
**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
1805 L. Don Dodson Road
Bedford, Texas 76021
(817)952-2105

INSTRUCTIONS: Site plans are required for all building sites in residential and non-residential zoning districts. The Development Review Committee review each site plan application partially based on the items on the following checklist. The applicant is encouraged to meet with City 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

- One (1) FOLDED, NOT STAPLED (24X36) copy of the Site Plan submittal package which must include the following:
 - Cover/Title Sheet
 - Copy of Plat
 - Site Plan
 - Engineering Plans
 - Landscape/Irrigation Plans
 - Tree Survey
 - Photometric Plan
 - Building Façade Elevations
- One (1) electronic copy (PDF) of all submittal documents
- Application Fee: \$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 change of zoning.

A. Cover Sheet Requirements

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

- Table of contents listing each page and sheet number
- Project name and address
- Name, address and phone number of the property owner, developer, and architect/engineer.
- Date of plan preparation.
- Vicinity map showing nearby major roads and site location within the community.

B. Site Plan Requirements

The following is a general summary of the Site Plan requirements. Refer to Section 5.4 of the Bedford Zoning Ordinance 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. Supporting Documents for Applications for PUD, SUP, or Other Zoning Change

The following is a general summary of the Landscape Plan requirements. Refer to Section 5.6 of the Bedford Zoning Ordinance for complete requirements.

- Plans must be signed by a landscape architect/professional
- 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
 - d. Number of street shrubs provided
 - e. Number of trees provided for each parking space

- Irrigation plan showing general layout of water system and placement of water sources including sprinklers and meters

D. Engineering Plans

The following is a summary of the general items reviewed by the Public Works Department on site plan submittals.

- Grading Plan, including topographical information in contours of 2-feet, together with any proposed grade elevations
- Erosion Control Plan
- Storm Water Pollution Prevention Plan
- Drainage Analysis including the calculation of drainage areas, time of concentration, storm water runoff rates for 100-year storm event and detention calculations for pre- and post-improved conditions
- Utility Plans and details – water and wastewater layout
- Pavement Plan and details (including any TxDOT permits for work within State ROW if required)