

# CITY OF HOUSTON DEPARTMENT OF PLANNING & DEVELOPMENT

## REQUIREMENTS FOR DEVELOPMENT SITE PLAN REVIEW

### *THE DEVELOPMENT SITE PLAN REVIEW PROCESS MUST INCLUDE THE FOLLOWING:*

1. Completely filled out the off-street parking form and the landscaping form.
2. Plans must include a copy of a **SURVEY** sealed and certified by a registered public surveyor showing all existing structures and tied to a street intersection. ( This does not have to be a recent survey, but the survey **must** illustrate all **CONTIGUOUS PROPERTY UNDER ONE OWNERSHIP OR LEGAL INTEREST** ).
3. Plans must include a **SITE PLAN** illustrating all existing and proposed buildings, landscaping, screening fences, parking spaces, curb cuts, loading docks, utilities and adjacent roadways. ( **All MUST BE DIMENSIONED AND TO A READABLE SCALE** ).
4. Plans must include a copy of the **RECORDED SUBDIVISION PLAT**.
5. **APPLICATION FEE of \$500.85**  
\$500.65 reflects the new fee schedule of \$474.85 plus a \$25.80 administration fee

**NOTE: All development site plan reviews submitted under Chapter 42 of the Code of Ordinances shall be reviewed under Chapter 26 ( Off-street parking ) and Chapter 33 ( landscaping ) as well.**

### **MINIMUM DEVELOPMENT SITE PLAN REQUIREMENTS**

1. Complete dimensions on site plan.
2. Tie to nearest cross street and dimension.
3. Right-of-way width of **all** adjacent streets.
4. Site plan must be to scale.
5. North arrow
6. Show all building setback lines.
7. Clearly label and dimension all parking:
  - a. existing and proposed
  - b. stall width and depth
  - c. aisle width
  - d. driveways
8. Landscaping shown on site plan: ( **existing and proposed** )
  - a. type
  - b. size
  - c. quantity
  - d. preservation and protection plan of all trees ( Show typical diagram and around each tree )
9. All **existing** and **proposed** buildings:
  - a. dimensions
  - b. tied to site boundary
  - c. square footage
10. Show all **existing** and **proposed** utilities.
11. Land use of all adjacent property.
12. Show all contiguous property.

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## OFF-STREET PARKING REQUIREMENTS ( PLEASE ATTACH TO SITE PLAN )

- A) PROPOSED LAND USE \_\_\_\_\_
- B) PREVIOUS LAND USE \_\_\_\_\_
- C) 1. GROSS FLOOR AREA OF PROPOSED DEVELOPMENT \_\_\_\_\_  
2. NUMBER OF SEATS \_\_\_\_\_
- D)\* NO. PARKING SPACES REQUIRED FOR THE PROPOSED DEVELOPMENT PER CHAPTER 26 CODE OF ORDINANCES \_\_\_\_\_
- E)\* NO. OF PROPOSED PARKING SPACES ON-SITE \_\_\_\_\_
- F)\* NO. OF PROPOSED PARKING SPACES OFF-STREET \_\_\_\_\_ ( IF APPLICABLE )  
DISTANCE (MEASURED ON A CLEARLY DELINEATED PEDESTRIAN PATH OR WALKWAY) TO OFF-SITE PARKING: \_\_\_\_\_

\* NOTE: IF ADDITIONAL PARKING IS REQUIRED E OR E + F MUST = D

THE FOLLOWING INFORMATION MUST ALSO BE PROVIDED IF PARKING SPACES FOR AN EXISTING LAND USE ARE TO BE USED TO SATISFY THE PARKING REQUIREMENT.

