

Planning Initiatives Update

November 15, 2021

- 1. Memo**
- 2. Summary of staff & developer interviews**
- 3. Copy of questionnaire**
- 4. Summary of questionnaire responses (SurveyMonkey)**
- 5. Responses to open-ended questions (SurveyMonkey)**
- 6. Diagnostic Report (draft)**
- 7. ADPM – Proposed Table of Contents & Introduction**
- 8. Red-lined version of the current zoning code and sign regulations (draft)**

**Information
sent in the
packet**

Scope

Diagnostic Report

Review and recommend amendments to development related requirements - land development, subdivision design, public improvements, infrastructure development, permits and procedures, and construction standards.

- Zoning Ordinance -2009 and revisions

- Land Development Code - 2018

- Other development related requirements in the City Code of Ordinances - manufactured homes, junk yards, refuse containers, etc.

Administrative Development Procedures Manual

Easy to follow one-stop reference guide from annexation to certificate of occupancy

User-friendly and easily understandable format

Information regarding the City's policies and procedures related to the development of land and building activity

Community and Staff Input

Interviews

- City staff
- Development Community
- Engineering consultant
- Web site questionnaire
- Website
- Mailed to elected and appointed officials and staff

Research

- Review existing documents
- Comprehensive Plan
- Zoning ordinances
- Land Development Code (Chapter 23 of the Code of Ordinances)
- Other chapters of the Code of Ordinances
- Comparative analysis

Outreach and Research

COVID 19 UPDATE

COVID 19
[Read On...](#)

Create an Account - Increase your productivity, customize your experience, and engage in information you care about.

Sign In

City Departments

Employment

Online Payments

News Flash

Drive Through Giveaway
[Read on...](#)

Town Hall Meeting
 Hurricane Preparedness
[Read on...](#)

Streamlining Development - Questionnaire

Your Opinion Matters

Calendar

JUNE 2021

S	M	T	W	T	F	S
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03

Mon Jun. 21
 Junior Lifeguarding

Tue Jun. 22
 Summer Jamboree
 Bingo
 Junior Lifeguarding

View All

Community Input Questionnaire

- * Development Process
- * Development Requirements
- * Vision

Application Processing

Cumbersome, unclear and lengthy application processing
Lack of centralized location for information

Development Codes, Standards, and Requirements

Inconsistent, outdated, and unclear codes
Design standards need to be elevated
Confusing landscape/parkland dedication requirements
Construction standards not specific to Angleton and outdated
Neighborhood design needs review
Lack of housing diversity
Too many types of plats
Angled on-street parking

Outdated Comprehensive Plan

Development Agreements - lack of standardized processes

Community Input Questionnaire

Summary of Responses Main Topics

Diagnostic Report

Phase I: Diagnostic Report

Interviews - City staff, developers, officials

Gather public input - web site questionnaires

Review existing documents

Conduct research and comparative analysis.

Discuss finding with staff

Share findings and recommendations with the Planning and Zoning Commission, City Council, and others

Gather input on the draft report.

Diagnostic Report

Phase II: Implementation of Recommendations

Consolidate development related codes

- Zoning ordinance

- Land Development Code

- Code of Ordinances

Prepare high level recommendations - input from the staff, stakeholders, P & Z, and City Council.

Receive input from the stakeholders, P & Z, City Council on the recommendations - work session

Incorporate all recommendations and prepare a draft of final amendments.

Assist with adoption at public hearing and meetings as directed by staff and finalize the document after adoption.

Evaluation Criteria

Legal Framework and Conformance to the Texas Local Government Code

Application Process Improvement

A User-Friendly Format

Adherence to City of Angleton Comprehensive Plan and other adopted plans and policies

Innovative Planning Principles and Improved Standards

Diagnostic Report

Diagnostic Report

Recommendations

CONFORMANCE TO TEXAS LOCAL GOVERNMENT CODE (TXLGC)

Chapter 211 - Zoning

Chapter 212 of the TXLGC - Subdivision regulations

Chapter 43 - Municipal Annexation

Chapter 213 - Municipal Comprehensive Plans

Chapter 245 - Issuance of Local Permits

Others

Compliance, procedural requirements, and stream-lining

APPLICATION PROCESS IMPROVEMENT

Easily comprehensible

Efficient processes

Clarity in requirements

Electronic review transition-ready

Diagnostic Report

Recommendations

Diagnostic Report

Recommendations

IMPROVEMENTS TO CODE CONTENT

- Consolidating of and removing conflicts between the LDC and zoning code
- Clarifications to zoning categories, the official zoning map
- Incorporation of missing and omitted items, amendments, and additional requirements
- Revisions to conflicting sections, grammatical errors, and inaccuracies
- Clarification and addition of definitions
- Inclusion of visual examples and graphic representations
- Miscellaneous opportunities for improvement

A USER-FRIENDLY FORMAT

- Clear and easily comprehensible
- Ease in locating all relevant requirements
- Assist in submission of complete applications
- Assist City Staff to administer the regulations in a fair, efficient, and effective manner
- Assist the public to understand the processes better

Diagnostic Report

Recommendations

INCORPORATE COMPREHENSIVE PLAN OBJECTIVES INTO UDC

The Strategic Plan, included in the Comprehensive Plan includes action steps that pertain to the LDC and development codes.

