

## SITE DEVELOPMENT REVISION REQUIREMENTS

### Purpose

If an applicant proposes to make any changes to an approved site plan, the applicant must submit a formal site plan revision detailing these changes. A proposed revision must be approved by staff before the applicant may begin work on the site, or begin work on the portion of the site affected by the revision.

Applicants are advised to consult with City staff regarding revisions to an approved site plan, as some minor changes may be exempt from the revision process and allowed to be shown on the final as-built plan set. See the bottom of this document for some examples of minor changes that may qualify for an exemption to the revision process.

### Submittal Requirements: Hard Copies

- A standard [Site Development Permit Application](#) noting the original case number.
- An engineer's cover letter detailing the proposed changes.
- A copy of the approved cover sheet from the original site plan which contains City staff signatures and approval stamp.
  - On the cover sheet, add a line item to the revision/correction table and describe the changes being proposed.
- Copies of any sheets from the approved site plan that show proposed changes, including clouding and delta symbols indicating the revision number.
- Any sheets that are being added to the approved site plan. The sheet index and revision/correction table on the cover sheet should be modified to reflect any addition.
- One (1) set of redlines drawn over copies of the originally approved site plan sheets.
- Four (4) complete hard copies of the site plan revision set.
- All documents with proposed changes shall be signed and sealed by the engineer proposing said changes.

### Submittal Requirements: Electronic Copies

- Digital PDF-format copies of all revision documents.
- All plan sheets must be bookmarked. Bookmarks must be named per the title of the sheet as listed in the sheet index on the cover sheet. All bookmarks must have functioning links to their corresponding sheets.
- An index listing all plan pages.
- Plans must be readable in full-page view, including all text and graphics.
- Plans must have a minimum resolution of 300 dpi.
- For all text, use a standard font such as Arial or similar.

I) Submittals that do not meet **both** the hard copy and electronic copy standards will not be accepted for review.

II) All site plan revision submittals are due by noon on the standard submittal date found in the [Site Development Permit Application](#).

### **Fee Schedule**

Fees related to site plan revisions are assessed based on any proposed addition of impervious cover. Additional fees may be assessed during the review process.

### **Additional Information**

Applicants are advised to consult source law, the City of Cedar Park's [Code of Ordinances](#) or contact City staff for any questions or for verification of site plan revision requirements.

Examples of Site Plan Revisions:

- Significant changes to impervious cover, the definition of which will be determined on a case-by-case basis. Examples of significant changes to impervious cover may include but shall not be limited to changes in the number of parking stalls, length and/or width of drive aisles, dumpster enclosures, building area or any other paved surfaces.
- Changes to the fire protection plan, including any alteration to the layout buildings or fire lanes, the relocation or addition of fire hydrants, changes in use of the site that would trigger a recalculation of the required fire flow and the need for the addition of a fire sprinkler system.
- Any change in use of a site that may alter site plan requirements. For example, a change in use from automotive repair to a retail mattress store that would trigger the requirement for a loading zone.
- The removal of trees that were originally shown to be preserved or any changes to the landscape plan that may alter compliance with the City's landscape ordinance.
- Changes to building elevations that propose new building height or roofing plan.
- Significant changes to the utility or drainage plans, the definition of which shall be determined on a case-by-case basis.

Examples of Exemptions to Site Plan Revisions:

- Relocation of bicycle racks.
- Minor alterations to parking lot striping.
- Changes to building façade materials if still compliant with permitted masonry requirements.
- Changes in meter size.
- Changes to private utilities.