

CASE: DRC # _____
DATE SUBMITTED: _____
MEETING DATE: _____
MEET W/APPLICANT: _____
TIME: _____

PRE-DESIGN CONFERENCE

APPLICATION FOR PRE-DESIGN
CITY OF HALTOM CITY, TEXAS

I, _____, the undersigned applicant hereby make
(please print)
application for a Pre-Design Conference with the City of Haltom City Development Review Committee
on the following described real property located in the City of Haltom City, Texas, being:

ADDRESS:

LEGAL DESCRIPTION: LOT _____ BLOCK _____ ADDITION _____
TRACT _____ SURVEY _____ ABSTRACT _____
TOTAL ACREAGE _____

PROPERTY IS CURRENTLY ZONED _____ (Please be specific)

PRESENT USE _____ PROPOSED USE _____

REASON FOR THIS REQUEST _____

The more information provided with this application, the more information Staff can provide to the applicant. Attach letter of intent or other questions you would like answered regarding your proposed development. PLEASE PROVIDE 8 COPIES OF ALL DRAWINGS SUBMITTED.

Signature of Applicant

Signature of Property Owner

Mailing Address

Mailing Address

City, State, Zip Code

City, State, Zip Code

Phone Number & Fax Number

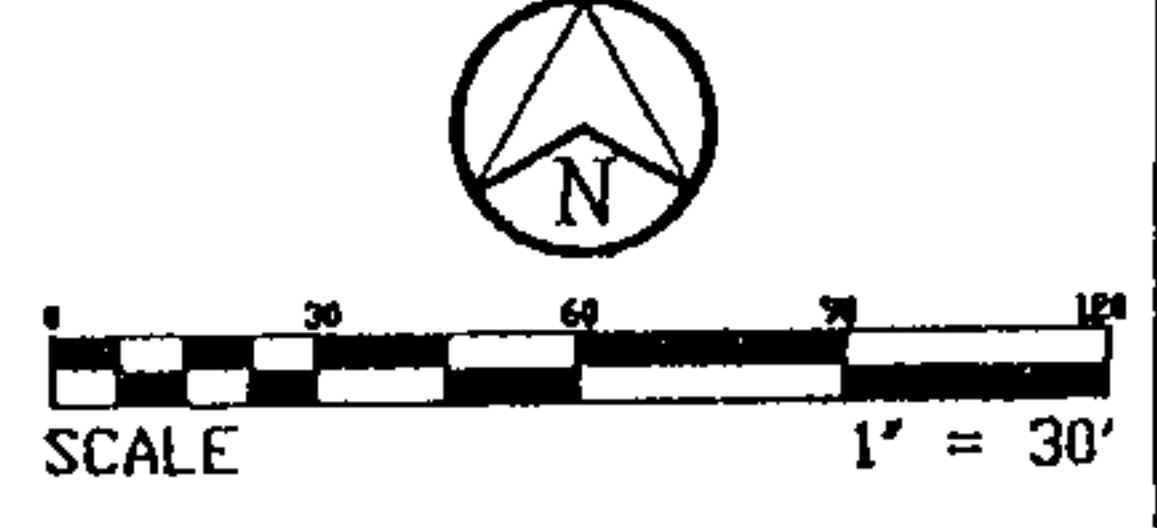
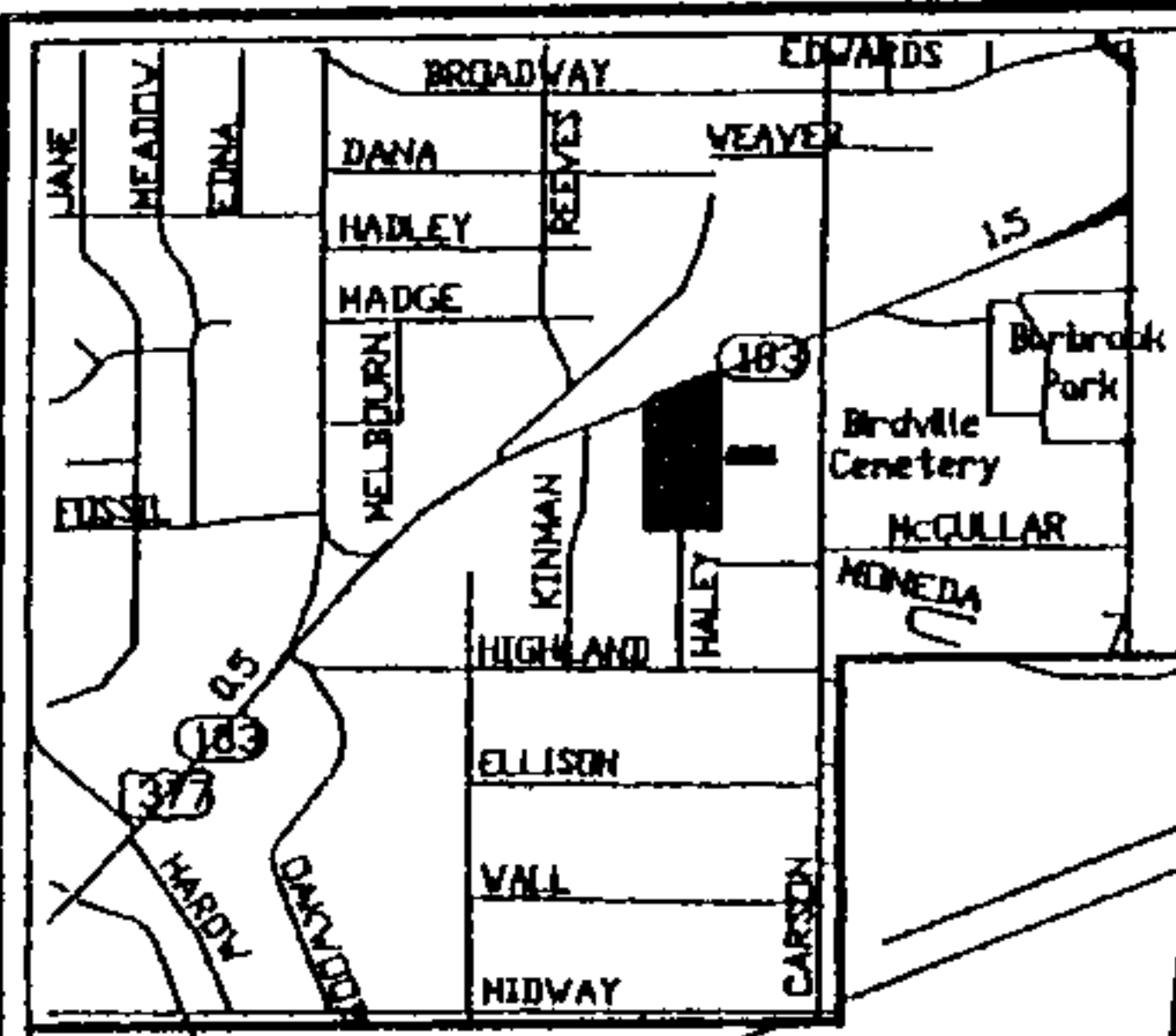
Phone Number & Fax Number

NOTE: In most cases, the Development Review Committee spends approximately 1 hour per case on the agenda.

