



JEFF A. WAGNER
MAYOR

CHECKLIST FOR
SITE PLAN REVIEW
CITY OF PASADENA PLANNING DEPARTMENT
PHONE 713-475-5543 | EMAIL: Planning@pasadenatx.gov

COMPLETE AND SUBMIT THE FOLLOWING CHECKLIST

- Completed application
- Signed and completed checklist (*this form*)
- Non-refundable fee (\$100 if less than 1 acre, \$300 if 1 acre or more)
- Approved Floodplain Development Permit (if applicable)
- Survey or plat dated within the last six (6) months (property must be legally platted)

NOTE: Additional information may be required to determine if the application meets all applicable codes of the City of Pasadena.

Three (3) sets of plans

Site Plan providing the following information:

- Property boundary shown with bearings and distances
- Building setbacks and easements
- Construction limits
- All existing and proposed buildings and structures with square footage & dimensions
- Plans must indicate building extremities (i.e. balconies)
- Site uses for entire property (i.e. laydown yard, detention, storage, parking)
- Surrounding land uses, adjoining streets, alleys and other public improvements
- Fences & gates with materials, height, dimensions and located
- Dimensions, materials, location of driveways, parking spaces, and service areas
- Calculations used to determine the number of required parking spaces
- Existing and proposed physical features such as trash receptacles, dumpsters, and other objects
- Location and materials of sidewalks, patios and other improvements
- Existing and proposed signs and other site features
- North arrow & scale (all plans shall be drawn to scale)

Landscape Plan providing the following information (for simple projects, the landscape plan may be included on the Site Plan):

- Locations of existing trees, identify those trees and landscape materials to be preserved
- Proposed trees, shrubs, parking lot landscaping, groundcover and lawn areas
- Proposed plant list including type, size, variety and number of plants

Landscape Irrigation Plan (or demonstrated compliance with Sec.9-199 (e))

Building Floor Plan with all dimension and gross floor area (GFA) of all buildings and each use such as office and retail

By signing this document, I attest that this application complies with all applicable codes of the City of Pasadena. I understand that any changes to an approved Site Plan prior to or during construction requires approval by the Planning Department. I also understand that approval of a site plan does not guarantee approval and/or issuance of a building permit or grant a variance.

Name	Signature	use pen or pencil	Date
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