



TOWN OF DOUBLE OAK
 320 Waketon Road
 Double Oak, Texas 75077
 P: 972-539-9464 F: 972-539-9613
 permits@doubleoak.texas.gov

**Building Permit Application
 Site Plan Application**

PERMIT #

DATE: / /

Type of Application (check the appropriate box)

- Site Plan Revised Site plan

General Description of Request (complete the following)

Purpose of Site Plan Application: (Brief description; per "Items Required with Submittal" below, provide separate letter of explanation and justification for application)

Subject Property Information: (complete the following)

(General location, street address if known; if not known, provide name of street fronting property and name and distance to nearest cross street)

(Subdivision Name)

(Lot #)

(Block #)

(Area of Property: (gross acreage to nearest one-tenth of an acre))

(Existing Zoning)

(Proposed Zoning)

(Area of Property, gross acreage to nearest one-tenth of an acre)

Items Required with Submittal (please check the boxes to indicate items submitted with the application)

- 1) Site Plan Application (1 completed original - signed and notarized)
- 2) Site Plan (4 copies each of site plan, landscape plan, & facade plan – 24" x 36" plus electronic file of site plan in PDF format)
- 3) Application Fee (\$875)
- 4) Other Supporting Documents or Materials (optional)

The applicant/contractor agrees to execute the work in conformance with the plans attached to this application, and agrees to abide by the Building Codes and Ordinances of the Town of Double Oak. These plans (substantially) meet the minimum code requirements of the Town of Double Oak. The applicant is responsible for any and all engineering bills and legal fees if required for the project. Legal fees and engineering fees incurred by the Town in the review and processing of this permit application are pass-through costs that shall be reimbursed by the applicant and is a condition of final approval. Oversights and errors in plans DO NOT relieve the contractor or builder of the responsibility of complying with codes and laws in effect at time of issuance.

 APPLICANT SIGNATURE

 DATE

 APPROVED BY BUILDING INSPECTOR

 DATE APPROVED

***Engineering fees will be billed separate from the application fee.
 Applicant or their designated representative will be responsible for all engineering fees.***

Applicants Signature: _____ Date: _____

***** For Office Use Only *****

Paid: \$

Receipt #:

Date:

PLEASE COMPLETE THE INFORMATION REQUIRED FOR THE PERMIT REQUESTED

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Property Owner and Authorization *(sign and notarize)*

(Company Name)	(Email)		
(Physical Address)	(City)	(State)	(Zip Code)
(Mailing Address)	(City)	(State)	(Zip Code)
(Property Owner Name)	(Phone)	(Fax)	

Check one of the following and complete:

- I will represent the project myself;
- I hereby designate: _____ to act in the capacity as my agent
(printed name of project representative)
 for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues relative to this request.

I hereby certify that I am the record owner of the property referenced in this application and further certify that the information provided on this application is true and correct.

(Property Owner's Signature)	(Date)
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State of Texas
 County of _____

BEFORE ME, a Notary Public, on this day personally appeared _____ the above signed, who,
(printed property owner's name)
 under oath, state the following: "I hereby certify that I am the record owner of the property owner referenced in this application and further certify that all information submitted herein is true and correct."

Sworn to and subscribed before me on this _____ day of _____, A.D., _____.

(SEAL)

(Notary Public, State of Texas)
(Notary's Printed Name)
(Notary Commission Expires)

Project Representative (if owner designates agent, check appropriate box and complete)

- Purchaser Tenant Architect Engineer Surveyor Other *(specify):* _____

(Company Name)	(Email)		
(Physical Address)	(City)	(State)	(Zip Code)
(Mailing Address)	(City)	(State)	(Zip Code)
(Contact Name)	(Phone)	(Fax)	

ARTICLE 3.1700 SITE PLANS

Sec. 3.1701 Purpose and Application



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- (a) The purpose of this article is to require and provide for the regulation of site plans for the development of all properties and structures within the town regarding, the construction, location and placement of structures and improvements on properties used for other than single-family or duplex dwellings. The provisions of this article shall apply to the development and improvement of all such lots and tracts of property within the territorial limits of the town used or proposed to be used for any purpose other than single-family or duplex dwellings exclusively, and shall include properties zoned for mixed uses where non-residential uses are allowed in conjunction with single-family or duplex dwellings.
- (b) Prior to the submission of any application for a building permit or certificate of occupancy, the owner of the property shall submit for review and approval a site plan application on such forms as may be required by the town. No building permit or certificate of occupancy shall be issued for any development, construction or improvement until all of the applicable standards of this article are met.
- (c) An application for site plan approval may but need not be submitted in conjunction with an application for approval of a preliminary plat or development plan or a final plat or development plan.