Recommendations to implement the action steps have been identified.

Need to evaluate the validity of the adopted Comprehensive Plan in light of recent growth and lack of actual implementation since adoption.

Diagnostic Report

Highlights

Proposed Amendments:

Combination of LDC, zoning codes, other development related codes
Consolidation of type of plats, clarify sequencing, public improvements construction, expiration
Comprehensive signage regulation update
Definitions – additions and clarifications
Clarity on external agencies and their approval responsibilities
Concept Plan/site plan requirements
Rewrite of Planned Development section
Addition of parking requirements in the land use tables
Exterior standards recommendations to conform to state statutes
Clarification on yards
Performance bond and surety amount
Comprehensive list of all applicable guidelines, regulations. and ordinances
Public improvements - color of street signs; provision of fiber in new subdivisions, etc.
Increased/updated development standards – landscaping, parking, on-street parking, subdivision entrances, subdivision connectivity, native plant list.

Contents

- * Overview of the development process
- * Pre-Application Conference
- * Application Processing - General information, application process, flow charts identifying all departments and agencies responsible for reviewing/approving, criteria for approval, expiration dates
 - Annexation*
 - Zone Changes*
 - Platting and Subdivision*
 - Residential Building Permits*
 - Inspections & CO*
 - Comprehensive Plan Amendments*
 - Variance, Special Exceptions, Specific Use Permits*
 - Commercial Building Permits*
 - Other permits*
 - Financing Tools - PID and TIRZ etc.*
- * Schedule of fees
- * Staff directory
- * List of all applications and permits, related application forms, submittal * checklists, and approval authority.
- * List of documents containing minimum standards and specifications
- * Other items identified by staff and specific to the City

Administrative Procedures Manual

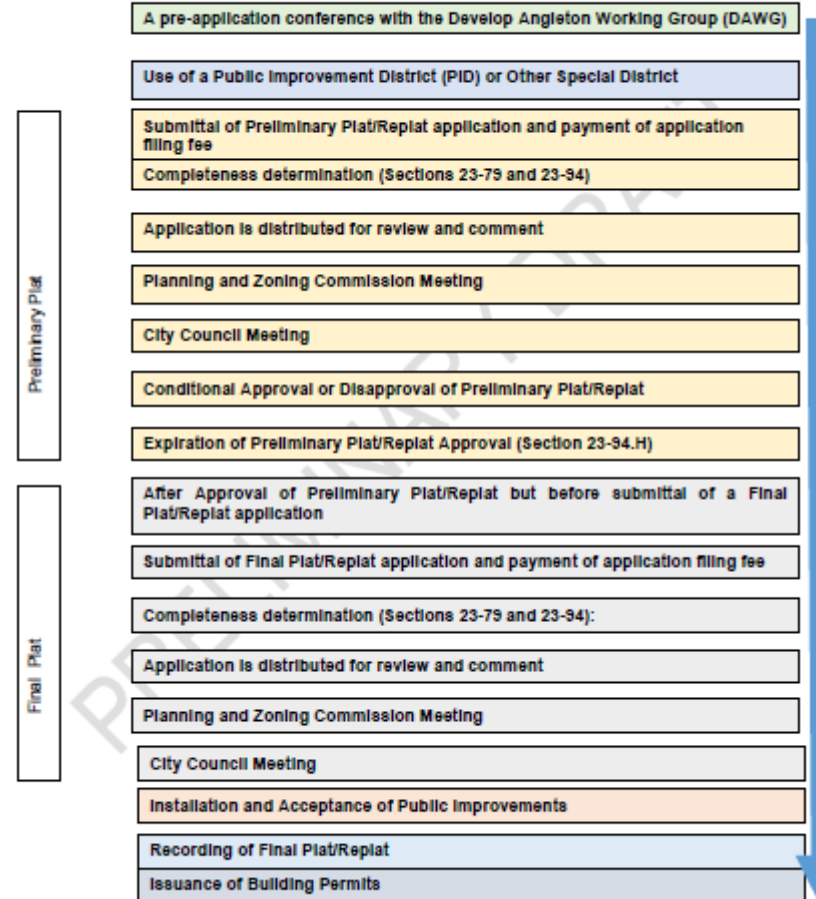
Contents

ADMINISTRATIVE DEVELOPMENT PROCEDURES MANUAL CITY OF ANGLETON 2021

DEVELOPMENT
SERVICES
DEPARTMENT

b. General Subdivision/Platting Process

The flow chart below describes the steps involved in the platting process. Depending on the type of plat, the process may differ, as explained in the following sections.



