

SITE PLAN APPLICATION

PLAN TYPE

- ☐ **Site Plan:** A detailed plan for improvements on property showing locations of buildings, driveways, parking, and sidewalks. Plans for proposed landscaping, lighting, building elevations, water, sewer, and drainage are also required for new construction and additions as part of a site plan submittal.
- ☐ **New:** New construction on vacant property; or conversion of a residential property to a non-residential property, multifamily property or mixed-use property.
- ☐ **Minor Revision:** Revisions to a site plan that do not materially change traffic circulation, building location(s), proximity of buildings to nearby residential areas, the size or height of buildings, or any other conditions specifically approved by City Council.
- ☐ **Major Revision:** Revisions to a site plan that do not qualify as a Minor Revision.
- ☐ **Planned Development-Site Plan:** On property zoned a Planned Development District, a detailed plan for improvements including building footprints, driveways, parking, and sidewalks. Plans for proposed landscaping, lighting, building elevations, water, sewer, and drainage may also be required as part of a planned development-site plan submittal.
- ☐ **Planned Development-Development Plan:** On property zoned a Planned Development District, a plan showing locations for proposed land uses, building footprints, streets, and site boundaries.

SUBMITTAL REQUIREMENTS

A pre-application meeting is required prior to submitting a plat application. These meetings are held via Microsoft Teams on Wednesday afternoons. To request a pre-application meeting, email planning@cedarhilltx.com the pre-development application request form and include a concept plan showing the proposed development and staff will schedule you on the next available slot.

Formal submittals must include all required documents as indicated in the chart below, unless otherwise waived by staff. All submittal documents are submitted via email at planning@cedarhilltx.com.

"x" indicates item required to be submitted with that application type.

Office Use	Site Plan	PD-Site Plan	PD-Dev Plan
Application Fee: \$250 + \$10 per acre	x		
Application Fee: \$300 + \$5 per acre		x	x
Sign Fee: \$75 per sign per street frontage		x	x
If unplatted, provide metes and bounds description of the property. • 8 ½"x11" sheet size, electronic copy in .pdf format		x	x
Site Plan showing proposed and existing locations of buildings/structures, driveways, parking and sidewalks. • 24" x 36" sheet size, electronic copy in .pdf format	x	x	
Development Plan showing locations for proposed land uses, subdivision layout/property lines, buildable pad areas, streets/alleys, location of screen walls/fences and landscape areas. • 24" x 36" sheet size, electronic copy in .pdf format			x
Landscape Plan showing existing and proposed landscape areas, planting material, including	x	x	x

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	specie types, size at planting, and details. • 24" x 36" sheet size, electronic copy in .pdf format			
	Tree Mitigation/Preservation Plan (if not previously submitted) includes a full tree survey with an overlay of the proposed development, indicate trees to be removed/preserved, and show the mitigation calculations. • 24" x 36" sheet size, electronic copy in .pdf format	x	x	x
	Building Elevations for all sides of each building/structure(s), with general dimensions and materials/colors call outs. • 24" x 36" sheet size, electronic copy in .pdf format • If project includes an addition or expansion, provide pictures of existing building/structure(s), electronic copy in .pdf format.	x	x	x
	Preliminary engineering plans (if not previously submitted): Utility Plans for water and sewer, Paving Plans, Grading and Drainage Plans. • 24" x 36" sheet size; electronic copy in .pdf format. City engineer will notify the applicant if a hardcopy set is required.	x	x	x
	Traffic impact analysis (TIA) or waiver from the Public Works Department • 8 1/2" x 11" sheet size; electronic copy in .pdf format	x	x	x
	Receipt for taxes paid to Dallas County and/or Ellis County	x	x	x
	Provide evidence of notification regarding this request to applicable school district(s)	x	x	x
Submittal Deadline Date:				
Office Use				
Application Fee:	\$	Sign Fee: (# of signs x \$50)	\$	Total Due:
Case #:		Received By:		Payment Method:

PROPERTY INFORMATION

Address or General Location: _____

Acreage: _____

Zoning of Property: _____

Proposed Use: _____

Tract, Survey, Abstract: _____

Lot, Block, Subdivision: _____

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APPLICANT – Complete information is required

Name: _____
Company: _____
E-mail (Required): _____
Telephone: _____
Mailing Address: _____
City, State, Zip: _____

REPRESENTATIVE (if different from applicant) – Complete information is required

Name: _____
Company: _____
E-mail (Required): _____
Telephone: _____
Mailing Address: _____
City, State, Zip: _____

Indicate who will be responsible for application fee:

Name: _____
Company: _____
E-mail (Required): _____
Telephone: _____
Mailing Address: _____
City, State, Zip: _____

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PROPERTY OWNER – Complete information is required. Contact information and signatures for all property owners as shown on Dallas/Ellis County (Appraisal District records must be included on this application. This sheet may be printed multiple times if more than one property owner).

Name: _____

Company: _____

E-mail (Required): _____

Telephone: _____

Mailing Address: _____

City, State, Zip: _____

SIGNATURES (required)

With my signature, I certify that I am the applicant, representative and/or property owner submitting this application for the herein described real property. I acknowledge that the official filing date shall be the date that the application was determined to be complete [not submitted] pursuant to Chapter 20, Section 20-6 and Chapter 23, Section 1.8 of the Cedar Hill Code of Ordinances.

Signature of Applicant (required)

Date

Signature of Representative (required if applicable)

Date

Signature of Property Owner(required)

Date