

Plan Proposal:

Total number of lots: _____ Total acreage: _____
 Total area (in square feet) _____ Proposed zoning: _____
 Existing zoning: _____ Density (dwelling units per acre): _____
 Typical residential lot size: _____ Existing land use(s): _____
 Proposed land use(s): _____
 Total area of impervious surface (in square feet): _____
 Number of dwelling units per phase:
 Phase: _____ Dwelling units: _____ Phase: _____ Dwelling units: _____
 Phase: _____ Dwelling units: _____ Phase: _____ Dwelling units: _____
 Phase: _____ Dwelling units: _____ Phase: _____ Dwelling units: _____

Complete this subsection for PUD Plans only:

Private street(s), linear feet of street: _____ Public street(s), linear feet of street: _____
 Total open space: _____ Percent open space (total open space divided by total acreage): _____ %
 Gated Un-Gated If gated, type of gate (guard/mag card/key/transmitter/etc.): _____
 Construction start date: _____
 X/Y coordinates at major street entrance(s): X: _____ Y: _____

Site Description:

Jurisdiction: San Antonio City Limits San Antonio ETJ Outside ETJ
 City Council District: _____ School District: _____
 USGS Grid: _____ Is this project located within the military installation
 City Parcel Key No.: _____ notification area? Yes No
 BCAD Property ID No. : _____ Installation name: _____

 Description of plan boundaries:

 Existing legal description:

Property Features:

Edwards Aquifer Recharge Zone (check all that apply): Contributing Recharge
 Transition Artesian
 Watershed(s): _____
 Generalized slope of site: _____

Will this project propose Low Impact Development, Natural Channel Design Protocol, or Conservation Subdivision? YES NO

Property Features (continued):

Valuable natural features (e.g. heritage trees, endangered species habitat, karsts features, etc) on or adjoining site:

Significant historic resources (e.g. homestead, mill, archeological site) on or adjoining site:

Related applications:

Is there a previous MDP (*formerly POADP*) for this site? YES NO

Name: _____ File #: _____ Date accepted: _____

Is there a corresponding PUD for this site? YES NO

Name: _____ File #: _____ Date approved: _____

Are there any Rights Determinations associated with this site? YES NO

Name: _____ File #: _____ Date approved: _____

Is there another name for this project or another name commonly used to describe this site?

Name: _____

List all associated Plats for this site whether approved or pending approval?

Name: _____ Plat #: _____

Name: _____ Plat #: _____

Name: _____ Plat #: _____

Related applications cont.:

Name: _____ Plat #: _____

Name: _____ Plat #: _____

Is this project in conjunction with a Tax Increment Reinvestment Zone (TIRZ) Application? YES NO

If YES please note that unique development standards have been adopted for projects in TIRZ zones. For complete information and application of the Tax Increment Financing (TIF) and Reinvestment Zone Guidelines and Criteria, please call the Department of Planning and Community Development at (210) 207-0147.

Owner or Authorized Representative:

I, the undersigned, hereby certify that this application and all sketches and data and matter attached to and made a part of said application are honest and true to the best of my knowledge and belief. Further, I understand my continuing obligation to notify the Development Services Director in writing of the inaccuracy of any statement or representation which was incorrect when made or which becomes incorrect by virtue of changed circumstances. Finally, I understand that by signing this application that I am giving the City or agent thereof the authority to duplicate, disseminate and reproduce any and all items submitted as part of this request, whether copyrighted or not.

Print Name: _____ Signature: _____

Date: _____ Phone: _____ Fax: _____

E-mail: _____

APPENDIX A: APPLICATION CHECKLIST

Submittal Requirements:

The following are required for FDP, MDP, MXD, MPCD, PUD and TND applications (UDC §35-207, -310.15, -345, -B101, -B109, -B113):

GENERAL:

- Name of the Master Development Plan or PUD and the subdivision;
- City assigned Plan ID number;
- Name and address of owner of record, developer and engineer;
- The name(s) of all adjacent property owner(s) as shown on current tax records;
- Certificate of agency or power of attorney if other than owner;
- Signature blocks for the chairperson and secretary (Development Services Director or assignee).
- Tree stand delineation exhibit and review fee; tree affidavit not required (Not required for PUD applications);
- Topographic contour lines no greater than ten (10) feet (PUD applications require two feet intervals);
- Location of property lines, existing easements, cemeteries and/or historic graves, railroad rights-of-way, watercourses; location, width, and names of all existing or platted streets or other public ways within or immediately adjacent to the tract; names of adjacent property owners from the latest certified assessment rolls. Cemeteries and/or historic graves should shown as historic preservation areas or lots. (Not required for PUD applications);

