

COMMERCIAL SITE PLAN CHECKLIST

N/A

The site plan must include:

- North arrow & page numbering (ex: 1 of 5) on each page.
- Plans are to be drawn to a standard architect or engineer scale. Text must be at least 3/32 in height or larger for clarity. Scale must be included on the plan.
- One hard Copy and One digital copy by disk, thumb drive or direct load to software site.
- All existing & proposed buildings on the same site with their uses, & square footage clearly articulated. Also, include distances between buildings, & between buildings & property lines. If the site is a campus, contact Applications@cosatx.us
- All property lines & platted building setback lines &/or setback lines prescribed by the zoning district.ⁱ
- Location of all refuse collection facilities. (N/A only if there are no such facilities)
- All existing public & private easements, & any proposed easements, with dimensions.
- Driveway approaches & parking (both existing & proposed) & drive lanes, all with dimensions. Also include a parking requirements table, including spaces for ADA requirements.ⁱⁱ If shared parking arrangement is desired, include shared parking analysis.ⁱⁱⁱ
- Fire lanes/access^{iv}, & hose lays^v, with dimensions, the location of the two nearest fire hydrants & fire department connection locations, as well as remote secondary connection.
- Show names of streets adjacent to property, as well as adjacent street & alley widths (both pavement & right-of-way width). Also include location & width of all existing & proposed sidewalks.
- Show 30' vision clearance triangle^{vi} at corners of intersections, as well as any obstructions within that area. (N/A only if site is not at an intersection)
- Show location, height, & type of existing & proposed fencing. (N/A only if no existing or proposed)
- Show height & location of freestanding signs, existing & proposed. (N/A only if no existing or proposed)
- Show legal description & building(s) address(es), & indication of the entrance for each building. If part of a shopping center or complex, include a location map of where the subject project is located within it.
- Indication of landscaping, to include all planting strips, trees, retaining walls & other improvements or alterations to the land that are proposed. (N/A only if none of these are proposed)
- Show flood plain boundaries and flood plain designations. (N/A if none exist on site)
- Label pavement types^{vii} of both existing & proposed pavement.

N/A

The utility plan must include:

- All existing public & private easements, & any proposed easements, with dimensions.
- The size & location of any existing public & private utility lines & facilities.
- The size & location of any proposed utility lines, with dimensions.
- Any existing & proposed water meters (with sizes), existing & proposed water/sewer mains (with sizes), fire hydrants, valves, manholes (with sizes), cleanouts, existing utility poles, gas meters, pad mounted transformers, power pedestals, curb inlets (with sizes), dumpster pads, & light poles.

The floor plan must include:

- Proposed building use(s).
- Floor area devoted to each use. Include aisles, offices, restrooms, etc. If storage is included, the height of storage.
- Seating diagrams, for assembly occupancies^{viii} only. (N/A only if occupancy is not an assembly.)
- Emergency & exit lighting. (N/A only if no interior work is being performed/proposed.)
- Fire extinguisher location(s) and type(s).

i City of San Angelo [Zoning Ordinance](#), Ch. 12, Exhibit "A", [Sec. 501.A](#) & [Sec. 502.B](#)

ii City of San Angelo [Zoning Ordinance](#), Ch. 12, Exhibit "A", [Sec. 511](#); ADA parking requirements are located in [Table 1106.1](#) of the [2015 International Building Code](#) and are based upon the number of total parking provided.

iii [Zoning Ordinance](#), Art. 5, [Sec. 511.E](#).

iv Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities. At a minimum, roads shall be designed with improved two-course penetration or reinforced concrete. Other special surfaces may be accepted upon approval of the fire code official, the fire chief or his designee and are based on existing fire department access conditions, fire protection systems in buildings being served, manageable topography and use of the building being proposed. Any request for a special surface must be submitted in writing with a specified reason for the alternative surface, engineering specifications and maintenance plan for continued all weather driving capabilities.

v Any building or portion of a building shall be no more than 400 feet (122m) from a hydrant on a fire apparatus road, as measured by an approved route around the exterior of the facility or building. Additional distances may be accepted upon approval of the fire code official, the fire chief or his designee and will be based on the fire protection features of the building. Specifically the presence of automatic sprinkler systems and available water sources other than fire hydrants. Any request for additional distances beyond the minimum requirements must be submitted in writing detailing the reason for the request and how the existing distances meet the intent of the code.

vi City of San Angelo [Zoning Ordinance](#), Ch. 12, Exhibit "A", [Sec. 510](#)

vii City of San Angelo [Zoning Ordinance](#), Ch. 12, Exhibit "A", [Sec. 804](#), "Paved Surface or Paving"

viii Assembly occupancies include those for viewing of performing arts/motion pictures, food/drink consumption, worship, recreation, entertainment, spectator seating, and viewing of outdoor activities. Full descriptions outlined in [Section 303](#) of the 2015 International Building Code.