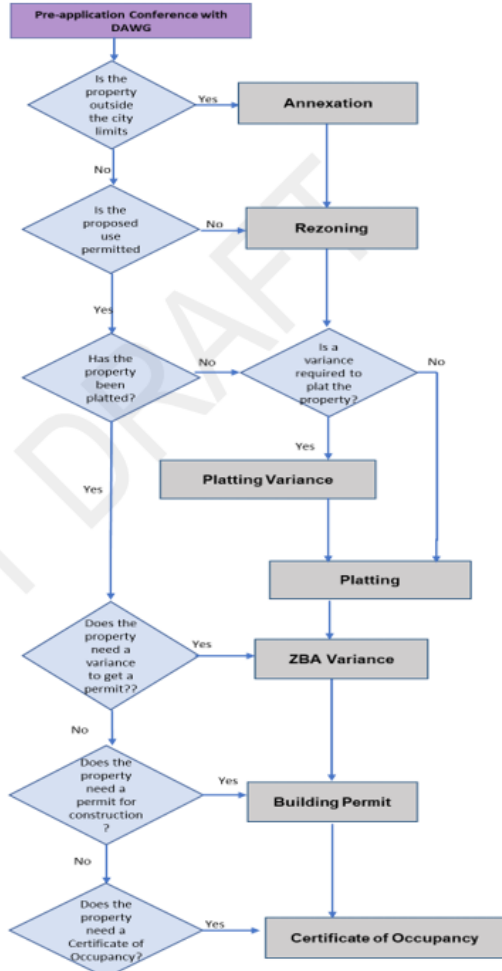
Administrative Procedures Manual

Process Flows and Streamlining

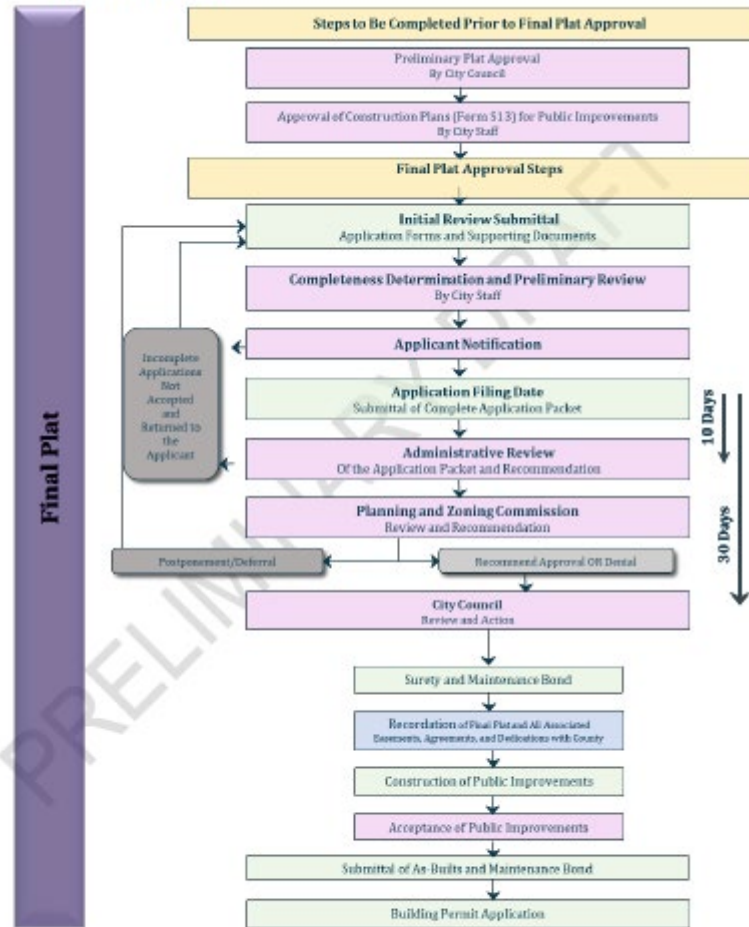
Development Process Overview

The development process can be defined as the process an applicant undertakes to obtain the necessary City approvals 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.

