

Site Development Permit Application and Checklist

This application and checklist is provided as a service of the City of Kilgore, Texas. Its purpose is to assist the applicant in preparing a proposal that meets City standards so it can be expedited through the review process.

1. A pre-development meeting is required before the submission of a site development permit. Pre-development meetings are held on **Thursdays from 9-11 A.M. and 1-4 p.m.** Please completed the predevelopment application meeting application and email to permits@cityofkilgore.com.
2. Current applications and City Ordinances can be found on the City's website at www.cityofkilgore.com
3. Place a checkmark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your project. **Incomplete applications will not be accepted.**
4. If the property is not final platted or exempt from platting by ordinance, the final plat application is required to be submitted either before or concurrently with this application. In some instances, pre-plat agreements are allowed. The agreement will allow work to begin before the plat is approved. The Director of Planning will make the determination if a pre-plat agreement is allowed on a case-by-case basis.

Applicant Contact Information

Property Owner(s) _____

Mailing Address: _____

City, State, Zip _____

Phone number _____

Email _____

Please use an email that is monitored on a regular basis. Most communications for the project will be handled through email.

Owners Representative/Engineer/Design Professional

Name _____

Business Name _____

Mailing Address _____

Email _____ Phone _____

Please use an email that is monitored on a regular basis. Most communications for the project will be handled through email.

Project Information

Legal Location/Address of Project: _____

Description of Project: _____

Will public infrastructure be part of the project? Yes No

Contractor Information

Contractor Name: _____ Office # _____

Contact Person: _____ Contact Phone # _____

Email: _____

Before Site Development permit will be released the contractor must be registered with the City of Kilgore.

Please note: The below signature indicates that the applicant or their agent has reviewed the requirement of this checklist and all items on this checklist have been addressed and complied with.

Property Owner

Print _____ Signature _____ Date _____

Agent

Print _____ Signature _____ Date _____

SITE DEVELOPMENT PERMIT CHECKLIST

PERMIT APPLICATION

- Completed and Signed Site Development Permit Application
- Agent Authorization
- Proof of Ownership
- Final Plat or Pre-plat Agreement

SITE DEVELOPMENT PLANS

- Cover Sheet
- Existing Conditions Topographic Survey
- Site Plan (including Parking and Fire Lane analysis)
- Utility Plan (Domestic and Fire Water and Sewer)
- Grading Plan
- Erosion Control Plan
- Signage, Striping, Lighting Plans
- Paving Plan
- Drainage Plan
- Parking and Fire Lane Plan
- Landscape and Irrigation Plan
- Details and Notes
- Disclaimer Statements

"All responsibility for accuracy of these plans remain with the professional who prepared them. In reviewing these plans, the City of Kilgore must rely on the adequacy of the work of the design professional."

"This site design does not create drainage conditions that may have an adverse impact on nearby properties or downstream drainage systems or any other impact prohibited by state, federal, and local laws, rules, and regulations."

ADDITIONAL DOCUMENTATION

- Drainage Report/Calculations or Drainage Impact Analysis
- Traffic Impact Analysis or ITE Calculations
- Geotechnical/Paving Design Report
- Agency Concurrence Letters – TXDOT, Gregg County, Outside water providers
- TXDOT Driveway Permit
- Water / Sewer Demand Report or Modelling
- Stormwater Pollution Prevention Plan Permit and Notices
- Industrial User Questionnaire (for commercial developments)