



CITY OF
BEDFORD

Discover the Center

SITE PLAN APPLICATION

FOR THE
PLANNING & ZONING COMMISSION

www.bedfordtx.gov

June 2013



**City of Bedford
Site Plan Application**

Received _____

Case Number _____

Application Fee: (\$205.00 plus \$205.00 per acre over one). \$205.00 + \$205.00 x _____

OWNER

Name _____ Signature _____

Company Name _____

Street Address/City/State/Zip Code _____

Telephone _____ Fax _____

E-mail _____

AUTHORIZED APPLICANT/AGENT (if not Owner named above)

Name _____ Signature _____

Company Name _____

Street Address/City/State/Zip Code: _____

E-mail _____

Telephone _____ Fax _____

I, the undersigned owner, or _____ (Option Holder, etc.) of the following described real property located in the City of Bedford, Texas, hereby make application for a change of zoning classification as provided in the City of Bedford Zoning Ordinance. I hereby certify that there are no existing dwellings or other buildings located on the property which would not conform to the construction standards, of the zoning classification being proposed, except as provided in Section 2.3, Nonconforming Lots, Nonconforming Uses of Land, Nonconforming Structures & Nonconforming Uses of Structures & Premises of the City of Bedford Zoning Ordinance.

*Signature certifies all information provided is true and correct.

PROPERTY DESCRIPTION

Project Name or Description of Development _____

Current Zoning _____

Address _____

Legal Description: Subdivision/Abstract _____

Block/Abstract No. _____ Lots/Tracts _____

Include a narrative describing the use. The narrative should describe your business; list all of the operations that will be conducted. It should include your hours of operation and number of employees. Additional information may be requested during the review process.

City of Bedford Processing Procedures

Site Plan Checklist

PRESENT USE OF PROPERTY

Vacant Land Vacant Building Lease Space (in Shopping Center or Building)

Items listed in this checklist must be provided and returned to the P&Z Department along with 20 folded copies of the completed Site Plan documents. One (1) digital copy of all site drawing documents in .pdf format.

The Site Plan shall be presented on sheets 36 inches wide by 24 inches high at a scale of 1" = 100' or 1" = 50' folded to 8 ½ " by 11" size unless prior approval for a variation in size or scale is obtained from the City. (For a complete listing of required elements see the Bedford Zoning Ordinance Section 5.4 - Site Plan Requirements.)

The following summary is provided for the applicant's benefit however fulfilling the requirements of this summary checklist does not relieve the applicant or his/her agent from the responsibility of satisfying all the requirements of the Zoning Ordinance, Subdivision Regulations, and other development related ordinances of the City of Bedford.

- _____ Date, scale, key scale, north arrow, vicinity map.
- _____ Title of project, name, address, phone & fax numbers of owner, engineer/surveyor/ or planner in bottom right-hand corner of the plan.
- _____ Boundary lines, total acreage, and building setback lines.
- _____ Location of existing utilities, streets, easements on property and abutting properties.
- _____ Dimensions of existing streets, alleys, easements including emergency access easements.
- _____ Names, location, width and dimension of proposed streets and other features.
- _____ The size, names, and locations of all major thoroughfares.
- _____ Two foot interval contour lines (extreme slopes may be at five foot intervals).
- _____ Flood plains, water courses, marshes, drainage areas, and other environmental features.
- _____ Location and use of all existing and proposed buildings or structures and the maximum building coverage of the site.

Where building complexes are proposed, the location of all buildings, the distance between buildings and the distance to the property line, street line and / or alley.

For buildings more than one (1) story in height, except "R-15,000" through "MD-1", elevations and/or perspective drawings shall be required.

- _____ Where multiple type of land uses are proposed, a land use plan delineating the specific areas devoted to each use shall be required.
- _____ Total number and location of off-street parking and loading spaces shown in plan and tabular form.
- _____ All points of vehicular ingress and egress and circulation within the property.
- _____ Location of all proposed security gates.
- _____ Location of trash receptacles and indication of screening around them.
- _____ Location of existing fire hydrants.
- _____ Location, size, and arrangement of all outdoor signs, exterior auditory speakers and lighting.

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- _____ Type, location, and quantity of all plant material used for landscaping, shown in plan and tabular form.
- _____ Type, location, and height of fences or screening and the plantings around them.
- _____ Current land uses and zoning classification of property and contiguous properties.
- _____ Buildings on the adjacent properties within twenty-five (25) feet.
- _____ The location, size, and flow lines of existing drainage structures and the location and size of all existing and proposed surface and subsurface drainage facilities.
- _____ Number of square feet of the property after construction which will constitute impervious surface and vegetated area as defined by the Stormwater Utility Ordinance.
- _____ Roadway speeds and distance of adjacent driveways from all proposed driveways.
- _____ For requests for alcoholic beverage uses the distances from schools, churches, and day care facilities.

Submittal Requirements: The applicant shall submit the following materials by 4:00 p.m. on Tuesday, sixteen (16) days prior to the Planning & Zoning Department, City of Bedford, 2000 Forest Ridge Drive, Building B, Bedford, Texas, 76021.

A complete application for Change of Zoning (Application must be signed by the property owner.)

Applications for Specific Use Permit Zoning, "MD-3" or "MD-4" Residential Zoning, Commercially Zoned property over three (3) acres, Industrially Zoning over (3) three acres, or property located within any of the Overlay Districts require Site Plan approval. (Twenty (20) black-line copies of Site Plans shall be submitted on sheets 36" by 24" folded to size 8 1/2" by 11".)

One 8 1/2" by 11" reproducible copy is required for each exhibit.

Completeness of Submission: The Zoning Change shall not be placed on an agenda for consideration until the application fee is paid and all information; drawings, plans and attachments are deemed to be complete. Failure to provide any necessary revised material by the deadlines indicated below may result in the delay or denial of the Site Plan.

***I have read the completed application and know the same is true and correct and hereby agree that if a permit is issued all provisions of the City Ordinances and State Laws will be complied with whether herein specified or not. I agree to comply with all property restrictions. I am the owner of the property or the duly authorized agent.**

***Submittal of false information or omission as required by this application may result in any permit, license, or approval being revoked.**

(Signature)

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It is crucial that a representative for this application be present at all P&Z and City Council meetings.