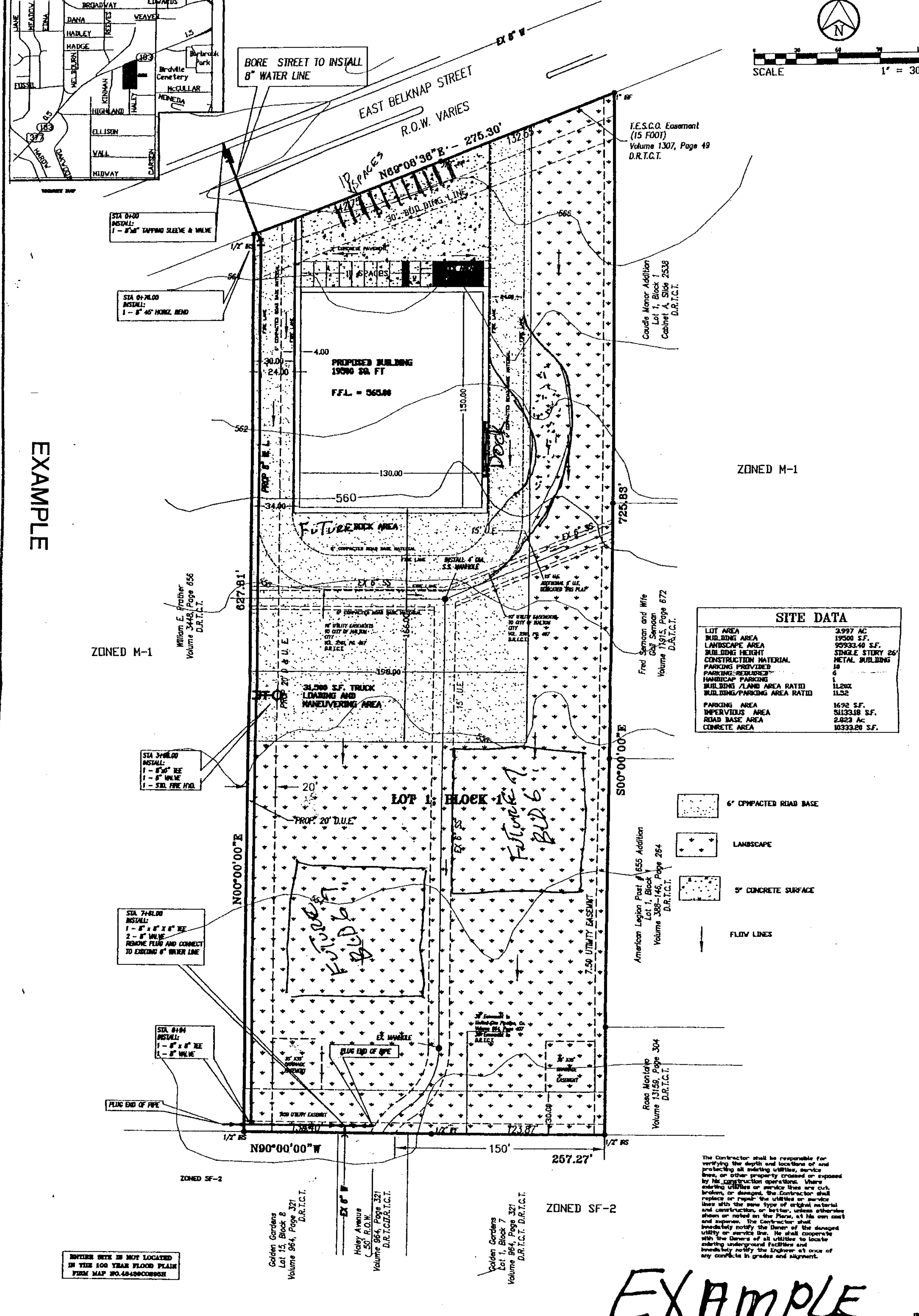
PLANNING DEPARTMENT

SITE PLAN CHECKLIST

- A scale drawing showing any proposed public or private street(s) and alley(s); building site(s) or building lot(s); any area(s) proposed for dedication, or reserved as parks, parkways, playgrounds, utility and garbage easements, school sites, street widening, street changes; points of ingress and egress from existing public streets and an accurate survey of the boundary of the tract.
- Where multiple types of land use are proposed, a land use plan delineating the specific areas to be devoted to various uses shall be required.
- Where building(s) are proposed, a site plan showing the locations of each building and the minimum distance between building(s), and between building(s) and the property lines, street lines and/or alley lines shall be submitted.
- The square footage of each proposed building on the site.
- Front, side, and rear building elevations of all proposed structures.
- The height of the building(s) and type of construction materials.
- A plan indicating the arrangement and provision of off-street parking, off-street loading, and points of entry from adjoining thoroughfares.
- Landscape Plan.
- The location of all fire hydrants.
- A table showing land area, building area, parking area and a ratio of building area and land area, and a ratio of building/parking area and land area.
- The location of all outdoor facilities for waste disposal and visually screened by a six foot (6') high solid fence on all sides.
- The type, location, height, and orientation of all external illumination facilities.
- The location, size, height, and orientation of all proposed signs.
- A table of performance standards if deemed necessary by the Zoning Administrator because of the characteristics of the activities to be conducted on this site.
- All pedestrian walks, malls, and open area(s) for use by tenants or the public; the types of surfacing of such paving or turfing to be used at all locations on the site.
- Scale, north arrow, date of site plan preparation, and name(s) and address(es) of those responsible for the preparation of the site plan.
- Provide five (5) copies of all development materials to staff for review. Copies should be at least 11" x 17" for readability.



EXAMPLE



ZONED M-1

ZONED M-1

SITE DATA	
LOT AREA	2,997 AC
BUILDING AREA	19,500 SF.
LANDSCAPE AREA	99,933.40 SF.
BUILDING HEIGHT	SINGLE STORY 26'
CONSTRUCTION MATERIAL	METAL BUILDING
PARKING PROVIDED	10
PARKING-REQUIRED	6
HANDICAP PARKING	1
BUILDING / LAND AREA RATIO	11.26%
BUILDING/PARKING AREA RATIO	11.52
PARKING AREA	1,692 SF.
IMPERVIOUS AREA	51,133.18 SF.
ROAD BASE AREA	2,823 AC
