

Application Fee: _____
 Date Paid: _____
 ID #: _____



City of El Campo
 Inspections &
 Planning Department
 315 E Jackson St
 El Campo Texas 77437
cityofelcampo.org

PLAN REVIEW APPLICATION

DATE _____

SITE PLAN DEFINED: A visual representation of the property with existing/proposed improvements pictured to scale, including property lines, setbacks, easements, and other specific elements of the project site.

APPLICATION SUBMITTAL: Applications will be conditionally accepted on the presumption that the information, materials, and signatures are complete and accurate. If the application is incomplete or inaccurate, your project will be delayed until corrections and/or additions are received. Please submit complete application in person at City Hall (315 E. Jackson St., El Campo, TX 77437).

Applicant

Name: _____ Complete Mailing Address: _____

Phone: _____ Email: _____

Property Owner - Check if same as Applicant

Name: _____ Complete Mailing Address: _____

Phone: _____ Email: _____

Engineer/Surveyor (if applicable)

Name: _____ Complete Mailing Address: _____

Phone: _____ Email: _____

SITE PLAN INFORMATION

Submittal Type: Site Plan Mitigation Plan Landscape/Irrigation Plan Building Façade/Elevation Plan Other: _____

Physical Location of Property: _____ **Business Name (if applicable):** _____

Current Use: _____

Current Zone: _____

Property Type Residential-Single Family to Fourplex Commercial/Industrial/Residential (5+ units)

Project Type Remodel/Renovation/Repair New Construction Demolition

Project Scope

FOR RESIDENTIAL 1-4 UNITS:

- Roof
- Fence
- Pool
- Driveway
- Shed /Storage Structure
- Garage/Carport
- 1-4 Residential Unit Structure
- Other: _____

FOR COMMERCIAL/INDUSTRIAL/RESIDENTIAL 5+ UNITS:

- Retail
- Restaurant
- Office
- Warehouse
- Manufacturing Facility
- Agriculture Facility
- 5+ Residential Unit Structure
- Other: _____

Sprinklers?: YES NO

Percent: _____ **Type:** _____

TDLR Project #: _____ Exempt

Total Valuation of Project: _____

Project Square Footage: _____

Flood Zone: _____

Description of Work: _____

I hereby certify that the information on this form is complete, true, and correct, and the undersigned is authorized to make this application.

 Applicant Name

 Applicant Signature

 Date



SUBMITTAL REQUIREMENTS

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the Zoning Ordinance, subdivision regulations, and other development related ordinances of the City of El Campo.

- **Application Fee: See Fee Schedule**
- **Copy of one of the following:**
 - Conceptual Plan:** General concept of proposed plan, showing at minimum general location and setbacks for structures & other proposed development features.
 - Preliminary Plan (*less than 50% complete*):** Construction plans that are less than 50% complete, may or may not include engineering details for structures, water/sewer, drainage, mechanical/electrical systems, fire systems, landscape & tree preservation plan, or other details related to development of site.
 - Preliminary Plan (*over 50% complete*):** Construction plans that are more than 50% completed, including engineering details for structures, water/sewer, drainage, mechanical/electrical systems, fire systems, landscape & tree preservation plan, and other details related to development of site.
 - Final Plan:** Construction plans that are 100%, including engineer stamped pages for structures, water/sewer, drainage, mechanical/electrical systems, fire systems, landscape & tree preservation plan, and other details related to development of site.
- **If applicable to the development of the site, please provide the following information:**
 - Draft of restrictive covenants
 - Traffic Impact Analysis
 - Owner(s) statement dedicating streets to public
 - Alphabetized list of street names

The City's staff may require other information and data for specific required plans. Approval of a required plan may establish conditions for construction based upon such information.

PROCESS

Site plan applications are reviewed by the Inspections & Planning and Public Works Department and may be subject to a formal pre-development meeting with City Staff to review the Zoning, Building Codes, and other regulations that apply to the project. Following a review and/or Pre-Development Meeting, the applicant will submit the final approved plan set (including floor plans, building elevations, structural, foundation and electrical), along with a Building Permit Application and any additional documents, to the Building Official, who is responsible for the code compliance of all construction in the City of El Campo. The Building Official will review site plans to determine in compliance with requested changes and regulations to issue a building permit.

FEE SCHEDULE

Conceptual Plan Review	n/a
Preliminary Plan Review (<i>less than 50% designed</i>)	n/a
Preliminary Plan Review (<i>over 50% designed</i>)	50% of building permit fee
Final Plan Review	50% of building permit fee, if not pre-paid at preliminary phase