



Step Four: Site Plan Review and Approval

The City of Greenville strongly encourages each applicant to register for and attend a Pre-Application Meeting prior to submittal of a Site Plan Application.

Generally, site plan approval is required for all new nonresidential and multifamily residential development (including parking lots) and expansions that enlarge the building footprint and/or parking area by more than 50%. Site plans are also required for Conditional Use Permits. Site plans will be reviewed for conformance with all zoning, subdivision and development regulations of the City. The fee for site plan review will be assessed at the time of the building permit application, which equates to 10% of the building permit fee.

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 to the Community Development Department. Please staple and fold each plan set.

1. A completed "Site Plan Review Application." Applications received by Thursday at 12:00 PM will be scheduled for the following Tuesday's Site Plan Review Committee meeting.
2. Four (4) folded copies of the site plan submittal (site plan, landscape plan, photometric plan and building elevations).
3. A completed and signed "Site Plan Checklist."

REVIEW PROCESS

Once a complete application is received, the site plan package will be reviewed by the Site Plan Review Committee, which meets every Tuesday morning. Comments from the review may require additional information or the revision of the site plan and associated drawings. The Community Development Department will compile, reconcile and submit the review comments to the applicant.

RESUBMISSION AND APPROVAL

The applicant shall make any corrections or changes to the site plan and return it to the Community Development Department. The following items shall be submitted with the revised site plan:

1. Four (4) copies of the revised site plan submittal (site plan, landscape plan, photometric 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 Site Plan Review Committee review the resubmission for compliance with the comments made during the review. When complete, the Community Development Director will approve the site plan. At that point, Engineering Plans may be submitted to the Public Works Office. A copy of the Site Plan stamped "Approved" must be integrated into the Engineering Plan submittal.



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Check all items submitted:

- Site Plan – General Site Info
- Site Plan – Utilities & Services
- Landscape Plan
- Photometric Plan
- Architectural Elevations

SITE PLAN REVIEW APPLICATION

To be considered a complete submittal, you must submit a completed Site Plan Review Application, Site Plan Checklist, and four (4) FOLDED copies of the following plans:

- **Sheet 1: Site Plan – General Site Information**
- **Sheet 2: Site Plan – Utilities & Services**
- **Sheet 3: Landscape Plan**
- **Sheet 4: Photometric Plan**
- **Sheet 5: Architectural Elevations**

Complete submittals received by 12:00 PM on Thursday will be scheduled for review by the Site Plan Review Committee on the following Tuesday morning.

PROJECT INFORMATION

Project Name: _____

Project Address (if available): _____

General Location Description: _____

Current Zoning: _____ # of Lots: _____ Total Acreage: _____

Check one:

Platted Property: Addition: _____ Lot: _____ Block: _____

Unplatted Property: Abstract: _____ Tract: _____

APPLICANT (PRIMARY POINT OF CONTACT)

Are you the: Owner Representative Tenant Buyer

Applicant Name: _____ Company: _____

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

Phone: _____ Email: _____

OWNER/DEVELOPER

Owner Name: _____ Company: _____

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

Phone: _____ Email: _____

Applicant Signature: _____ **Date:** _____



Checklist E: Site Plan Review Checklist

PROJECT NAME: _____

PROJECT CONTACT NAME: _____ DATE: _____

NOTE: 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.

SUBMITTAL REQUIREMENTS

- [] Completed Site Plan Review Application
- [] Completed Site Plan Checklist
- [] Four (4) Folded Copies of Each Site Plan Sheet (maximum 24" x 36")

GENERAL INFORMATION (to be shown on sheets 1, 2, 3 and 4)

- [] North arrow, date and legibly drawn to a standard engineering scale
- [] Scale (written and graphic)
- [] Location of proposed buildings
- [] Location of all paved surfaces including, but not limited to parking, drives and sidewalks

SHEET 1: SITE PLAN – GENERAL SITE INFORMATION

SITE/ADJACENT PROPERTY INFORMATION

- [] Site boundaries, bearings and dimensions, site acreage and square footage
- [] Site data summary table showing the following (for multi-lot developments, provide a column for each lot and a row for overall development totals):
 - Zoning
 - Proposed use(s) and densities
 - Lot area – excluding rights-of-way (square footage and acreage)
 - Building area (gross square footage)
 - Building height (feet and stories)
 - Building coverage %
 - Total parking required vs. total parking provided
 - Open space %
 - Square footage of impervious area
- [] Location and width of existing and proposed public and private rights-of-way, visibility triangles and easements (including utilities and trail access) located on, abutting or intersecting the site
- [] Property corners tied down including pins across existing ROW's

