



## **SUMMARY OF SITE PLAN REVIEW APPLICATION REQUIREMENTS**

### **Application Review Requirements:**

1. Meet with Development Services Staff to review the application requirements for your specific request.
2. Make sure you have everything on the attached Check List.
3. Completed application with signatures of owners and/or applicant
4. Application Fees are established in the Fee Schedule as adopted.
5. Must have the address and the lot, block and subdivision name of the subject property
6. It is the applicant's responsibility to provide evidence or proof that all taxes, assessments, debts or obligation directly attributable to said property and owed by the owner or previous owner thereof shall have been paid at the time of application submittal.
7. Submit any drawing, plans, exhibits, information about proposed uses in order to ensure that the request is understood. Development Services Staff will let you know if additional copies are needed and what size they need to be.
8. This application and/or payment will not be accepted if it is incomplete. Staff will not retain partial packets.
9. Site Plans to be reviewed will need to be turned in with that application and payment. Revised Site Plans will need to be submitted after the Planning and Zoning meeting and before the City Council meeting
10. Please check your submittal date and time on our website at [Forms | Kaufman, TX \(kaufmantx.org\)](http://Forms | Kaufman, TX (kaufmantx.org)). Applications will only be accepted during the listed times.

**Application must be signed by the property owner before the request can be scheduled with the Planning and Zoning Commission and City Council.**

### **DELIVERY ADDRESS:**

DEVELOPMENT SERVICES DEPARTMENT  
CITY OF KAUFMAN  
209 S. WASHINGTON  
KAUFMAN, TEXAS 75142

**DIRECT QUESTION TO DEVELOPMENT SERVICES STAFF AT  
(972)-932-2216  
FAX NUMBER (972)-932-6288**

**209 SOUTH WASHINGTON • PO Box 1168 • KAUFMAN, TEXAS 75142 • (972) 932-2216 • FAX (972) 932-6288**

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Updated: 3/31/2025



## SITE PLAN CHECK LIST

### ITEMS REQUIRED

	Site Plans to be reviewed will need to be turned in with that application and payment. Revised Site Plans will need to be submitted after the Planning and Zoning meeting and before the City Council meeting.
	Site Plan Check List
	Application for Site Plan  NOTE: The applicant is required to be signed he owner of the subject property.
	Site Plan Fee
	Tax Certificate certified by Kaufman County Tax Office showing all taxes have been paid.
	Utility Approval Letters from the water, sewer and gas providers
	TNP Engineering Approval Letter for approved engineered plans.
	Kaufman County 911 PSAP Preliminary Approval Letter for all addresses – Phone 469-376-4127
	Digital copy of proposed Site Plan on a usb drive
	Engineering Plans  Civil Plan Review Application  Digital copy on a usb drive (the drive will not be returned and can contain all sets)
	Final Plat / Replat (If the property is already platted, then attach a copy of the approved plat)  Application  Platting/Replatting fees  Proposed plans to be reviewed  Digital copy on a usb drive (the drive will not be returned and can contain all sets)
	The information below is for staff regarding notifications.
	Assign case number: SP-
	Assign address if not already addressed.

ZONING APPLICATIONS	0-5 Acres	5-20 Acres	Over 20 acres
Site Plan	\$300	\$400	\$500



## SITE PLAN REVIEW APPLICATION

**1. Site Location:**

Street Address: \_\_\_\_\_

Lot, Block, & Subdivision Name: \_\_\_\_\_

**2. Applicant:**

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

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**3. Property Owner:**

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

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**4. Summarize the proposed development. If necessary, use a separate sheet.**

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5. Present Zoning: \_\_\_\_\_ Present Land Use: \_\_\_\_\_

Future Land Use Designation: \_\_\_\_\_

6. Attach: any additional maps, exhibits, drawings or pictures necessary to help explain the request.

**I UNDERSTAND THAT IT IS NECESSARY FOR ALL ENGINEERING FEES TO BE PAID BEFORE STAFF FILES ANY PLATS OR ISSUES ANY PERMITS. IF THE FEES ARE NOT PAID A LIEN WILL BE FILED AGAINST THE PROPERTY.**

**Who will be responsible for paying for any City of Kaufman engineering fees? If it is "Other" you will need to complete the following section:**

**Applicant**

**Property Owner**

**Consultant**

**Other Name:** \_\_\_\_\_

**Other Mailing Address:** \_\_\_\_\_

**Other Phone:** \_\_\_\_\_ **Other Email:** \_\_\_\_\_

I hereby authorize the undersigned applicant to act as my agent for the representation and/or presentation of the request.

