



Planning Department
700 W US Highway 67
Venus, Texas 76084
972-366-3348 extension 206
www.cityofvenus.org

Site Plan Instructions (Planning 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.

Planning 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 Site 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
3. Plan Sheet X of Y (if more than one sheet)
 - a. Names of abutting, existing subdivisions
 - b. Location and description of existing and proposed
 - i. Structures
 - ii. Property Lines
 - iii. Rights-of-way (including but not limited to streets, alleys, bike lanes, and trails)
 - iv. Easements
 - v. Water Courses that will remain
 - vi. Other important features within and adjacent to the subject area
4. Existing Conditions and Demolition Plan
5. Trail Plan and Profiles
 - a. Trail cross section per City standard
6. Utilities Plan and Profiles
7. Transportation Cross Sections
 - a. Cross Sections with grading
8. Signage and Striping Plan
9. Architectural Elevations

- a. Colored elevations with material specs. Include percentage of surface covered, total and per building face
 - b. A materials board is not required but may be requested
10. Final Landscape Plan
- a. Overall placement of plants along all transportation facilities, bicycle racks, benches, lighting fixtures and other public amenities and other public areas
 - b. Plant schedule with:
 - i. Quantity
 - ii. Symbol
 - iii. Common/Scientific Name
 - iv. Planting Size
 - v. Mature Height & Width
11. Final Irrigation Plan
- a. Overall irrigation plan with details
12. Lighting Plan
- a. Photometric Plan of all common and private area lighting
 - b. Cut sheets of all lighting fixtures
 - c. Height and colors of all lighting fixtures

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