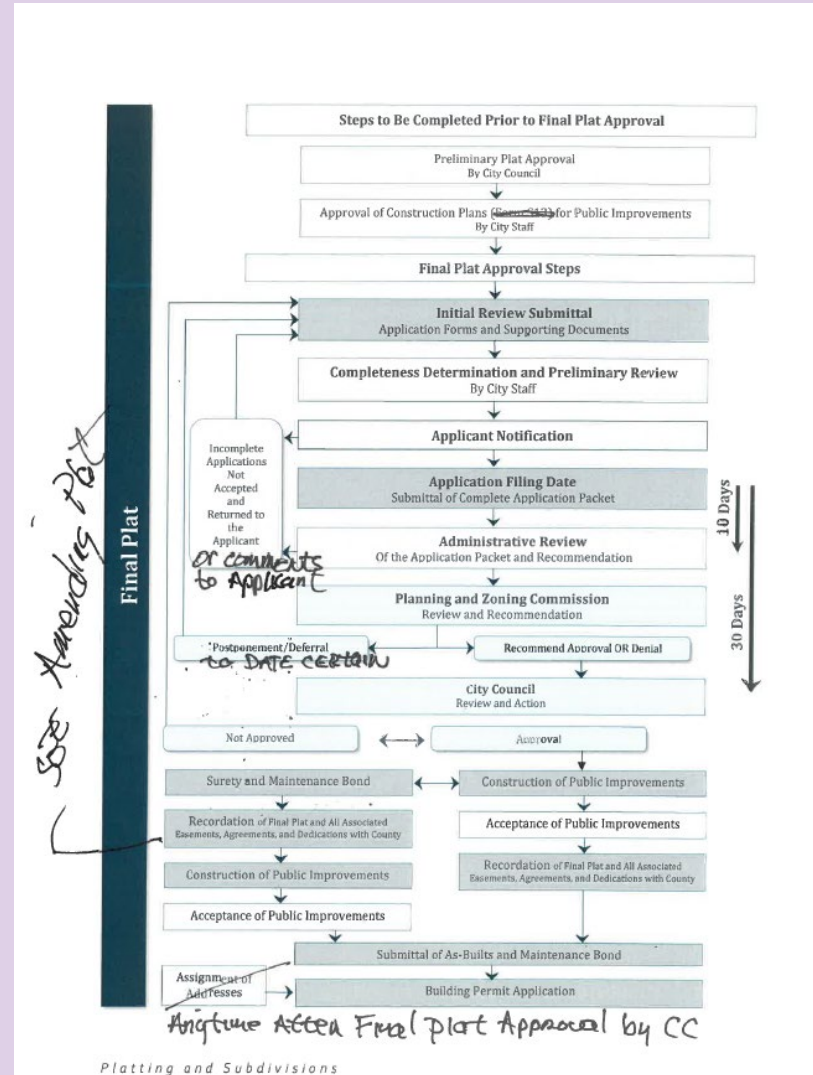


b. Process Flowchart



Administrative Procedures Manual


Compliance Requirements and Sequencing Overview & Details



Administrative Procedures Manual

- Streamlining
- Clarification of pre-requisites
- Statutory Compliance

APPENDICES

Appendix A UNIVERSAL APPLICATION FORM 

Appendix B SPECIFIC APPLICATION SUBMITTAL CHECKLISTS

LAND USE POLICY RELATED

- S1 Specific Application Form – Annexation
- S2 Specific Application Form – Rezoning and Future Land Use Map Amendment
- S3 Specific Application Form – Special Use Permit
- S4 Specific Application Form – Planned Development
- S5 Specific Application Form – Place holder

SUBDIVISION AND PROPERTY DEVELOPMENT RELATED

- S6 Specific Application Form – Amending Minor and Major Plat
- S7 Specific Application Form – Minor Consolidation Plat
- S8 Specific Application Form – Development Plat
- S9 Specific Application Form – Concept Plan
- S10 Specific Application Form – Preliminary Plat
- S11 Specific Application Form – Final Plat
- S12 Specific Application Form – Replat
- S13 Specific Application Form – Construction Plans

SITE DEVELOPMENT RELATED

- S14 Specific Application Form – Place Holder
- S15 Specific Application Form – Special Exception
- S16 Specific Application Form – Site Development Permit/Site Plan Review
- S17 Specific Application Form – Floodplain Development Permit
- S18 Specific Application Form – Stormwater Permit
- S19 Specific Application Form – Onsite Sewage Facility Permit (OSSF)
- S20 Specific Application Form – Variance
- S21 Specific Application Form – Certificate of Occupancy (CO)

