



**THE HAND IN HAND PROGRAM:  
DEVELOPERS AND THE CITY WORK TOGETHER TO SAVE TREES**

For ten consecutive years, Euless, Texas, is proud to have been named a Tree City USA community by the National Arbor Day Foundation. This prestigious award recognizes Euless' tree planting and tree preservation efforts, as well as, its unique tree-related programs.

One of Euless' programs is the "Hand in Hand" program, which allows developers and the City of Euless to work together to save trees. Developers pinpoint trees of four or fewer caliper inches on their property which are in danger of being destroyed by construction. If they match the City's requirements, the City of Euless Parks Department Tree Spade takes the trees to a new home at the City's nursery . . . and for every three trees removed, the City replants one in that department. So it is indeed a win-win situation.

Please consider using the "Hand in Hand" program, through which developers can join Euless as an environmentally friendly community. Call Terry Boaz, Parks Superintendent, at (817) 685-3131 for more information.

### SITE PLAN APPLICATION

<b>PROPERTY DESCRIPTION:</b>	
General Property Location (street name and block number or nearest cross street): _____ _____	
Current Legal Description (abstract and tract number or subdivision, lot, and block): _____ _____	
Current Zoning (if property is in more than one zoning district, indicate the number of acres contained within each district): _____ _____	
<b>USE/CONDITIONS/PARKING:</b>	
Proposed Use: _____ SIC Code: _____	
Special Conditions Applicable to the Use: (Indicate the letter of any "Special Conditions" in UDC Table 4-A that apply to the use(s): _____ _____	
Parking Group: (Indicate the parking group in UDC Table 4-A that applies to the use(s): _____	
<b>PROPOSED BUILDING STATISTICS:</b>	
Lot Area _____	
Lot Width at Building Line for each Street Frontage _____	
Proposed Building Setbacks: Front: _____ Rear: _____ Side (left): _____ Side (right): _____	
Gross Building Floor Area	_____
Height in Feet to Highest Point	_____
Number of Floors	_____
Exterior Masonry Façade (exclusive of doors and windows):	
Front Elevation:	Brick _____% / Stucco _____% / Other _____%
Left Side Elevation:	Brick _____% / Stucco _____% / Other _____%
Right Side Elevation:	Brick _____% / Stucco _____% / Other _____%
Rear Elevation:	Brick _____% / Stucco _____% / Other _____%
<b>OFF STREET PARKING: (UDC 84-200 and 84-202)</b>	
Total Spaces Required / Provided	_____
Number of Handicapped Spaces	_____
Number of Loading Bays Provided	_____

**DRIVEWAYS: (UDC 84-202 through 84-210)**

Number proposed per street \_\_\_\_\_

Clearance from nearest street intersections \_\_\_\_\_

Clearance between existing and proposed driveways \_\_\_\_\_

Width of each driveway \_\_\_\_\_

Curb Radii for each driveway \_\_\_\_\_

Distance between property line and first parking space \_\_\_\_\_

**SIGN & STREET GRAPHICS: (UDC 84-230 through 84-302)**

**Proposed Pole/Ground Signs:**  
 Street Name \_\_\_\_\_ Front Setback \_\_\_\_\_ Side Setback \_\_\_\_\_

Overall Height \_\_\_\_\_ Sign Area \_\_\_\_\_

**Proposed Wall Signs:**  
 Street the sign faces \_\_\_\_\_ Sign Area \_\_\_\_\_

**LANDSCAPING: (UDC Article VII)**

Land Area of Street Yard _____	<u>Street Yard</u>	<u>Non Street Yard</u>
Number of parking spaces provided	_____	_____
Square feet of landscaped area	_____	_____
Square feet of landscape islands in parking lot	_____	_____
Number of large trees existing / proposed	_____	_____
Number of ornamental trees proposed	_____	_____
Number of shrubs proposed	_____	_____
Square feet of ground cover proposed	_____	_____

**SIGNATURES:**

Applicant (please print) _____	Owner: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
Email: _____	Email: _____
Signature: _____	Signature: _____

**OFFICE USE ONLY:**

Fee Paid:	Received By:	Date Received:	Case Number:	H.T.E. Number:

## INFORMATION TO BE INCLUDED ON ALL SITE PLANS

Site Plans must be prepared by a Texas-Registered Professional Architect or Professional Civil Engineer, and must include at least the following information. (Staff may require additional information or may eliminate items as needed for specific sites.) Scale used should be 1"=50' or larger. Pages can be combined, or additional pages created, as long as all items can be clearly seen.

