

## SITE PLAN REQUIREMENTS

### **Fees:**

Site Plan	\$400.00 + 15.00 per acre
Technology Fee	\$50.00
Each additional revision/update or comment response	\$250.00
TIA Review	\$800.00 + 10.00 per page
Technology Fee	\$50.00

**Other Agency Fees.** The City of Manor does not assess nor collect fees for reviews of Site Plans by agencies having jurisdictional authority. All fees for other agencies are established and collected by each of the authorities conducting review.

### **Format:**

Format. Drawings shall be on twenty-four inch by thirty-six inch (24"x36") sheets at generally accepted horizontal and vertical engineering scales.

### **Cover Sheet:**

- \_\_\_\_\_ Sheet # \_\_\_\_\_ the appropriate project name, date, and the name, addresses and phone numbers of the developer, engineer and surveyor, etc.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ The proposed name of the project.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ a location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1" = 2,000'). The latest edition of the USGS 7.5-minute quadrangle map is recommended.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ Certification, revision and signature blocks as required by the City.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ Total acreage of the property to be developed.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ Current zoning district as defined by this ordinance.

### **Existing Condition Plan showing as follows:**

- \_\_\_\_\_ Sheet # \_\_\_\_\_ Boundaries of existing zoning districts.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ The existing property lines, including bearings and distances, of the land being developed or improved. Property lines shall be drawn sufficiently wide to provide easy identification.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ The location of existing structures and improvements, if applicable.

- \_\_\_\_\_ Sheet # \_\_\_\_\_ The accurate location, Caliper and Critical Root Zone of Significant Trees 8-inch Caliper and larger, in relation to the property boundary and, if applicable, within the limits of the proposed offsite improvements.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ Centerline of water courses, creeks, existing drainage structures and other pertinent data shall be shown.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ Lines delineating the Regulatory One Hundred (100) Year Floodplain, if applicable.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ Topographical data indicating one (1) foot contour intervals. The contoured area shall extend outward from the property boundary for a distance equal to twenty-five percent (25%) of the distance across the tract, but not fewer than fifty (50) feet nor more than two hundred (200) feet.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ The locations, sizes and descriptions of all existing utilities, including but not limited to sewer lines, lift stations, sewer and storm sewer manholes, water lines, water storage tanks, and wells within the property, and/or adjacent thereto. Existing overhead and underground electric utilities shall also be shown.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ The locations, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroad, easements, building setbacks or other public rights-of-way within the property, intersecting or contiguous with its boundaries or forming such boundaries, as determined from existing deed and plat records. The existing right-of-way width of any boundary street to the property shall be shown.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ Location of City limit lines and/or outer border of the City's extraterritorial jurisdiction, as depicted on the City's most recent base map, if either traverses or is contiguous to the property boundary.

**Erosion and Sedimentation Control Plan, showing as follows:**

- \_\_\_\_\_ Sheet # \_\_\_\_\_ Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ Existing and proposed topographic conditions with vertical intervals not greater than one (1) feet referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ The location, size, and character of all temporary and permanent erosion and sediment controls with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ Contractor staging area, vehicle access areas, temporary and permanent spoils storage areas.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ A plan for restoration and for the mitigation of erosion in all areas disturbed during construction.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Effective November 15, 2017 – A Storm Water Pollution Prevention Plan (SWPPP) is required to be submitted for all developments that will disturb one (1) or more acres or that propose 10,000 square feet or more of impervious cover.

**Site Plan, showing all visible improvements to the land, including the following:**

\_\_\_\_\_ Sheet # \_\_\_\_\_ The location, dimensions, square footage, height and intended use of existing and proposed buildings on the site.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Location and number and dimensions of existing and proposed parking spaces, distinguishing between standard, handicap and van handicap spaces and calculation of applicable minimum requirements in accordance with this Ordinance.

