
**City of Bedford
Planning & Zoning Department**

**Site Plan
Application Packet**



For the
Planning & Zoning Commission

Site Plan Application

City of Bedford
2000 Forest Ridge Dr.
Bedford, TX 76021
817.952.2105
zoning.info@bedfordtx.gov

PROPERTY INFORMATION

Project Name: _____

Project Address (Location): _____

Legal Description: Lot: _____ Block: _____ Addition: _____
<OR>

Tract: _____ Abstract: _____ Survey: _____

Proposed Number of Lots: _____ Gross Acres: _____

Existing Zoning: _____ Proposed Zoning: _____

Existing Use: _____ Proposed Use: _____

Application Requirements: The applicant is required to submit sufficient information that describes and justifies the proposal. See appropriate checklist and fee schedule for minimum requirements. Incomplete applications will not be processed.

APPLICANT ■ OWNER INFORMATION

Applicant: _____ **Company:** _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ ZIP: _____ Email: _____

Applicant's Status: (check one) Owner Representative Tenant Prospective Buyer

Property Owner: _____ **Company:** _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ ZIP: _____ Email: _____

Ownership Status: (check one) Individual Trust Partnership Corporation

SIGNATURE OF APPLICANT (SIGN OR TYPE NAME)

SIGNATURE: _____ Date: _____

SIGNATURE OF PROPERTY OWNER (SIGN OR TYPE NAME)

SIGNATURE: _____
(Letter of authorization required if signature is other than property owner)

The property owner must sign the application or submit a notarized letter of authorization.

Rev: 05/19

For Departmental Use Only

Case #: _____

Total Fee(s): _____

Date Submitted: _____

DRC Date: _____

Public Hearing Date: _____

SITE PLAN APPLICATION CHECKLIST

City of Bedford
2000 Forest Ridge Dr.
Bedford, TX 76021
817.952.2105

INSTRUCTIONS: Site plans are required for all building sites in residential and non-residential zoning districts. The Planning & Zoning Department and Development Review Committee review each site plan application partially based on the items on the following checklist. The applicant is encouraged to meet with a Development Planning & Zoning staff member to determine the extent of plans needed for review. Every application must be accompanied by a complete set of plans and drawings.

The information below is a summary of the plans and drawings required for submittal. Complete details are stated in the City of Bedford Development Code. The Development Code is available free on-line at <http://www.bedfordtx.gov/development>

SUBMITTAL REQUIREMENTS

- Ten (10) **FOLDED, NOT STAPLED**, (24" x 36") copies of Site Plan/Landscape Plan(s). Sets of plans must be submitted for initial review by the Development Review Committee.
Each set must contain the following information:
 - COVER TITLE SHEET - includes all pertinent summary project data.
 - PLAT - a copy of the recorded final plat of the property may be obtained at the Tarrant County Clerk's office.
 - SITE PLAN – includes site perimeter, building footprint(s), site features, sidewalks, parking and signs.
 - ENGINEERING PLANS* - including grading, critical elevations, soil erosion, drainage and utility layout and details.
**Please contact the Public Works Department at 817-952-2200 for engineering plan requirements*
 - LANDSCAPE PLAN – includes all existing and proposed vegetation, irrigation plan, and tree mitigation plan (existing tree survey may be on separate sheet and mitigation plan may be a written statement).
 - BUILDING FAÇADE ELEVATIONS - elevations of all facades must be submitted for review.
- One (1) electronic copy (PDF) of the Site Plan/Landscape Plan(s).
- One (1) reduced copy (8 ½" x 11) of Site Plan/Landscape Plan(s).
- Application Fee: The Site Plan application fee is **\$205.00, plus \$205.00 per acre exceeding one (1) acre.**
 $\$205.00 + (\$205.00 \times \text{[# of acres]}) = \text{total amount due}$
The application fee is **NOT REFUNDABLE** to the owner/applicant regardless of the action taken by the Planning & Zoning Commission on the requested site plan.

A. Cover Sheet Requirements

The following items must be shown on the cover sheet for all site plan & landscape plan submittals.