[] Adjacent properties with zoning and existing land uses identified

[] Plat name, lot, block

BUILDING LAYOUT

[] Existing and proposed structures showing approximate outline and dimensions of perimeter walls, including distances to property lines and other structures

[] Existing structures within 100 feet on the adjoining properties

[] Front, side and rear building setback lines

[] Proposed ICC construction type and occupancy type for each new structure

[] Gross floor area of each structure

[] Location of entrances and exits to/from building

[] 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

[] Location and types of all signs, including lighting and heights

ACCESS AND PARKING

[] Location, width, curve radii and proposed construction type of all streets (with proposed street names), alleys, parking areas, 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 handicapped parking spaces and width of drive aisles

[] Location and width of sidewalks, handicapped ramps and other pedestrian facilities

SHEET 2: SITE PLAN – UTILITIES AND SERVICES

FIRE 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 Fire Department Connection (FDC) (five (5) foot wide pathway from fire lane, facing a fire lane, within fifteen (15) feet of a fire lane, and one hundred (100) feet of a fire hydrant)

[] Existing and proposed fire hydrant locations

[] Arrangement and specifications of the twenty (20) to twenty-six (26) foot wide fire apparatus access road around the exterior of the building (maximum five (5) percent slope)

[] Identify if flammable or hazardous materials will be stored, handled or sold

DRAINAGE/UTILITIES/SERVICES

[] Existing and proposed topography at a maximum of five (5) foot intervals

[] Handling of on-site surface drainage (location and size of existing and proposed open or enclosed channels, detention and retention basins, storm sewer inlets, etc.)

[] Limits of the ultimate 100 year flood plain and floodway as shown on current FEMA mapping or as may be determined by a flood study, including location, acreage and water surface elevations

[] 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)

- [] Location, dimension and screening detail for solid waste container pads
- [] Location of existing and proposed above and below ground franchise utility services and facilities (ATMOS, GEUS, AT&T, etc.)
- [] Location of electrical transformers/pads, HVAC units and other mechanical/utility equipment and proposed screening
- [] Location of proposed grease and/or sand traps

SHEET 3: LANDSCAPE PLAN

*NOTE: Consult Section 5-8 of the Greenville Zoning Ordinance for landscape standards and requirements.
The following is not intended to be an exhaustive list of all landscaping requirements.*

GENERAL

- [] Landscape architect's seal with signature and date of signing
- [] Show visibility triangles at driveway and roadway intersections
- [] Location, height and material of proposed screening and fencing
- [] Summary table showing size, quantity, common and botanical name of landscape materials (if not using materials from the City recommended species list, indicate which materials are not on the City's list and a brief reason for the substitution)
- [] Landscape calculation table (required vs. provided) summarizing the gross acreage of landscape proposed on site (must be at least ten percent (10%) of gross site acreage), building foundation landscaping and plant diversity summary (no more than twenty-five percent (25%) of any single species of plant material can be used on a single development site)
- [] Show details and specifications for tree planting, soil preparation, root barriers and other applicable planting

STREETSCAPE

- [] **RESIDENTIAL**: Street trees, spaced fifty (50) feet OC, planted in eight (8) foot strip between edge of curb and sidewalk in all new residential subdivisions. Trees must be planted in a linear fashion in accordance with Article 16.06 of the City's Code of Ordinances
- [] **NONRESIDENTIAL and MULTIFAMILY**: Canopy trees, spaced forty (40) feet OC, and understory trees, one (1) for every two (2) canopy trees, planted in a ten (10) foot landscaped strip adjacent to street right-of-way. Trees may be planted in groupings to provide view corridors (*Understory trees, spaced at 30' OC, shall replace canopy trees where utilities conflict*)

