



Site Plan Correction Application and Checklist

INSTRUCTIONS: Please provide the requested information below. The Development Services Department reviews each site plan submittal based on the items on the application and checklist.

Project Information:

Project Name: _____

Site Plan Project Number: _____

Applicant Name: _____

Telephone: _____ Email: _____

CHECK ONE OF THE FOLLOWING:

- I will represent the application myself; or
I hereby designate _____ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this development application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application.

I hereby certify that I am the owner of the property and further certify that the information provided on this development application is true and correct. By signing below, I agree that the City of Denton (the "City") is authorized and permitted to provide information contained within this application to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Owner's Signature: _____ Date: _____

STATE OF TEXAS COUNTY OF _____ BEFORE ME, a Notary Public, on this _____ day personally appeared _____ (printed owner's name) the above signed, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20_____.

Notary Signature (seal)



Property Information:

Parcel Description (Existing platted subdivision name, block and lot designation; if unplatted, proposed):







Street Address: _____ Parcel ID# (required): _____

Current Zoning: _____ Square Foot of Building: _____

Total Acres: _____

Description of Correction:

Submittal Requirements:

-  Site Plan Correction Application and Checklist with original/notarized signatures of the property owner.
-  Appropriate application fees(s).
-  Narrative describing the correction.
-  In each revised exhibit, bubble or redline the area around proposed changes.
-  Provide a clear 3 inches by 3 inches box in the right hand corner of each page for staff approval.
-  Provide revised Exhibits A through Q as described below*. *Each exhibit must be submitted or uploaded as a separate sheet. Only the exhibits needing corrections are required to be submitted. Include the word “Exhibit” and the corresponding letter in the prefix of the document title, e.g. Exhibit A – Cover Page and Project Information:
 - Exhibit A: Cover page
 - Exhibit B: General Notes
 - Exhibit C: Final Plat
 - Exhibit D: Existing Conditions and Environmentally Sensitive Areas (ESA)
 - Exhibit E: Demolition Plan
 - Exhibit F: Erosion and Sedimentation Control Plan
 - Exhibit G: Site Information/ Site Dimension Plan
 - Exhibit H: Existing and Proposed Drainage Area Map
 - Exhibit I: Fire Access Plan
 - Exhibit J: Utility Plan
 - Exhibit K: Construction Details



- Exhibit L: Traffic Control Details
- Exhibit M: Landscape Plan
- Exhibit N: Tree Survey and Preservation Plan
- Exhibit O: Architectural Elevations
- Exhibit P: Photometric Plan
- Exhibit Q: Grading Plan



Note: All site plan sets must meet each of the following criteria:

- Must be drawn and sealed by a registered surveyor, registered architect, or registered engineer; and
- Must be clear and legible. Use a variety of line types and line weights. Do not use gray-scale shading; use stipple shading instead. Do not screen information.
- Must include a title block located in the lower, right-hand corner or on the side of the plan. The title block shall contain: plan type; project name (subdivision name, lot and block designations); gross acreage; city, county and state name; survey and abstract name; and date of preparation.
- Must include a north arrow, graphic scale and written scale in close proximity to each other.
- Must include a notation of scale, which must be an engineering scale. An appropriate scale for a site plan is 1" = 10', 20', 30', 40', or 50'. Architectural scales are not acceptable.
- Must include a legend for any graphic symbols used.
- Must orient the plan so that north is to the top side of sheet.
- Must include a vicinity map in the same orientation of the plan showing the subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one mile radius of site.
- Project name and consecutive sheet numbers should be placed in the lower right corner of the sheet (ex. Sheet 1 of 5, Sheet 2 of 5, etc.). The name of the sheet will be included in this area (i.e. Site Plan, Preliminary Grading Plan, Preliminary Drainage Plan, etc.)