

ADMINISTRATIVE  
DEVELOPMENT  
PROCEDURES  
MANUAL  
CITY OF ANGLETON  
2021

DEVELOPMENT  
SERVICES  
DEPARTMENT

The Administrative Development Procedures Manual (ADPM) has been prepared to provide vital information regarding the City's development processes and serve as an easy-to-follow guide. This Manual incorporates the recommendations of the Comprehensive Plan adopted in 2005 and the requirements of the Angleton Code of Ordinances including Land development Code (LDC) and Zoning Ordinance.

**TABLE OF CONTENTS**

I. INTRODUCTION .....5

II. PRE-APPLICATION CONFERENCES .....9

III. ANNEXATION..... 10

IV. COMPREHENSIVE PLAN AMENDMENT ..... 12

V. ZONING..... 18

Section 1 General Information .....18

Section 2 Rezoning..... 23

Section 3 Specific Use Permits..... 27

Section 4 Planned Development District ..... 32

VI. VARIANCE AND **SPECIAL EXCEPTION** .....39

Section 1 Variance..... 39

Section 2 Special Exception ..... 42

VII. PLATTING .....44

Section 3 General Information..... 44

Section 4 Amending Plats (Major and Minor)..... 47

Section 5 Minor Plat..... 52

Section 6 Replats (Major and Minor) ..... 56

Section 7 Development Plat ..... 62

Section 8 Preliminary Plat ..... 66

Section 9 Final Plat ..... 70

VIII. COMMERCIAL BUILDING PERMITS ..... 76

Section 1 General Information..... 76

IX. RESIDENTIAL BUILDING PERMITS..... 76

Section 1 General Information..... 76

X. FINANCING MECHANISMS..... 76

Section 1 General Information..... 76

APPENDICES ..... 77

Appendix A UNIVERSAL APPLICATION FORM .....77

Appendix B SPECIFIC APPLICATION SUBMITTA 77

CHECKLISTS .....77

LAND USE POLICY RELATED .....77

S1 Specific Application Form – Annexation .....77

S2 Specific Application Form – Rezoning and Future Land Use Map Amendment .....77

