

ADMINISTRATIVE
DEVELOPMENT
PROCEDURES
MANUAL
CITY OF ANGLETON
2022

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 and the requirements of the Angleton Code of Ordinances including the Chapter 23 Land Development Code (LDC) and the Chapter 28 Zoning Ordinance.

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SECURITY

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 your 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 (Manual or ADPM) 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 ADPM incorporates the recommendations of the Comprehensive Plan (adopted in 2003 and updated in 2007) 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 ADPM 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

1. Chapter 28 [Land Development Code \(LDC\)](#)
2. [Comprehensive Plan](#)
3. [Chapter 28 Zoning Code](#)

Disclaimer

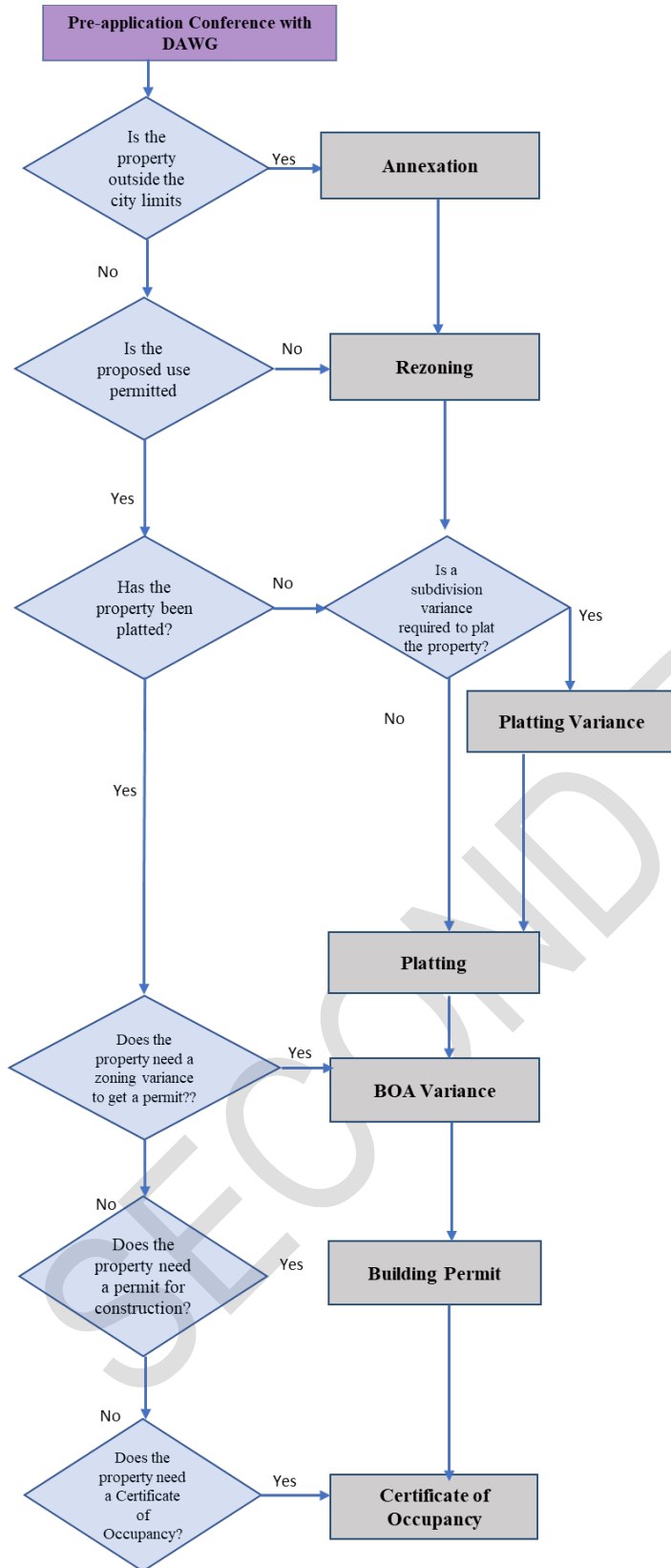
This Manual should not be used as a supplement or to circumvent any state laws or local ordinances. The Manual is not intended to take the place of any ordinance. If there are any further questions about the City of Angleton's development process, please feel free to contact the Development Services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

Please feel free to contact the Development Services Department at (979) 849-4364 for guidance throughout the process.

Development Process Overview

The development process can be described as the process of obtaining the necessary City approvals and permits to undertake human caused change to improved or unimproved real-estate within the City of Angleton or the Angleton ETJ. 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.



II. PRE-APPLICATION CONFERENCES

a. Purpose

Pre-application Conferences are meetings between a potential applicant(s) and the Developing Angleton Working Group (DAWG). DAWG is a group of City staff representing City departments having an interest or statutory role in the development process or the development of property within the City of Angleton and Angleton’s Extraterritorial Jurisdiction. These meetings will provide an opportunity to identify issues associated with the proposed development; determine required applications, permits and approvals; and discuss potential timelines and processing sequence. The staff will help applicants understand the City’s applicable regulations and fees. Completion of a Pre-application Conference does not imply or indicate subsequent City approval of the permit or application, or provide vested rights.

b. Scheduling

DAWG meetings are held every Wednesday from 1:30 pm to 4:30 pm. DAWG is scheduled by appointment only. Appointments are one (1) hour at 1:30 pm, 2:30 pm or 3:30 pm. There is currently no application form or fee required. Contact either Ms. Lindsay Koskiniemi or Mr. Walter E. Reeves Jr., AICP to check availability or schedule a meeting.

A Pre-application Conference is required for all applications as per LDC Section 23-77.

