



# CITY OF RICHLAND HILLS, TEXAS

3200 DIANA DRIVE · RICHLAND HILLS, TX 76118

PLANNING AND COMMUNITY DEVELOPMENT

## Site Plan Application

### Applicant/Business Owner's Information

Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Applicant's Number \_\_\_\_\_ Applicant's Fax \_\_\_\_\_

Applicant's E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Owner's Information

I, the undersigned owner, \_\_\_\_\_, of the following described real property,  
*(print owner's name)*

located in the City of Richland Hills, hereby make application for a Special Use Permit.

\_\_\_\_\_  
Owner's Signature and Title \_\_\_\_\_ Date \_\_\_\_\_

Tract(s) Lot (s) \_\_\_\_\_, Survey(s) Block(s) \_\_\_\_\_

of \_\_\_\_\_ Addition to

the City of Richland Hills.

### Street Address

\_\_\_\_\_, Richland Hills, TX \_\_\_\_\_  
(Street Address) (Zip Code)

**Prior to acceptance and placement on an agenda all supporting documentation and the \$100.00 non-refundable application fee must be received.**



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<b>Developer's Information</b>	
<b>Name</b>	
<b>Company Name</b>	
<b>Title</b>	
<b>Company Address</b>	
<b>Company Phone</b>	
<b>Company Fax Number</b>	
<b>Developer's E-mail Address</b>	

<b>Land Planner/Engineer's Information</b>	
<b>Name</b>	
<b>Company Name</b>	
<b>Title</b>	
<b>Company Address</b>	
<b>Company Phone</b>	
<b>Company Fax Number</b>	
<b>Developer's E-mail Address</b>	



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<b>Surveyor's Information</b>	
<b>Name</b>	
<b>Company Name</b>	
<b>Title</b>	
<b>Company Address</b>	
<b>Company Phone</b>	
<b>Company Fax Number</b>	
<b>Developer's E-mail Address</b>	

<b>Submittal Checklist</b>	
	<b>Completed Application</b>
	<b>Application Fee</b>
	<b>Statement of Operation</b> – A detailed statement on company letterhead signed by the responsible party that fully describes and explains the operation of the business. The statement should provide clear understanding of how the business operates.
	<b>Legal Description</b> – Surveyed metes and bounds description of the property.
	<b>Site Plan</b> – professionally produced document that depicts the property boundaries of the parcel, all easements and right-of-ways, all improvements to be located on the site (e.g.: buildings, parking lots, etc.) to scale.
	<b>Floor Plan</b> – professionally produced document that depicts the layout of the building with the proposed uses of each space identified.



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<b>Site Data Table</b> – <i>table that calls out the street address, zoning, proposed use, required parking, parking provided, setbacks (e.g.: front, rear, side), building area, and site area.</i>
<b><i>Additional items may be requested as part of the staff review process.</i></b>

~ Do not write below this line ~

Received	
Receipt Number	
Received by	