



CITY OF WHITE OAK  
 906 S. WHITE OAK RD.  
 WHITE OAK, TX 75693  
 (903) 759-3936  
 (903) 297-3452 - FAX

**SITE PLAN APPLICATION**

Building Inspector  
 (903) 220-8262

Name of Applicant	Mailing Address	Contact Number	Contact Email
Property Owner	Mailing Address	Contact Number	Contact Email
Firm Preparing Site Plan	Mailing Address	Contact Number	Contact Email
		Fax Number	
Location of Property	Name of Addition/Subdivision	Lot / Block	Present Zoning District

**Proposed Site Plan Contains:**

LAND USE	NUMBER OF LOTS	ACRES FOR USE
Single Family		
Multi-Family		
Planned Development		
Office		
Retail		
Commercial		
Industrial		
Flood Plain		

**Submission Requirements**

- Completed Application Form
- Filing Fee

**Print Requirements**

Staff Review

- Five (5) copies (***folded into sets***) for staff discussion.

City Council

- One (1) electronic copy (PDF) of the complete site package with any revisions made by the Planning & Zoning Commission.

Meetings are held the 2<sup>nd</sup> Tuesday of every month at 5:00 p.m. at White Oak City Hall. All information must be received one week prior to the meeting date.

**This checklist is provided as a supplement only. It is the applicant's responsibility to review and comply with the requirements of the Zoning Ordinance, Subdivision regulations, and construction specifications.**

**Site plan approval, as granted by the Planning & Zoning Commission shall be effective for a period of one (1) year unless otherwise specified at the time of approval. A building permit must be applied for within this time period or the approved site plan shall be deemed null and void.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Site Plan Fee Received?	P&Z Meeting Date	City Council Meeting Date	Notes
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**Administrative Processing:**

CITY OFFICIAL SIGNATURE	APPROVE (YES / NO)	COMMENTS / RECOMMENDATIONS
Building Inspector		
Fire Marshal		
Fire Department		
Public Works Director		
City Coordinator		

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