



Mayor Jason Perez

John Wright,
Mayor pro-tem,
Position 3

Mikey Svoboda
Council Member,
Position 1

Travis Townsend
Council Member,
Position 2

Cecil Booth
Council Member,
Position 4

Mark Gongora
Council Member,
Position 5

Chris Whittaker
City Manager

Frances Aguilar
City Secretary

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May 12, 2022

Ms. Robin Crouch
Baker and Lawson, Inc.
4005 Technology Drive, Suite 1530
Angleton, TX 77515

RE: Completeness Determination for Minor Plat Application for 12.390 Acres in the J. De J. Valderas Survey, Abstract No. 380

Dear Ms. Crouch,

As required by Section 23-79 of the Code of Ordinances of the City of Angleton the City has five (5) business days from the date of submission of an application to determine if the application is complete. The above referenced minor plat application was submitted on May 9, 2022, and the City has until May 16, 2022 to determine if the application is complete. The submitted application is determined to be incomplete for the following reasons:

1. Section-117.A.3 requires submission of a preliminary utility plan showing all existing and proposed utilities. **No preliminary utility plan has been submitted.**
2. Section 117.A.5 requires utility and drainage reports with adequate information to determine conformity with the utility and drainage requirements of the LDC. **No utility and drainage reports has been submitted.**
3. Section 23-117.A.6 requires a drainage report as set out in Section 13-15. **No drainage report has been submitted.**
4. Section 23-117.A.7 requires a soil suitability report (geotechnical report) as set out in Section 23-25. **No geotechnical report has been submitted.**
5. Section 23-117.A.8 requires a current tax certificate. **No current tax certificate has been provided.**
6. Section 23-117.A.12 requires a heritage tree survey and tree preservation plan as part of the preliminary plat submittal requirements. **No heritage tree survey and tree preservation plan has been submitted.**
7. Section 23-87.E allows for a minor subdivision plat or replat if:
 - a. Property is proposed to be subdivided into no more than four lots;
 - b. The resulting lots comply with all LDC and applicable zoning requirements;
 - c. **No utilities, other than service lines, are required to be extended to serve the lots and utilities are available on or immediately adjacent to the parcel; and**
 - d. The resulting lots would all front on a public street and not require the creation of a new street.

While water service is available to proposed Lot 2 from a 16-inch line in Henderson Road, neither proposed lot has sewer service available and water service is not available to proposed Lot 1.

Further, Texas Local Government Code Section 212.0065 identifies a "minor plat" as: "...involving four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of municipal facilities."

As the criteria for a minor plat or replat application is not met, this application cannot be processed as a minor plat or replat. Section 23-15 requires the extension of City water and sewer lines to provide city services to properties being developed within the City limits of the City of Angleton. To proceed forward, this application must be converted into a regular preliminary plat application and all missing items as identified in this letter must be submitted. The fee for a commercial preliminary plat is \$1,000 + \$25 for each acre over two acres. While \$250 has been paid for a minor plat application, to convert this application to a preliminary plat application will require the payment of an additional \$1,009.75. If variances will be sought to the required extensions of water and sewer service lines to the property, then reasoning consistent with the criteria of Section 23-102 must be submitted for any conversion of this application to be considered complete.

Pursuant to Texas Local Government Code Section 245.002(e) you have forty-five (45) days from the date of the application submittal (May 2, 2022) to provide the missing application information. If that information is not provided by June 16, 2022, the application will be declared void.

Section 23-79.A.1 requires that a development application may not be processed until a complete submittal is filed. Section 23-79.A.3 requires a complete plat application must be provided 30 days prior to a commission meeting to allow adequate review time.

Finally, unless variances for such are granted, pursuant to Section 23-117.A.14 construction plans for public improvements, identified in Section 23-98.A.1.a as including, but not limited to, water, wastewater, drainage, road and park improvements, must be reviewed and approved prior to submission of any final plat application.

If you should have any questions, feel free to ask.

Cordially,

A handwritten signature in blue ink that reads "Walter E. Reeves Jr." with a stylized flourish at the end.

Walter E. Reeves Jr., AICP

Development Services Director

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