
DEVELOPMENT INFORMATION

Project Location _____

Addition Name _____

Legal Description _____

Proposed Use _____

Current Zoning _____ Acreage _____ Lots _____

OWNER INFORMATION

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

For additional owners, please include additional copies of pages 1 and 2 of this application. The property owner must sign the application or submit a notarized letter of authorization.

REPRESENTATIVE/AGENT INFORMATION

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

CERTIFICATION AND ACKNOWLEDGEMENTS

I certify that the above information is correct and complete to the best of my knowledge and ability, and that I will be fully prepared to present the proposal at a Planning and Zoning Commission and City Council public hearing. I reserve the right to withdraw this proposal at any time by filing a written request with the Planning & Zoning Department.

Owner Signature

Date

Owner Name (print)

APPLICATION SUBMITTAL REQUIREMENTS

Applications submitted without original signatures and all required documents and information will not be reviewed and will be returned to the applicant for revision. Please be sure that all required items listed below are included.

The new application submittal deadline is 5:00 PM on Mondays in accordance with the Development Submittal Schedule. Applications submitted after that time will be rejected and not processed.

Site Plan information is available online in Chapter 52 of the Justin Code of Ordinances. If you have questions about the application process or any submittal requirements, please call the Development Services at 940-648-2541 Ext. 5.

GENERAL APPLICATION REQUIREMENTS

The following items are required with this application:

- Site Plan Application
- Application filing fee as required by the Justin Fee Schedule. This fee is non-refundable.
- One digital (PDF) of the Site Plan package.
- Completed trip generation data form. This will be used to determine if an in-depth traffic impact analysis will be required for the property.
- If the ownership does not match the ownership on the Denton County Appraisal District website, a warranty deed shall be submitted with this application. Please verify ownership prior to submitting the application.
- Additional information may be requested by the Development Review Committee if deemed essential for review and consideration by the Planning and Zoning Commission and City Council.

SITE PLAN

Applications requiring a site plan must show the items indicated in the technical requirements below.

- SITE LAYOUT
 - Location map, north arrow, graphic and written scale (not less than 1" = 60').
 - Existing zoning and land use of the properties adjacent to the site.
 - Existing structures on the site, indicating setbacks from property lines.
 - Proposed land uses and building locations, indicating setbacks from property lines.
 - Square footage, acreage, and density of all proposed land use and lots.
 - Location and gross area of all streets, sidewalks, and other paved surfaces and its percentage of total property area.
 - Gross area of open space area and recreational areas and its percentage of total property area.
 - Existing and proposed public and private rights-of-ways, easements, access points into the property, and street names.
 - Calculations and location of all off-street parking and loading facilities.
 - Location, type, and elevation drawings of all signs, including ground and building-mounted signs.
 - For residential uses, the number, type, and density of each type of dwelling unit (i.e., single-family, multi-family, townhouse, etc.).
- SITE CIRCULATION AND PARKING (SHOWN ON SITE PLAN PAGE)
 - The drive approach dimensions and radii.
 - The delineation and width of internal circulation roadways.
 - The distances between driveways and intersecting streets.
 - The number of required parking spaces and number of parking spaces provided, including handicapped parking spaces.
 - The parking dimensions.
 - The stacking spaces and drive-through lane location.
 - The location of curb stops relative to front of parking stall. (Note: Wheel stops are not permitted in lieu of curbs).
 - The handicapped ramps (required at all intersections).
 - The building entrances.
 - The sidewalk dimensions.
 - The fire lanes meeting fire code standards.
 - The location and dimension of delivery truck docks.
 - The location and dimension of loading spaces.
 - The location of bay doors.
 - The sanitation container locations.
 - The medians, islands, barriers, and channelization.
 - The width of adjacent streets, alleys, or other access abutting property.
 - The length, width, and taper of turn bays.
 - The directional signage and directional arrows for one-way traffic driveways.

- LANDSCAPE PLAN
 - Plans demonstrating compliance with standards described in Chapter 52, Zoning of the City's Code of Ordinances, showing all required and proposed landscape setbacks, buffer yards, screening, and fencing.
 - Tree preservation plan per Chapter 52, Zoning of the City of Justin Code of Ordinances if protected trees are present on the property.
- UTILITY PLAN
 - the existing and proposed water mains (include size and valve locations).
 - The water meter size and location.
 - The existing and proposed sewer mains (include size, manholes and cleanout).
 - The sewer service size (provide cleanout at property line).
 - The existing and proposed utility easements including the associated utility line (public or private) and its size.
 - The existing and proposed fire hydrants (including any nearby off-site hydrants).
 - The existing and proposed fire lines, fire sprinkler connections, and appurtenances.
 - The location and size of irrigation meters.
 - The location and size of grease and sand traps.
 - The location and size of sampling pits.
 - The location and type of pretreatment.
- DRAINAGE PLANS
 - The existing and proposed elevation at critical points.
 - The drainage area map (if site is over one acre).
 - The on-site collection system, including stormwater detention areas and detention ponds.
 - The 100-year flood elevation (if in floodprone area), and appropriate easements to protect improvements from erosion associated with floodprone areas.
 - The existing and proposed contours at two-foot intervals.
 - The existing and proposed drainage structures (include size and type).
 - The existing and proposed culverts.
 - The direction of surface drainage (must be discharged into existing waterway or public right-of-way).
- BUILDING ELEVATIONS
 - Plans demonstrating compliance with standards for exterior appearance quality as described in Chapter 52, Zoning of City of Justin Code of Ordinances.
 - Elevation drawings of all sides of building, showing dimensions, height, building materials, color, texture, and design.
 - Percentage calculations of building materials for each façade.
- PHOTOMETRIC PLAN
 - Plans demonstrating compliance with standards described in the Zoning Chapter.
 - Location, type, and number of all exterior lighting, including building and pole mounted fixtures.
 - Lighting manufacturer specifications or cut sheets of each type of luminaire equipment.
 - Calculations and analysis of anticipated light distribution generated by all exterior lights.

Construction Plans are required to be submitted separately.