



City of Roswell Community Development

Site/Drainage Plan Review Checklist

Please ensure that **ALL** of the checklist information listed below is provided with your proposed site/drainage plan. Any incomplete or erroneous applications will not be accepted for processing.

All new developments **must** be submitted with copies of the original plat map or a survey map. Any applications without copies of the original plat map or a survey map will not be accepted, nor permitted. Additionally, if any restrictive covenants apply to the property, they must be accounted for as restrictive covenants supersede Municipal Code.

To ensure readability and streamlined permitting, all new site/drainage plans must be submitted on standard architectural D-sized paper (24"x36") or standard engineering D-sized paper (22"x34").

Please list the address of the proposed project in the line below:

Please provide the property's APN/legal description in the box below (which can be accessed by using the [Chaves County Assessor Map](#)).

Please check the applicable permit type(s):

Use Permits

Fencing Permit	<input type="checkbox"/>	Placement Permit for Solar Panel	<input type="checkbox"/>
Building Permit	<input type="checkbox"/>	Alley Cut/Curb Cut/Sidewalk Permit	<input type="checkbox"/>
Re-Roofing Application	<input type="checkbox"/>	Landscaping Permit	<input type="checkbox"/>
Homeowner's Plumbing Application	<input type="checkbox"/>	Site Grading/Drainage Permit	<input type="checkbox"/>
Electrical Application	<input type="checkbox"/>	Utilities Permit	<input type="checkbox"/>
Placement Permit for Accessory Structure	<input type="checkbox"/>	Paving or Parking Surface Permit	<input type="checkbox"/>
Preliminary/Final Plat Application	<input type="checkbox"/>	Other:	





City of Roswell Community Development

Please provide the following contact information:

Applicant Contact:

Contact Person:		
Phone Number:		
Email Address:		
Mailing Address:	<i>Street Number:</i>	<i>Street Name:</i>
	<i>Unit or Suite:</i>	
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>

Owner (if not Applicant) Contact:

Contact Person:		
Phone Number:		
Email Address:		
Mailing Address:	<i>Street Number:</i>	<i>Street Name:</i>
	<i>Unit or Suite:</i>	
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>

Engineer Contact:

Contact Person:		
Phone Number:		
Email Address:		
Mailing Address:	<i>Street Number:</i>	<i>Street Name:</i>
	<i>Unit or Suite:</i>	
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>

Architect Contact:

Contact Person:		
Phone Number:		
Email Address:		
Mailing Address:	<i>Street Number:</i>	<i>Street Name:</i>
	<i>Unit or Suite:</i>	
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>

Contractor Contact:

Contact Person:		
Phone Number:		
Email Address:		
Mailing Address:	<i>Street Number:</i>	<i>Street Name:</i>
	<i>Unit or Suite:</i>	
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>

Please ensure that the following pages of this application are fully complete and accurate. Any incomplete or erroneous applications will not be accepted for processing.





City of Roswell Community Development

Missing **Provided**

1. _____	_____
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2. _____	_____
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3. _____	_____
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10. _____	_____
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11. _____	_____
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12. _____	_____
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1. Signatures of all owners of record or letter(s) from all owners of record authorizing filing of specific applications by a specific individual on a specific property.
2. Adequate property location information (e.g. street address and/or current assessor's parcel numbers and maps).
3. Adequate project description.
4. Site address.
5. North arrow.
6. Original subdivision plat, property survey, or property boundaries from the [Chaves County Assessor Map](#).
7. Scale (Engineer's Scale—1 inch equals 10 feet or an even multiple of 10 feet).
8. Street classification of property frontage (Local/Collector/Arterial).
9. Adequate **front yard** setback requirements (Click the provided link for the City of Roswell's [Zoning Ordinance](#) to find setback regulations for residential, commercial and industrial zones). In addition to the distance from the face of the structure to the front property line, please include the:
 - Distance from the back of the sidewalk to the front property line.
 - Distance from the back of the curb to the front property line.
10. Adequate rear yard setback requirements (Click the provided link for the City of Roswell's [Zoning Ordinance](#) to find setback regulations for residential, commercial and industrial zones).
11. Adequate side yard setback requirements (Click the provided link for the City of Roswell's [Zoning Ordinance](#) to find setback regulations for residential, commercial and industrial zones).
12. Identification of whether or not the property is a corner lot.



City of Roswell Community Development

Missing **Provided**

13. _____

13. Sidewalk width is provided for new building developments.

14. _____

14. Drivepad dimensions (length x width).

15. _____

15. Lot size dimensions (length x width).

16. _____

16. Building total size (ft²).

17. _____

17. All utilities are shown, either above or below ground (Electric, water, sewer, gas—if applicable) from structure to connection.