- The sheet size may be 11"x17", 18"x24", or 24"x36"
- Table of contents listing each page and sheet number
- Title stating "Site Plan & Landscape Plan"
- Project name and address
- Name, address and phone number of the property owner, developer, and architect/planner
- Day, month and year of plan preparation
- Vicinity map showing nearby major roads and site location within the community

B. Site Plan Drawing

The following is a general summary of the Site Plan requirements. Refer to Section 5.4 of the Bedford Development Code for complete requirements.

- North arrow and written and graphic scale. Minimum scale is 1" = 100'
- All pertinent site dimensions, including perimeter, open space, utility lines, easements, roadways, sidewalks, fire lanes, and public rights-of-way
- Location of all existing and proposed buildings and structures, with dimensions, including the distance between multiple buildings and distance from property lines
- Location of all drive approaches, paved surfaces, and parking spaces
- Location of other proposed features such as fountains, signs, and landscaped areas
- All adjacent property lines, zoning, land uses and streets

- Site Data Table that includes the following information
 - a. Lot Area
 - b. Building Area
 - c. Parking Required
 - d. Parking Provided
 - e. Zoning of Property
 - f. Proposed Land Use
 - g. Current Land Use
 - h. Landscape Area Required
 - i. Landscape Area Provided
 - j. Building Height
 - k. Parking and Building Area
 - l. Percent of Lot Coverage

C. Landscape and Irrigation Plans

The following is a general summary of the Landscape Plan requirements. Refer to Section 5.6 of the Bedford Development Code. Trees that are proposed to be removed are subject to replacement.

- Plans must be signed by a landscape architect/professional and approved by the Building Official
- Location of all proposed site features, screens, walls and fences, including height and type of construction material
- Location of all existing trees, 3-caliper-inch in size or larger, with size and species, indicating which trees will be preserved or removed (tree removal may be subject to replacement provisions)
- Legend detailing list of trees provided with symbol, size, species and quantity (table format)
- Legend detailing list of shrubs provided with symbol, size, species and quantity (table format)
- Legend detailing type of ground cover vegetation in open space areas
- Site Data Table that includes the following information
 - a. Area of site in square feet
 - b. Area and percent of total of landscaped area required and provided, in square feet
 - c. Number of street frontage trees provided (one 3-inch tree per 40 feet of street frontage)
 - d. Number of street shrubs provided (one 5-gallon shrub per 5 feet of street frontage)
 - e. Number of trees provided for each parking space (one 3-inch tree per 18 parking spaces)
- Written description of maintenance provisions
- A 20-foot greenbelt with evergreen landscaping 6-foot on center adjacent to all residential zoning districts
- Irrigation plan showing general layout of water system and placement of water sources including sprinklers and meters
- Written specifications of irrigation system

D. Engineering Plans

The following is a summary of the general items reviewed by the Public Works Department on site plan submittals. Contact the Public Works Department at 817-952-2200 for engineering requirements.

- Above-ground physical features, location of existing streets, railroads, tree groupings, and rock outcroppings, etc. on and adjacent to the subject property
- Ponds, water courses, wetlands, drainage areas and other significant water features
- Location and size of existing and proposed surface and subsurface drainage facilities
- Location of existing and future 100-year flood plain limits within the subject property
- Preliminary Drainage Analysis, including the calculation of drainage areas, time of concentration, storm water runoff rates for a 100-year storm event, and detention calculations for pre- and post-improved conditions
- Topographic information in contours of 2-feet, together with any proposed grade elevations
- All points of vehicular and pedestrian ingress, egress and circulation within the property. Any special traffic regulating facilities, proposed or required, to assure safe access and circulation
- Appropriate permits required by the Texas Department of Transportation for any proposed construction within State right-of-way or drive approaches
- Sidewalk layout and details, including ADA ramps
- Erosion Control Plan for the period of construction
- Storm Water Pollution Prevention Plan for the period of construction

E. Supplemental District Regulations

All buildings constructed in non-residential zoning districts must meet the minimum district regulations contained in Chapter 5 of the Bedford Development Code. The applicant is encouraged to review Chapter 5 of the Bedford Development Code, and/or meet with the Planning & Zoning Department or Building Inspections Department to review the plans of the project.