

# Site Plan Checklist

City of Westworth Village – Permits Department: 817-710-2505  
311 Burton Hill Rd., Westworth Village, TX 76114

Project Name: \_\_\_\_\_

Project #: \_\_\_\_\_ Date: \_\_\_\_\_

Whenever a site plan is required by the Comprehensive Zoning Ordinance (CZO), such site plan must conform to the requirements of SECTION 14.2.41 — SITE PLAN SUBMISSION REQUIREMENTS. Except as provided in said ordinance, all site plans must be approved by the City Council upon recommendation of the Planning & Zoning Commission. A site plan must be approved prior to issuance of a building permit. Changes to the site plan shall be processed in the same manner as the original approved site plan.

The site plan must comply with design standards, policies, and any design criteria deemed necessary to the safety, health and welfare of the City. The site plan shall contain the information listed below and any or all of the required features may be incorporated.

**Site Plan Requirements**

	Shown	N/A	Incomplete
1. A title block within the lower right-hand corner of the site plan with the proposed name of the project/subdivision, the name and address of the owner/developer and the land planner, engineer, architect or surveyor responsible for the plan, the scale of the drawing (both written and graphic scale), the date the drawing was prepared, total site acreage, and the location of the property according to the abstract and survey records of Tarrant County, Texas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> _____			
2. A vicinity or location map showing the location of the proposed development within the City, and in relationship to existing roadways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> _____			
3. The boundary survey limits of the tract and each proposed lot/tract and scale distances with north clearly indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> _____			
4. The names of adjacent additions or subdivisions or the name of the owners of record and recording information for adjacent parcels of unplatted land, including parcels on the other sides of roads, creeks, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> _____			
5. The existing zoning and existing/proposed uses on adjacent land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> _____			
6. The location, width and names of all existing or platted streets or other public ways within or adjacent to the tract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> _____			
7. Any existing easements, with recording information; existing buildings; railroad rights-of-way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> _____			
8. Topography (contours at two-foot intervals) with existing drainage channels or creeks, including the 100-year floodplain, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> _____			
9. Any other important natural features, such as rock outcroppings, caves, wildlife habitats, etc.; and all substantial natural vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> _____			
10. Proposed strategies for tree preservation including showing individual trees or tree masses that will be preserved, and the techniques that will be used to protect them during construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> _____			
11. The layout and width (right-of-way lines and curb lines) of existing and proposed thoroughfares, collector streets and/or intersections, and specific configuration of proposed streets, lot/tracts and blocks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> _____			

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 12. Proposed driveways including driveway widths and distances between driveways   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b> _____   |                          |                          |                          |
| 13. Proposed median openings and left turn lanes on future divided roadways and existing and planned driveways on the opposite side of divided roadways  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b> _____   |                          |                          |                          |
| 14. Specific locations and footprints of buildings, including but not limited to proposed nonresidential and residential densities   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b> _____   |                          |                          |                          |
| 15. Building heights, square footages (for multi-tenant or multi-purpose buildings, show square footage for each intended use), massing, orientation, loading/service areas (including proposed screening), recycling containers, compactors and dumpster enclosures (including proposed screening), pedestrian walkways, and parking areas (including parking ratio calculations) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b> _____   |                          |                          |                          |
| 16. Any proposed sites for parks, schools, public facilities, public or private open space   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b> _____   |                          |                          |                          |
| 17. Floodplains/drainageways   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b> _____   |                          |                          |                          |
| 18. All proposed and existing utilities and easements  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b> _____   |                          |                          |                          |
| 19. All proposed and existing drainage structures  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b> _____   |                          |                          |                          |
| 20. All proposed and existing retention/detention ponds with proposed aesthetic treatments   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b> _____   |                          |                          |                          |
| 21. All proposed and existing screening walls  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b> _____   |                          |                          |                          |
| 22. All proposed and existing fences   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b> _____   |                          |                          |                          |
| 23. All proposed and existing signage  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b> _____   |                          |                          |                          |
| 24. All proposed and existing fire lanes and fire hydrants   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b> _____   |                          |                          |                          |
| 25. All proposed and existing lighting   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b> _____   |                          |                          |                          |
| 26. All proposed and existing visibility easements   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b> _____   |                          |                          |                          |
| 27. Other pertinent development-related features   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b> _____   |                          |                          |                          |
| 28. A landscape plan showing turf areas, tree types and sizes, screening walls, ornamental plantings, planting schedule (including species, planted height, spacing, container/caliper size, numbers of each plant material, etc.) any existing wooded areas, trees to be planted, and irrigation plans, if required   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b> _____   |                          |                          |                          |
| 29. Color building facade (elevation) plans showing elevations with any attached (wall-mounted) signage to be used, as determined appropriate by the City Administrator or his/her designee  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b> _____   |                          |                          |                          |