S22 Specific Application Form – Group Living Operation License

S23 Specific Application Form – Grading/Clearance Permit

BUILDING PERMITS RELATED

- S24 Specific Application Form - Commercial Building New/Remodel/Addition
- S25 Specific Application Form – Fence
- S26 Specific Application Form – Miscellaneous
- S27 Specific Application Form – Building Permit 1 & 2 Family Form
- S28 Specific Application Form – Place holder
- S29 Specific Application Form – Place holder
- S30 Specific Application Form – Solar
- S31 Specific Application Form – Swimming Pool
- S32 Specific Application Form – Demolition
- S33 Specific Application Form – Backflow Device/Irrigation Systems
- S34A Specific Application Form – Permanent Sign
- S34B Specific Application Form – Temporary Sign
- S35 Specific Application Form – Master/Common Signage Plan
- S36 Specific Application Form – Water Heater or Water Softener
- S37 Specific Application Form – Right-of-Way Construction
- S38 Specific Application Form – Flatwork/Driveway
- S39 Specific Application Form – Water-Wastewater Service

To be added:

- Moving or Wrecking Permit S X
- Alarm Permit S X
- Grooming Facility License S
- Alcohol permit S X
- Health Permit S X
- Temporary Health Permit S X
- Mobile Home Park Registration S X

Administrative Procedures Manual

Centralized Application Information

Universal Application
Specific Application



UNIVERSAL APPLICATION

All applications must be submitted with:

- (1) A complete **Universal Application** form (2 pages), and
 - (2) A complete **Specific Application Form** with all materials listed in the checklist for the specific application.
- The City staff is available to assist you in person at City Hall or over the phone at 979-849-4364.

DEVELOPMENT INFORMATION

Project Name/Address/Location: _____ Acreage: _____
Brief Description of Project: _____
Is property platted? ☐ No ☐ Yes Subdivision name: _____ No. of Lots: _____
Recordation #: _____ Parcel(s) Tax ID#: _____
Existing Use: _____ Proposed Use: _____
Current Zoning: _____ Proposed Zoning: _____
Occupancy Type: _____ Sq. Ft. _____ Bed #: _____ Bath #: _____ Car Garage #: _____
Water System: ☐ Well ☐ Public Flood Zone: ☐ Yes ☐ No Sewer System: ☐ Septic ☐ Public

PROPERTY OWNER INFORMATION

Owner: _____ Contact Name: _____
Address: _____ City/State/ZIP: _____
Phone: _____ Email: _____

APPLICANT INFORMATION

Applicant/Developer: _____ Contact Name: _____
Address: _____ City/State/ZIP: _____
Phone: _____ Email: _____

KEY CONTACT INFORMATION

Name of the Individual: _____ Contact Name: _____
Address: _____ City/State/ZIP: _____
Phone: _____ E-mail: _____

SIGNATURE OF PROPERTY OWNER OR APPLICANT (SIGN AND PRINT OR TYPE NAME)

Signature: _____ Date: _____
(Signed letter of authorization required if the application is signed by someone other than the property owner)

*****OFFICE USE ONLY*****

DATE REC'D: _____ BY: _____
FEES PAID: _____ APPROVED BY: _____
DATE APPROVED: _____
APPLICATION/PERMIT NO: _____ EXP DATE: _____

Applications shall be processed based on the City's official submission dates. When a completed application packet has been accepted and reviewed, additional information may be required by staff as a result of the review, therefore it may be necessary to postpone the proposed project and remove it from the scheduled agenda and place it on a future agenda.

SPECIFIC APPLICATION FORM Please check the appropriate type below:

Land Use Policy

- (Chapter 28 of the LDC)
- ☐ Annexation* - Form S#
 - ☐ Comprehensive Plan Amendment (Text)
 - ☐ Land Development Code (LDC) Text Amendment
 - ☐ Rezoning/ ~~ELIM~~ amendment* - Form S#
 - ☐ Special Use Permit* - Form S#
 - ☐ Planned Unit Development (PUD)* - Form S#
 - ☐ Development Agreement

Subdivision and Property Development

- (Chapter 42 of the LDC)
- ☐ Amending Plat* - Form S#
 - ☐ Minor Plat* - Form S#
 - ☐ Development Plat* - Form S#
 - ☐ Concept Plan** - Form S#
 - ☐ Preliminary Plat* - Form S#
 - ☐ Final Plat* - Form S#
 - ☐ Replat* - Form S#
 - ☐ Construction Plans* - Form S#
 - ☐ Vacating Plat
 - ☐ Plat Extension

