



# CITY OF CASTROVILLE

*Little Alsace of Texas*

COMMUNITY DEVELOPMENT DEPARTMENT

703 PARIS STREET

CASTROVILLE, TEXAS 78009

PHONE: (830) 931-4090

SUBMIT PERMIT TO: [PERMITS@CASTROVILLETX.GOV](mailto:PERMITS@CASTROVILLETX.GOV)

Permit # \_\_\_\_\_

## Site Work Application

### APPLICANT

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### PROPERTY OWNER

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Project Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Zoning: \_\_\_\_\_ Property ID: \_\_\_\_\_

Legal Description: \_\_\_\_\_ Site Acreage: \_\_\_\_\_

Platted:  No |  Yes If Yes, Subdivision Name and Date: \_\_\_\_\_

#### Development Information:

Type:  New Development |  Redevelopment

Existing Use of Site: \_\_\_\_\_

Proposed Use of Site: \_\_\_\_\_

Existing Structures:  No |  Yes

Site in Floodplain:  No |  Yes If Yes, a Floodplain Development Permit is required.

City of Castroville Highway 90 Design Criteria may apply. A permit becomes null and void if work or construction authorized is not commenced within 180 days of the date of permit issuance, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require one or more inspections.

**\*\*See next page for Site Plan Checklist\*\***

**Any application that is missing information will be considered incomplete and will not be processed.**

I, being the undersigned applicant, hereby certify that I have read and examined this application and that all of the conditions, dimensions, building sizes, landscaping, and parking areas depicted on the site plan shall be adhered to. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. No work may begin until proper permits are approved, and all associated fees have been paid.

\_\_\_\_\_  
Owner's Name (Printed)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

## Site Work Requirements and Checklist

Please read the following information regarding site plans prior to submitting an application.

**The following information shall be shown on each site plan submitted to the Community Development Department with an application for a Site Work Review. All fees must be paid before submittal will be reviewed. Please submit one hard copy and one electronic copy of all documents.**

### CHECKLIST

- Subdivision Plat
- Building Footprint & Site Layout – include building setbacks, lot sizes, and square footage of structures
- Off-Street Parking
- Dumpsters – include location of dumpster and the type of screening of dumpster
- Landscaping/ Buffer Plans
- Fire Lanes & Fire Hydrant Locations
- Utility Plans (Water, Sewer, Electric) – to include the location of utilities on or adjacent to the site, widths and locations of utility easements
- Traffic Impact Analysis (if required by the City Engineer and is required for right-of-way work by TxDOT)
- Sidewalks
- Driveways – to include locations and widths of all proposed driveways, TxDOT approval (If located in TxDOT right-of-way) or City Approval (If located in City of Castroville right-of-way), and the locations of connections to adjacent properties
- Grading and Drainage
- All fees associated with this permit

### REQUIRED FEES:

<b>Construction Permit Fee</b>	Fee is in accordance with the City of Castroville FY 2020 Adopted Budget
<b>Plan Review Fee</b>	Fee is in accordance with the City of Castroville FY 2020 Adopted Budget
<b>Consultant and/or Legal Fee *</b>	Actual Cost plus 5% Administrative Fee
<b>Work Performed without a Permit</b>	Double Construction Permit Fee

*\*Consultant and/or Legal Fee must be paid before final inspections are passed.*

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### WHAT'S A SITE PLAN?

- A site plan is a scaled drawing which shows the uses and structures proposed for a parcel of land. It also includes information concerning the landscape features of a given parcel.

### WHAT'S THE PURPOSE OF A SITE PLAN?

- Site plans are intended to show how the intended land use relates to the features of a parcel and its surrounding area. The zoning administrator will review a site plan to assure that the proposed development meets the standards of the zoning code for the district it is located in. The site plan review process is designed to protect landowners and it is in their best interest to comply with the procedure. A development that is in full compliance with the zoning code has the best insurance against land use lawsuits and complaints. Furthermore, a development that is not in compliance with the zoning code is unlikely to be granted any further development permits until it is brought into compliance.

### DO I NEED A SITE PLAN FOR MY DEVELOPMENT?

- A site plan is needed for any:
  - (1) structure that is erected, reconstructed, enlarged, or altered.
  - (2) changes in land use.
  - (3) of the following, but not limited to the construction of driveways, parking lots, sidewalks, grading, drainage changes, major landscaping projects, retention walls higher than 4 ft.