



JEFF A. WAGNER
MAYOR

APPLICATION FOR
SITE PLAN REVIEW
CITY OF PASADENA PLANNING DEPARTMENT
PHONE 713-475-5543 | EMAIL: Planning@pasadenatx.gov

Submit application to the Permit Department, 1149 Ellsworth Drive, Pasadena, TX
For submittal checklist, SEE PAGE 2 of this application.

APPLICANT INFORMATION

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Applicant's Authorized **Representative** or Professional (*engineer, architect, expeditor*)

Name: _____ Company Name: _____

Phone Number: _____ Email: _____

PROPERTY OWNER INFORMATION

Property Owner(s): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Preferred Contact (check one) **Applicant** **Representative** **Owner**

STAFF USE ONLY

PERMIT # _____

DATE RECEIVED BY PERMIT DEPT. _____

DATE ACCEPTED FOR REVIEW BY PLANNING DEPT. _____

FEE: \$100 (Under 1 acre)
 \$300 (1 acre or over)

CURRENT STATUS

APPROVED

NOT REQUIRED

AUTHORIZATION & CERTIFICATION

I am the owner of record for the subject property and hereby authorize filing of this application. I declare that all submitted information is complete and accurate. I hereby acknowledge that all site plan review procedures and requirements have been reviewed and understood as part of this submittal.

The approval of a site plan does not constitute a determination that the proposed construction will or will not violate any deed restriction or covenant applicable to the property upon which the construction takes place, nor does it authorize any such violation. I certify that I have reviewed all the restrictions and covenants applicable to this property. I further certify that I have read and understood the above provisions of this notice.

Property Owner Name: _____ Signature: _____ use pen or pencil Date: _____

SITE DEVELOPMENT INFORMATION

Title of Project or Name of Business: _____

Address of property: *(If no address is available, request an address from the Permit Department, 713-475-5575)* _____

Harris County Appraisal District (**HCAD**) **Account Number(s):** *(Additional Numbers - attach sheet)* _____

Description of Proposed Use(s): _____

Description of Current Use(s): _____

Existing Structure (sq.ft.): _____

Estimated Project Cost(\$): _____

Proposed Structure (sq.ft.): _____

Site Area (Acres): _____



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CHECKLIST FOR
SITE PLAN REVIEW
CITY OF PASADENA PLANNING DEPARTMENT
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COMPLETE AND SUBMIT THE FOLLOWING CHECKLIST

- Completed application
- Signed and completed checklist (*this form*)
- Non-refundable fee (\$100 if less than 1 acre, \$300 if 1 acre or more)
- Approved Floodplain Development Permit (if applicable)
- Survey or plat dated within the last six (6) months (property must be legally platted)

NOTE: Additional information may be required to determine if the application meets all applicable codes of the City of Pasadena.

Two (2) sets of plans

Site Plan providing the following information:

- Property boundary shown with bearings and distances
- Building setbacks and easements
- Construction limits
- All existing and proposed buildings and structures with square footage & dimensions
- Plans must indicate building extremities (i.e. balconies)
- Site uses for entire property (i.e. laydown yard, detention, storage, parking)
- Surrounding land uses, adjoining streets, alleys and other public improvements
- Fences & gates with materials, height, dimensions and located
- Dimensions, materials, location of driveways, parking spaces, and service areas
- Calculations used to determine the number of required parking spaces
- Existing and proposed physical features such as trash receptacles, dumpsters, and other objects
- Location and materials of sidewalks, patios and other improvements
- Existing and proposed signs and other site features
- North arrow & scale (all plans shall be drawn to scale)

Landscape Plan providing the following information (for simple projects, the landscape plan may be included on the Site Plan):

- Locations of existing trees, identify those trees and landscape materials to be preserved
- Proposed trees, shrubs, parking lot landscaping, groundcover and lawn areas
- Proposed plant list including type, size, variety and number of plants

Landscape Irrigation Plan (or demonstrated compliance with Sec.9-199 (e))

Building Floor Plan with all dimension and gross floor area (GFA) of all buildings and each use such as office and

By signing this document, I attest that this application complies with all applicable codes of the City of Pasadena. I understand that any changes to an approved Site Plan prior to or during construction requires approval by the Planning Department. I also understand that approval of a site plan does not guarantee approval and/or issuance of a building permit or grant a variance.

Name	Signature	use pen or pencil	Date
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