LOCATION:

- Two points identified by Texas Planes Coordinates;
- Basis of bearings used and a north point;
- Boundary of the development and total acreage encompassed, thereby described and mapped at an appropriate scale;
- Date of preparation;
- Graphic and written scale and north arrow;
- A location map at a scale not less than 1"= 2,000' indicating the location and distance in relation to adjacent streets and all surrounding Major Thoroughfares. The location map is to be located in the top left hand corner of the sheet;
- All existing easements or right-of-way with street names impacting the development area, their nature and width.

TRAFFIC AND CIRCULATION:

- The location and dimensions of all existing streets and access points provided to the site from adjacent roadways. Locations and dimensions of all proposed public and private streets including major thoroughfares, collectors and local B streets within the development's boundaries if over 100 acres. If 100 acres or less, all streets shall be shown;
- The schematic (typical section) of all existing and proposed streets, as well as proposed access points;
- The schematic location of the pedestrian circulation system including walkways and bicycle paths where applicable (sidewalks may meander from the location shown in typical sections to create greater distances from the curb to the sidewalk);
- Traffic Impact Analysis (UDC §35-502).

LOTS, PHASING AND USES:

- The location and dimensions of all proposed or existing lots;
- A development phasing schedule including the sequence for each phase; approximate size in area of each phase; and proposed phasing of construction of public improvements, recreation and common open space areas;
- A delineation of Edwards Aquifer Recharge Zone (EARZ), wetlands and floodplains;
- The location, dimensions, and area of all parcels of land proposed to be set aside for park or playground use or other public, or for the use of property owners in the proposed subdivision, where applicable;
- The location, acreage, category and type of improvements if any for active and passive open space, including greenbelt and active recreation space areas and private recreational areas;
- A final statement in tabular form which sets forth the following data, when such data is applicable to a given development plan:
 - (a) Total number of lots;
 - (b) Total area of open space;
 - (c) Total number of dwelling units, by development phase;
 - (d) Residential density and units per acre;
 - (e) Total area of property.
- Location and size in acres of school sites, as applicable;

The exterior boundaries as indicated from deeds or other instruments of the development area giving lengths and bearings of the boundary lines. If the proposed development is bounded by a watercourse, a closing meander traverse of that boundary shall be made and shown on the site plan. Where curving boundaries are used, sufficient data to establish the boundary on the ground shall be given; including the curve's radius, central angle and arc length.

The location and general nature of proposed uses and proposed intensity (residential density or non-residential floor area ratio) (Not required for PUD applications);

STORM WATER MANAGEMENT:

Storm water management plan (UDC §35-B119).

The following additional items are required for PUD Plan and FDP applications only(UDC §35-310.15, -B101, -B113) :

Existing topography with maximum contour intervals of two (2) feet, except where existing ground is on a slope of less than five percent (5%) then either one foot contours or spot elevation shall be provided where necessary;

Proposed covenants on the property, if any, including a map and legal description of area affected;

Proposed land uses and zoning classifications by location, type, density and size to include residential density and non-residential floor area ratio (FAR);

Notation of any restrictions required by the City Council in accordance with the PUD ordinance;

Tabulation showing the following:

(a) Total acreage;

(b) Total number of lots;

(c) Square footage of all buildings and structures;

(d) The approximate location and area of impervious cover of non-residential uses, multi-family dwellings, and any portion of a site located within the EARZ;

(e) Square footage of all paved or otherwise hard surfaced streets, parking facilities, including curb and gutters, walks, loading areas, and asphalt or concrete aprons for solid waster containers, signs or outdoor mechanical equipment;

(f) Total floor area ratio (FAR) for each type of non-residential use;

(g) Total area of passive open space;

(h) Total area of active developed recreational open space;

(i) Total number of off-street parking and loading spaces.

