



## Planning Department

700 W US Highway 67

Venus, Texas 76084

972-366-3348 extension 206

[www.cityofvenus.org](http://www.cityofvenus.org)

## Site Plan 2022 Checklist

Please read the following Checklist and ensure that all required items have been submitted. Note that uploaded plans and documents not following the naming conventions established in the Checklist and Plan Template Instructions may be considered incomplete applications and returned for corrections.

1. Planning Document Set: Please upload this site plan document set as a single file that meets all specifications listed in the Planning Set Instructions for the City of Venus.
  - Document Name: Site Plan- Planning Set

**I verify that I have reviewed the City of Venus' technical requirements for Site Plan submittals and that my plans meet said requirements.**

Please see: *Site Plan Template Instructions (Planning Set)*

2. Civil Document Set: Please upload this site plan document set as a single file that meets all the specifications listed in the Civil Set Instructions for the City of Venus.
  - Document Name: Site Plan- Civil Set

**I verify that I have reviewed the City of Venus' technical requirements for Site Plan submittals and that my plans meet said requirements.**

Please see: *Site Plan Template Instructions (Civil Set)*

Please see: *Civil Plan Cover Sheet Template (18" by 24")*

3. Proof of Ownership: Please upload the title, deed or other legal instrument which provides evidence of the ownership consent. Property reports from County agencies will not be accepted as proof of ownership. The entity listed as the owner of the property should match with the ownership information entered on the application.
  - Document Name: Proof of Ownership
4. Soils & Geologic Report: Please see Division 300 (Roadway Construction) of the North Central Texas Council of Governments (NCTCOG), Public Works Construction Standards North Central Texas, Fifth Edition (2017) for requirements. This may be submitted as a separated document or with the Civil Set.
  - Document Name: Soils Report
5. Drainage Plan & Report: Required if new, repaired, or replacement of drainage facilities are needed for the development of the property. Please see the North Central Texas Council of Governments (NCTCOG) /SWM Criteria Manual for Site Development and Construction.
  - Document Name: Drainage Plan & Report
6. Utility Memo: Please submit a Utility Memo showing the number of fixtures, anticipated demand, and recommended tap size based on the anticipated demand. If there is an existing tap then indicate what the tap size is and if it is sufficient. Irrigation demand should also be included.
  - Document Name: Utility Memo
7. Improvement Location Certificate (ILC): Please provide an ILC that has been prepared and certified by a Professional Land Surveyor (PLS) registered in the State of Texas, which demonstrates the location and size of all existing structures on the property (house, deck, shed, etc.). This is a document typically required by a lender or insurance

company prior to any property ownership transfer. This will be included in the Civil Plan set.

- Improvement Location Certificate

8. Traffic Impact Analysis (TIA): If a Traffic Impact Analysis was already approved as part of another entitlement process, please include a letter, sealed by an engineer that states the Site Plan is in compliance with the Traffic Impact Analysis.
  - Document Name: Traffic Impact Analysis or Traffic Impact Analysis Compliance Letter
9. Addressing Map: All address maps should include a scaled map of the entire project showing all lots, blocks, tracts, and street names, on one sheet if possible. The plan shall have a maximum scale of 1"=200'. Each lot and/or unit shall be labeled with an address number.
  - Document Name: Addressing Map
10. In cases where proposed structures, such as towers or buildings, exceed 50' in height, a perspective rendering from each cardinal direction is required from the adjacent public row of way or property line or 100 feet at average grade, whichever distance is greater. Additional cross sections or line of site perspectives may be required at the discretion of the Planning Department.
11. Alternative Access and Parking Plan: If applicable, please provide an alternative access and parking plan that demonstrates compliance with Section 34-121 Parking space regulations of the Code of Ordinances. The plan shall detail all credits and exceptions applied for within the proposal.
12. Neighborhood Meeting Minutes: A neighborhood meeting **may** be required by the Planning Department. If a meeting is required, please provide neighborhood meeting minutes including evidence of the notice, attendance, content and presentation, issues and discussion summary, and outcomes of the meeting. Refer to section 211.007 Zoning Commission of Chapter 21 of the Texas Municipal Zoning Authority for additional information.
  - Document Name: Neighborhood Meeting Minutes
13. Hard Copy Requirements
  1. Two (2) bound 18" x 24" Arch C format size copies of the Site Plan and Civil Plans Sets
  2. One (1) bound copy of each technical report
14. Digital Copy Requirements
  1. One (1) digital copy 18" x 24" Arch C format size copies of the Site Plan and Civil Plans Sets
  2. One (1) digital copy of each technical report
  3. Two (2) bound copies 18" x 24" Arch C format size copies of the Site Plan and Civil Plans Sets
  4. One (1) bound copy of each technical report

Delivered to:

**Planning  
Department, City of  
Venus 700 W US  
Highway Venus, TX  
76084**

15. I understand that by submitting a complete application including all electronic files and required hard copy documents to the City of Venus Planning Department by 5:00 PM (CT) on Tuesday; my application will meet the required deadline. If an application is deemed incomplete, it will not be accepted until all submittal items have been received. Any complete application submitted after the deadline will be officially accepted by the City of Venus the following Tuesday.

**Application fee(s) will be invoiced to the Billing Contact via email after submittal.**