18. _____

18. All proposed accessory structures are shown, if applicable (e.g. fences, signs, carports, trash enclosures, patio covers, guard houses, etc.).

19. _____

19. The property is not located within the City of Roswell's flood plain (You can check to see whether your property is in the city's flood plain by using the [FEMA Flood Map Service Center](#)).

20. _____

20. Development is within the city's requirements for minimum lot size (ft²). (Click the provided link for the City of Roswell's [Zoning Ordinance](#) to find minimum lot size requirements for residential, commercial and industrial zones).

21. _____

21. Drainage and detention. Please ensure that drainage and detention is demonstrated on any proposed site plan. Minimum requirements for drainage includes:

- Property drainage flows toward the street, and is shown on the site/drainage plan.
- Minimum hydraulic flow line of 0.5% around the perimeter of the property.
- Top of curb elevation and flow line are shown at front property pins.
- Finished surface elevation measured at the back of the sidewalk is shown.
- Proposed elevation grade every 20' around the perimeter of the property is shown.
- Height of the floor pad and finished floor is shown.





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Missing **Provided**

22. _____

22. If applicable, location and width of proposed curb cut.

23. _____

23. If applicable, restrictive covenants for the property are provided (Restrictive covenants that may potentially affect development of a proposed project can be accessed by contacting the [Chaves County clerk's office](#)).

24. _____

24. Distance to the nearest fire hydrant from the property is shown.

25. _____

25. Site/drainage plan is provided on a standard architectural D-sized paper (24"x36") or standard engineering D-sized paper (22"x34").

Additional notes:

- Submit a digital set of plans to the City of Roswell Community Development department along with the corresponding paper plans.

By signing below, you hereby certify that the information submitted within this application is true and complete. Any incomplete or erroneous applications will not be accepted for processing.

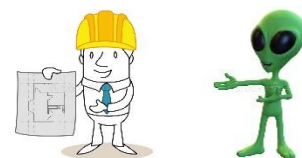
Property Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Fees (if applicable): _____

For City of Roswell Community Development staff only

Verified by: _____ Date: _____





City of Roswell Community Development

General Planning Application Form

Submit this completed application form in addition to the **Site/Drainage Plan Review Checklist Form**. Any incomplete or erroneous applications will not be accepted for processing.

Please list the address of the proposed project in the line below:

Please check the applicable application type(s):

Legislative Actions

General Plan Amendment	<input type="checkbox"/>	Street Name Change	<input type="checkbox"/>
Specific Plan Amendment	<input type="checkbox"/>	Vacation of Public Right-of-Way/Easement	<input type="checkbox"/>
Change of Zone	<input type="checkbox"/>	Special Use Permit (SUP)	<input type="checkbox"/>
Annexation	<input type="checkbox"/>	Conditional Use Permit (CUP)	<input type="checkbox"/>
Subdivision Plat (Preliminary or Final)	<input type="checkbox"/>	Variance	<input type="checkbox"/>

Please provide the following contact information:

Applicant Contact:

Contact Person:			
Phone Number:			
Email Address:			
Mailing Address:	<i>Street Number:</i>	<i>Street Name:</i>	<i>Unit or Suite:</i>
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>

Owner (if not Applicant) Contact:

Contact Person:			
Phone Number:			
Email Address:			
Mailing Address:	<i>Street Number:</i>	<i>Street Name:</i>	<i>Unit or Suite:</i>
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>

Engineer Contact:

Contact Person:			
Phone Number:			
Email Address:			
Mailing Address:	<i>Street Number:</i>	<i>Street Name:</i>	<i>Unit or Suite:</i>
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>





City of Roswell Community Development

Architect Contact:

Contact Person:
Phone Number:
Email Address:
Mailing Address: <i>Street Number:</i> _____ <i>Street Name:</i> _____ <i>Unit or Suite:</i> _____
<i>City:</i> _____ <i>State:</i> _____ <i>Zip Code:</i> _____

Contractor Contact:

Contact Person:
Phone Number:
Email Address:
Mailing Address: <i>Street Number:</i> _____ <i>Street Name:</i> _____ <i>Unit or Suite:</i> _____
<i>City:</i> _____ <i>State:</i> _____ <i>Zip Code:</i> _____

Please provide the property's APN/legal description in the box below (which can be accessed by using the [Chaves County Assessor Map](#)).

Please provide a detailed description and any applicable supplemental information of the proposed project in the box below:





City of Roswell Community Development

By signing below, you hereby certify that the following information submitted within this application is true and complete. Any application with incomplete or erroneous information will not be accepted for processing.

Property Owner Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