Applicant Name (print or type): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Owner Name (print or type): \_\_\_\_\_

Owner Signature: \_\_\_\_\_

# Kaufman Zoning Ordinance

## Section 39 Site Plan Review

### 39.1 SITE PLAN REVIEW:

- A. **Purpose** - This Section establishes a site plan review process for proposed nonresidential and multi-family residential developments. The purpose of the review is to ensure efficient and safe land development, harmonious use of land, compliance with appropriate design standards, safe and efficient vehicular and pedestrian circulation, parking and loading, and adequate water supply, drainage and storm water management, sanitary facilities, and other utilities and services.
- B. **Applicability** - Site plan review and approval shall be required for the following:
  - 1. Any new nonresidential development.
  - 2. Any new multi-family development or manufactured home park.
  - 3. Any redevelopment, additions or alterations of existing sites or structures that exceeds 10% of the gross floor area, changes to a use that increases the parking requirement by more than 10% of the existing parking or materially changes the traffic circulation.
  - 4. Any nonconforming structure that has been abandoned for more than 6 months or any structure that has been damaged by fire, storms or other disaster beyond the control of the owner (exceeding 50% of its appraised value) must undergo site plan review and approval as well as meeting the criteria set forth in this Ordinance before reoccupation, repairs or restoration.
  - 5. No building permit shall be issued for any of the above developments until a site plan and all other required engineering/construction plans are first approved by the City. No certificate of occupancy shall be issued until all construction and development conforms to the site plan and engineering/construction plans, as approved by the City. A public hearing requiring notification as specified by State Law is not required on a site plan unless it is prepared in conjunction with a zoning request for a Planned Development or an SUP.
- C. **Exemptions and exceptions** - Site plan review shall not be required for single-family detached or townhouse residential developments (plats serve as a site plan for single-family developments), except as provided in Section B.5. above, unless the proposed subdivision will include a private amenity/facility comprised of one (1) or more buildings (e.g., a private recreation/swimming facility, etc.) or a golf course, or unless the proposed subdivision will have private (i.e., not public) streets. In these instances, site plan submission and approval (in accordance with this Section) will be required for the private amenity/facility, the golf course clubhouse/hospitality area, and the gated (i.e., restricted access) entrances.
- D. **Site plan submission requirements** - The site plan submission shall be comprised of the following: (all required items/information must be received by the Director, or his designee, in order for a site plan/development review submission to be considered complete -- incomplete submissions will not be reviewed until all deficient items/information has been received).

1. Application form (to be provided by the City) signed by the owner or his designated representative (if the applicant is not the owner of the subject property, then he shall submit verification in the form of a notarized statement that he is acting as an authorized agent for the property owner).
2. Filing fee (as established in the Fee Schedule as adopted).
3. Verification that all taxes and assessments on the subject property have been paid (see Subsection E below).
4. Two (2) full size copies (24x36) plus a digital copy of the initial submittal of site plan with elevation drawings of any façade facing a public roadway, drawn to a known engineering scale that is large enough to be clearly legible, shall be submitted for review by City staff. After review, markups shall be returned to the applicant for revisions. After the required revisions have been made by the applicant, submit one (1) full size copy and one (1) reduced copies (11x17) plus a digital copy of the revised drawings shall be submitted no later than one (1) week prior to the regularly scheduled Planning and Zoning Commission meeting in order to be placed on the Agenda.
5. Two (2) complete sets plus a digital copy of engineering/construction plans (including the approved site plan and plat) for all site work and for all required public improvements (e.g., water, wastewater, grading/storm drainage, streets, alleys, fire lanes and hydrants, etc.).
6. A final plat/replat submission (as per the Subdivision Ordinance) will also be required to be submitted along with the Site Plan, if the property has not yet been platted, requires lot reconfiguration, or if additional easements or rights-of-way will need to be established for the proposed development.
7. Two (2) complete sets of construction documents including landscaping and irrigation plans shall be submitted for review by the Building Official (or his designee) prior to issuance of the building permit.
8. Any additional information/materials (i.e., plans, maps, exhibits, legal description of property, information about proposed uses, etc.) as deemed necessary by the Director, or his designee, in order to ensure that the request is understood.

