



City of Burkburnett Site Plan Checklist

Site Plan review and approval are required for the following projects:

- Any nonresidential development (including schools and churches in residential zoning districts)
- Any multi-family development or manufactured/mobile home park
- Any development with two(2) or more buildings per platted lot
- Any Planned Development District or Specific Use Provision

Submission Requirements

- Filing Fee (\$50)
- Verification that all taxes and assessment have been paid
- Three (3) Copies of Site Plan (24X36)
- Three (3) Complete sets of Engineering/Construction Plans including site plan and plat for all site work and public improvements
- Preliminary Plat or Final Plat in accordance with Subdivision Ordinance if property has not been platted or a Replat if additional easements or right-of-way is necessary
- Landscaping and Irrigation Plans (3 sets)
- Building Façade (3 sets)

Site Plan Details should include

- Natural site features and drainage courses
- Proposed public or private streets or alleys
- Building sites or lots
- Easements
- Parks/playgrounds
- Proposed street changes
- Existing and proposed utilities
- Grading and storm drainage
- Driveways with dimensions
- Topography (2ft contours)
- Existing abutting development
- Building location
- Setback lines
- Property lines

- Screening walls
- Signage
- Delivery areas
- Fire lanes
- Parking areas with parking space counts and dimensions
- Landscaping
- Building Façade
- Other information may be required based on project

Approval Process

- Site Plans are reviewed by staff and comments are provided to applicant
- Applicant addresses comments
- Site Plan is presented to Planning and Zoning Commission
- Site Plan is presented to Board of Commissioners