

Hondo-Site Plan Checklist

All exhibits shall be provided electronically (Metes and Bounds in Word and exhibits in PDF format) and provide:

- Title Block located in lower right corner) with type of plan, proposed subdivision name, block designation and lot number, acreage, Abstract/Survey name and Abstract number, preparation date
- North arrow, scale and location/vicinity map, legend, if abbreviations or symbols are used
- Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street
- Owner's name, address and telephone number, applicant, and surveyor and/or engineer
- Site Data Summary Table listing zoning, proposed use, lot area(s) excluding right-of-ways (square footage and acreage), building area (gross square footage), building height (feet and number of stories), lot coverage, floor area ratio (for non-residential zoning), total parking required (with ratio), total parking provided, number of dwelling units and number of bedrooms (for multi-family developments).

Exhibit A

- Use and size of all buildings and amount of required parking
- Dedications and reservations of land for public use including rights- of- ways, easements, park land, open space, drainage ways, flood plains and facility sites with gross and net acreage
- Building locations and dimensions, dimensions between buildings on the same lot, building lines and setbacks
- Parking lot areas and structures, layout and number of standard spaces, standard parking dimensions, angle of parking if other than 90 degrees, accessible parking spaces, drive aisles and loading and unloading areas.
- Location of crosswalks, sidewalks, bicycle lanes and barrier free ramps with typical dimensions
- Location and general size of drainage, detention and retention areas
- Landscaping including at parking islands, along edges and buffers adjacent to the thoroughfares and bordering properties,
- Natural features including drainage ways, creeks, tree masses and wetlands. Note where trees are to be removed, number of in excess of 2" diameter.
- Delineation of areas for land use, building sites, and other improvements to be developed in independent phases, note the different phases of development.
- Additional information requested by the Planning and Zoning Commission or City staff to clarify the proposed development and compliance with minimum development requirements

Engineering Exhibits

- Existing and proposed FEMA 100 year floodplain with elevations, include finished floor elevations of each lot adjacent to floodplain. If the site does not contain a floodplain, note that "no floodplain exists on the site"
- Proposed reclamation of floodplain areas (s), if applicable, with acreage
- Existing topography at two (2) foot contours or less
- Existing and proposed easements (utility, access, drainage, visibility, street, sidewalk and maintenance, etc.)
- Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions
- Provide distances (measured edge to edge) between existing and proposed driveways and streets
- General design of adjacent public street/thoroughfare improvements and right-of-way including existing or proposed deceleration lanes, median openings and left turn bays, location of driveways, drive aisles, cross access between internal developments and access to properties adjacent to the subject site with surface type and radii.
- Existing and proposed utilities (water lines, sanitary sewer lines, stormwater, electric utilities and fire hydrants)
- Location and size of drainage, detention and retention areas, and supporting calculations

Name of Preparer	Staff Initial(s)
Preparer Telephone	
Preparer Email Address	
Date	