



# SITE PLAN APPLICATION

City of Ovilla  
105 S. Cockrell Hill Rd.  
Ovilla, TX 75154  
972-617-7262

All applications must be submitted with a completed application form, all applicable materials listed in the checklist, and the appropriate fees to the City Secretary's Office. Applications shall be processed based on the City's official submission dates.

*Check the applicable site plan type for this application.*

<b>Site Plan</b> A detailed plan for improvements on property showing locations of buildings, driveways, parking, and sidewalks. Plans for proposed landscaping, lighting, building elevations, water, sewer, and drainage are also required for new construction and additions as part of the submittal.	
	<b>New</b> New construction on vacant property; or conversion of a residential property to a non-residential property, multifamily property or mixed-use property.
	<b>Major Amendment</b> Changes to a site plan that alter the basic physical relationship of the property to adjacent properties; or increase the density, floor area, height, or reduce the yards provided at the boundary of the site as indicated on the approved site plan.
	<b>Minor Amendment</b> Changes to a site plan that do not meet the threshold to be a Major Amendment.

SUBJECT PROPERTY INFORMATION	
ADDRESS:	
PARCEL TAX ID #:	
LEGAL DESCRIPTION:	
CURRENT OR PROPOSED DEVELOPMENT NAME:	

APPLICANT (AUTHORIZED AGENT)	
NAME:	
COMPANY:	
EMAIL:	
CONTACT #:	
ADDRESS:	
CITY, STATE, ZIP	



# SITE PLAN APPLICATION

City of Ovilla  
105 S. Cockrell Hill Rd.  
Ovilla, TX 75154  
972-617-7262

## PROFESSIONAL LICENSED SURVEYOR, REGISTERED PROFESSIONAL ENGINEER OR LAND PLANNER

NAME:	
COMPANY:	
EMAIL:	
CONTACT #:	
ADDRESS:	
CITY, STATE, ZIP	

## PROPERTY OWNER (ATTACH ADD'L PAGE FOR MULTIPLE OWNERS)

NAME:	
COMPANY:	
EMAIL:	
CONTACT #:	
ADDRESS:	
CITY, STATE, ZIP	

## PROPERTY OWNER / AGENT AUTHORIZATION

By my signature, I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the information on this application is complete and accurate, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's fee schedule. I have the power to authorize and hereby grant permission for City of Ovilla officials to enter the property on official business as part of the application process.

PRINTED NAME

SIGNATURE

---



# SITE PLAN APPLICATION

City of Ovilla  
105 S. Cockrell Hill Rd.  
Ovilla, TX 75154  
972-617-7262

## SUBMISSION REQUIREMENTS

The following items shall be submitted with the application. For other information required on the site plan, refer to Chapter 14, Exhibit 14A Zoning Ordinance, City of Ovilla Design Manuals, and the North Central Texas Council of Governments (NCTCOG) Standard Specifications for Public Works Construction.

- ✓ = Required with application.  
X = Not required at this time.  
\* = Required if amendment will trigger a change to landscaping, building, utilities and/or drainage.

	New Site Plan	Major Amendment	Minor Amendment
Site Plan	✓	✓	✓
Landscape Plan	✓	*	*
Building Elevations depicting building height and building materials for all sides	✓	*	*
Tree Survey & Tree Stand Delineation Plan	✓	*	*
Approved Plat or Survey denoting boundary dimensions	✓	*	*
Civil Utility & Drainage Plans	✓	*	*
Lighting Plan (If not submitted with this application, shall be submitted prior to issuance of a building permit.)	✓	*	*
Traffic Impact Analysis	See Thoroughfare Standards Design Manual.		
Protective or Restrictive Covenants	✓	✓	✓
<b>Fees</b>			
Application (See staff)			
Miscellaneous			
Pre-Application Conference: \$200			
Traffic Impact Analysis Review: \$450 plus 100% of engineering costs.			