DAWG
 Developing Angleton Working Group

City team representing City departments having an interest or statutory role in the development process

Mr. Walter E. Reeves Jr., AICP, Director of Development Services/City Planner
wreeves@angleton.tx.us

Ms. Lindsay Koskiniemi, Assistant Director of Development Services
lkoskiniemi@angleton.tx.us

III. ANNEXATION

a. Introduction

Annexation is the process by which a city extends its municipal services, regulations, voting privileges and taxing authority to unincorporated property. The Texas Local Government Code (LGC) authorizes the City Council to adjust boundaries of the City through annexation. The City is required to provide all services to the annexed areas annexed within timeframes mandated by the State of Texas, in accordance with the service plan established for the proposed annexation. Further, the annexed areas are governed by all City codes and regulations including those related to development.

Annexations can be initiated by the City or by the land owner. All annexations must be carried out according to the Texas Local Government Code (LGC) and the City Charter. Typically, the annexation procedure takes 90–120 days. Applicants must schedule a Pre-application Conference with the City staff before making an annexation request.

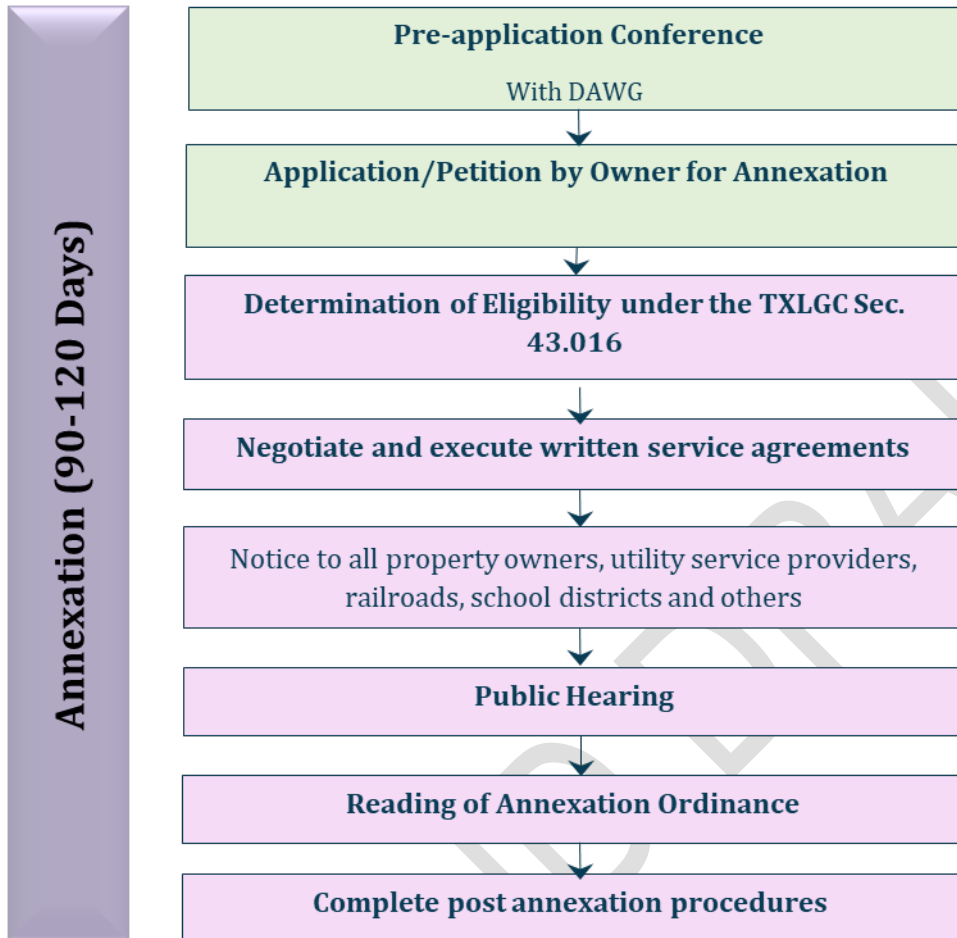
For the period of time following official annexation by the city until a zoning action has been officially adopted to zone the land, the interim zoning of the land shall be considered to be agricultural ("AG").

A requested zone change application may run concurrently with an annexation request. However, zoning approval and formal adoption of the ordinance establishing zoning occurs after annexation approval and adoption have occurred, and as a separate and distinct action by the City Council. Please see Chapter 5 – Zoning for additional information.

b. Approval Process

1. Pre-application Conference
2. Application/Petition by Owner for Annexation
3. Determine eligibility under the TXLGC Sec. 43.016
4. Negotiate and execute written service agreements
5. Provide notice of intent to all property owners, public/private entities, and railroads
6. Notification of Public Hearing (as per LGC Sec. 43.063 c)
 - Newspaper, Internet website, Certified Mail, etc.
7. Conduct Public Hearings
8. Readings of the Annexation Ordinance
9. Complete post annexation procedures

c. Process Flow Chart



IV. COMPREHENSIVE PLAN AMENDMENT

Section 1 General Information

The purpose of the Comprehensive Plan is to provide a vision for the City's future and serve as a guide for decisions relating to growth and economic development. As stated in the City of Angleton's Comprehensive Plan - "In addition to providing a vision, goals and objectives to work toward over the next 20 years, the plan assesses the opportunities and challenges facing the City, identifies important policies and strategies, and establishes priorities for an aggressive implementation program that emphasizes specific actions and practical results." The Comprehensive Plan document includes a Future Land Use Map (FLUM) that serves as a guide to evaluate land development decisions.

Section 2 Comprehensive Plan Amendment

The amendments to the Comprehensive Plan may include amendments to the text or to the FLUM.

a. Approval Process

The Comprehensive Plan amendment process for both the text and the FLUM typically requires 60-90 days and is governed by the requirements in the Texas Local Government Code (LGC). The process in the City of Angleton is as follows:

1. **Initiation**

A Comprehensive Plan amendment request may be initiated by the affected property owner, developer, city staff, Planning and Zoning Commission, or the City Council.