E. No person who owes delinquent taxes, delinquent paving assessments, impact fees, or any other delinquent debts or obligations to the City of Kaufman, and which are directly attributable to a piece of property shall be allowed to submit an application for site plan/development review until the taxes, assessments, debts, or obligations directly attributable to said property and owed by the owner or previous owner thereof shall have been first fully paid, or until an arrangement satisfactory to the City has been made for the payment of such debts or obligations. It shall be the applicant's responsibility to provide evidence or proof that the taxes have been paid.

F. **Site plan details** - The site plan and accompanying engineering/construction plans shall contain sufficient information relative to site design and construction to clearly show the extent of the proposed development/ construction, and shall include but not be limited to the following:

1. The Site Plan drawing will include graphic scale, north arrow, location map, site summary (lot size, percent lot coverage, percent landscaping required, percent landscaping provided, parking required, parking provided, etc.) and legend. Title block shall be located in the lower right hand

corner of the drawing with the name of the project, lot and block number and name of subdivision, address, phase number if applicable, PD or SUP ordinance number if applicable, zoning, names, addresses and phone numbers of owner, developer, architect, designer, engineer as applicable, and date.

2. A site inventory analysis, including major existing vegetation, natural watercourses, creeks or bodies of water, and an analysis of planned changes in such natural features as a result of the development. This shall include a delineation of any flood prone areas.
3. Any existing and proposed public/private streets and alleys; building sites or lots; any areas reserved as parks, parkways, playgrounds, utility easements or school sites; any proposed street widening and street changes (i.e., median cuts and turn lanes); the points of ingress and egress from existing/proposed streets (any access drives or changes affecting State controlled rights-of-way must have tentative approval of TxDOT before the site plan application will be placed on the P&Z agenda); location and description of existing and proposed utility services, including size of water and sewer mains and laterals, and storm drainage structures (including grading); the location and width for all driveway openings; topography at no more than two (2') foot contours; and existing development on all abutting sites and the zoning classification thereof.
4. Placement of all buildings on the site, showing the building footprints and setback lines, and all property lines, street curb lines, alley lines, easements, screening walls, signage, any service/delivery areas for trucks, fire lanes, fire hydrants, and parking areas (including parking space counts and a schedule of parking ratios used for the various proposed uses).
5. A landscape plan showing turf areas, screening walls, ornamental plantings, any existing wooded areas and trees to be planted.
6. Building facade (i.e., elevation) plans showing elevations with any attached (i.e., wall-mounted) signage to be used, as determined appropriate by the Director, or his designee.

Provision of the above items shall conform to the principles and standards of this Ordinance. To ensure the submission of adequate information, the City is hereby empowered to maintain and distribute a separate list of specific requirements for site plan review applications. Upon periodic review, the Director (or his designee) shall have the authority to update such requirements for site plan/development review applications.

- G. **Supplemental requirements** - The City's staff may require other information and data for specific site plans. This data may include, but is not limited to geologic information, water yields, flood data, environmental information, traffic impact analysis, road capacities, market information, economic data for the proposed development, hours of operation, elevations and perspective drawings, lighting, and similar information. Approval of a site plan may establish conditions for construction based upon such information.
- H. **Principles and standards for site plan review and evaluation** - The following criteria have been set forth as a guide for evaluating the adequacy of proposed development within the City of Kaufman, and to ensure that all developments are, to the best extent possible, constructed according to the City's codes and ordinances.
  - I. The Director, or his designee, shall review the site plan for compliance with all applicable City ordinances

and with the Comprehensive Plan; for harmony with surrounding uses and with long-range plans for the future development of Kaufman; for the promotion of the health, safety, order, efficiency, and economy of the City; and for the maintenance of property values and the general welfare.

