



## **Procedure for Submitting a Site Plan**

1. A Site Plan must be submitted for approval per City of Lindale Zoning Ordinance Sect 1-21.
  - a. Two complete sets of plans drawn to scale are required. Site plans shall be drawn to scale, showing the dimensions of the Lot and the dimensions and location of the buildings, signs, or other structures to be erected, constructed, reconstructed, or structurally altered, the existing use and intended use of each building, sign or other structure. Plans shall be 18"x 24" in size. Plans shall be filed with the Administrative Officer along with the appropriate fee.
  - b. The Administrative Officer shall review the site plan to identify any conflicts between the site plan and the requirements of the City of Lindale Zoning Ordinance in regards to the following:
    - Setback requirements
    - Size and location of parking lots
    - Size and number of parking spaces
    - Size and location of loading areas
    - Motor vehicle circulation problems at ingress and egress points on the lot.
    - Number of handicapped space requirements
    - Location and size of handicapped space requirements
2. The Administrative Officer shall complete the review of a site plan within 10 working days after a site plan has been submitted in accordance with the Zoning Ordinance. The person submitting the plan will be notified in writing of the plan review completion and any conflicts on the plan with the ordinance.