2. **A Pre-Application Conference is required if the request is initiated by an applicant.**

3. **Application Submittal**

A complete application will be submitted by the property owner or the applicant in a format consistent with requirements established by the City with all items listed in the Universal Application and Comprehensive Plan Amendment Submittal Checklist (Appendices A and B). Please refer to the meeting schedule on the City's web page for meeting dates and application deadlines.

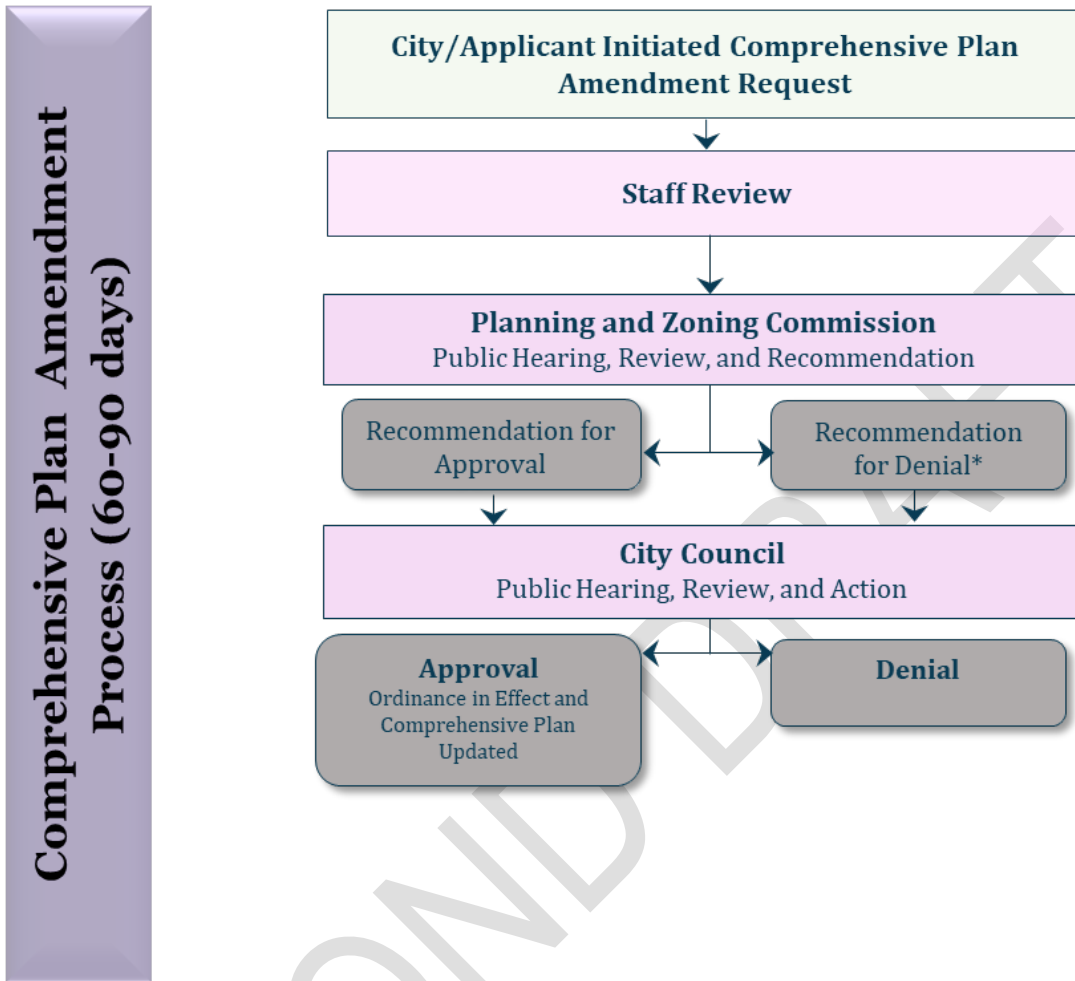
"The Comprehensive Plan for the City of Angleton is an official public document that will serve as a blueprint for future development in the community. The plan will be a tool, utilized by the community, to guide future growth in an appropriate and desired manner and improve the quality of life of local residents. "

- City of Angleton's Comprehensive Plan

4. **Completeness Determination**
City staff will determine whether the application is complete, as per the zoning code, LDC, and the submittal checklist.
5. **Staff Review**
Staff will review the application considering any applicable criteria for approval and prepare a report to the Planning and Zoning Commission and the City Council. The staff report will include a recommendation for action by the Planning and Zoning Commission and City Council.
6. **Dual Notification of Public Hearing**
Applicant Notice: Staff will notify the applicant of the date of the public hearings.
Mailed Notice: Staff will send a written notice of the public hearing to all property owners within 200 feet of the subject property at least 15 days prior to the date of the Planning and Zoning Commission Public Hearing. The notification will include information regarding the location of the property and the requested amendment to the Comprehensive Plan.
7. **Planning and Zoning Commission Public Hearing and Meeting**
The Planning and Zoning Commission Public Hearings will be held at a scheduled meeting (typically first Thursday of the month) as published. At the Public Hearing City staff will present a summary of the proposed amendment to the Comprehensive Plan. Applicant will be provided an opportunity to make a presentation, and persons in support or in opposition to the proposed request will be able to speak during the public hearing. The Planning and Zoning Commission will consider the request and make a recommendation to the City Council. The Commission may recommend approval, disapproval, or postpone action on the request until additional information is received. A Comprehensive Plan amendment request that is recommended for denial by the Commission will still be scheduled for City Council consideration.
8. **City Council Meeting**
The City Council will consider the proposed the Comprehensive Plan amendment at their second scheduled meeting after the Planning and Zoning Commission Public Hearing and meeting. The City Council Public Hearing will be held at the meeting (typically on the fourth Tuesday of the month) as published. The applicant will be provided an opportunity to make a presentation, and persons in support or in opposition to the proposed request will be able to speak during the public hearing. The Comprehensive Plan amendment will become effective by a simple majority vote of the City Council.