VEHICULAR USE AREA

- [] Interior planting islands shall be eight (8) foot minimum width, two hundred (200) square feet of pervious area, curb at least six (6) inches in height, placed at both ends of every interior and peripheral parking row and contain one (1) canopy tree and other landscape materials
- [] Perimeter vehicular use area planting strip containing continuous row of evergreen shrubs, planted four (4) feet on center. Planting strip must also contain canopy trees spaced forty (40) feet OC (*Understory trees, spaced at 30' OC, shall replace canopy trees where utilities conflict*)
- [] **PARKING LOTS > 35 SPACES**: Canopy trees, spaced forty (40) feet OC, planted in interior of parking (in linear and peninsula planting islands) up to thirty-six (36) spaces per section augmented with 5 small-type shrubs between trees
- [] Street trees shall be planted along both sides of the primary drive aisle to the development within large surface parking lots of two hundred fifty (250) spaces or more

BUILDING FOUNDATION

- [] Along the front and side of each building (along front, side and rear of multi-family and outparcels)
- [] Planting areas must equal at least fifty percent (50%) of length of each side of building, minimum four (4) foot planting area containing shrubs, ground covers, and seasonal color (six (6) foot planting area if adjacent to vehicle overhang). Planter boxes may be utilized by larger big box developments.
- [] A fifteen (15) foot deep arcade, sixty percent (60%) of the length of the front façade, may replace the foundation requirement for the front façade only. One (1) tree per ten (10) feet of non-arcade area is required.

DETENTION BASINS

- [] Landscape detention areas using ground covers, grasses (turf and ornamental), shrubs, and trees in all dry land areas. One (1) tree per seven hundred fifty (750) square feet of dry land area is required.

TREE PRESERVATION

- [] Show location of protected trees eight (8) inches caliper or greater to be preserved, trees to be removed and the location of all replacement trees. Protected trees must be preserved unless within proposed building foundations or drive aisles. Drip line of trees preserved must be shown.
- [] Provide a columnar listing of all protected trees by species, location key shown on plan, diameter at breast height, physical condition of tree, and whether the tree is proposed for removal. Provide a justification for trees proposed for removal.

SHEET 4: PHOTOMETRIC PLAN

*NOTE: Consult Section 5-9 of the Greenville Zoning Ordinance for exterior lighting standards and requirements.
The following is not intended to be an exhaustive list of all exterior lighting requirements.*

- [] Show locations of all exterior lighting, including pole mount, wall mount, signage, etc. Lighting must be set back five (5) feet from property lines unless equipped with house-side shields or utilize a forward-type throw light distribution pattern
- [] Indicate (in tabular form) overall mounting height, mount orientation, tilt angles, lamp type, wattage and color rendition of all proposed exterior lighting. Maximum eighteen (18) foot height for building mount, thirty (30) foot for pole lighting. Metal halide or HPS lamps only with minimum CRI of sixty-five (65)
- [] Show location of proposed canopy lighting. Fixtures must be flush mount with the ceiling (including lenses) and not exceed twelve (12) initial footcandles (IFC) at the immediate perimeter of the canopy and twenty-five (25) IFC under the canopy
- [] Provide iso-footcandle contours or point photometric grid to clearly delineate initial footcandles at grade throughout the site and just beyond the property line. Max 0.3 IFC at property line
- [] Provide photometric summary table showing IFC (average required and provided) for each use and/or location, uniformity ratio (average:minimum required and provided), and light loss/depreciation factors
- [] Include manufacturer specification sheets for each type of lighting proposed

- [] An as-built/installed lighting certification, stamped by a professional engineer or certified testing laboratory, stating that all site lighting is installed according to the approved photometric plan shall be required prior to issuance of a Certificate of Occupancy

SHEET 5: ARCHITECTURAL ELEVATIONS

*NOTE: Consult Section 5-7 of the Greenville Zoning Ordinance for exterior construction requirements and standards.
The following is not intended to be an exhaustive list of all exterior construction requirements.*

- [] Specifications and description of all proposed building materials on all proposed buildings
- [] Elevations of all four sides labeled North, South, East and West with the front façade labeled as such
- [] Material calculations table showing the total surface area of each elevation and a list of materials (including glazing) with square footage of each material per elevation and percentage of each material per elevation (calculations should exclude windows and doors)
- [] Sample board for all building materials, with each material clearly labeled with manufacturer, color, etc.
- [] Indicate overall height of proposed structure(s)
- [] Indicate roofing materials, colors, etc.
- [] Location of roof mounted utility equipment and screening method utilized (i.e. parapet wall or penthouse screen)
- [] Dimension all elements of the building, including vertical and horizontal articulation(s)
- [] Specify address display method to comply with the nonresidential addressing standards in Chapter 8 of the Greenville Code of Ordinances

Applicant Signature: _____

Date: _____