



**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 subject property. Attach additional signatures on a separate sheet of paper.

****OFFICE USE ONLY****

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



REQUIRED DOCUMENTATION FOR BUILDING SCALE PLAN APPLICATION

ALL DOCUMENTS SHALL BE SUBMITTED ELECTRONICALLY BY LOGGING INTO:

<https://aca-prod.accela.com/ELPASO/Default.aspx>

APPLICATION - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application can be deemed complete. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.

ZONING MAP SHEET - Subject property from application must be accurately outlined in red ink. Zoning map sheets may be obtained at the Planning and Inspections Department, One Stop Shop, 811 Texas Avenue, or by accessing our interactive zoning map at <https://gis.elpasotexas.gov/planning/>

BUILDING SCALE PLAN - A building scale plan is required with the following information:

- a. Legal description of the property;
- b. Zoning table, including zoning district, subdistrict, proposed land use, dimensional standards and setbacks, maximum height, other applicable standards per the applicable SmartCode Regulating Plan;
- c. Location and arrangement of structures;
- d. Size and use of each structure, including number of dwelling units and square footage;
- e. Lot lines with dimensions of the areas;
- f. Show required yards and setbacks;
- g. Landscaped planted areas, calculations for required and provided square footage;
- h. Open spaces, where applicable;
- i. Curb cuts and driveways, including width of drive;
- j. Pedestrian ways and sidewalks, including width;
- k. Parking calculation table, including minimum and maximum vehicular, bicycle, and heavy truck trailer loading spaces;
- l. Location and dimensions of on-site parking areas, loading/unloading berths where applicable, and lighting of parking areas;
- m. Storm water drainage and ponding areas;
- n. Retaining walls and screening walls or fences, to include type and height, where required;
- o. Utility rights-of-way and easements;
- p. Architectural design of buildings (and side elevations);
- q. Placement of trash bins/dumpster receptacles;
- r. Roof lines and width of roof overhangs, if extending beyond building walls;
- s. North arrow and scale note of drawing

Prior to final action by the approving body, the Building Scale Plan shall include the stamp or seal and signature of a professional engineer or registered architect who prepared the plans.

METES AND BOUNDS AND SURVEY - If the legal description consists of portions of lots or blocks, or if a legal subdivision has not been recorded for the property, a written sealed metes and bounds description accompanied by a survey map is required for the property proposed for the request, shall contain the stamp or seal and signature of a professional engineer or a registered land surveyor, and shall be dated within one year of the application submittal date.

PROOF OF OWNERSHIP - Certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making the application 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 - Copy of any special contracts or conditions imposed on the subject property.

SUBMITTAL VERIFICATION FORM - 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://aca-prod.accela.com/ELPASO/Default.aspx> or by phone by calling (915) 212-0104, or at the One Stop Shop (811 Texas Avenue). Fees are nonrefundable. ***In addition to the application fees, the City of El Paso will subsequently bill the applicant for public notice mailing and newspaper publication costs, when applicable.***



REQUIRED DOCUMENTATION FOR ADMINISTRATIVE MODIFICATION OF APPROVED BUILDING SCALE PLAN

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NARRATIVE OF CHANGES - Provide explanation of nature of modification request and detail all modifications requested to the approved plans, to include how changes vary between the original plan and the request.

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- j. Pedestrian ways and sidewalks, including width;
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- m. Storm water drainage and ponding areas;
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- o. Utility rights-of-way and easements;
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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):

Rezoning Application

Detailed Site Development Plan Application

Special Permit Application

Zoning Condition Amendment or Release Application

Subdivision Application

Historic Review Application

Building Permit

Zoning Board of Adjustment Application

Other _____

For any information regarding this application, please contact the Planning & Inspections Department at (915) 212-0088 or visit our website at <http://www.elpasotexas.gov/planning-and-inspections>.