



SITE PLAN REVIEW APPLICATION

DEVELOPMENT SERVICES

GENERAL INFORMATION

APPLICANT / DESIGN FIRM:

CONTACT NAME:

ADDRESS OF APPLICANT:

PHONE NUMBER:

EMAIL ADDRESS:

PROPOSED PROJECT SITE ADDRESS (If you do not have an address, please contact GIS at helpdesk@longviewtexas.gov):

PROPOSED ESTABLISHMENT:

DESCRIPTION OF WORK:

TOTAL ESTIMATE PROJECT VALUE:

**APPLICATION FOR SITE PLAN REVIEW NEEDS TO BE ACCOMPANIED BY A PDF OF SITE PLAN.
PROFESSIONAL SEALS MUST BE ON PLANS WHEN REQUIRED BY CODES AND STATE LAW.**

I UNDERSTAND BY PLACING MY SIGNATURE BELOW THAT THIS IS AN APPLICATION FOR SITE PLAN REVIEW ONLY. I FURTHER UNDERSTAND THAT THIS APPLICATION DOES NOT REPRESENT AN APPLICATION FOR A BUILDING PERMIT AND THAT APPROVAL OF PLANS SUBMITTED FOR SITE PLAN REVIEW DOES NOT REPRESENT APPROVAL OF A BUILDING PERMIT.

Applicant's Signature

Date

Site Plan Submittal Requirements

The following lists submittal requirements for various processes of development in the City of Longview. Please refer to specific applications for other requirements as stated on those applications. A supplement to this guide containing most of our applications and certifications is available.

The Site Plan shall be clearly defined and drawn to an appropriate scale to permit accurate review for Compliance with City codes, ordinance and standards. A PDF of the Site Plan appropriately drafted at an engineering scale of 1" = 50" or larger. **The following features, as a minimum, shall be required on all Site Plans before they will be accepted for review:**

- Legal description, address, property lines and dimensions;
- Location, sizes and names of adjacent or included streets, alleys and easements;
- Location, setbacks, dimensions, height and square footage of existing/proposed buildings;
- Location of buildings on adjoining property within 10' of the subject property;
- Location and dimensions of existing/proposed parking spaces, driveways, vehicle maneuvering areas, curb cuts, loading facilities and sight visibility triangle areas;
- Parking calculation table;
- Existing/proposed surfacing, landscape/buffer areas and screening fences;
- Location of facilities for refuse disposal with appropriate screening and location of fire hydrants;
- Proposed sidewalks;
- Landscape plan with calculation table;
- Location, type, and size of all water and sewer lines and meters;
- Drainage direction and outfall, location, type and size of drainage facilities (drainage calculations when applicable);
- Proposed use(s), north arrow, graphic scale and date of plan preparation;
- Erosion control plan showing location and details.
- Construction entrance location and details.
- Floodplain Limits, if applicable;
- Development Permit
- Any other information necessary to demonstrate compliance with applicable City ordinances, codes, resolutions and construction standards.

For development requiring a detailed site review, the applicant is required to submit a landscape plan with analysis. The Landscape Plan shall be submitted with the detailed Site Plan, and shall depict the required amount of vegetation and buffering as required under Ordinance #2668. Once Certificate of Occupancy has been issued, continued maintenance of existing landscaping material and the replacement of dead Landscaping material is required.