

**Site Plan Permit Application**  
Land Use Code Appendix B, Sections 1101 – 1119

**Step 1:** Pre-Application meeting with City Staff Meeting Date: \_\_\_\_\_

Office Use Only Staff Initials _____
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**Step 2:** Complete the application below Application Date: \_\_\_\_\_  
Please print the following information:

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Applicant's Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Owner's Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Engineer/Surveyors Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Engineer/Surveyors Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Legal Description of Property: Lots: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Zoning on Property: \_\_\_\_\_  
Purpose of Site Plan Permit Application: \_\_\_\_\_

Office Use Only <input type="checkbox"/> <input type="checkbox"/>
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The applicant will submit the following information with this application:

- A. All required documents on the reverse side of this application
- B. Application Fee: \$100.00  
(All checks payable to City of Marble Falls)

**Owner Statement (if applicant is not owner):**

*I HEREBY CERTIFY THAT THE APPLICANT LISTED ABOVE IS AN AUTHORIZED AGENT FOR ME IN MATTERS PERTAINING TO FILING OF THIS SITE PLAN PERMIT APPLICATION.*

**Applicant's Signature**

**Owner's Signature (notarized)**

**Date**

STATE OF TEXAS:

COUNTY OF BURNET:

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared \_\_\_\_\_, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas

\_\_\_\_\_  
My Commission Expires On:

### Site Plan Permit Application Materials

<u>Required*</u>	<u>Complete</u>	<u>NA</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Tax certificate showing legal owner</b> (with no taxes due)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan:</b> Ten (10) copies of site plan, 18"x24", One (1) copy at 11"x17, and One (1) copy at 8 ½" x 11"
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Digital copy</b> of site plan on CD or flash drive
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The date, scale, north arrow, title, name of owner, name of person preparing the site plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The locations and dimensions of boundary lines, easements, and required yards and setbacks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal description of the property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location, height, bulk, general appearance, and intended use of existing and proposed buildings on the site and the approximate location of existing buildings on abutting sites within fifty (50) feet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of existing and proposed site improvement including parking and loading areas, pedestrian and vehicular access, landscaped areas, utility or services areas, fencing and screening, signs and lighting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The locations of watercourses and drainage features
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The number of existing and proposed off-street parking and loading spaces and a calculation of applicable minimum requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For sites with an average slope greater than ten (10) percent, a plan showing existing and proposed topography and grading and proposed erosion control measures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The relationship of the site and proposed use to surrounding uses, including pedestrian and vehicular circulation, current use of nearby parcels, and any proposed off-site improvements to be made
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant's presentation to Planning and Zoning Commission and City Council

\_\_\_\_\_  
Staff's Signature

\_\_\_\_\_  
Date

\*Required items to be determined at Pre-Application meeting