CONCRETE AREA	10,333.80 SF.

- 6' COMPACTED ROAD BASE
- LANDSCAPE
- 4' CONCRETE SURFACE
- FLOW LINES

The Contractor shall be responsible for verifying the depth and location of and protecting all existing utilities, service lines, or other property crossed or exposed by his construction operations. Where existing utilities or service lines are cut, broken, or damaged, the Contractor shall replace or repair the utilities or service lines with the same type of original material and construction, or better, unless otherwise shown or noted on the Plans, at his own cost and expense. The Contractor shall immediately notify the Owner of the damaged utility or service line. He shall cooperate with the Owner of all utilities to locate existing underground facilities and immediately notify the Engineer at once of any conflicts in grades and alignment.

NOTICE: DATE IS NOT LOCATED IN THE 100 YEAR FLOOD PLAIN FROM MAP NO. 48-4900095H

EXAMPLE

FIRE DEPARTMENT DEVELOPMENT CHECKLIST

The most common nationally recognized guidelines used by this department are the National Fire Protection Association (NFPA), latest edition.

The current adopted Fire Code is the **2003** Uniform Fire Code, including the Appendix.

- Fire lanes as designated by the Fire Department.
- Automatic sprinklers required in multi-family two stories or more.
- Automatic sprinklers required in lease garages or personal storage facilities.
- Required personnel access for firefighting purposes.
- New and existing spray booths and spraying rooms shall be protected with an automatic fire extinguishing system.
- Secondary containment required for all flammable and combustible storage tanks, to include piping, above and below ground storage.

PRE-APPLICATION MEETING

The undersigned are all the owners or authorized agents of the owners of a tract of land located within Haltom City or its extraterritorial jurisdiction, more particularly described as follows:

The undersigned requested to meet with City representatives on the date noted below for the sole purpose of obtaining information from the City about the development process. The undersigned do not intend this meeting and the information presented at the meeting to constitute the filing of a plan for development for the tract or a platting or zoning or other permit application as set forth in Tex. Local Gov't Code §245.002(a-1) or for any statutory review deadlines to commence at this time.

The undersigned owners understand and agree that a separate application process on forms provided by the City and payment of fees are required to process a plan for development.

Print Name

Print Name

ACCEPTED BY THE CITY:

By: _____

DATE: _____