**The Development Review Committee WILL NOT REVIEW any drawings that are missing any applicable check list items. Please mark all that apply and submit signed list with the application. Application will not be accepted unless this list is submitted.**

### SHEET ONE

#### Site Plan Layout

- Title Block near lower right corner
- North indicator, Graphic scale, Sheet number
- Bearings and distances of perimeter of subject property
- Location, size, and purpose of existing and proposed easements, including emergency access and fire vault
- Lot lines with bearings and distances; block and lot designations
- At least 200 feet beyond subject property line; property lines, pavement and ROW widths, street medians, street intersections, street names, driveways, building outlines
- Driveway radii
- Distances between driveways, and between driveways and street intersections
- Location and size of parking spaces, handicapped spaces, and loading zones
- Proposed sidewalks along streets

#### Building Layout

- Building footprints
- Distance from property lines to buildings and from building to building
- When adjacent to flood prone areas, include minimum finished floor elevations
- For each building: gross floor area, height, stories, building number, address ranges

#### General

- Names, addresses, telephone and fax numbers of preparer, applicant, property owner
- Vicinity map to scale

#### Site Data

- Required building setbacks consistent with the zoning district
- Ownership, legal description, zoning, land uses for land within 200 feet of site boundary
- Existing structures and fences, labeled whether they are to be removed
- Sight visibility clear triangles at all driveways
- 25 foot visibility triangles at street intersections
- Parking Table indicating number of parking spaces required and number provided
- Location of any proposed controlled access gates

#### Site Data Table

- Area of subject property
- Number of lots
- Number of dwelling units
- Required maximum lot coverage, maximum building height, minimum lot area, and minimum lot width
- Amounts of landscaping required and provided for trees, shrubs, and groundcover
- Lot area
- Street yard area

- Required landscaped area
- Required minimum landscape spacing
- Required minimum size (caliper/height) for landscaping materials at time of planting

**Site Data Notes**

- If property is located east of Euless Main Street, add an Avigation Easement and a note stating "This property is located within Aircraft Noise Zone B. All noise sensitive uses will be constructed to achieve a 25 decibel reduction from outside to inside".
- Description of proposed land uses
- Description of proposed landscape protection
- Note indicating when landscaping will be installed

**Lighting Plan**

- Fixture locations
- General throw patterns
- Average and minimum foot-candles provided
- Calculation grid of foot-candles and distance from light fixtures that demonstrates compliance with Unified Development Code Section 84-201(i)
- Lighting Table listing type of luminaries, pole height, and wattage for each fixture
- Note stating, "The property represented on this Plan conforms with the parking lot lighting requirements of Section 84-201(i) of the Unified Development Code of the City of Euless, Texas".

**Screening and Fencing**

- Location of trash receptacle and recycling areas
- Location, height, and type of materials used for all walls, fencing, and screening (including dock, loading areas, and service areas)
- Location of controlled access gates, gate control pedestals, and key boxes

**Landscaping**

- Location of existing trees 6" in diameter or greater, with type and size indicated
- "Street yard" delineated, with square footage indicated
- Square footage of each landscaped area
- Location, type, and size of proposed landscaping material
- Note stating, "Underground irrigation system plans designed by a Licensed Irrigator will be submitted with the Building Permit application", if applicable

**Free Standing Signs**

- Location, height, and area of existing or proposed free standing signs
- Distance from each sign to front and side property lines

