separation between the edge of the street pavement and the first conflict point within a parking area complies with Type II commercial driveway criteria in 14.05.004.
- _____ 35. The number of parking spaces for the proposed use(s) complies with Chapter 14, Article 14.05.004 of the Cedar Park Code. A table is provided showing parking analysis for each lot. Each lot is required to meet the minimum parking requirements for uses on that lot.
- _____ 36. Driveway approaches are labeled as Type II commercial driveways.
- _____ 37. Driveways, including curb returns, are to be constructed within the street frontage of the subject property. Neither the driveway nor curb returns overlap adjacent property frontage unless written approval from the adjacent property owner is provided.
- _____ 38. Driveway spacing meets the requirement of type II commercial driveway criteria in 14.05.004 and Sec. 5.3.1, K of the Transportation Criteria Manual as well as the Corridor Overlay ordinance.
- _____ 39. End islands with raised curbing are utilized in parking bays.
- _____ 40. Parking spaces are located conveniently near the uses, which they serve.
- _____ 41. TXDOT driveway permit is provided for driveways on state maintained highways. (The driveway location should be approved by the City of Cedar Park before applying for a TXDOT driveway permit.)
- _____ 42. Signature block.
- _____ 43. Architectural elevations indicating building material type and height.
- _____ 44. Dumpster pad.
- _____ 45. Property address
- _____ 46. Include the location of all existing and proposed electric and gas lines for inclusion in the fire protection plan sheet. Identify if the line is over head or underground.

2017 Standard Development Submittal Schedule

Submit by Noon	Comment Letter Sent Out
1/3/2017	1/17/2017
1/9/2017	1/23/2017
1/17/2017	1/30/2017
1/23/2017	2/6/2017
1/30/2017	2/13/2017
2/6/2017	2/21/2017
2/13/2017	2/27/2017
2/21/2017	3/6/2017
2/27/2017	3/13/2017
3/6/2017	3/20/2017
3/13/2017	3/27/2017
3/20/2017	4/3/2017
3/27/2017	4/10/2017
4/3/2017	4/17/2017
4/10/2017	4/24/2017
4/17/2017	5/1/2017
4/24/2017	5/8/2017
5/1/2017	5/15/2017
5/8/2017	5/22/2017
5/15/2017	5/30/2017
5/22/2017	6/5/2017
5/30/2017	6/12/2017
6/5/2017	6/19/2017
6/12/2017	6/26/2017
6/19/2017	7/3/2017
6/26/2017	7/10/2017
7/3/2017	7/17/2017
7/10/2017	7/24/2017
7/17/2017	7/31/2017
7/24/2017	8/7/2017
7/31/2017	8/14/2017
8/7/2017	8/21/2017
8/14/2017	8/28/2017
8/21/2017	9/5/2017
8/28/2017	9/11/2017
9/5/2017	9/18/2017
9/11/2017	9/25/2017
9/18/2017	10/2/2017
9/25/2017	10/9/2017
10/2/2017	10/16/2017
10/9/2017	10/23/2017
10/16/2017	10/30/2017
10/23/2017	11/6/2017
10/30/2017	11/13/2017
11/6/2017	11/20/2017

11/13/2017	11/27/2017
11/20/2017	12/4/2017
11/27/2017	12/11/2017
12/4/2017	12/18/2017
12/11/2017	12/26/2017
12/18/2017	1/2/2018
12/26/2017	1/8/2018