

# CITY OF HOUSTON DEPARTMENT OF PLANNING & DEVELOPMENT

## REQUIREMENTS FOR DEVELOPMENT SITE PLAN REVIEW

### SUBMIT THE FOLLOWING TO THE DEPARTMENT OF PLANNING AND DEVELOPMENT IN CONNECTION WITH THE DEVELOPMENT SITE PLAN REVIEW PROCESS

Commercial Development Site Plan Reviews are reviewed in accordance with the following chapters of the city of Houston's Code of Ordinances: Chapter 26 PARKING; Chapter 33 Landscape & Chapter 42 Subdivisions Developments & Platting

1. An **APPLICATION FORM** completely filled out. The off-street parking form and the landscaping form should be included in the application.
2. Two (2) copies 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. Two (2) copies of a **SITE PLAN** illustrating all existing and proposed buildings, landscaping, screening fences, parking spaces, curb cuts, loading docks, and adjacent roadways. (**ALL MUST BE DIMENSIONED AND TO A READABLE SCALE**).
4. Two (2) copies of **RECORDED SUBDIVISION PLAT**.
5. **APPLICATION FEE** of **\*\$485.00 (effective 12/22/2010)\*** to be paid by check or money order payable to the **CITY OF HOUSTON**.
  - \$485.00 reflects the new fee schedule of \$460.00 plus a \$25.00 administration fee
    - **\*FEE INCREASE EFFECTIVE IMMEDIATELY AS OF 12/22/2010\***

NOTE:

### **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**
9. All **existing** and **proposed** buildings:
  - a. **dimensions**
  - b. **tied to site boundary**
  - c. **square footage**
10. **Land use** of all adjacent property
11. **Show all contiguous property**
12. **Key Map** \_\_\_\_\_

# CITY OF HOUSTON

HOUSTON PLANNING COMMISSION

PLANNING & DEVELOPMENT DEPARTMENT

## DEVELOPMENT SITE PLAN REVIEW FORM

KNOWN AS DEVELOPMENT PLAT APPLICATION IN ORDINANCE # 1999-262

To expedite this application, please complete entire application form.

1. PROJECT NAME: \_\_\_\_\_

\_\_\_\_\_  
Staff Initials

2. SITE ADDRESS: \_\_\_\_\_

3. SUBDIVISION: \_\_\_\_\_

\_\_\_\_\_  
Date

4. LOCATION:  Urban Area  Suburban Area

### 5. PROJECT INFO:

Project no.: \_\_\_\_\_ Survey: \_\_\_\_\_

Lambert: \_\_\_\_\_ Census Tract: \_\_\_\_\_ Abstract no.: \_\_\_\_\_

Inside city limits

Key Map: \_\_\_\_\_ Zip Code: \_\_\_\_\_ City Council District: \_\_\_\_\_

ETJ

County: \_\_\_\_\_ Utility District: \_\_\_\_\_

### 6. GEOGRAPHIC:

North of: \_\_\_\_\_ East of: \_\_\_\_\_

South of: \_\_\_\_\_ West of: \_\_\_\_\_

7. TOTAL ACREAGE: \_\_\_\_\_

### 8. CONTACTS:

Developer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### 9. SUBMITTAL REQUIREMENTS

**One** copy of completed application form

**Two** copies of sealed and certified survey in Building Plans

**Two** copies of site plan in Building Plans

**Two** copies of recorded subdivision plat in Building Plans

Filing fee (**\$485.00** payable to "City of Houston")

DevformA

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
DATE

12/23/2010

# CITY OF HOUSTON DEPARTMENT OF PLANNING & DEVELOPMENT

## 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.

# CITY OF HOUSTON DEPARTMENT OF PLANNING & DEVELOPMENT

## LANDSCAPE ANALYSIS FORM

(Please attach to permit site plan)

### Non-Single Family Residential

(Staff may create an artificial lot)

#### 1. TREE AND SHRUB PLANTING REQUIREMENTS

##### A. STREET TREES : Sec. 33-126 (a)

Length of property line in lineal feet as measured along each street separately.

STREET NAME	Lineal Feet	Tree Planting Requirement	Equivalent Credits *	Total Trees Planted
	/ 30			
	/ 30			
	/ 30			
	/ 30			
<b>TOTAL STREET TREES</b>				

\* Maximum street tree credits can not exceed 50% of each block face.

##### B. PARKING LOT TREES : Sec. 33-127 (a)

50% of parking lot trees must be large trees

Each parking space must be within 120' of a tree.

Tree Planting Requirements for Parking Lots						
Total Number of Proposed Parking Spaces	# of Spaces	Tree Planting Requirement	Equivalent Credits	Large Trees	Small Trees	Total Trees Planted
	/ 10					

##### C. SHRUBS: Sec. 33-127 (b)

75% of the shrubs must be planted along the perimeter of the parking lot.

(Shrubs are required for new and/or the expanded portion of parking lots)

Shrub Requirements		
Street Tree Planting Requirement	Requirement	Total Shrub Requirement
	X 10	

##### D. LANDSCAPE BUFFER: Sec. 33-128 (1) Wood, concrete masonry opaque screening fence. (Min. 6') Sec. 33-128 (2) Evergreen screening.

A 6' high wood, concrete masonry opaque 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 sides of the property)

#### CREDITS WORKSHEET

#### Sec. 33-123 (a) TREE PLANTING EQUIVALENCY CREDITS:

	STREET	PARKING						
1. Number of proposed trees exceeding 4" in caliper _____. Each 4" tree is one (1) credit.								
2. Depositing of monies with Parks and Recreation Department. \$500.00 per tree. Proposed credits cannot exceed 30% of tree planting requirement above.  Amount to be deposited: Proposed credits _____ x \$500.00 = \$ _____ <small>The combined credits under items 1 &amp; 2 may not exceed 50% of total tree planting requirement.</small>								
3. Preservation of on-site trees, per the following schedule in caliper: <table style="margin-left: 20px; border: none;"> <tr> <td style="padding-right: 20px;">minimum 4" to 6"</td> <td>2 trees</td> </tr> <tr> <td>greater than 6" but less than 12"</td> <td>3 trees</td> </tr> <tr> <td>12" and greater</td> <td>4 trees</td> </tr> </table> Total number of tree credits for this option. _____ trees.	minimum 4" to 6"	2 trees	greater than 6" but less than 12"	3 trees	12" and greater	4 trees		
minimum 4" to 6"	2 trees							
greater than 6" but less than 12"	3 trees							
12" and greater	4 trees							
4. Credit for preserving existing right of way street trees.								
5. Proposed total number of tree credits. (To receive credits, documentation must be provided in conformance with Section 33-122)								