



**Planning Department**  
700 W US Highway 67  
Venus, Texas 76084  
972-366-3348 extension 206  
[www.cityofvenus.org](http://www.cityofvenus.org)

## Site Plan Instructions (Civil Set)

Please note that two document packages (a Planning Set and a Civil Set) must be submitted with each online application. Miscellaneous documents which are not listed in either of the sets below (such as traffic impact analyses and fixture documents) may be uploaded individually. The type of package or document must be clearly identified in the file name when uploaded.

### Civil Document Package

#### General Template

Each sheet in the plan set shall contain the following:

1. Name of project including "Civil Plan" (e.g. Patriot Estates Civil Plan)
2. 1" x 3" empty box in the lower right hand corner for approval stamp
3. Abbreviated legal description
4. Date of preparation
5. Page number (e.g. 1 of X)
6. Scale and a north arrow pointed to the top of the page

#### Individual Sheet Requirements

If you have any question as to what these requirements are, please contact the Planning Department at 972-366-3348 extension 206.

1. Cover Sheet
  - a. Plan Title
    - i. Location – Top Center of Page
    - ii. Title – "Name of Project Civil Plan"
    - iii. Subtitle – Abbreviated legal description
  - b. Vicinity Map
  - c. Full legal description
  - d. Index of plan sheets
  - e. 3" x 5" empty box in the lower right corner for signature stamp
  - f. Names and addresses of the owner and designer
2. General Notes
  - a. City of Venus Standard Notes
  - b. General Project Notes
4. Geotechnical Report (may be submitted as separate document)
5. Erosion Control and Grading Plan
6. Utilities Plan – Overall
7. Utilities Plan and Profiles

#### Hard Copy Requirements

The following hard copies must be delivered upon submittal of an online application:

1. Two (2) bound 18" x 24" Arch C format size copies of the Civil Plan Set
2. One (1) bound copy of each technical report

Delivered to: Planning Department, City of Venus  
700 W US Highway 67  
Venus, TX 76084