**SHEET TWO**

**Site Plan Layout**

- Title Block near lower right corner
- Date of preparation, with space for revision dates
- North indicator, Graphic scale, Sheet number
- Bearings and distances of perimeter of subject property
- Lot lines with bearings and distances
- Block and lot designations
- Location, size, and purpose of existing and proposed easements, including emergency access and fire vault
- Extending at least 200 feet beyond subject property line: property lines, pavement and ROW widths, street medians, street intersections, street names, driveways, building outlines
- Driveway radii
- Distances between driveways, and between driveways and street intersections
- Location and size of parking spaces, handicapped spaces, and loading zones
- Proposed sidewalks along streets

**Building Layout**

- Building footprints
- Distance from property lines to buildings and from building to building
- When adjacent to flood prone areas, include minimum finished floor elevations
- For each building: gross floor area, height, stories, building number, address ranges

**Grading**

- Existing topography, showing 2' contours, half toned, extending at least 200 feet beyond subject property lines
- Proposed grading with spot elevations throughout site, particularly along perimeter

**Drainage and Utilities**

- Location, type, and size of proposed and existing water and sanitary sewer mains and taps, and their utility easements
- Limits of 100 year frequency storm water run-off
- Boundaries and elevations of flood prone areas identified on the Flood Insurance Rate Maps
- Areas to be reclaimed
- Location, type, size, capacity of existing and proposed storm sewer systems on and off site
- Locations of proposed detention and retention areas, with capacities and discharge velocities and rates
- Locations and sizes of existing and proposed drainage easements
- Drainage area map (overall as well as on site) with calculations and areas in tabular form

**Existing and Proposed Fire Protection Systems**

- Existing and proposed fire hydrants with fire protection radii indicated
- Proposed fire sprinkler line, fire vault, and fire department connection locations

**SHEET THREE**

- Typical building elevations, indicating exterior façade materials and percentages, and addressing
- Location of address plaque on each elevation provided
- Detail of an address plaque, showing layout, typestyle, and colors
- Roof slopes labeled
- Elevations of proposed screening, indicating height and materials, for the following: the site, trash receptacles, docks, loading areas, service areas
- Detail of controlled access gate design and description of operation

**PLAN PREPARER'S ACKNOWLEDGMENT:**

I prepared this Site Plan in accordance with the City of Euless Unified Development Code and I included all applicable requested information.

\_\_\_\_\_  
Plan Preparer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

## CONTACTS

### FRANCHISE UTILITY COMPANIES

#### ONCOR – ELECTRIC

2001 N. Industrial Boulevard  
Bedford, Texas 76021  
(817)858-2506

#### AT&T

Sal Espinoza  
2513 W.E. Roberts, Second Floor  
Grand Prairie, Texas 75051  
(972) 660-0066  
se2448@att.com

#### ATMOS ENERGY CORPORATION

Jeff Wylie  
800 East Border Street  
Arlington, Texas 76010  
(817) 303-2902  
jeff.wylie@atmosenergy.com

**CITY AND H/E/B SCHOOL DISTRICT**  
(property located south of Little Bear Creek)  
Tarrant County Tax Assessor/Collector  
100 E. Weatherford Street  
Fort Worth, Texas 76196  
(817) 884-1186

**GRAPEVINE SCHOOL DISTRICT**  
(property located north of Little Bear Creek)  
Grapevine Tax Office  
3072 Mustang Drive  
Grapevine, Texas 76051  
(817) 481-1242

#### TAX OFFICES

#### TIME WARNER CABLE

Phillip Gwin  
1565 Chenault St.  
Dallas, TX 75228  
(214)320-5433  
(214) 320-7559 fax

Abandoning Easements:  
Josh Stewart  
(214)320-7544  
(214)328-2882  
Juan Zapata  
(214)320-7404  
1565 Chenault St.  
Dallas, TX 75228

### DEVELOPMENT REVIEW COMMITTEE

Mike Collins, Director of Planning and Economic Development	(817) 685-1684
Stephen Cook, Senior Planner	(817) 685-1648
Kurt Kasson, Building Official	(817) 685-1656
Ron Young, Director of Public Works	(817) 685-1646
Allen Harts, Senior Civil Engineer	(817) 685-1647
David Allen, Geographic Information Services Manager	(817) 685-1633
Paul Smith, Fire Marshal	(817) 685-1659
Bob Freeman, Assistant Police Chief	(817) 685-1502



**POST OFFICE APPROVAL FOR MULTI-UNIT DEVELOPMENT SECONDARY ADDRESSING**

The City of Euless, as per UDC § 84-441 (6), will assign one address per platted lot on all developments. Building designations, suite numbers, apartment numbers, and the like will be assigned by the property owner/developer and shall follow a logical sequence allowing for emergency services identification and future expansion of the site. These numbers should also conform to the U.S. Postal Service requirements for automated mail sortation and provide ease of use for the customer.

