



CITY OF RICHLAND HILLS, TEXAS

3200 DIANA DRIVE • RICHLAND HILLS, TEXAS 76118 •
PHONE (817) 616-3770 • FAX (817) 616-3752
NEIGHBORHOOD SERVICES

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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Developer's Information	
Name	
Company Name	
Title	
Company Address	
Company Phone	
Company Fax Number	
Developer's E-mail Address	

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



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Surveyor's Information

Name	
Company Name	
Title	
Company Address	
Company Phone	
Company Fax Number	
Developer's E-mail Address	

Submittal Checklist

	Completed Application
	Application Fee
	Statement of Operation – 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.
	Legal Description – Surveyed metes and bounds description of the property.
	Site Plan – 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.
	Floor Plan – professionally produced document that depicts the layout of the building with the proposed uses of each space identified.
	Site Data Table – 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.
Additional items may be requested as part of the staff review process.	

Received	
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Receipt Number	
Received by	

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