S3 Specific Application Form – Special Use Permit .....77

S4 Specific Application Form – Planned Development.....77

S5 Specific Application Form – Place holder.....77

SUBDIVISION AND PROPERTY DEVELOPMENT RELATED.....77

S6 Specific Application Form – Amending Minor and Major Plat.....77

S7 Specific Application Form – Minor Consolidation Plat.....77

S8 Specific Application Form – Development Plat.....77

S9 Specific Application Form – Concept Plan .....77

S10 Specific Application Form – Preliminary Plat .....77

S11 Specific Application Form – Final Plat.....77

S12 Specific Application Form – Replat .....77

S13 Specific Application Form – Construction Plans .....77

SITE DEVELOPMENT RELATED.....77

S14 Specific Application Form – Place Holder .....77

S15 Specific Application Form – Special Exception.....77

S16 Specific Application Form – Site Development Permit/Site Plan Review.....77

S17 Specific Application Form – Floodplain Development Permit .....77

S18 Specific Application Form – Stormwater Permit.....77

S19 Specific Application Form – Onsite Sewage Facility Permit (OSSF).....77

S20 Specific Application Form – Variance .....77

S21 Specific Application Form – Certificate of Occupancy (CO).....77

S22 Specific Application Form – Group Living Operation License.....77

S23 Specific Application Form – Grading/Clearance Permit.....77

BUILDING PERMITS RELATED .....77

S24 Specific Application Form - Commercial Building New/Remodel/Addition.....77

S25 Specific Application Form – Fence .....77

S26 Specific Application Form – Miscellaneous.....77

S27 Specific Application Form – Building Permit 1 & 2 Family Form .....77

S28 Specific Application Form – Place holder .....77

S29 Specific Application Form – Place holder.....77

S30 Specific Application Form – Solar .....77

S31 Specific Application Form – Swimming Pool.....77

S32 Specific Application Form – Demolition .....77

S33 Specific Application Form – Backflow Device/Irrigation Systems..... 78

S34A Specific Application Form – Permanent Sign ..... 78

S34B Specific Application Form – Temporary Sign ..... 78

S35 Specific Application Form – Master/Common Signage Plan ..... 78

S36 Specific Application Form – Water Heater or Water Softener..... 78

S37 Specific Application Form – Right-of-Way Construction.....	78
S38 Specific Application Form – Flatwork/Driveway .....	78
S39 Specific Application Form – Water-Wastewater Service.....	78
To be added:.....	78
Moving or Wrecking Permit S X .....	78
Alarm Permit S X .....	78
Grooming Facility License S .....	78
Alcohol permit S X .....	78
Health Permit S X .....	78
Temporary Health Permit S X.....	78
Mobile Home Park Registration S X.....	78
Inspections .....	78
Mechanical      Electrical.....	78
Plumbing      Building .....	78
Group Living License Form .....	78
Pipeline Permit - Form S X.....	78
Game Room Permit Form S X .....	78
Appendix C SCHEDULE OF FEES.....	78
Appendix D LIST OF APPLICATIONS AND PERMITS, APPROVAL AUTHORITY, AND PROCESSING TIME	78
Appendix E REVIEWING DEPARTMENTS & CONTACT INFORMATION.....	78
Appendix F MINIMUM DESIGN STANDARDS AND SPECIFICATIONS.....	78

## I. INTRODUCTION

Located in Brazoria County Texas, Angleton is the county seat of Brazoria County. With a 2020 population of **19,293**, it is the **145th** largest city in Texas Its population has increased by 2.29% since 2010. Angleton’s tax base is expanding with new investment and reinvestment in retail, commercial, residential and industrial sectors.

We welcome you interest in developing in the City of Angleton. We look forward to working with you and your team for the successful completion of your project.

The development process can seem overwhelming because many activities can occur simultaneously. We value your time and want to ensure that the entire process will be as smooth as possible. The Administrative Development Process Manual has been prepared to provide vital information regarding the City’s permit processes and will be an easy-to-follow guide. It contains policies and procedures related to the development of land and construction permitting.

The Development Process Manual (Manual) incorporates the recommendations of the Comprehensive Plan adopted in **2005** and the requirements of the Zoning Code adopted in 2009, and the Land Development Code (LDC), approved on January 12, 2018. Every effort has been made to ensure accuracy and completeness throughout the document.

Depending on the type of development, one or more sections of the Manual may be applicable. For each type of application, an introduction to the process, a flowchart of the process, a checklist, and other pertinent information has been included. We anticipate that this Manual will help you better communicate with the City staff, avoid unnecessary delays, and give staff an opportunity to work with you in an effective and efficient manner.

[Links to Reference Documents](#)  
[Land Development Code \(LDC\)](#)  
[Comprehensive Plan Chapter 28 Zoning Code](#)

### **Disclaimer**

This Manual should not be used as a supplement or to circumvent any state laws or local ordinances. The Manual is not intended to take the place of any ordinance. If there are any further questions about the City of Angleton’s development process, please feel free to contact the Development Services. Refer to the City’s website for the most current information.

Please feel free to contact the Development Services Department at XXX-XXX-XXXX for guidance throughout the process

## Development Process Overview

The development process can be defined as the process an applicant undertakes to obtain the necessary City approvals to construct any structure which requires a building permit within the City of Angleton. It can be a simple one-step process or a multi-step one, depending on the nature of the development. Development projects vary in scale and complexity, ranging from home renovation to the construction of a new building. The process is usually categorized into nine (8) steps from a fact-finding meeting to a certificate of occupancy.

We welcome your input and feedback so that we may continue to improve upon our current processes.

Will fix formatting and font size to be legible

