



### Section 3: Property Characteristics

\_\_\_\_\_  
Lot Size (Square Feet)

\_\_\_\_\_  
Lot Size (Acreage)

\_\_\_\_\_  
Street Name 1      Right-of-Way Width      Paving Width

\_\_\_\_\_  
Street Name 2      Right-of-Way Width      Paving Width

\_\_\_\_\_  
Street Name 3      Right-of-Way Width      Paving Width

\_\_\_\_\_  
Street Name 4      Right-of-Way Width      Paving Width

Existing Zoning:

- RS-1    RS-2    RS-3    RM-1    RM-2    PD (include case number: \_\_\_\_\_)    R&E    CN    CO    CG    CG/CH  
 CH    CBD    ML    MH    OW

Is there currently an open application to rezone?    Yes    No

Is the property located, in whole or in part, within the designated *any* Districts (River Corridor, Cultural, or Downtown)? (map available at [www.cosatx.us/RCmap](http://www.cosatx.us/RCmap))

- Yes                                       No

If yes, has the project been approved?    Yes (attach a copy of the official letter of approval)    No

Is the property located, in whole or in part, within a designated Historic District or overlaid with the local Historic Overlay (HO) designation? (map available at [www.cosatx.us/HDmap](http://www.cosatx.us/HDmap))

- Yes                                       No

If yes, has the project been approved?    Yes (attach a copy of the official letter of approval)    No

Is the proposed project any of the following?

- Construction of a building comprising at least 25,000 square feet of gross floor area?  
 Construction of a building comprising at least 10,000 square feet of gross floor area and which is located on the same lot as an existing building comprising at least 25,000 square feet of gross floor area?  
 Construction of more than one principal building for multi-family residential use on a single lot or tract of land?  
 Construction of more than one principal building for single-family or two-family residential use on a single lot or tract of land?

### Section 4: Land Use / Occupancy

Existing Use or Most Recent Use of Land: \_\_\_\_\_

Proposed Use of Land: \_\_\_\_\_

Does the Proposed Use Require a Conditional Use or Special Use?    Yes    No  
(For assistance, please consult [the Use Table](#) or contact the Planning Division at 657-4210, #2)

Existing Use or Most Recent Use of All Building(s) (if they exist): \_\_\_\_\_

Proposed Use of All Building(s): \_\_\_\_\_

Are there existing deed restrictions?    Yes    No

If yes, provide deed reference information: \_\_\_\_\_

The undersigned certifies that the above information is correct to the best of my knowledge and that I have read, fully understand and agree to abide by all applicable city ordinances and specifications. Additionally, I understand that there is a Site Plan Review fee as shown by the fee schedule and this fee is due at the time of submission.

\_\_\_\_\_  
Authorized Representative Signature      Digital

\_\_\_\_\_  
Date

# COMMERCIAL SITE PLAN CHECKLIST

N/A

The site plan must include all **EXISTING AND PROPOSED** items below:

- 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 digital copy by submitted by direct load to ProjectDox or thumb drive.
- All existing & proposed buildings on the same site with their uses, & square footage clearly articulated. Also, include distances between all buildings, & between all buildings & all property lines.
- All property lines & platted building setback lines &/or setback lines prescribed by the zoning district need to be listed.<sup>i</sup>
- Location of all dumpsters / refuse collection facilities. (N/A only if there are no such facilities)
- All existing or proposed easements with dimensions.
- All existing and proposed driveway approaches with dimensions.
- E&P Parking** - Also include a parking requirements table, including spaces for ADA requirements.<sup>ii</sup>
- E&P Fire lanes/access<sup>iii</sup>, & hose lays<sup>iv</sup>, with dimensions, the location of the two nearest fire hydrants & fire department connection locations, as well as remote secondary connection.
- Label adjacent streets, alleys, and right-of-ways adjacent to property. Please include all widths, including all E&P sidewalks.
- 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. 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<sup>v</sup> of both existing & proposed pavement.

**N/A**

**The utility service 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.

**PLEASE NOTE: If the utility plan ties into a water main, please contact Engineering Services to determine if a separate Utility Plan project needs to be opened.**

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- <sup>i</sup> City of San Angelo [Zoning Ordinance](#), Ch. 12, Exhibit "A", [Sec. 501.A](#) & [Sec. 502.B](#)
  - <sup>ii</sup> City of San Angelo Zoning Ordinance, Ch. 12, Exhibit "A", [Sec. 511](#); ADA parking requirements are located in [Table 1106.2](#) of the [2021 International Building Code](#) and are based upon the number of total parking provided.
  - <sup>iii</sup> 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.
  - <sup>iv</sup> 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.
  - <sup>v</sup> City of San Angelo Zoning Ordinance, Ch. 12, Exhibit "A", [Sec. 804](#), "Paved Surface or Paving"