



City of Joshua – Development Services
105 S Main St, Joshua, TX 76058 – (817) 558-7447 Ext: 2013

City of Joshua Development Services Universal Application

Please check the appropriate box below to indicate the type of application you are requesting and provide all information required to process your request.

- | | | |
|--------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Pre-Application Meeting | <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Subdivision Variance |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Zoning Variance (ZBA) | <input type="checkbox"/> Amending Plat |
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Planned Development Detailed Plan |
| <input type="checkbox"/> Replat | <input type="checkbox"/> Planned Development Concept Plan | <input type="checkbox"/> Site Plan |
| <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Zoning Change | <input type="checkbox"/> HPOD |
| <input type="checkbox"/> Other _____ | | |

Project Information

Project Name: _____
Project Address (Location): _____
Existing Zoning: _____ Proposed Zoning: _____
Existing Use: _____ Proposed Use: _____
Existing Comprehensive Plan Designation: _____ Gross Acres: _____

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

Applicant Information

Applicant: _____	Company: _____
Address: _____	Phone #: _____
City: _____ State: _____ Zip: _____	Email: _____
Property Owner: _____	Company: _____
Address: _____	Phone #: _____
City: _____ State: _____ Zip: _____	Email: _____
Key Contact: _____	Company: _____
Address: _____	Phone #: _____
City: _____ State: _____ Zip: _____	Email: _____

SIGNATURE OF PROPERTY OWNER OR APPLICANT (SIGN AND PRINT OR TYPE NAME)

SIGNATURE: _____

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

Print or Type Name: _____

known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this _____ day of _____ 20____

Notary Public

Signature _____ Date: _____

For Department Use Only

Case No.: _____

Project Manager: _____

Total Fee(s): _____

Check No.: _____

Date submitted: _____

Accepted By: _____

Date of Completed App: _____

PROCESSES AND PROCEDURES FOR SITE PLAN APPROVAL

1. Complete and submit the site plan application provided by the City of Joshua.
2. Submit a site plan that meets the requirements in Section 6 – 1 (E) of the zoning ordinance both in hard copy and electronically.
3. Applicant shall submit \$150 application fee and \$2500 professional fee deposit for properties not in the Heritage Overlay District. The applicant will be billed for professional fees once the \$2500 deposit has been met. Should the property be in the Heritage Overlay District then it will need to go before the Heritage Preservation Committee and the application fee would be \$500 with the \$2500 professional fee deposit.
4. The submitted plan will be sent to the Planning and Engineering Consultants for review and approval. Any comments that are submitted by the consultants will be sent to the applicant and the site plan will need to be resubmitted with the changes as indicated in the comments.
5. The re-submitted site plan will be sent back to the Planning and Engineering Consultants for review and approval.
6. Once the site plan has been accepted by the Planning and Engineering Consultants, then the site plan will be reviewed by both the Planning and Zoning Commission and the City Council. The Planning and Zoning Commission meets on the first Monday of each month. Planning and Zoning Commission review must precede City Council action.
7. Applicants shall submit his Zone Change packet along with required exhibits and fee to the City Secretary's office at least thirty (30) days prior to the Planning and Zoning Commission meeting date.

§ 3.3Site Plan.

A. Generally.

Whenever a site plan is required by this Ordinance, such site plan must conform to the requirements of this Section. Unless otherwise specified in this Ordinance such as a site plan associated with a Conditional Use Permit or a Planned Development zoning district, all site plans must be approved by the City Manager or designee (Administrative Official). The Administrative Official has the authority to bring any site plan forward to the Planning and Zoning Commission for recommendation to the City Council for a final approval. The site plan submitted in support of an application shall satisfy the requirements for site plan submittals as specified by the Administrative Official in accordance with this Ordinance. Site plans shall be reviewed by the Administrative Official, and comments shall be returned after the review by the Administrative Official. The submittal date of the site plan shall be the date upon which the site plan is found to be in compliance with the provisions of the site plan application by the Administrative Official.

B. Site Plan Application.

The standards of this Section shall apply to those developments that are in zoning districts that require compliance with design standards and meet the following thresholds:

1. Any building containing multifamily dwelling units
2. All new non-residential structures
3. Any increase in an existing non-residential structure that is greater than 25% of the gross floor area of the existing structure
4. The conversion of a residential structure to a non-residential structure
5. The creation or expansion of a parking lot for multifamily or non-residential uses

C. Required Prior to Building Permit.

When required by this Ordinance, a site plan meeting the provisions as set forth in this Section must be approved prior to issuance of a building permit by the City. Unless otherwise provided herein, a site plan may be approved administratively.