EXISTING LAND USE \_\_\_\_\_

EXISTING GROSS FLOOR AREA \_\_\_\_\_

EXISTING PARKING SPACES: ON-SITE \_\_\_\_\_ OFF-SITE \_\_\_\_\_

SHARED PARKING IS APPLICABLE FOR TWO OR MORE LAND USES WHICH SHARE THE SAME PARKING SPACES BUT WHICH OPERATE AT DIFFERENT TIMES. IF SHARED PARKING IS USED TO SATISFY THE PARKING REQUIREMENT, THE PARKING MUST BE CALCULATED USING THE FOLLOWING TABLE:

**PLACE COMPLETED TABLE ON SITE PLAN**

- 1) DETERMINE THE MINIMUM AMOUNT OF PARKING REQUIRED FOR EACH OCCUPANCY AS THOUGH IT WERE A SEPARATE USE;
- 2) MULTIPLY EACH AMOUNT BY THE CORRESPONDING PERCENTAGE FOR EACH APPLICABLE TIME PERIOD SHOWN IN THE FOLLOWING PARKING CREDIT SCHEDULE:

USES	NIGHT	WEEKDAY		WEEKEND	
	MIDNIGHT 6 A.M.	DAY 9 A.M. 4 P.M.	EVE. 6 P.M. MIDNIGHT	DAY 9 A.M. 4 P.M.	EVE. 6 P.M. MIDNIGHT
COMMERCIAL/RETAIL	5%	50%	90%	100%	70%
HOTEL	80%	80%	100%	80%	100%
OFFICE /INDUSTRIAL	5%	100%	10%	10%	5%
RESTAURANT	10%	50%	100%	50%	100%
ENTERTAINMENT/RECREATION (THEATERS, BOWLING ALLEYS)	10%	40%	100%	80%	100%
ALL OTHERS	100%	100%	100%	100%	100%

TOTAL

- (3) CALCULATE THE COLUMN TOTAL FOR EACH TIME PERIOD;
- (4) THE COLUMN TOTAL WITH THE HIGHEST VALUE IS THE PARKING SPACE REQUIREMENT.

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**LANDSCAPE ANALYSIS FORM**  
(Please attach to permit site plan)

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**Single-Family-Residential**

**Lots:**

- Sec. 33-110 (a) 4** 5,000 sq. ft. under requires **1** new or preserved tree
- Sec. 33-110 (a) 5** 5,000 sq. ft. over requires **2** new or preserved trees  
(Must be from street or parking lot tree lists.)

***Single-family Residential Stop Here***

***Non single-family begin here***

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**Non-Single Family Residential**

**Sec. 33-126 (a)** Calculations  **$T = (x/30)$**

**Sec. 33-126 (b)** Minimum Spacing **20'oc.**

**Sec. 33-126 (6)** Required trees will be applies separately to each block face

**Sec. 33-127 (a)** Each parking space must be within 120' of a tree.

**Sec. 33-127 (a)** parking lot trees.  **$T = (1x10 \text{ pkg. Sp.})$**

**Sec. 33-127 (b)** shrubs  **$S = (Tx10)$**

**Sec. 33-127 (b)** **75%** of the shrubs must be planted along the perimeter of the parking lot.

**Landscape Buffer:**

**Sec. 33-128 (1)** wood, concrete masonry opaque screening fence. **(Min. 6')**

**Sec. 33-128 (2)** Evergreen screening **(See 33-130)**

**Sec. 33-130** Preservation

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□ **Calculations:**

A. **STREET TREES:**

Length of property line in lineal feet as measured along all sides of the property fronting on a public street(s).

\_\_\_\_\_ lineal feet/30 = \_\_\_\_\_ Street trees required.

*(Staff may create an artificial lot)*

B. **PARKING LOT TREES:**

Number of new parking stalls to be constructed \_\_\_\_\_ /10 = \_\_\_\_\_ parking lot trees required.

C. **TOTAL TREE REQUIREMENT:**

A. + B. = \_\_\_\_\_ total number of street and parking lot trees required.

D. **SHRUBS: (Are required for new or the expanded portion of parking lots)**

Total number of Street trees required, from A above \_\_\_\_\_ x 10 = \_\_\_\_\_ shrubs.

E. **LANDSCAPE BUFFER:**

6' high screening fence, or 15' wide evergreen planting strip along the total length of property line adjacent to existing single-family residential, or limit of expansion adjacent to existing single-family residential.

*(Site plan must show land use on all side of the property)*

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