



**SITE DEVELOPMENT PLAN APPLICATION**

**PROJECT INFORMATION**

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

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

Parcel/Tax ID# (s): \_\_\_\_\_ Property Platted: YES  NO

Current Zoning: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Total Lots: \_\_\_\_\_

Project Description: \_\_\_\_\_

**OWNER & APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**DISCLAIMER & SIGNATURE**

*I certify that I am the owner or owner's representative of the property (with signed letter of authorization) and that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**SUBMITTAL CHECKLIST**

**So that we may efficiently review your project in a timely manner, it is important that all required documents and fees listed on the "Submittal Checklist" below are submitted with your application.** One or more of the required documents may be waived due to the nature of the development; however, it is incumbent upon the applicant to inquire about these exceptions for your project **before** submitting an application. Answers to site development plan applications can be obtained by attending a pre-development meeting with our Development Review Committee (DRC) prior to submitting a formal application. Please call the phone number on the application to schedule an appointment. Submit application and accompanying documents to the Permits Department at the address above Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.



**BUILDING DEPARTMENT**

600 MORTON STREET  
 RICHMOND, TX 77469  
 P: 281-232-6871  
 FAX: 281-238-1215

<b>SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST</b>	<b>REQUIRED (PLEASE CHECK)</b>
Completed Site Development Plan Application (with all signatures)	
1 Electronic copy of plans	
Application Fee of \$700.00	
Resubmittal Fee Upon Each Submittal Thereafter – Requiring City Engineer Involvement - \$525.00	
Resubmittal Fee Upon Each Submittal Thereafter – Not Requiring City Engineer Involvement - \$100.00	
Recorded plat	
Drainage Plan	
Paving Plan	
Grading Plan	
Site Plan (location of building, parking, building height, and setbacks)	
Architectural Site Plan (includes location of building, parking lots, parking ratios, building heights, building setbacks, proposed use, etc.)	
Lighting Plan (includes photometric plan and cutsheets)	
Landscaping Plan (includes landscaping scheduled and sealed by a TX landscape architect)	
Exterior Building Elevations	
Tree Survey (if applicable)	
Traffic Impact Assessment (if applicable)	

Email all submittals to [permits@richmondtx.gov](mailto:permits@richmondtx.gov)

**APPLICANT CERTIFICATION**

**By signing below, I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.**

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date



**BUILDING DEPARTMENT**

600 MORTON STREET  
RICHMOND, TX 77469  
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**LETTER OF AUTHORIZATION**

Have property owner complete and sign if applicant differs from property owner.

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Owner Address

\_\_\_\_\_  
Owner City, State                      Zip

\_\_\_\_\_  
Date

Building Department  
600 Morton Street  
Richmond, TX 77469

Dear City of Richmond Building Department,

I, \_\_\_\_\_, certify that I am the owner of the project property located at \_\_\_\_\_ and that the forgoing statements and answers made and all data, information, and evidence herewith submitted are in all respects to the best of my knowledge and believe true and correct. I appoint \_\_\_\_\_ with the company

\_\_\_\_\_ (if applicable) to act as my representative for this project. I agree to be responsible for payment of bills due to the City of Richmond related to this application. Furthermore, I understand that any material misrepresentation of this application, failure to comply with ordinances, and /or failure to remit payment for services can lead to delays in this project – up to and including rejecting the project and forfeiting any fees paid.

Please contact me directly at \_\_\_\_\_ if you have any questions.

Sincerely,

Owner Name \_\_\_\_\_

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