The approximate location and area of impervious cover of non-residential uses, multi-family dwellings, and any portion of a site located within the EARZ;

Location and dimensions of public and/or private streets, parking areas, access control stations, and clear vision areas;

Identification of common open space areas and/or the percentage of each lot which is to be reserved as open space, plus the calculations used to determine the required percentages;

Staging plan if PUD is to be developed in more than one phase;

Utilities plan;

Lots numbered as approved by the City;

Perimeter setbacks as required;

Major physical features such as easements, streams, floodplains and significant stands of trees as indicated in the most recent city-maintained aerials;

Delineation of woodlands;

List of names and addresses of all owners of all property lying within 200 feet of the boundaries of the PUD, and a map showing the PUD site and all properties within a 200 foot radius. Fee in lieu of may be provided in accordance with Appendix C;

Identification of all common elements/amenities to be built out in the future including but not limited to tennis courts, pools, pavilions, walking trails, etc.;

Provisions for maintenance funding.

Delineation of woodlands;

List of names and addresses of all owners of all property lying within 200 feet of the boundaries of the PUD, and a map showing the PUD site and all properties within a 200 foot radius. Fee in lieu of may be provided in accordance with Appendix C;

Identification of all common elements/amenities to be built out in the future including but not limited to tennis courts, pools, pavilions, walking trails, etc.;

Provisions for maintenance funding.

MDP, FDP and PUD Plan Applications using the Conservation Subdivision Use Pattern also require (UDC §35-B101):

- Delineation of woodlands;
- A slope analysis of the proposed development site, showing slopes for the following percent of existing grades: 0-10%, 11%-20%, 21-30%, 31-40%, and slopes exceeding 40%, including a tabulation of the number of acres in each slope percentage;
- Historic, archaeological or cultural resources to be credited as conservation areas.

Applications for MPCD also require (UDC §35-345):

- Site plan to include proposed land uses by location, type (single-family, multi-family, office or commercial), density and size. Where single-family uses are designated, minimum lot size shall be included and major physical features such as easements, streams, flood plains, and significant vegetation shall be noted.

Applications for FDP also require a site plan that shows the following information (UDC §35-310.15):

- Land Use: location, acreage, notation of restrictions based on use-type;
- Circulation: Street type and location must be indicated. Rights of way and pavement cross sections must be provided that indicate travel lane width, bike lane, and on-street parking within pavement width, and vegetation and sidewalk widths within remaining rights of way. Parking location and pedestrian walkways to commercial buildings must be indicated;
- Block lengths must be indicated on plan;
- Vegetative buffers and building setbacks shall be indicated or annotated on the plan.

Applications for Pedestrian Plan require (UDC §35-506):

- Location and arrangement of all-weather walkways;
- Phasing or time schedule for the construction of walkways.

Applications for MAOZ require (UDC §35-334, -B110):

- Site size, location information, and adjacent land uses;
- Dimensioned layout, with the location, size, and height of all buildings and structures;
- Floor area ratio of each lot;
- The location and size of all above and below ground storage containers for flammable and combustible materials;
- Size and location of all vehicular access points, streets, and parking areas;
- Major physical features such as creeks, topography, and easements;
- Diagrams indicating the location, dimensions, and angles of any or other reflective surfaces proposed in the development design;
- Staging plan if appropriate.

Applications for MHPP required (UDC §35-B108):

- A plan and typical section of streets, sidewalks, crosswalks, slabs, patios, if any, and details on sewer and water sections;
- The name of the developer;
- The name of the record owner of the land involved;
- The legal description of the land being developed, with an identification number assigned to each manufactured home site;
- The tract boundary lines;
- The scale; north arrow and date;
- The final contour data to show drainage of the site of the proposed manufactured home park. If the average grade of the site is five (5) percent or less, the maximum contour interval shall be two (2) feet. If the average grade of the site is greater than five (5) percent, the contour interval may be increased to five (5) feet;
- The source of water supply and layout of the water system, including locations of standard fire hydrants;
- The method of sewage disposal and the layout of the sewer system;
- The name of the manufactured home park and the legal description of property;
- The location and dimensions of all streets, easements, and other rights-of-way
- Typical space dimensions and the locations of park facilities shall be shown;
- The front building setback lines on all manufactured home stands and other sites and side yard setback lines at street intersections and cross-walkways;
- A location diagram.