Site Development

- (Chapter 23 of the LDC)
- ☐ Vested Rights Verification Letter
 - ☐ Zoning Verification Letter
 - ☐ Written Interpretation of the LDC
 - ☐ Temporary Use Permit* - Form S#
 - ☐ Special Exception* - Form S#
 - ☐ Site Development Permit* (Site Plan Review) - Form S#
 - ☐ Floodplain Development Permit* - Form S#
 - ☐ Stormwater Permit* - Form S#
 - ☐ Certificate of Design Compliance* - Form S#
 - Appeal of an Administrative Decision
 - ☐ Zoning
 - ☐ Others
 - Variance
 - ☐ Policy
 - ☐ Judicial* - Form S#
 - ☐ Sign Special Exception/Appeal to an Administrative Decision
 - ☐ Administrative Exception
 - ☐ Permit for Repair of Non-Conforming Use Building
 - ☐ Letter of Regulatory Compliance
 - ☐ On-Site Sewage Facility Permit (OSSF)
 - ☐ Certificate of Occupancy (CO)* - Form S#
 - ☐ Relief from Signage Regulations
 - ☐ Grading/Clearance Permit - Form

Building Permits Related

- Commercial**
- ☐ New/Remodel/Addition* - Form S#
 - ☐ Fence* - Form S#
 - ☐ Miscellaneous* - Form S#
- Residential**
- ☐ New Home* - Form S#
 - ☐ Remodel/Addition* - Form S#
 - ☐ Detached Buildings* - Form S#
- Others**
- ☐ Solar* - Form S#
 - ☐ Swimming Pool* - Form S#
 - ☐ Demolition, Drive or Move S#
 - ☐ New Lawn/Water* - Form S#
 - ☐ Backflow Device/Irrigation Systems - Form S#
 - ☐ Sign* (Permanent) - Form S#
 - ☐ Appeal of Denial of Sign Permit S#
 - ☐ Master/ Common Signage Plan* - Form S#
 - ☐ Water Heater or Water Softener* - Form S#
 - ☐ Right-of-Way Construction* - Form S#
 - ☐ Flatwork* - Form S#
- Inspections**
- ☐ Mechanical ☐ Electrical
 - ☐ Plumbing ☐ Building
 - ☐ Others _____
- Water- Wastewater Service**
- ☐ Connect/ Disconnect Form* - Form S#

*These types of applications require additional information as listed in the Specific Application Form. Refer to **Appendix B** of the Administrative Procedures Manual for more information.

Application Checklist for all Applications

- ☐ Universal Application Form.
- ☐ Items listed in the checklist for the Specific Application Form (Form S#) ¹. (Please make sure the boxes are checked)
- ☐ Application Processing Fees and other application fees.
- ☐ Letter of intent explaining the request in detail and reason for the request.
- ☐ Signed Letter of Authorization required if the application is signed by someone other than the property owner.
- ☐ Site plan and shapefile drawings (if applicable) for the property
- ☐ Location map clearly indicating the site in relation to adjacent streets and other landmarks
- ☐ One (1) copy of proof of ownership (recorded property deed or current year tax statements)
- ☐ One (1) USB drive containing the general required documents in Adobe PDF format (if required)

¹For items that are duplicated in the specific type of application, only one copy is required.

121 S. Velasco, Angleton, Texas 77515
979-849-4364 - Fax: 979-849-5561
<http://www.angleton.tx.us>

Administrative Procedures Manual

Universal Application Submittal Checklists



S2 SPECIFIC APPLICATION FORM – REZONING

Section 28-24 of the Zoning Ordinance

The following steps must be completed, and the items must be submitted for the application to be deemed complete and processed:

- ☐ Pre-Application Conference prior to application submittal.
- ☐ Concept Plan as prescribed in sec. 28-26 of the Zoning Ordinance (if PD district is involved)
- ☐ Site Plan as prescribed in sec. 28-26 of the Zoning Ordinance (if SUP is involved)
- ☐ A completed Universal Application and checklist signed by the owner/s of the property.
- ☐ A title report.
- ☐ Payment of all other applicable fees (see Schedule of Fees).
- ☐ 8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the request. If the property is platted, a copy of the plat should be provided.
- ☐ Location/vicinity map showing the location and boundaries of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
- ☐ Notarized statement verifying land ownership and, if applicable, authorization of land owner's agent to file the zoning change request
- ☐ Acknowledgement that the sign posted by the City on the property fifteen (15) days prior to the public hearing will be maintained until the zone change is heard at the public hearing.
- ☐ Provide evidence or proof that all taxes and obligations have been paid regarding the subject property.
- ☐ Electronic copies of the required exhibits in "PDF" format and shapefile for property boundary where applicable should be submitted in a USB flash drive or via email