It is important that the applicant and/or property owner be present at this meeting and be prepared to discuss the zone change and answer any questions that may arise.

b. Process Flowchart



Planning and Zoning Commission or City Council may postpone action on any Comprehensive Plan Amendment approval to the next meeting or for a specified period in order to gain more information.

c. Criteria for Approval

1. The application is complete, and the information contained within the application is sufficient and correct enough to allow adequate review and final action.
2. In determining whether to approve, approve with modifications, or disapprove a proposed amendment, the City Council will consider the following matters regarding the proposed amendment:
 - i. Whether the proposed amendment promotes the health, safety, or general welfare of the City and the safe, orderly, and healthful development of the City.
 - ii. Whether the proposed amendment is consistent with the City's Goals, Objectives, and Actions.
 - iii. Whether the proposed amendment encourages a better use of land/property, both for the owner/developer and the City, than that currently recommended by the Plan?
 - iv. Whether the proposed amendment is in conformance with the LDC and zoning codes.
 - v. Whether the proposed amendment is compatible with surrounding area and is not detrimental to vehicular and pedestrian safety and circulation.
 - vi. Other criteria deemed relevant and important by the City Council in relationship to the proposed amendment in taking final action on the proposed amendment.

d. Conditions for Approval

Conditions cannot be placed on a Comprehensive Plan amendment approval.

e. Published Notice Requirement

Before the 15th day before the date of the hearing before the Planning and Zoning Commission and the City Council, public notice in an official newspaper or a newspaper of general circulation in the municipality will be published by the City. The notice will contain notice of the time and place of the hearing and a description of the item to be considered or reviewed.

f. Expiration

A Comprehensive Plan amendment has no expiration date.

g. Submittal Checklist

Please see Appendix A - Universal Application and Appendix B – Submittal Checklist for applicable forms and checklists.

h. Additional Information

Fees: Refer to Appendix C (Schedule of Fees), Section 2-266 of the Code of Ordinances, or the current fee schedule attached to the application form and posted on the City's website. Please contact City staff for additional information.

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, or by approval of a Specific Use Permit (SUP) a request may be made for a zone change (rezoning) or SUPs. 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

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=PTIICOOR_CH28ZO_ARTIVUSRE_S28-81USRECH
3. Request a zoning verification letter from the City, if needed.

City Staff for verification, prior to purchasing property or planning to build.

c. Zoning Districts

The area within the city limits, as specified on the Official Zoning Map of the City, are hereby divided into the following Zoning Districts (refer to Section 28-81 of the Code of Ordinances for permitted uses within each Zoning District). These districts reflect the existing land uses and recommended future land use areas included in the Comprehensive Plan.

Abbreviated Designation	Zoning District Name
<i>Base Districts</i>	
AG	Agricultural
SFE-20	Single-Family Estate Residential-20 (minimum 20,000 square-foot lots)
SF-10	Single-Family Residential-10 (minimum 10,000 square-foot lots)
SF-7.2	Single-Family Residential-7.2 (minimum 7,200 square-foot lots)
SF-6.3	Single-Family Residential-6.3 (minimum 6,300 square-foot lots)
SF-5	Single-Family Residential-5 (minimum 5,000 square-foot lots)
SF-PH	Single-Family Residential-Patio Home (zero-lot-line homes)
2F	Two-Family Residential (duplex homes)
SFA	Single-Family Attached Residential (townhomes)
MFR-14	Multifamily Residential-14 (apartments - maximum 14 units/acre)
MFR-29	Multifamily Residential-29 (apartments - maximum 29 units/acre)
MFR-36	Multifamily Residential-36 (apartments - maximum 36 units/acre)
MH	Modular Homes
C-N	Commercial - Neighborhood
C-MU	Commercial - Mixed-Use
C-G	Commercial - General
C-OR	Commercial - Office/Retail
CBD	Central Business District
LI	Light Industrial
<i>Overlay Districts</i>	
PD	Planned Development
SUP	Specific Use Permit

d. Description of Districts

The City of Angleton’s zoning code describes the districts as follows:

AG-Agricultural district

The AG—Agricultural, district is designed to permit general agriculture uses, and single-family uses on large lots. Territory that has been newly annexed into the city is initially zoned agricultural until it is assigned another zoning district.

SFE-20-Single-family estate residential-20 district

The SFE-20—Single-Family Estate Residential-20, district is generally intended to provide for development of detached single-family residences on lots of not less than 20,000 square feet in size.

Single-family residential-10 district (SF-10)

The SF-10—Single-Family Residential-10, district is generally intended to provide for development of detached, single-family residences on lots of not less than

10,000 square feet in size.

SF-7.2-Single-family residential-7.2 district

The SF-7.2—Single-Family Residential-7.2, district is generally intended to provide for development of primarily detached, single-family residences on lots of not less than 7,200 square feet in size.

SF 6.3-Single-family residential-6.3 district

The SF-6.3, Single-Family Residential-6.3, district is generally intended to provide for development of detached, single-family residences on lots of not less than 6,300 square feet in size.

SF-5-Single-family residential-5 district

The SF-5—Single-Family Residential-5, district is intended to provide for development of primarily detached, single-family residences on lots of not less than 5,000 square feet in size.

SF-PH-Single-family residential—Patio home district (Zero-lot-line homes)

The SF-PH—Single-Family Residential-Patio Home, district is designed to provide for development of primarily detached single-family residences on lots having one side yard reduced to zero feet (i.e., "zero-lot-line"), and having not less than 5,000 square feet.

2F-Two-family residential district (Duplex homes)

The 2F—Two-Family Residential, district is intended to promote multiple-occupancy residential development.

