



**BUILDING SCALE PLAN APPLICATION
 PLANNING AND INSPECTIONS DEPARTMENT
 PLANNING DIVISION**

**City of El Paso, Texas
 811 Texas Avenue
 El Paso, TX 79901
 915-212-0088**

1. CONTACT INFORMATION

PROPERTY OWNER(S): _____
 ADDRESS: _____ ZIP CODE: _____ PHONE: _____
 APPLICANT(S): _____
 ADDRESS: _____ ZIP CODE: _____ PHONE: _____
 REPRESENTATIVE(S): _____
 ADDRESS: _____ ZIP CODE: _____ PHONE: _____
 E-MAIL ADDRESS: _____ FAX: _____

2. PARCEL ONE INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____
 LEGAL DESCRIPTION: _____
 STREET ADDRESS OR LOCATION: _____ REP DISTRICT: _____
 ACREAGE: _____ PRESENT ZONING: _____ PRESENT LAND USE: _____
 REASON FOR REQUEST: _____

3. PARCEL TWO INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____
 LEGAL DESCRIPTION: _____
 STREET ADDRESS OR LOCATION: _____ REP DISTRICT: _____
 ACREAGE: _____ PRESENT ZONING: _____ PRESENT LAND USE: _____
 REASON FOR REQUEST: _____

4. PARCEL THREE INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____
 LEGAL DESCRIPTION: _____
 STREET ADDRESS OR LOCATION: _____ REP DISTRICT: _____
 ACREAGE: _____ PRESENT ZONING: _____ PRESENT LAND USE: _____
 REASON FOR REQUEST: _____

5. ADDITIONAL INFORMATION

OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S):

Printed Name: _____ Signature: _____
 Printed Name: _____ Signature: _____
 Printed Name: _____ Signature: _____

Note: Signatures are required for all owners of record for the property proposed for detailed site plan review. Attach additional signatures on a separate sheet of paper.

****OFFICE USE ONLY****

CASE # _____ RECEIVED DATE: _____ APPLICATION FEE: \$ _____
 CRC REVIEW DATE: _____
 ACCEPTED BY: _____

Revised 1/7/2022

REQUIRED DOCUMENTATION FOR BUILDING SCALE PLAN REVIEW APPLICATION

ALL DOCUMENTS SHALL BE SUBMITTED ELECTRONICALLY BY LOGGING INTO:

<https://epermits.elpasotexas.gov/CitizenAccess/>

- APPLICATION FOR BUILDING SCALE PLAN** - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.
- ZONING MAP SHEET** - Property proposed for building scale plan review must be accurately outlined in red ink. Zoning map sheets may be obtained at the One Stop Shop, 811 Texas Avenue, or by accessing our interactive zoning map at <http://gis.elpasotexas.gov/planning/index.html>
- BUILDING SCALE PLANS** - A building scale plan is required with the following information:
- a. Legal description of the property;
 - b. Location and arrangement of structures;
 - c. Size and use of structures, including number of dwelling units and square footage;
 - d. Lots lines with dimensions of the areas;
 - e. Required yards and setbacks;
 - f. Landscaped planted areas, calculations showing required and provided square footage
 - g. Open spaces, where applicable;
 - h. Curb cuts and driveways including width of drive
 - i. Pedestrian ways and sidewalks including width
 - j. Parking calculation table;
 - k. On-site parking areas, loading /unloading berths where applicable, number and size of on-site parking spaces (including accessible spaces, lighting of parking areas, and bicycle spaces);
 - l. Storm water drainage;
 - m. Retaining walls, where applicable;
 - n. Screening walls or fences, where required;
 - o. Utility rights-of-way and easements;
 - p. Architectural design of buildings (and side elevations); show highest elevation
 - q. Show placement of trash dumpster receptacles.
- *Prior to final action by the approving body, the Building Scale Plan shall include the stamp or seal of a professional engineer or registered architect who prepared the plans.*
- METES AND BOUNDS DESCRIPTION** - If the legal description consists of portions of lots or blocks, or if a legal subdivision has not been recorded for the property, one (1) written, sealed metes and bounds description is required for the property proposed for site plan review. The metes and bounds description shall be accompanied by a survey map, shall contain the stamp or seal of a professional engineer or a registered land surveyor, and shall be dated within one year of the application submittal date.
- PROOF OF OWNERSHIP** - One (1) certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making the application for rezoning/special permit is the current property owner. When the owner is a corporation, provide documentation on corporate letterhead that the individual signing as the owner on the application form is authorized to represent the corporation in this matter.
- ZONING CONDITIONS OR SPECIAL CONTRACTS** - One (1) copy of any special contracts or zoning conditions imposed on the property proposed for site plan review.
- SUBMITTAL VERIFICATION FORM** - One submittal verification form, signed by the applicant and representative.
- CASHIER'S VALIDATION** - Upon the application being deemed complete by the Planning Department, the required fee shall be paid. Payment can be made online by logging into <https://epermits.elpasotexas.gov/CitizenAccess/> or by phone by calling (915)212-0104, or at the One Stop Shop—811 Texas Avenue. Fees are nonrefundable.

