



SITE PLAN APPLICATION

CITY OF MOUNT PLEASANT
500 N MADISON
MOUNT PLEASANT, TX 75455
903-575-4149

BUSINESS OWNER (LEGAL ENTITY): _____ dba _____

Official Address to send all City correspondence: _____

City: _____ State: _____ Zip: _____

Applicant/Agent Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____ Email: _____

PROPERTY OWNER (PLEASE PRINT) : _____

Signature: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____ Email: _____

PROPERTY DESCRIPTION

Street Address of Property (or Legal Description): _____

Proposed Use of Property: _____

Provide site plan, landscape plan, building elevations, and lighting plan with application.

PRESENT USE OF PROPERTY (CIRCLE ONE)

Vacant Land	Vacant Building	Single Family Dwelling	Commercial
Multi- Family Dwelling	Industrial	Other: _____	

ACKNOWLEDGEMENTS

Notarized Signature: Applicant, Owner, or Authorized Agent: _____

(Notary Certificate Must be Attached to Application)

Office use Only:

Case #: _____ Fee: \$250.00 Date Submitted: _____

Accepted by: _____ Current Zoning: _____

STATE OF TEXAS
COUNTY OF _____

Property Description: _____

BEFORE ME, the undersigned authority, on this date personally appeared:

_____ known to me to be the person whose name is subscribed hereto and upon his/her oath deposed and stated: "My name is _____ and I am a resident of _____ County, _____. I am the owner of the above-described property and I hereby certify that I have given my permission for the City of Mt. Pleasant to accept an application from _____ as hereto submitted in connection with said application and its purpose (e.g. plat, site plan, or zoning) for development as hereinbefore attached."

OWNER SIGNATURE

Address _____

City/State/Zip _____

Phone _____ Email _____

SUSCRIBED AND SWORN TO before me on this the ____ day of _____, 20____,
by _____.

Notary Public, Sate of Texas

Checklist

- **Site Plan(s) including:**
- Vicinity Map indicating the site and surrounding streets.
- Aerial Context Map showing proposed, existing, and surrounding uses.
- Property lines and dimensions all easements distances between buildings and property lines.
- Proposed and existing public streets, curbs, sidewalks, and driveways.
- If new grading is proposed, preliminary drainage plan including cut and fill areas, elevation contours, slope percentages, and detention/retention features.
- Proposed automobile, bicycle, handicapped parking spaces, drive aisles, loading areas, curbing, car stops, direction of traffic flow, etc. Include dimensions and locations.
- Proposed sidewalks and pedestrian paths/trails.
- Proposed retaining walls, fences, electrical transformer boxes, trash enclosures, and screening, including locations, finishes, and dimensions. If you are proposing trash enclosures, please provide elevations for all walls and doors proposed for the enclosure.
- Note the square footages of existing and proposed buildings, and their percentages of gross lot coverage on plans.
- Note the square footages and percentage of lot areas for the total impervious surface on plans.
- Existing Site Conditions. Said plan shall identify existing structures, trees, landscaping paving, drainage courses, and other pertinent man-made and natural features, where applicable.
- Indicate all fire lanes. Indicate and label the widths of all fire lanes existing and proposed for the site.
- Indicate location of all existing and proposed fire hydrants.
- Any other items deemed appropriate for review by the City Planner of the City of Mount Pleasant.
- **Architectural Plans, including:**
- Building Elevations with materials percentages for each building elevation and colors identified.
- Finished Floor Elevations.

- Exterior Lighting Plan showing lighting locations and details of fixture types. A Photometric Plan may be required for larger projects. The applicant shall certify that glare from exterior lighting will not trespass across property lines nor onto adjoining residential properties.
- Show all visible accessory fixtures (i.e., gas meters, mechanical equipment, air conditioners, etc.), including roof-mounted equipment, and the proposed method of screening.
- Roof plans. Identify all roof pitches.
- Colors and materials board(s). Within the plan set, include a sheet with all information included on the board(s).
- Minimum scale of plans should be 1/8" = 1'-0".
- Indicate type of construction and occupancy classification.
- **Signage Plans, including:**
- Signage requirements of the City of Mount Pleasant will apply to the subject property.
- Signs may include national branded colors and logos of tenants.
- **Landscape Plans, including:**
- Landscaping requirements of the City of Mount Pleasant will apply to the subject property.
- Location and size of trees and plant materials shall be shown both on the site plan drawing and presented in tabular form.
- Indicate areas and percentage of total site for landscaped areas, and percent of landscape areas situated between the main building and street.