SFA-Single-family attached residential district (Townhomes)

The SFA—Single-Family Attached Residential, district is intended to promote attached townhome residential development on individual lots.

MFR-14—Multifamily residential-14 district (Apartments) (MFR-14)

The MFR-14—Multifamily Residential-14, district is intended to provide moderate residential density of up to 14 dwelling units per acre.

MFR-29—Multifamily residential-29 district (Apartments)

The MFR-29—Multifamily Residential-29 district is intended to provide high residential density of up to 29 dwelling units per acre.

MFR-36—Multifamily residential-36 district (Apartments)

The MFR-36—Multifamily Residential-36 district is intended to provide residential density of up to 36 dwelling units per acre.

MH—Manufactured home district

The MH, Manufactured Home, district is intended to provide a detached residential HUD-Code manufactured home parks and subdivisions.

C-N—Commercial-Neighborhood district

The C-N—Commercial-Neighborhood district is established to provide smaller-scaled and pedestrian-oriented neighborhood-serving commercial and mixed use

development that includes retail and services and housing uses.

C-MU—Commercial-mixed-use district

The C-MU—Commercial-Mixed-Use, district is established to provide for areas of large-scale, pedestrian- and auto-oriented, region-serving, mixed-use development. Development in this district will occur under a unified master plan.

C-G—Commercial-general district

The C-G—Commercial-General, district is intended provide for larger scaled pedestrian and auto-oriented commercial development. Residential uses are not permitted in this district.

C-O/R—Commercial-office/retail district

The C-O/R—Commercial-Office/Retail, district is intended to provide integrated professional office and retail development. Residential uses are not permitted in this district.

CBD—Central business district

The CBD—Central Business district in intended to maintain and encourage development and redevelopment within the central business section (old downtown).

LI—Light industrial district

The LI—Light Industrial, district is intended primarily for light manufacturing, assembling and fabrication activities.

Overlay and special districts

Overlay districts are used in conjunction with base zoning districts in appropriate locations.

PD—Planned development overlay district

The planned development (PD) district is a district which accommodates any appropriate combination of uses which may be planned, developed or operated as integral land use units either by a single owner or a combination of owners.

For additional information, please click on:

https://library.municode.com/tx/angleton/codes/code_of_ordinances?nodeId=PTIICOR_CH28ZO

Section 2 Rezoning

Chapter 28 of the Code of Ordinances- “Comprehensive Zoning Ordinance” or “Zoning Ordinance”, and the Texas Local Government Code both provide a process for rezoning requests. The Zoning Ordinance states: The city council may from time to time, after receiving a recommendation thereon by the planning and zoning commission and after public hearings required by law, amend, supplement, or change the regulations herein provided or the boundaries of the zoning districts specified on the zoning map.

Who can request a zoning amendment?

Any amendment to the zoning ordinance text or to zoning district boundaries may be ordered for consideration by the city council, may be initiated by the planning and zoning commission, or may be requested by the owner of real property (or his/her authorized representative)

a. Approval Process

The rezoning process typically requires 60-90 days and is governed by the requirements in the Texas Local Government Code. The process in the City of Angleton is as follows:

1. Initiation

A rezoning may be ordered for consideration by the city council, may be initiated by the planning and zoning commission, or may be requested by the owner of real property (or his/her authorized representative).

2. Pre-Application Conference

During the Pre-application Conference, the DAWG will assist the applicant (s) to determine if a rezoning is required for the intended use.

3. Application Submittal

A complete application will be submitted by the property owner or the applicant in a format consistent with requirements established by the City with all items listed on the Rezoning Submittal Checklist and the Universal Application. Please refer to the meeting schedule on the City's web page for meeting dates and application deadlines.

4. Completeness Determination

City staff will determine whether the application is complete, as per the Zoning Ordinance.

5. Staff Review

Staff will review the application considering any applicable criteria for approval and prepare a report to the Planning and Zoning Commission and the City Council. The staff report will include a recommendation for action to the Planning and Zoning Commission and City Council.

6. Dual Notification of Public Hearing

Applicant Notice: Staff will notify the applicant of the date of the public hearing.

Mailed Notice: Staff will send a written notice of the public hearing (City does P & Z and CC notice at the same time) to all property owners within 200 feet of the subject property at least 15 days prior to the date of the Planning and Zoning Commission Public Hearing. The notification will include information regarding the location of the property and the requested zoning action.

Published Notice: A legal notice will be sent to the local newspaper for publication by staff.

7. Planning and Zoning Commission Public Hearing and Meeting

The Planning and Zoning Commission Public Hearings will be held at the meeting (typically first Thursday of the month) as published. At the Public Hearing City staff will present a summary of the proposed zone change. Applicant will be provided an opportunity to make a presentation, and persons

in support or in opposition to the proposed request will be able to speak during the public hearing. The Planning and Zoning Commission will consider the request and make a recommendation to the City Council. The Commission may recommend approval, disapproval, or postpone action on the request until additional information is received. A rezoning request that is recommended for denial by the Commission will still be scheduled for City Council consideration.

It is important that the applicant and/or property owner be present at this meeting and be prepared to discuss the zone change and answer any questions that may arise.

