



**CITY OF McALLEN  
Planning Department  
Site Plan Application**

311 North 15<sup>th</sup> Street  
McAllen, TX 78501  
P. O. Box 220  
McAllen, TX 78505-0220  
(956) 681-1250  
(956) 681-1279 (fax)

**Project Name** \_\_\_\_\_

**Legal Description** \_\_\_\_\_

**Address** \_\_\_\_\_

**Proposed Use** \_\_\_\_\_

**Check Main Contact:**

**Owner / Agent (Required)**

**Company** \_\_\_\_\_ **Contact Person** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Engineer / Architect (If applicable)**

**Company** \_\_\_\_\_ **Contact Person** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Site Plan Submittal Requirements:**

Submittal Site Plan Fee: **\$350.00**

<u>In Person Submittal Requirements</u>	<u>Email Submittal Requirements (Preferred)</u>
<p>One (1) 24 X 36 prints that include:</p> <ul style="list-style-type: none"> <li>o Cover sheet (w/ vicinity map, address)</li> <li>o Dimensioned site plan (property lines, driveways)</li> <li>o Recorded plat or Plat in review process (when applicable)</li> </ul> <p>One – 11” X 17” prints that include:</p> <ul style="list-style-type: none"> <li>o Site utility Layout– Drawing to scale shall include existing and Proposed Water &amp; Sewer Site Utility Improvements; Location of FDC &amp; Backflow Preventer; existing &amp; proposed Fire Hydrants</li> <li>o Landscape and Irrigation Plan</li> <li>o Existing site plan/survey</li> <li>o Elevation plan</li> <li>o Truck Maneuvering layout (if applicable)</li> <li>o Trip Generator when applicable</li> <li>o Traffic Impact Analysis (TIA) – see standard design guide; (When applicable)</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b>Office Use Only</b></p> <p><b>Received By:</b> _____</p> <p><b>Filing Fee:</b> _____</p> </div>	<p>*Documents must be submitted in PDF format. Drawings must be to scale. No scanned documents. <i>Separate PDF files into:</i></p> <ul style="list-style-type: none"> <li>o File 1: <ul style="list-style-type: none"> <li>o Cover Sheet</li> </ul> </li> <li>o File 2: <ul style="list-style-type: none"> <li>o Dimensioned Site Plan</li> <li>o Truck Maneuvering layout (if applicable)</li> </ul> </li> <li>o File 3: <ul style="list-style-type: none"> <li>o Recorded Plat or Plat in Review</li> <li>o Existing Site Plan/Survey (if applicable)</li> </ul> </li> <li>o File 4: <ul style="list-style-type: none"> <li>o Utility Plans</li> </ul> </li> <li>o File 5: <ul style="list-style-type: none"> <li>o Elevation Plans</li> </ul> </li> <li>o File 6: <ul style="list-style-type: none"> <li>o Landscaping Plans</li> </ul> </li> <li>o File 7: <ul style="list-style-type: none"> <li>o Trip Generator (if applicable)</li> <li>o Traffic Impact Analysis (if applicable)</li> </ul> </li> </ul> <p style="text-align: center;">*Please submit documents to <a href="mailto:siteplans@mcallen.net">siteplans@mcallen.net</a></p> <p style="text-align: center;">*ORIGINAL APPLICATION &amp; FEE MUST BE SUBMITTED IN PERSON OR VIA MAIL*</p>

*\* Changes to a Board approved site plan, ownership, designer/architect, engineer will require a new application with related information and Fees\*\*Once the site plan has been approved by the Planning and Zoning Commission or Development Departments, an Approved site plan will be required to be submitted\*\**