\_\_\_\_\_ Sheet # \_\_\_\_\_ The location, type and dimensions of proposed driveways, signs and traffic control devices.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Site design or building features as may be required by the Commercial Development Design Guidelines.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Proposed location of all outdoor lighting fixtures

\_\_\_\_\_ Sheet # \_\_\_\_\_ Description of each illuminating device, fixture, lamp, support and shield. This description may include, but is not limited to, manufacturer's catalog cuts and drawings (including sections where required), lamp types and lumen outputs

\_\_\_\_\_ Sheet # \_\_\_\_\_ Photometric data, such as that furnished by manufacturers, or similar, showing the angle of cut-off of light emissions for the proposed luminaire

**Grading and Drainage Plan showing as follows:**

\_\_\_\_\_ Sheet # \_\_\_\_\_ A Drainage Area Map delineating areas to be served by proposed drainage improvements.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Detailed design of all drainage facilities, including typical channel or paving section, storm sewers, detention ponds and other storm water control facilities.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Cross sections, plan and profiles of all drainage improvements proposed in a public utility easement and/or public right-of-way.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Existing and proposed topographic conditions with vertical intervals not greater than one (1) foot referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Attendant documents containing design computations and any additional information required to evaluate the proposed drainage improvements.

**Utility Plan showing as follows:**

- \_\_\_\_\_ Sheet # \_\_\_\_\_ The layout, size and specific location of proposed water mains and other related structures in accordance with all current city standards, specifications and criteria for construction of water mains.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ The location of proposed fire hydrants, valves, meters, pipe fittings and other appurtenances.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ Design details showing the connection with the existing City water system.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ The layout, size and specific location of the proposed wastewater lines, lift stations, and other related structures, designed to meet current City standards, specification and criteria for construction of wastewater systems.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ Plan and profile drawings for each line in a public right-of-way or public utility easement showing existing ground level elevation at the center line of pipe, pipe size and flow line elevation at all bends, drops, turns, station numbers at fifty (50) foot intervals.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ Detailed design for lift stations, special wastewater appurtenances, if applicable.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ Utility demand data and other attendant documents to evaluate the adequacy of proposed utility improvements, and the demand on existing city services.

**Building Plans showing as follows:**

- \_\_\_\_\_ Sheet # \_\_\_\_\_ All facades, including back and side elevations of a building generally visible from public view or adjacent to residential areas, (mechanical Equipment located on the roof shall be screened from view).
- \_\_\_\_\_ Sheet # \_\_\_\_\_ Principal exterior building materials, these include:  
brick, stone (natural or faux), integral color, sand blasted or stained textured masonry, split-face or scored masonry units, textured tilt up walls, Stucco/EFIS, metal roofs, concrete or clay tile roofs, clear and tinted glass, Architectural metal.

**Landscape Plan showing as follows:**

- \_\_\_\_\_ Sheet # \_\_\_\_\_ Dimensions, types of materials, size and spacing of proposed vegetative materials, planting details and irrigation appurtenances in relation to proposed structures or other significant improvements.
- \_\_\_\_\_ Sheet # \_\_\_\_\_ The following maintenance note: The developer and subsequent owners of the landscaped property, or the manager or agent of the owner, shall be responsible for the maintenance of all landscape areas. Said areas shall be kept free of refuse and debris. All planted areas shall be provided with a readily available water supply and watered as necessary to ensure continuous healthy growth and development. Maintenance shall include the replacement of all dead plant material if that material was used to meet the requirements of the Ordinance.

**Construction Details showing (when applicable) as follows:**

\_\_\_\_\_ Sheet # \_\_\_\_\_ Structural retaining walls and/or detention outlet structures.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Storm sewer manhole and covers, typical channel sections, inlets, safety end treatments and headwalls.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Wastewater manholes and covers, cleanouts, grease traps, pipe bedding and backfill.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Water valves, water meters, fire hydrants, thrust blocks, backflow prevention and concrete encasement.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Driveways, curbs and gutters, sidewalk, curb ramps, pavement sections and pavement repair.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Silt fence, rock berms, stabilized construction entrance, inlet protection.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Traffic controls when working in the public right-of-way.