8. City Council Meeting

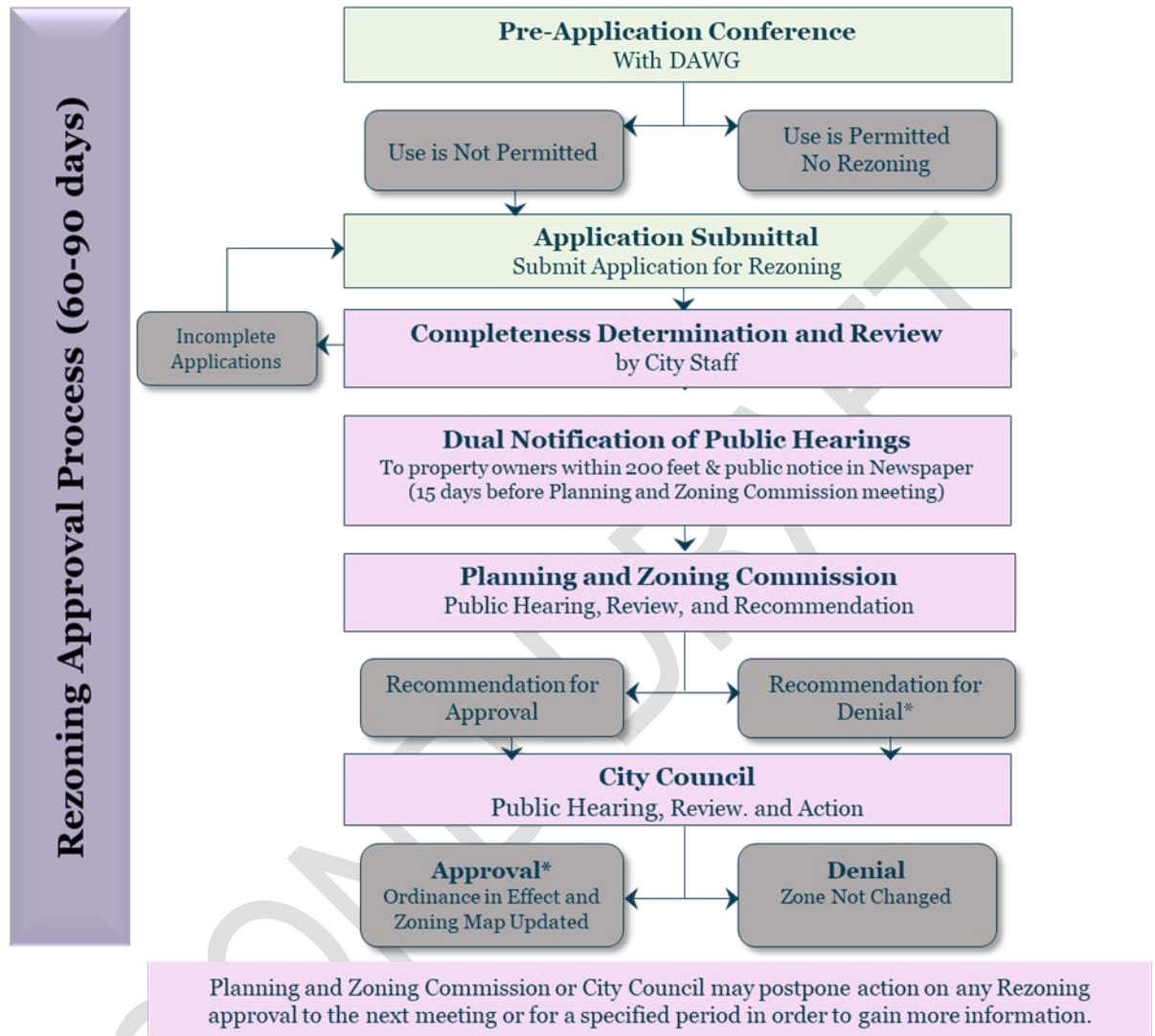
The City Council Public Hearing will be held at the meeting (typically on the fourth Tuesday of the month) as published. The Applicant will be provided an opportunity to make a presentation, and persons in support or in opposition to the proposed request will be able to speak during the public hearing. It is recommended that the applicant and/or property owner should be present at this meeting and be prepared to discuss the zone change as well as answer any questions that arise. The rezoning will become effective by a simple majority vote of the City Council unless a supermajority vote is required pursuant to the Texas Local Government Code.

At least three-fourths vote of the City Council is required:

- i. to overrule a recommendation for denial by the Planning and Zoning Commission, or
- ii. if a proposed rezoning has been protested in writing by the owners of at least 20 percent of the area within 200 feet of the tract (who are also residents inside the City limits).

If the Council approves the rezoning request, the ordinance becomes effective after its publication. If the Council disapproves the rezoning request the same request may not be resubmitted to the City for 12 months from the original date of disapproval. Upon filing a waiver request and a payment of a \$100.00 fee, the applicant may request the city council to waive the waiting period upon a finding of changed conditions or significant new information.

b. Process Flowchart



*At least three-fourths vote of the city council is required: If a proposed rezoning has been protested in writing by the owners of at least 20 percent of the area within 200 feet of the tract.

c. Criteria for Approval

1. The application is complete, and the information contained within the application is sufficient and correct enough to allow adequate review and final action.
2. As per Section 28-24 (a) of the Zoning Ordinance, zoning changes may be approved based on the following:
 - I. Whether the uses permitted by the proposed change will be appropriate in the immediate area concerned, and their relationship to the general area and to the city as a whole;
 - II. Whether the proposed change is in accord with any existing or proposed plans for providing public schools, streets, water supply,

- sanitary sewers, and other utilities to the area;
- III. The amount of vacant land currently classified for similar development in the vicinity and elsewhere in the city, and any special circumstances which may make a substantial part of such vacant land unavailable for development;
 - IV. The recent rate at which land is being developed in the same zoning classification as the request, particularly in the vicinity of the proposed change;
 - V. How other areas designated for similar development will be, or are likely to be, affected if the proposed amendment is approved; and
 - VI. Any other factors that will substantially affect the public health, safety, morals, or general welfare.

Zoning variance requests cannot be granted by City Council as part of a rezoning request. Zoning changes must be made by Zoning Map Amendment. All amendments must be in accordance with the Comprehensive Plan, which may be amended according to the procedure in another section (Chapter IV) for Comprehensive Plan Amendment.

d. Conditions for Approval

Conditions cannot be placed on a rezoning approval.

e. Expiration

A rezoning has no expiration date and runs with the land.

f. Submittal Checklist

Refer to Appendices A and B.

g. Additional Information

Fees: Refer to Appendix C (Schedule of Fees) for the current fee schedule attached to the application form and posted on the City's website at add link. Please contact City staff for additional information.