Sec. 3.1702 Requirements

- (a) Site plan approval shall be required prior to the issuance of a building permit for all development, construction, and improvements in non-residential zoning classifications, in multifamily residential developments of greater density than duplex dwellings, and for properties intended to be used for mixed residential and non-residential uses.
- (b) Scale and Copies. There shall be submitted to the planning and zoning commission for recommendation to the town council, and to the council for its approval, a site plan drawn to an acceptable scale of 100 feet to the inch or larger. Not less than fifteen (15) copies shall be furnished to the town. No application for approval of a site plan will be considered filed unless the required filing fee is submitted in the amount set forth in the town's fee schedule.
- (c) The site plan scale drawing shall include, but not be limited to, the following information, together with any other requirements provided by other ordinances and regulations of the town:
- (1) The applicant's name, address and legal interest in the subject property.
 - (2) The owner's name and address and, if different from the applicant, the owner's signed consent to the filing of the application.
 - (3) The street address (or common description) of the property.
 - (4) The zoning classification and present use of the subject property.
 - (5) The proposed use or uses and a general description of the proposed development.
 - (6) A survey, certified by a registered professional land surveyor or engineer, showing property boundary lines, dimensions and locations of easements, roadways and public rights-of-way within, crossing and adjacent to the subject property.
 - (7) If the property is subject to an approved or pending development plan, a statement showing that the proposed use is in substantial conformity thereto.
 - (8) Any proposed grading or re-grading of the subject property, and significant natural topographical or physical features of the property, watercourses, marshes, trees in excess of six inches in caliper, rock outcroppings, and existing contours in one-foot intervals, unless a smaller interval is otherwise required by the town engineer.
 - (9) Maps showing the location, size, use and arrangements of all proposed buildings and computations showing height in stories and feet, total floor area, total square feet of ground area coverage of proposed buildings and, if any, existing buildings which will remain.
 - (10) Location, dimensions and number of all vehicular and pedestrian circulation elements, including streets and roadways, driveways, entrances, curbs, curb cuts, parking stalls, loading spaces and access aisles, sidewalks, walkways and pathways, and refuse areas.
 - (11) The location and size of existing and proposed water and sewer public utilities on and adjacent to the site and fire hydrant locations.
 - (12) All existing and proposed surface and subsurface drainage facilities, including culverts, drains and detention ponds, showing the size and direction of flow.
 - (13) Location, size and arrangement of all outdoor signs, and the location and direction/intensity, if required, of all outdoor lighting.
 - (14) Architectural renderings or elevations of proposed structures, including physical features and details such as, but not limited to, facings, masonry materials and color, and roof type, composition and color. Such materials and styles shall be complimentary and similar to adjacent existing buildings and developments.
 - (15) Location, designation and total area of all open usable space.
 - (16) A detailed landscaping and screening plan.
 - (17) In the case of any use requiring a specific use permit, any information necessary to demonstrate compliance with all conditions imposed thereby.
- (d) Site Grading Plan, Tree Preservation. Any application for approval of a site plan submitted for review shall include a site grading plan bearing the seal of a state-licensed landscape architect, engineer or architect, as applicable, as part of the site plan to ensure preservation of large native trees, soil conservation and attention to drainage considerations. Additionally, the site plan shall generally indicate the location of all existing wooded areas and/or individual trees of six inches in caliper and larger. A site plan shall demonstrate compliance with the tree preservation regulations set forth in Article 3.1500 of this chapter, as such may from time to time be amended, and shall include an accurate tree survey of existing trees of six-inch caliper and larger.

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(e) Flood Damage Prevention, Erosion, Drainage, and Code Requirements. A site plan shall demonstrate compliance with the flood damage prevention, erosion control, and drainage policy requirements of this chapter, as well as the requirements of all other applicable ordinances of the town, as such may from time to time be amended.

Sec. 3.1703 Action on Application

(a) When properly submitted, a site plan application shall be placed on the agenda for the next available regular meeting of the planning and zoning commission. If the application is approved by the commission, the commission shall make a recommendation for approval to the town council and the application and recommendation shall be placed on the agenda for the next available regular council meeting for review and approval.

(b) The planning and zoning commission and/or town council review shall include conformance with specific plan area planning guidelines, if applicable; owners' association provisions; all town regulations; paving and layout of streets, alleys and sidewalks; means of ingress and egress, provisions for drainage; parking spaces; protective screening and open spaces; areas designated for landscaping; flood, drainage and erosion control; compliance with other ordinances of the town; and, other aspects deemed necessary to consider in the interest of promoting the public health, safety, and general welfare.

(c) The town council shall be authorized to grant a waiver of the requirements of this article when justified by the circumstances of the particular application, when such waiver is not contrary to the ordinances of the town, and when such waiver is in the best interests of the health, safety and general welfare of the town.

Sec. 3.1704 Building Permits

No building permit or certificate of occupancy shall be issued for any development for which a site plan is required and approval of the town council has not been granted. No building permit or certificate of occupancy shall be issued except in conformity with the approved site plan or in accordance with authorized minor changes.

(Ordinance 05-06 adopted 2/7/05)

Sec. 3.1705 Minor Changes

After approval of a site plan, minor changes may be authorized by agreement between the planning and zoning chairperson and the town engineer when such changes will not materially alter the following subjects and will not involve:

- (1) A change in the character of the development;
- (2) An increase in the maximum authorized ratio of the gross floor areas in structures to the area of the lot;
- (3) An increase in the intensity of use;
- (4) A reduction in the originally approved separations between buildings;
- (5) An increase in the external effects on adjacent property;
- (6) A reduction in the originally approved setbacks from property lines;
- (7) An increase in the problems of circulation, safety and utilities;
- (8) An increase of 10 percent or 1,000 square feet, whichever is less, in ground coverage by structures;
- (9) A change in the ratio of off-street parking and loading space beyond limits set by town ordinances;
- (10) A change in the subject, size, lighting or orientation of originally approved signs; or
- (11) A decrease in the percentage of landscaping required.

(Ordinance 06-07 adopted 3/6/06)

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