

DEVELOPMENT INFORMATION

Project Address _____

Project Name _____

Legal Description _____ Acreage _____

Current Zoning _____ Proposed Zoning _____

Current Use _____ Proposed Use _____

OWNER INFORMATION

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

For additional owners, please include additional copies of this page. The property owner must sign the application or submit a notarized letter of authorization.

REPRESENTATIVE/AGENT INFORMATION

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

CERTIFICATION

I certify that the above information is correct and complete to the best of my knowledge and ability, and that I will be fully prepared to present the proposal at a Planning and Zoning Commission and City Council public hearing. I reserve the right to withdraw this proposal at any time by filing a written request with the Planning & Zoning Department.

Owner Signature	Date	Owner Name (print)
Agent Signature	Date	Agent Name (print)

APPLICATION SUBMITTAL REQUIREMENTS

Applications submitted without original signatures and all required documents and information will not be reviewed, and will be returned to the applicant for revision. Please be sure that all required items listed below are included.

The application submittal deadline is 5:00 PM each Monday. Applications submitted after that time will be processed after the deadline on the following week.

Site Plan information is available online in [Chapter 118 of the North Richland Hills Code of Ordinances](#). If you have questions about the application process or any submittal requirements, please call the Planning and Zoning Department at 817-427-6300.

GENERAL APPLICATION REQUIREMENTS

The following items are required with this application:

- Site Plan Application form.
- Application filing fee as required by the NRH Fee Schedule. This fee is non-refundable.
- One 11" x 17" copy of the subdivision plat (if the property is platted).
- One digital (PDF) copy of the subdivision plat (if the property is platted).
- Completed trip generation data form. This will be used to determine if an in-depth traffic impact analysis will be required for the property.
- If the ownership does not match the ownership on the [Tarrant County Appraisal District website](#), a warranty deed shall be submitted with this application. Please verify ownership prior to submitting the application.
- Additional information may be requested by the Development Review Committee if deemed essential for review and consideration by the Planning and Zoning Commission and City Council.

SITE PLAN

Applications for site plan review must show the items indicated in the technical requirements below. Sheet size for all plans must be 24" x 36" unless otherwise approved by the Planning & Zoning Department.

- Site Layout
 - o Location map, north arrow, graphic and written scale (not less than 1"=60').
 - o Existing zoning and land uses of properties adjacent to the site.
 - o Existing structures on the site, indicating setbacks from property lines.
 - o Proposed site layout, indicating the size and dimensions of all lots.
 - o Proposed land uses and building locations, indicating setbacks from property lines.
 - o Square footage, acreage, and density of all proposed land uses and lots.
 - o Location and gross area of all streets, sidewalks, and other paved surfaces and its percentage of total property area.
 - o Gross area of open space areas and recreational areas and its percentage of total property area.
 - o Existing and proposed public and private rights-of-way, easements, access points into the property, and street names.
 - o Calculation and location of all off-street parking and loading facilities.
 - o Location, type, and elevation drawings of all signs, including ground- and building-mounted signs.
 - o For residential uses, the number, type, and density of each type of dwelling unit (i.e., single-family, multi-family, townhouse, etc.).
- Landscape Plan
 - o Plans demonstrating compliance with standards described in [Article III - Landscaping and Buffering Regulations](#) of the Vegetation chapter, showing all required and proposed landscape setbacks, buffer yards, screening, and fencing.
 - o Tree preservation plan per [Article II - Trees](#) of the Vegetation chapter if protected trees are present on the property.

- Building Elevations
 - Plans demonstrating compliance with standards for exterior appearance and quality as described in [Division 4 - Construction](#) of the Zoning chapter.
 - Elevation drawings of all sides of all buildings, showing dimensions, height, building materials, color, texture, and design.
 - Percentage calculations of building materials for each façade.

- Photometric Plan
 - Plans demonstrating compliance with standards described in [Section 118-728 - Outdoor Lighting](#) of the Zoning chapter.
 - Location, type, and number of all exterior lighting, including building- and pole-mounted fixtures.
 - Lighting manufacturer specifications or cut sheets of each type of luminaire equipment.
 - Calculations and analysis of anticipated light distribution generated by all exterior lights.

- Engineering Plans
 - Civil engineering plans for all public and private improvements for water, sanitary sewer, stormwater, grading, and drainage. Plans must demonstrate compliance with the [Public Works Design Manual](#).
 - Traffic impact analysis or traffic circulation analysis, if required by the City Engineer for this property.