Section 3 Specific Use Permits

A Specific Use Permit (SUP) may be granted to a land use which, because of its unique nature, is compatible with the permitted land uses in a given zoning district only upon a determination that the external effects of the use in relation to the existing and planned uses of adjoining property and the neighborhood can be mitigated through imposition of certain standards and conditions. These uses may locate in districts as indicated in the Zoning Ordinance Sec. 28-81. - Use Regulations (Charts). These specific uses shall commence only after a Specific Use Permit is recommended by the Planning and Zoning Commission and approved by the City Council.

a. Approval Process

The Specific Use Permit process is similar to a rezoning process and typically requires 60-90 days and is governed by the requirements in the Texas Local Government Code. The process in the City of Angleton is as follows:

1. Initiation

A Specific Use Permit may be initiated by a property owner or his / her authorized agent.

2. Pre-Application Conference

a Pre-Application Conference is required before submitting the application. During the Pre-application Conference, the DAWG will assist the applicant(s) to determine if a SUP is required for the intended use.

3. Application Submittal

A complete application will be submitted by the property owner or the applicant in a format consistent with requirements established by the City with all items listed on the SUP Submittal Checklist and the Universal Application. Please refer to the meeting schedule on the City's web page for meeting dates and application deadlines.

4. Completeness Determination

City staff will determine whether the application is complete, as per the Zoning Ordinance.

5. Staff Review

Staff will review the application considering any applicable criteria for approval and prepare a report to the Planning and Zoning Commission and the City Council. The staff report will include a recommendation for action by the Planning and Zoning Commission and City Council.

6. Dual Notification of Public Hearing

Applicant Notice: Staff will notify the applicant of the date of the public hearings.

Mailed Notice: Staff will send a written notice of the public hearing (City does P & Z and CC notice at the same time) to all property owners within 200 feet of the subject property at least 15 days prior to the date of the Planning and Zoning Commission Public Hearing. The notification will include information regarding the location of the property and the requested zoning action.

Published Notice: A legal notice will be sent to the local newspaper for publication by staff.

7. Planning and Zoning Commission Public Hearing and Meeting

The Planning and Zoning Commission Public Hearings will be held at the meeting (typically first Thursday of the month) as published. At the Public Hearing City staff will present a summary of the proposed SUP. The Applicant will be provided an

opportunity to make a presentation, and persons in support or in opposition to the proposed request will be able to speak during the public hearing. It is recommended that the applicant and/or property owner should be present at this meeting and be prepared to discuss the SUP as well as answer any questions that arise. The Planning and Zoning Commission will consider the request and make a recommendation to the City Council. The Commission may recommend approval, disapproval, or postpone action on the request until additional information is received. A SUP that is recommended for denial by the Commission will still be scheduled for City Council consideration.