CERTIFIED TAX CERTIFICATE: *Prior to the item's placement on the City Council Agenda, one (1) certified original city tax certificate is required for each parcel of property described in the application for rezoning. Certified city tax certificates may be obtained at the City Tax Office, Wells Fargo Plaza, 221 N. Kansas, 3rd Floor, Suite 300. For any zoning application, all taxes must be paid in full before a public hearing is held by the City Council.*

PLEASE NOTE: *In addition to the application fees, the City of El Paso will subsequently bill the applicant for public notice mailing and newspaper publication costs.*



SUBMITTAL VERIFICATION FORM

I, the applicant and/or representative for this application, acknowledge the following:

1. I attest that this application is complete and accurate to the best of my knowledge. I understand that any inaccurate or incomplete information provided on this application may delay the processing of the application and may delay any scheduled public hearings.
2. I have checked for zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes for the property proposed for rezoning. (If a conflict should result with this rezoning request due to zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes, it will be the applicant's responsibility to resolve the conflict.) I understand the implications of use and development restrictions that are a result of any zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes. I understand that if requested, I must provide copies of any zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes that may apply to this property proposed for rezoning.
3. I understand that the applicant or representative is required to attend all scheduled meetings regarding this application, including the City Plan Commission public hearing, and the City Council public hearing. If the applicant or representative fails to appear at the scheduled public hearing before the City Plan Commission or City Council, the application may be postponed or may be heard without representation at the discretion of the body holding the hearing. I understand that if an applicant or representative fails to appear at the subsequent postponed hearing, this application may be dismissed for want of prosecution. Failure to receive a notice by the City shall not excuse failure to appear at the City Plan Commission or City Council public hearing.
4. I understand that the applicant is advised to meet with the City Representative where the property as listed on the application is located. It is recommended that the applicant keep the City Representative informed about the status of their application.
5. I understand that the City Council may approve, modify, deny, or table this application at its discretion and may or may not follow the recommendations of the City Plan Commission. A majority vote of all members of the City Council is required to overrule a recommendation of the City Plan Commission.

Name of Applicant

Name of Representative

Applicant's Signature

Representative's Signature

Date

Date

ADDITIONAL APPLICATIONS IN PROCESS REGARDING THIS PROPERTY (please check all boxes that apply):

- | | |
|---|--|
| <input type="checkbox"/> Rezoning Application | <input type="checkbox"/> Detailed Site Development Plan Application |
| <input type="checkbox"/> Special Permit Application | <input type="checkbox"/> Zoning Condition Amendment or Release Application |
| <input type="checkbox"/> Subdivision Application | <input type="checkbox"/> Historic Review Application |
| <input type="checkbox"/> Building Permit | <input type="checkbox"/> Zoning Board of Adjustment Application |
| <input type="checkbox"/> Other _____ | |

For any information regarding this application, please contact the Planning & Inspections Department at (915) 212-0085 or visit our website at <http://www.elpasotexas.gov/planning-and-inspections>.