



Planning Department

700 W US Highway 67

Venus, Texas 76084

972-366-3348 ext. 206

www.cityofvenus.org

Variance Site Plan Template Instructions

General Template

Each sheet in the plan set shall contain the following:

1. "Variance Site Plan for" Name of the Project (i.e. Variance Site Plan for Patriot Estates)
2. Abbreviated legal description
3. Date of preparation
4. Page number (e.g. 1 of X)
5. Scale and a north arrow pointed to the top of the page

Individual Sheet Requirements

The following are requirements for the individual sheets in the plans. Each sheet shall be named according to the title given:

1. Cover Sheet
 - a. Plan Title
 - i. Location – Top Center of Page
 - ii. Title – "*Variance Site Plan for Name of Project*"
 - iii. Subtitle – Abbreviated legal description
 - b. Vicinity Map
 - c. Full legal description
 - d. Index of plan sheets
Location: Right side of page
 - e. 3" x 5" empty box in the lower right corner for signature stamp
 - f. Names and addresses of the owner and designer
2. Site Plan Sheet X of Y (if more than one sheet)
 - a. Names of abutting, existing subdivisions
 - b. Location and description of existing and proposed
 - c. Structures
 - d. Property Lines
 - e. Rights-of-way (including but not limited to streets, alleys, bike lanes, and trails)
 - f. Easements
 - g. Water Courses that will remain
 - h. Other important features within and adjacent to the subject area
3. Potential Required Depending on Variance
Architectural Elevations
 - a. Chart of materials used with percentage of surface covered total and per building face.
 - b. Landscape plan
 - c. Overall placement of plans along transportation facilities, tracts, and other public areas
 - d. Plant schedule with:
 - i. Quantity
 - ii. Symbol
 - iii. Common/Scientific Name
 - iv. Planting Size
 - v. Mature Height & Width
4. Irrigation Plan
 - a. Overall irrigation plan
 - b. Irrigation details

5. 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 Variance Site Plan Set
2. One (1) bound copy of each technical report

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