Administrative Procedures Manual

Specific Application Submittal Checklists

Hyperlinks Resources

V. ZONING

Section 1 General Information

a. Purpose

The purpose of zoning is to ensure that the land uses of a community are properly situated in relation to one another and provide opportunity for each type of development. Zoning allows the city to manage the development density so that all areas within the city limits can be properly serviced by municipal facilities. Zoning classifies land within the City by districts or zones in which uses are established. Zoning also provides developmental requirements pertaining to lot sizes, building sizes, yard setbacks, parking, landscaping, screening, etc. These requirements vary from district to district based on the character of the district.

b. Overview

The City is divided into zoning districts as shown on the Official Zoning Map. The most critical information to verify prior to purchasing property for a particular purpose or planning a project within the City; residential or commercial, is the current zoning of the property.

The zoning of property will determine the nature of the development of the property. If the current zoning does not allow the intended use by right, a request may be made for a zone change (rezoning) or a Special Use Permit. Rezoning and Specific Use Permits are voted on by the City Council, subsequent to receiving a recommendation from the Planning and Zoning Commission. An application does not guarantee that the rezoning or Special Use Permit will be approved.

A use that currently exists on site may not always be permitted by right. In some cases, there are uses that may have been legally established prior to the adoption of current regulations and are considered non-conforming uses. Continuation and expansions of such uses or even minor additions to a property that is non-conforming may require a rezoning or other approval. It is always prudent to confirm the zoning and contact the City Staff for verification, prior to purchasing property or planning to build.

How to verify zoning and confirm permitted uses?

1. Check the zoning district designation of your property on the zoning map located in City's website at <http://angleton.tx.us/DocumentCenter/View/2257/Official-Zoning-Map-04-2017-PDF?bidId=>
2. Find out what use is permitted in zoning district that property is located in. Check : Sec. 28-81. - Use regulations (Charts) of the Code of Ordinances https://library.municode.com/tx/angleton/codes/code_of_ordinances?nodeId=PTICOOOR_CH28ZO_ARTIVUSRE_S28-81USRECH
3. Request a zoning verification letter from the City, if needed.

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CITY OF ANGLETON
2021-2022 PLAT SUBMITTAL SCHEDULE ¹

DRAFT

Meeting Month	Submittal Deadline (for Initial Review)	Completeness Check and Review Comments sent to Applicant ²	Application Filing Date (Complete Applications Only)	Administrative Review Comments Sent to Applicant	Request for Extension of Time Deadline ³	Planning & Zoning (P&Z) Meeting	City Council Meeting
	(Wednesdays at 5 pm)	(Fridays by 5 pm)	(Wednesday by 10:00am)	(Wednesdays by 5 pm)	(Fridays by 5 pm)	(2nd Thursdays at 6:30 pm) ¹	(3rd Thursdays at 6:30 pm)
January (2021)	December 9, 2020	December 18, 2020	December 23, 2020	December 30, 2020	January 8, 2021	January 14, 2021	January 21, 2021
February	January 6, 2021	January 15, 2021	January 20, 2021	January 27, 2021	February 5, 2021	February 11, 2021	February 18, 2021
March	February 3, 2021	February 12, 2021	February 17, 2021	February 24, 2021	March 5, 2021	March 11, 2021	March 18, 2021
April	March 3, 2021	March 12, 2021	March 17, 2021	March 24, 2021	April 2, 2021	April 8, 2021	April 15, 2021
May	April 7, 2021	April 16, 2021	April 21, 2021	April 28, 2021	May 7, 2021	May 13, 2021	May 20, 2021
June	May 5, 2021	May 14, 2021	May 19, 2021	May 26, 2021	June 4, 2021	June 10, 2021	June 17, 2021
July	June 2, 2021	June 11, 2021	June 16, 2021	June 23, 2021	July 2, 2021	July 8, 2021	July 15, 2021
August	July 7, 2021	July 16, 2021	July 21, 2021	July 28, 2021	August 6, 2021	August 12, 2021	August 19, 2021
September	August 4, 2021	August 13, 2021	August 18, 2021	August 25, 2021	September 3, 2021	September 9, 2021	September 16, 2021
October	September 8, 2021	September 17, 2021	September 22, 2021	September 29, 2021	October 8, 2021	October 14, 2021	October 21, 2021
November	October 6, 2021	October 15, 2021	October 20, 2021	October 27, 2021	November 5, 2021	Wed November 10, 2021	November 18, 2021
December	November 3, 2021	November 12, 2021	November 17, 2021	November 24, 2021	December 3, 2021	December 9, 2021	December 16, 2021
January (2022)	December 8, 2021	December 17, 2021	December 22, 2021	December 29, 2021	January 7, 2022	January 13, 2022	January 20, 2022

