For Office Use Only
Project # _____

Concept Plan/ Revised Concept Plan Checklist

The following is a partial listing of requirements for Concept Plan and Revised Concept Plan applications as found in the City of Harker Heights' Code of Ordinances and policies. A completed checklist must be submitted with each application. All applications are required to be submitted via the City's online portal at https://www.mygovernmentonline.org/. Applications are only accepted on the dates indicated in the adopted annual intake calendar (https://harkerheights.gov/index.php/boards-and-commissions/planning-and-zoning/p-z-commission). Applicants shall indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of application, delay of Concept Plan/Revised Concept Plan approval, and/or disapproval. This checklist is in accordance with §154.20(A)(1) and §154.20 of the City's Code of Ordinances.

Section 1 – General Provisions *(check if provided; indicate NA if not applicable)*

Please clarify the status of this Concept Plan / Revised Concept Plan (Plan) submittal:

☐ **1.1** A pre-application meeting with the City's Development Review Committee has been held for this Plan area. **(§154.20(A)(1)(a))**

Date of Meeting: _____.

☐ **1.2** A Concept Plan was previously approved /conditionally approved for this Plat area. **(§154.20(A)(2))**

Date of Approval: _____; Case Number: _____.

☐ **1.3** Concurrent filing of this Plan with a Preliminary Plat / Revised Preliminary Plat was approved in writing by the Planning & Development Director. **(§154.20(A)(2)(e))**

Date of Approval: _____.

Date of Approval: _____.

☐ **1.4** Total area for this Plan is: _____(acres); _____ (square feet).

☐ **1.5** Current Zoning District(s) for this Plan area is:

_____.

Section 1 – General Provisions *(check if provided; indicate NA if not applicable)*

☐ **1.6** Number of Lots/Tracts/Remainders Per respective Zoning District in this Plan area is:

_____

_____.

Section 2 – Legal *(check if provided; indicate NA if not applicable)*

☐ **2.1** Provide proof of ownership for the Plat area. **(§154.20(A) and §154.20(A)(2)(d)(1))**

- Copy of deed
- For businesses, non-profits, etc. provide signed documentation authorizing applicant to sign on behalf of the entity (authorized agents). **(§154.20(A)(6))**
- Name of developer

☐ **2.2** Provide a copy of recorded documentation for existing easements.

Section 3 – General Plan Standards *(check if provided; indicate NA if not applicable)*

☐ **3.1** Provide proposed name of the development. **(§154.20(A)(2)(d)(1))**

☐ **3.2** Provide a layout of the entire tract, including internal lots, and its relationship to adjacent property, existing development and recorded plats, showing the existing property lines of the land being subdivided, north indicator, and scale. **(§154.20(A)(2)(d)(2))**

☐ **3.3** Illustrate and annotate topographic contours available from the U.S. Geological Survey. **(§154.20(A)(2)(d)(3))**

☐ **3.4** Illustrate and annotate significant drainage features and structures including any regulatory one-hundred-year floodplains, the location of existing watercourses, dry creek beds, wells, sinkholes and other similar features. **(§154.20(A)(2)(d)(4))**

☐ **3.5** Provide specific information related to land use for the proposed development and adjoining property for a distance of 300 feet. **(§154.20(A)(2)(d)(5))**

☐ **3.6** Illustrate and annotate building placement and building envelopes. **(§154.20(A)(2)(d)(6))**

☐ **3.7** Provide a parking layout. **(§154.20(A)(2)(d)(7))**

☐ **3.8** Illustrate and annotate general landscaping and buffer areas. **(§154.20(A)(2)(d)(8))**

☐ **3.9** Illustrate and annotate the location of all existing and proposed water and sewer lines. **(§154.20(A)(2)(d)(9))**

☐ **3.10** Illustrate and annotate all existing and/or proposed public utility easements and private easements. **(§154.20(A)(2)(d)(10))**

☐ **3.11** Illustrate and annotate the location of all existing and proposed stormwater drainage easements or onsite detention plan. **(§154.20(A)(2)(d)(11))**

☐ **3.12** Illustrate and annotate the location of all existing and proposed streets, sidewalks, alleys, and access points. **(§154.20(A)(2)(d)(12))**

☐ **3.13** Provide a vehicular circulation/ connectivity plan. **(§154.20(A)(2)(d)(13))**

☐ **3.14** Illustrate and annotate the location of all existing and proposed fire/emergency vehicle access lanes. **(§154.20(A)(2)(d)(14))**

☐ **3.15** Illustrate and annotate the location of all existing and proposed fire hydrants. **(§154.20(A)(2)(d)(14))**

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Section 3 – General Plan Standards cont. *(check if provided; indicate NA if not applicable)*

☐ **3.16** Provide one hard copy of the plan.

- Hard copies are legible such that they can be clearly reproduced.
- Line types and weights are clearly identifiable in black and white and upon reproduction.

☐ **3.17** Sheet sizes shall be a 24” x 36” or 22”’ x 34” black and white drawing in landscape view at a scale of 1-inch = 100 feet. **(§154.20(A)(2)(f))**

☐ **3.18** If submitting three or more sheets, provide a cover sheet with table of contents and a vicinity map that clearly shows the project’s location.

- The vicinity map shall be at a scale such that it is easy to determine what part of the city the project is located (major road name(s)).

☐ **3.19** Title block on each page includes: the proposed subdivision name, phase(s), block numbers, lot numbers, current legal description, acreage, name/address of property owner, name/address of surveyor, name/address of engineer, date of survey, date of preparation, page content title.

☐ **3.20** A north arrow is required on all sheets and should be oriented either upward or to the right.

- Orient the plan sheets such that north is toward the top or left-hand side of the sheet.