Site plan review and evaluation by the Director, or his designee, shall be performed with respect to the following:

1. The site plan's compliance with all provisions of the Zoning Ordinance and other ordinances of the City of Kaufman including but not limited to off-street parking and loading, lighting, open space, and the generation of objectionable smoke, fumes, noise, odors, dust, glare, vibration, or heat.
2. The impact of the development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.
3. The relationship of the development to adjacent uses in terms of harmonious design, setbacks, maintenance of property values, and any possible negative impacts.
4. The provision of a safe and efficient vehicular and pedestrian circulation system.
5. The design and location of off-street parking and loading facilities to ensure that all such spaces are usable and are safely and conveniently arranged.
6. The sufficient width and suitable grade and location of streets designed to accommodate prospective traffic and to provide access for fire fighting and emergency equipment to buildings.
7. The coordination of streets so as to arrange a convenient system consistent with the Thoroughfare Plan of the City of Kaufman.
8. The use of landscaping and screening to provide adequate buffers to shield lights, noise, movement, or activities from adjacent properties when necessary, and to complement and integrate the design and location of buildings into the overall site design.
9. Exterior lighting to ensure safe movement and for security purposes, which shall be arranged so as to minimize glare and reflection upon adjacent properties.
10. The location, size, and configuration of open space areas to ensure that such areas are suitable for intended recreation and conservation uses.
11. Protection and conservation of soils from erosion by wind or water or from excavation or grading.
12. Protection and conservation of water courses and areas subject to flooding.
13. The adequacy of water, drainage, sewerage facilities, solid waste disposal, and other utilities necessary for essential services to residents and occupants.

### **39.2 APPROVAL PROCESS:**

- A. The Director (or his designee) shall review and evaluate all site plan submissions, and shall make a recommendation to the Planning and Zoning Commission to approve the site plan, to approve the site plan with conditions or stipulations, or to deny the site plan for certain reasons. The Director, or his

designee, may prepare a written report/evaluation of the site plan/development application, which may include background information on the subject property, its zoning history, development and zoning patterns surrounding the site, discussion of any issues or concerns, and a staff recommendation as described above. The staff report/evaluation should be made available to members of the Planning and Zoning Commission prior to the meeting date on which the application will be considered in order to allow time for review and for site visitation, if necessary.

- B. The Director, or his designee, shall schedule consideration of the site plan on the regular agenda of the Planning and Zoning Commission within thirty (30) days after the submission is received (or, in the case of an incomplete submission, after the submission is deemed complete). The Planning and Zoning Commission shall review the site plan and shall forward its recommendation to approve the site plan, to approve the site plan with conditions or stipulations, or to deny the site plan to the City Council. The site plan shall then be scheduled for consideration by the City Council at their next possible meeting. The City Council shall determine final approval or disapproval of all site plans.
- C. **Effect of site plan approval** - If development of a lot with an approved site plan has not commenced (i.e., a building permit has not been applied for or issued) within one (1) year of the date of final City Council approval of the site plan, then the site plan shall be deemed to have expired. Resubmission of the site plan (i.e., following expiration as described herein) shall be in accordance with site plan submission and review procedures then in effect and shall be accompanied by all required items/information (including payment of filing fees), and reconsideration of the site plan shall take into account all changes to applicable ordinances which may have occurred since prior approval of the site plan.

### **39.3 REVISIONS TO THE APPROVED SITE PLAN:**

- A. **Minor revisions/amendment** - It is recognized that final architectural and engineering design may necessitate minor changes in the approved site plan. In such cases, the Director, or his designee, shall have the authority to approve minor modifications to an approved site plan (which shall be submitted as an "amended site plan" which substantially conforms to the previously approved site plan), provided that such modifications do not materially change traffic circulation, building location(s) on the site, proximity of building(s) to nearby residential areas, the size or height (i.e., enlargement of buildings), or any other conditions specifically attached as part of City Council's approval of the site plan. Submission materials and requirements for approval of an amended site plan shall be as determined by the Director, or his designee.
- B. **Major revisions** - In the event of revisions that are more extensive in nature (i.e., do not conform to the description for minor amendments above), a "revised site plan" must be resubmitted, reviewed by the Director (or his designee), and reconsidered by the Planning and Zoning Commission and City Council in accordance with the procedures set forth in this Section.