1. DATES ARE SUBJECT TO CHANGE AND MAY BE ADJUSTED DUE TO HOLIDAYS AND OTHER EVENTS
2. APPLICATIONS DEEMED INCOMPLETE WILL BE RETURNED TO THE APPLICANT AND WILL NEED TO BE SUBMITTED AT THE FOLLOWING SUBMITTAL DEADLINE FOR INITIAL REVIEW
3. EXTENSION OF 30-DAY PERIOD TO ACT

NOTE: PLATS THAT ARE APPROVED ADMINISTRATIVELY WILL FOLLOW THE SAME SCHEDULE FOR SUBMITTAL AND APPLICATION FILING

NOTE: IF A COMPLETE APPLICATION (INCLUDING REVISIONS AND RESUBMITTALS) IS SUBMITTED AFTER THE DEADLINE, THE APPLICATION WILL FOLLOW THE NEXT SUBMITTAL DEADLINE FOR INITIAL REVIEW



**Administrative
Procedures
Manual**

**Submittal
Calendars
Statutory
Compliance
Clarify
Expectations**

S13 ADMINISTRATIVE REVIEW OF CONSTRUCTION PLANS

Use this checklist as a guide for administrative purposes to review the submitted applications. Items necessary for Constructions Plan review:

Case Number: County:

Plat Recordation Number:

Reviewed by: Review Date:

City / ETJ:

Check to make sure the application is complete and has the following information:

- ☒ A completed Universal Development Application and specific application form signed by the owner/s of the property.
- ☐ Payment of all other applicable fees.
- ☐ Electronic copies of the required exhibits in "PDF" format and shapefile for property boundary where applicable should be submitted in a USB flash drive or via email.
- ☐ Evidence that all taxes and obligations have been paid regarding the subject property
- ☐ All plans must be drawn and sealed by a Registered Professional Engineer (P.E.) and the design must be in accordance with the City of Fair Oaks Ranch policies and standards, and Unified Development Code (UDC) that can be found on the city website.

Applicants are required to provide the following information:

Yes	No	N/A	General Requirements	Code Ref.	Staff Actions Needed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approval of the Preliminary Plat.		Check if the plat has been approved and has any comments.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of: <input type="checkbox"/> Preliminary Plat. <input type="checkbox"/> Concept Plan, if required.		Check if it is provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title report. <input type="checkbox"/> Deed restrictions. <input type="checkbox"/> Liens? <input type="checkbox"/> All easements listed in the title report must be shown on the face of the plat.		Check for accuracy between documents and the proposed plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8½ x 11 black and white copy of the legal description (metes and bounds) of the area		Make sure the legal description matches

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	encompassing the annexation request. If the property is platted, a copy of the plat should be provided.		with the property shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All plan sheets must be 24" X 36".		Check if the submission is as per the requirement.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location/Vicinity map showing the subject parcel and surrounding parcels and streets. Check if location/vicinity map and plat show the same location. <input type="checkbox"/> Scale 1 inch = 1 mile (suggested scale or not to scale [NTS] mentioned). <input type="checkbox"/> North arrow at top of sheet. <input type="checkbox"/> Address of the property.		Check if the location map is consistent with the plat shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title Block. <input type="checkbox"/> Project Name/Name of subdivision. <input type="checkbox"/> Legal Description or Address. <input type="checkbox"/> Total acreage and total number of lots if applicable. <input type="checkbox"/> Name of owner and address. <input type="checkbox"/> Name of Registered Engineer and Surveyor. <input type="checkbox"/> Seal and signature of registered P.E each set and Date/Date of revision.		Make sure the legal description matches with the property shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Boundary of tract by courses and distance with references. <input type="checkbox"/> Texas grid coordinate system. <input type="checkbox"/> Location of benchmark with M.S.L. elevations. <input type="checkbox"/> All easements and right-of-way identified and dimensioned.		Check for accuracy.
Yes	No	N/A	Site Data	UDC Ref	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All drawings shall provide the following information: <input type="checkbox"/> Acreage in total tract <input type="checkbox"/> Average lot size <input type="checkbox"/> Total number of lots		Check for accuracy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total Linear footage of infrastructure: <input type="checkbox"/> Streets. (Listed individually in lengths) <input type="checkbox"/> Water mains. (Identified size and length)		Check for accuracy.

Administrative Procedures Manual

Staff Review Checklists