The U.S. Postal Service requires that secondary addresses not exceed 4 digits. No alpha or fractions will be allowed in any secondary range. A numbering scheme consistent with like development is preferred.

For multi-family residential units, an acceptable example would be to incorporate the building number with a sequential numbering of the units. The first one or two numbers would represent the building number while the last two numbers would represent a sequential unit number, with the possibility of starting the sequential number over at 1 within a grouping of buildings. As an example, building numbers 1-9 would carry a unit designation of 101-9XX, with building 2 numbers being 2XX, building 3 numbers being 3XX and so forth. Buildings 10-19 may start the sequential numbering over with 1001-19XX, and buildings 20-29 may be 2001-29XX. This would create very little repetition in the last two digits, which is desirable for automated sorting.

Commercial buildings must conform to the same usage guidelines, allowing no alphas or fractions. Suite numbers should leave voided numbers for future realignments or sub-leasing. As an example, a multiple building strip commercial center may use 100, 120, 140, 160, 180 as suite numbers for building one and 200, 220, 240, 260, 280 for suite numbers in building two. This same example may be used to designate floors, as well. The gaps left in the numbers will make it easier to accommodate future expansion or splitting of suites. This can also be helpful in keeping the suite numbers in succession to aid in location by emergency services.

Please check with the City of Euless GIS department [(817) 685-1633] for street address assignment, develop your internal numbering scheme, then submit the following to the Euless Postmaster for his review. This signed and completed form **MUST** accompany your Site Plan application before it can be certified by the Development Review Committee.

Addition Name: \_\_\_\_\_

Lot/Block: \_\_\_\_\_

Street Address: \_\_\_\_\_

Attach for review a site plan for the development that will show:

- Drives/Sidewalks/Parking Areas
- Building Locations & Number of Units/Suites per Building
- City Assigned Street Address
- Proposed Internal Numbering Scheme w/Range for Each Building and Floor
- Proposed Location for Central Mail Delivery Boxes
- Contact Information for the Developer

<b>APPROVED:</b>	<b>Submissions may be mailed to:</b>	
<b>Tony Madden</b>	<b>Date</b>	Postmaster
<b>Euless Postmaster</b>		Euless, TX 76039

**TITLE BLOCK FOR SITE PLAN REQUESTS:**

SITE PLAN *Case number*  
*Addition Name, Blocks, Lots*  
\_\_\_\_ Lots located on \_\_\_\_ Acres of Land out of the  
**Survey Name, Abstract Number, Tract Numbers**  
City of Euless, Tarrant County, Texas  
**Date of Preparation, with space for revision dates**

**PREFERRED LOCATION**

24"x36" Sheet			
<ul style="list-style-type: none"><li>• Architect/Engineer/Surveyor Seals &amp; Signatures</li><li>• Owner/Developer/Plan Preparer Information</li></ul>	<ul style="list-style-type: none"><li>• Vicinity Map (scalable)</li><li>• North Arrow</li><li>• Graphic Scale</li><li>• All Notes</li></ul>		
	<table border="1"><tr><td>City Approval Block</td></tr><tr><td>Title Block</td></tr></table>	City Approval Block	Title Block
City Approval Block			
Title Block			

**ALTERNATE LOCATION**

24"X36" Sheet				
<ul style="list-style-type: none"><li>• Vicinity Map (Scalable)</li><li>• North Arrow</li><li>• Graphic Scale</li></ul>	<ul style="list-style-type: none"><li>• All Notes</li><li>• Architect/Engineer/Surveyor Seals &amp; Signatures</li></ul>	<ul style="list-style-type: none"><li>• Owner/Developer/Information</li></ul>		
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