



**TOWN OF SOUTH PADRE ISLAND  
Development Plan Review Board (DPRB)  
Application**

To be considered a complete application, this form must be **COMPLETELY** filled out and eleven copies of the form and supporting documentation must be submitted **no later than the Thursday at noon before the meeting date.**

**SITE LOCATION:** Physical Address: \_\_\_\_\_

Legal Description: (Lot/Block) \_\_\_\_\_

Is this property part of a shopping center (i.e. one tenant of many?) Yes / No

I request the DPRB to review (please be specific and attach supporting documentation to this form. List of required information on back of this form):

**\*\*SIGNS & STRUCTURES: whoever pulls the building permit is required to have a \$10,000 license and permit bond made out to the Town of SPI**

PROPERTY OWNER: \_\_\_\_\_

OWNER MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP : \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_

FAX NUMBER: (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner (required)

\_\_\_\_\_  
Date

I request that this application be placed on the Agenda for the \_\_\_\_\_(date) meeting. I understand that I will need to be at this meeting or have a representative attend on my behalf. My representative is: \_\_\_\_\_

APPLICANT (if different from Owner): \_\_\_\_\_

APPLICANT MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP : \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_

FAX NUMBER: (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant (if diff. from Owner)

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_  
Chairman DPRB

\_\_\_\_\_  
Date

Conditions? \_\_\_\_\_

## REQUIRED INFORMATION:

### For those requesting Paint or Exterior Material Change Approval:

- Color pictures of the structure as it currently exists.
- Color pictures of the structure as proposed. (Include 11 manufacturer color /material samples.)
- Detailed explanation of what materials and colors are proposed where in relation to the existing structure.

### For those requesting Extensive Exterior Remodeling Approval *(changing to location of windows, doors; adding fascia, soffit, and other exterior architectural design details.)*

Include the information above, with the information below, by providing a Site Layout of the structure as is exists; and a Site Layout and elevation drawings as the structure is proposed to be once completed.

### All other applicants must submit a Site Layout showing:

- Property lines with dimensions
- Building footprints with dimensions
- Setback areas with dimensions

(Pictures of the site are helpful, but not required)

### For those requesting Signage:

Include in the site layout:

- Locations and brief description of all existing signs on site (ex: painted wood wall sign, monument sign with white plastic face and red aluminum skirting.)
- Locations of each proposed sign and distances from property line/ROW.

Proposed sign schematic detailing:

- The kind of sign (i.e. window, wall, awning, monument, etc.)
- All dimensions – heights, widths, depths, and areas of sign face(s) and supports.
- Proposed materials.
- Proposed colors.

### For those proposing NEW CONSTRUCTION:

- Zoning District property is located: \_\_\_\_\_
- Architectural elevations of all proposed building sides and description of proposed exterior building materials.
- Color rendering(s) of building(s) with 11 manufacturers' color samples of the primary and all trim colors.
- Ingress/egress plan
- Parking lot configuration.
- Dumpster screening – location and materials
- Mechanical system screening – locations and materials
- Fences / walls – locations and materials.
- Landscape Plan
  - Square footage of required landscape areas (front, and if applicable, side of building areas)
  - Locations and square footages of each proposed landscape bed.

- Plant materials list.
- Description, height and proposed locations for trees.
- Method of irrigation.
- External Lighting plan
  - Type of lighting
  - Locations of lighting poles and fixtures
  - Heights of pole lighting
  - Illumination levels on site including lighting spillover into adjacent properties (which should not happen).

**For those requesting Fine Art determination:**

To-scale drawing or model.

A Proposal detailing:

- All dimensions of the proposed final product.
- Colors, materials and supports (if necessary).
- Proposed location of art – be specific.
- Background / Resume of artist with pictures showing examples of previous works; materials used; who purchased or commissioned; education/ experience; etc.