



CITY OF McALLEN
Planning Department
Site Plan Application

1300 Houston Avenue
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 (only one)

Owner / Agent

Company \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Engineer / Architect (If applicable)

Company \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

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 Fees:

Site Plan Fee: \$200.00

Three (3) 24 X 36 prints that include:

- Cover sheet (w/ vicinity map, address)
Dimensioned site plan ( property lines, driveways)
Recorded plat or Plat in review process (when applicable)

One - 11" X 17" Site Utility Plan that includes:

- Site utility Layout - Drawing to scale shall include existing and Proposed Water & Sewer Site Utility Improvements; Location of FDC & Backflow Preventer; existing & proposed Fire Hydrants
Landscape and Irrigation Plan
Trip Generator when applicable
Traffic Impact Analysis (TIA) - see standard design guide; (When applicable)
One Legible reduced copy - 8 1/2" X 11:
AutoCAD DWG file of site plan and Board Approved site plan
Existing site plan/survey

Office Use Only
Case Planner: \_\_\_\_\_
Date Received: \_\_\_\_\_
Received By: \_\_\_\_\_
Filing Fee: \_\_\_\_\_
Existing Zoning: \_\_\_\_\_
Proposed Zoning: \_\_\_\_\_
Rezoning Required: [ ] YES [ ] NO
Conditional Use Permit Required: [ ] YES [ ] NO
Variance Required: [ ] YES [ ] NO
Subdivision Required: [ ] YES [ ] NO
Planning & Zoning Comm. Hearing Date\*: \_\_\_\_\_
Planning & Zoning Approval Date\*: \_\_\_\_\_

\*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, an AutoCAD DWG file of the Board Approved site plan will be required to be submitted.\*\*