



SITE PLAN REVIEW APPLICATION

CITY OF BALCONES HEIGHTS
3300 HILLCREST DR.
Balcones Heights, TX 78201
210-735-9148

Received
STAFF: _____
DATE: _____

Application Date: _____

Planning & Zoning meeting date: _____

(Held on the 3rd Tuesday of each month)

City Council meeting date: _____

(Held on the 4th Monday of each month)

Address for Site Plan Review: _____

Legal Description: CB _____ Block _____ Lot(s) _____

Zoning: _____ Proposed Use: _____

Property Owner: _____

Property Owner Mailing Address: _____

Property Owner Phone: _____ Mobile Phone: _____

Email address: _____

Applicant: _____

(If different than owner, submit owner's affidavit confirming permission to represent)

Applicant's Address: _____

Applicant's Phone: _____ Mobile Phone : _____

Email address: _____

Provide a detailed description (i.e., cover letter) of the proposed project include proposed height of the building(s).

(Please complete checklist on next page 2)

SITE PLAN REVIEW

SUBMITTAL ITEMS CHECKLIST

Please submit site plan drawn to scale showing:

- Property lines;
 - Outline of existing and proposed buildings and structures;
 - Project square footage;
 - Locations of all buildings, signs, dumpsters, fences, and improvements;
 - Setbacks from lot lines;
 - Vehicle parking facilities to include spaces, dimensions, and arrangement;
 - Size and location of any rooftop equipment with design of screening;
 - Visual screening;
 - Ingress and egress to public streets and adjacent properties;
 - Cross access between properties (if applicable);
 - Utilities and easements;
 - Landscaping and lighting plan;
 - Modifications to existing drainage characteristics;
 - Include colored renderings/elevations of proposed structure(s);
 - Include design of freestanding or building-mounted permanent sign showing size, color, and other specifications; and
 - Any other information requested by the City, Planning and Zoning Commission or the City Council.
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- Include photographs of adjacent properties.
 - Include copy of current plat.
 - Cover letter describing project.

I have verified that all required information is submitted with this application. I understand that all materials needed to support this application must be submitted 15 prior to scheduling the presentation before the Planning and Zoning Commission.

Signature of Property Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

IMPORTANT: Upon staff review, all final submittals must be received not later than 15-days prior to the next regular scheduled planning & zoning meeting date.

This document for information purposes only.

**Site Plan Review
Balcones Heights Zoning Code
Article 2 Section 2.2.1(3)(b)**

(3) *Site plan review applications.*

(a) *Initiation.* Preliminary site plans accompanying a zoning map amendment shall be reviewed according to the zoning amendment procedures. Final site plans shall be submitted only after a zoning map amendment has been approved. This submission does not require a public hearing or public notification. The final site plan approval shall occur in accordance with this section. Site plan approval is required when any commercial or industrial building(s) is (are) located in a commercial (C zone), industrial (M zone), O-2 zone, or MXD zone, and:

(i) *Has a gross floor area of 10,000 square feet or greater; or a building of any use and any gross floor area in a MXD zone;*

(ii) *More than 30% of the lot (excluding the building) is impervious; or*

(iii) *Other special use designation.*

(b) Application. An application for site plan review shall be submitted on the application form provided by the City Administrator or designee. The application shall include all information requested on the application form. Preliminary review with the City Administrator or designee, prior to a formal application is encouraged. If the application is not complete, the City Administrator shall notify the applicant in writing indicating necessary steps to cure the incomplete application. The application shall be submitted with drawings showing the location of the site and all existing and proposed buildings with sufficient information to evaluate impacts on adjacent properties. Sheet size shall be large enough to document all physical features and shall be suitable for public record.

(c) Review. Site plan review shall occur according to the following:

(i) A complete application shall be reviewed by the City Administrator or designee;

(ii) Applications, when complete, shall be submitted to the Planning and Zoning Commission at the next scheduled meeting. The Commission shall consider the application and take one of the following actions;

a. Approve the final site plan;

b. Approve the final site plan, conditioned on specific revisions;

c. Deny the final site plan; or

d. Continue discussion of the application for further study. An application shall only be continued one time without the applicant's consent before the Commission shall take one of the above actions. An applicant may agree to more continuances;

(iii) The City Council shall consider the site plan only after review and recommendation from the Commission. The City Council shall have the final authority on site plan approval.

(d) *Effect and limitation on approval.* Site plan approval stands for 365 days from the approval date. If a building permit has not been issued within this period of time, the site plan approval shall be null and void. The Council may consider a request for extension of this time up to 180 additional days for good cause. The site plan may be amended, but amendments shall be subject to the same procedures as a new site plan approval.

(e) Modifications in substantial conformance with an approved site plan may be approved by the City Administrator or designee provided that the plan meets the following conditions:

(i) The modification addresses actual site conditions that were not anticipated in the reviewed site plan;

(ii) The modification meets the intent of the site plan standards in an equivalent or improved manner than the original site plan; and

(iii) The modification results in no greater impact on adjacent property than the approved site plan.

(f) *Nullification for misrepresentation.* Any site plan decision that is based in any part on testimony, plans, studies or other support that is later found to have been a material misrepresentation may be summarily nullified by subsequent City Council action, pursuant to state law. Summary nullification shall require evidence of the misrepresentation at a formal Council meeting and the concurring vote of a majority of members of the City Council. Such review shall not require a formal site plan review process because the initial Council action will be determined null and void due to the material misrepresentation.