D. Changes to the Site Plan.

1. In general, changes to the site plan shall be processed in the same manner as the original approved site plan except as provided in 2 and 3 below.
2. Changes to the site plan which will affect the use of the land may require either an amendment to a Planned Development or a rezoning of property, whichever applies.
3. Changes of details within a site plan which do not alter the basic physical relationship of the property to adjacent properties; do not alter the use permitted; and do not increase the density, floor area, height, or reduce the yards provided at the boundary of the site as indicated on the approved site plan, may be authorized by the Administrative Official. An aggrieved party may appeal the decision of the Administrative Official to the Zoning Board of Adjustment in accordance with the provisions of this Ordinance.

E. Council Approval.

Council approval of a site plan that accompanies a zoning change request or Conditional Use Permit shall become part of the amending ordinance.

F. Site Plan Content.

The site plan shall contain the information listed below, and any or all of the required features may be incorporated on a single drawing if the drawing is clear and capable of evaluation by the City Council and the staff personnel required to enforce and interpret this ordinance.

- 1.** Scale, no less than one (1) inch equals fifty (50) feet
- 2.** Date
- 3.** The boundary lines and dimensions of the property, existing subdivision lots, available utilities, fire hydrants, easements, roadways, sidewalks, emergency access easements, and public rights-of-way.
- 4.** Topography of the property proposed for development in contours of not less than two feet, together with any proposed grade elevations, if different from existing elevations.
- 5.** Floodplains, water courses, marshes, drainage areas, and other significant environmental features including, but not limited to, rock outcroppings and major tree groupings.
- 6.** The location and use of all existing and proposed buildings or structures, including all refuse storage areas, and the minimum distance between buildings. Where building complexes are proposed, the location of each building and the minimum distances between buildings, and between buildings and the property line, street line, and /or alley.
- 7.** Total number, location, and arrangement of off-street parking and loading spaces, where required.
- 8.** All points of vehicular ingress, egress, and circulation within the property and all special traffic regulation facilities proposed or required to assure the safe function of the circulation plan.
- 9.** Setbacks, lot coverage, and when relevant, the relationship of the setbacks provided and the height of any existing or proposed building or structure.
- 10.** The location, size, and arrangement of all outdoor signs, exterior auditory speakers, and lighting.
- 11.** The type, location, and quantity of all plant material used for landscaping, and the type, location, and height of fences or screening and the plantings around them.
- 12.** If multiple types of land uses are proposed, a delineation of the specific areas to be devoted to the various land uses.
- 13.** Vicinity map, north point, scale, name of development, name of owner, name of preparer, total acreage of project, and street address or common description of the property.
- 14.** Current land uses and zoning district of the property and current land uses and zoning districts of contiguous properties.
- 15.** Buildings on the exterior of the site and within twenty-five feet of all property lines.
- 16.** The location and size of existing and proposed surface and subsurface drainage facilities, including culverts, drains, and detention ponds, showing size and direction of flow.
- 17.** The number of square feet of the property after construction which will constitute impervious area or impervious surface and vegetated areas.
- 18.** Architectural drawings, such as elevations, concept sketches or renderings depicting building types and other significant proposed improvements including the treatment and use of open spaces, etc., where the submission of such drawings would more clearly portray the nature and character of the applicant's land use and development proposals.

- 19.** Legal description of the total site area proposed for rezoning, development or Conditional Use Permit.
- 20.** The submission date, signature and title of the applicant, at the conclusion of the written documents certifying the information presented in the plans, and supporting documents reflect a reasonably accurate portrayal of the general nature and character of the applicant's proposals.
- 21.** A development timetable if development is to be in phases.
- 22.** The percentage of the site that will be covered by buildings and structures.
- 23.** Drainage Study: The City Engineer may determine that the characteristics of the proposed development necessitate a drainage study of the site and possibly surrounding areas. Said drainage study shall be prepared by a professional engineer, licensed by the State of Texas and shall be prepared using data as determined by the City's Engineer.
- 24.** Traffic Impact Analysis: Any proposed development that generates traffic in excess of two thousand (2,000) average daily trips based upon the latest edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual, or with respect to an application which the City Engineer determines that the characteristics of the proposed subdivision necessitate analysis, shall be accompanied by a traffic impact analysis based on the ITE Manual, prepared by the developer at the developer's expense in accordance with standard transportation engineering practices.

3.3.1

CRITERIA FOR APPROVAL.

The following criteria shall be used to approve or deny a site plan:

- A.** All applicable City of Joshua ordinances have been met and will be met by the proposed development.
- B.** All requirements of the Site Plan Section **3.3** have been met.
- C.** That adequate capacity of public or private facilities for water, sewer, paved access to and through the development, electricity and adequate public facilities for transportation can and will be provided to and through the subject property.

(Ordinance 782-2020 adopted 6/18/20; Ordinance 819-2021 adopted 8/19/21)