



Site Plan Submittal Checklist
(Commercial, Industrial, Multi-Family, and Planned Communities)

A site plan shall include all of the following information in graphic representation and shall be prepared by a registered architect, registered engineer or registered surveyor.

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the Zoning Ordinance, subdivision regulations, and other development related ordinances of the City of El Campo.

General Information:

- Completed and signed Application Form
- Copy of Recorded/Final Plat
- Metes & Bounds of property
- Two (2) copies of fully dimensioned site plan (include 200 feet around the property lines, driveways, medians)
- One legible reduced copy of site plan and building elevations - 8 ½" x 11"
- Date, scale, key scale, north arrow, vicinity map
- Detailed boundary description of proposed site including location of corner or lines boundary markers as located on the ground with lengths and bearings of property
- Project name, owner's name and address, name and address of engineer, architect/site designer, and/or surveyor
- Acreage of proposed site
- Location and size or width of all public R.O.W. and/or easements within, bounding or intersecting the site including floodplain/floodway areas
- Zoning of subject tract and abutting tracts
- Flow arrows indicating direction of storm water runoff
- Existing and proposed site grading showing contour lines at intervals not to exceed two (2) feet
- Proposed water quality facilities (if needed) or Statement regarding regional detention or on-site drainage
- Names of streets within and adjacent to site
- Storm Water Pollution Prevention Plan (SWPPP) and Storm Water Quality Management Plan (SWQMP)
- TxDOT Driveway Permit (if adjacent to TxDOT)
- TxDOT Drainage Approval (if adjacent to TxDOT)
- TxDOT Utility Permit (if adjacent to TxDOT)

Site Information:

- Location and square footage of existing and proposed structures (No proposed structures outside building line)
- Use of existing and proposed structures
- Percentage of lot coverage of existing and proposed structures (show calculations)



- Front, rear and side yard setbacks of all structures (existing and proposed)
- Existing pavement (type and width)
- Dimension Control (Line and Curve data for proposed paving)
- Two (2) blueprints of exterior building elevations including:
 - All sides of all buildings (including carports and accessory buildings).
 - Specifications identifying all exterior building materials and colors.
 - Heights of all structures.
- Downspout layout (for internal drainage)
- Location of entrances and exits to all structures (existing and proposed)
- Location of existing and proposed utility lines and drainage facilities
- Storm sewer calculations (proper "n" values, pipe slope)
- Drainage calculations for the two year and 100 year events
- Detention Pond Slopes (3:1 or less, if not privacy fence needed)
- Show utility connections (water, wastewater, storm water, gas, etc), meters (with box), service lines, grease traps, septic systems, etc.
- Monitoring well or Manhole for Commercial
- Show existing and proposed fire hydrants
- Location of existing and proposed fire hydrants on and off site -required within 300' of main entrance
- Landscaping & irrigation plan according to Chapter 38 (Subdivisions) Article II (Landscape Requirements) Include landscaping table and notes
- Ground cover for non-pavement/building
- Sidewalks in R.O.W. if required
- Type and location of fencing and gates
- Location of outside waste facilities/trash receptacles and screening
- Exterior lighting (proposed and existing)
- Topography of existing site and outside of property to verify drainage
- Survey control sheet (if needed)

Parking Area:

- Total parking area in square feet
- Parking count table and notes (show calculations required, number provided per each land use proposed)
- Marked parking spaces showing width, depth and layout dimensions in accordance with Chapter 50 (Zoning) Article IX (Parking Regulations)
- Driveway line markings and wheel stop locations
- Parking stalls marked and designated for handicapped persons, location of ramps per ADA Code
- Locations and size of loading areas (cannot use required parking areas)
- Location and width of all curb cuts and driving lanes



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- Ingress and egress points
- Type of surfacing to be used. All parking/driving areas must be paved
- Fire lanes/emergency vehicle access lanes (paving to support fire truck loading per Fire Code), including maximum grades, widths, and height limitations
- Label Fire Department Connections (FDC)