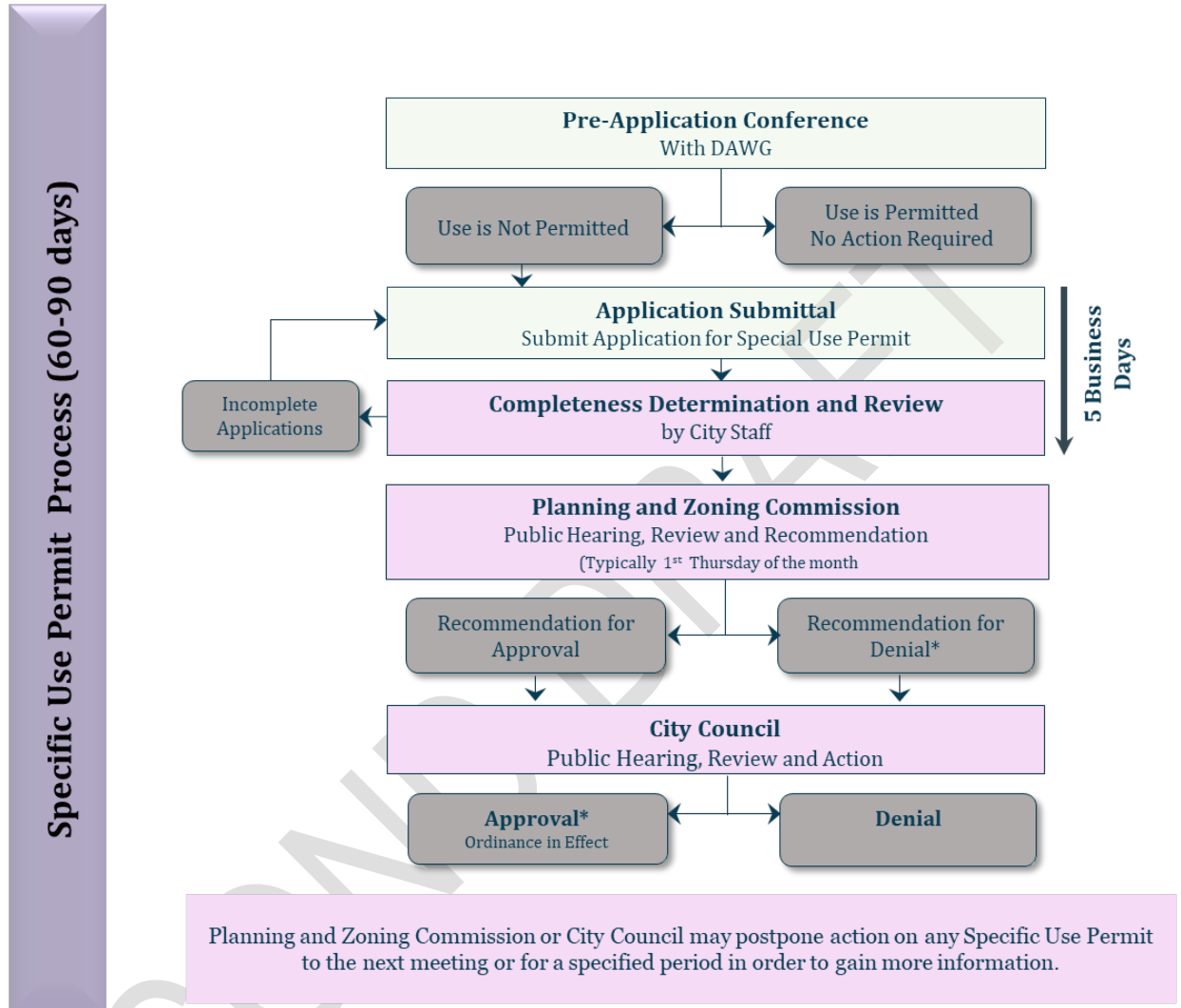
8. City Council Meeting

The City Council will consider the SUP request at a City Council Public Hearing held at the meeting (typically on the fourth Tuesday of the month) as published. The applicant will be provided an opportunity to make a presentation, and persons in support or in opposition to the proposed request will be able to speak during the public hearing. It is recommended that the applicant and/or property owner should be present at this meeting and be prepared to discuss the SUP. The SUP may be approved by a simple majority vote of the City Council.

At least three-fourths vote of the City Council is required if a proposed SUP has been protested in writing by the owners of at least 20 percent of the area within 200 feet of the tract (who are also residents inside the City limits).

If the Council approves the SUP request, the ordinance becomes effective after its publication. If the Council disapproves the SUP request the same request may not be resubmitted to the City for 12 months from the original date of disapproval. Upon filing a waiver request and a payment of a \$100.00 fee, the applicant may request the City Council to waive the waiting period upon a finding of changed conditions or significant new information.

b. Process Flow Chart



*At least three-fourths vote of the city council is required: If a proposed request has been protested in writing by the owners of at least 20 percent of the area within 200 feet of the tract.

c. Criteria for Approval

1. A binding Site Plan for the Specific Use Permit must be approved by the City Council in order to approve issuance of a Specific Use Permit. The Site Plan must be reviewed by the City staff for compliance with the Zoning Ordinance.
2. The applications will be evaluated based on the impact and compatibility of the specific use on the surrounding properties and neighborhoods to ensure that:
 - a. The proposed use at the specified location is consistent with the goals, objectives and policies contained in the adopted comprehensive plan;
 - b. The proposed use is consistent with the general purpose and intent of the applicable zoning district regulations;

- c. The proposed use meets all supplemental standards specifically applicable to the use as set forth in the Zoning Code;
- d. The proposed use is compatible with and preserves the character and integrity of adjacent development and neighborhoods and, as required by the particular circumstances,
- e. The proposed use includes improvements or modifications either on-site or within the public rights-of-way to mitigate development-related adverse impacts, including but not limited to:
 - i. Adequate ingress and egress to property and proposed structures thereon with particular reference to vehicular and pedestrian safety and convenience, and access in case of fire;
 - ii. Off-street parking and loading areas;
 - iii. Refuse and service areas;
 - iv. Utilities with reference to location, availability, and compatibility;
 - v. Screening and buffering, features to minimize visual impacts, and/or set-backs from adjacent uses;
 - vi. Control of signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;
 - vii. Required yards and open space;
 - viii. Height and bulk of structures;
 - ix. Hours of operation;
 - x. Exterior construction material and building design; and
 - xi. Roadway adjustments, traffic control devices or mechanisms, and access restrictions to control traffic flow or divert traffic as may be needed to reduce or eliminate development-generated traffic on neighborhood streets.
- f. The proposed use is not materially detrimental to the public health, safety, convenience and welfare, or results in material damage or prejudice to other property in the vicinity

d. Conditions for Approval

The City Council may consider a list of issues in approving or denying the application and may impose conditions that it deems necessary to mitigate the negative impacts of the proposed Specific Use Permit, based upon the project's unique circumstances.

e. Expiration

Specific Use Permits do not have an expiration date. However, any modification to an approved Site Plan that was filed as part of a Specific Use Permit will cause the Specific Use Permit to become void, regardless of its current status, including any approval previously given by the city council. A Specific Use Permit may be rescinded by the city council, on its own motion and at its discretion, for failure to commence development, for failure to secure an extension or reinstatement of the related site plan that was approved along with the SUP ordinance.

f. Submittal Checklist

Refer to Appendices A and B.

g. Additional Information

Site Plan Revisions:

Minor revisions/amendments: City manager has the authority to approve minor modifications to an approved site plan. Such minor modifications need to be submitted as an "amended site plan."

Major revisions: In the event of revisions that are more extensive in nature, the City Manager will determine whether changes to a site plan warrant another review and approval procedure (in accordance with this section).

Fees: Refer to the current fee schedule (Appendix C) attached to the application form and posted on the City's website. Please contact City staff for additional information.

Section 4 Planned Development District

The Planned Development (PD) district is a district which accommodates land uses such as office parks, retail/commercial or service centers, shopping centers, residential developments having a mixture of housing options (e.g., single-family, multifamily, duplex, etc.), or any appropriate combination of uses which may be planned, developed or operated as integral land use units either by a single owner or a combination of owners. A PD is typically used to permit new or innovative concepts in land utilization that are not permitted by conventional zoning districts.

a. Approval Process

The PD approval process is similar to a rezoning and the process typically requires more than the 60-90 days required for rezoning.

1. Initiation

A PD application may be initiated by a property owner or his / her authorized agent.

2. Pre-Application Conference

A Pre-Application Conference is required before submitting the application.

3. Application Submittal

A complete application will be submitted by the property owner or the applicant in a format consistent with requirements established by the City with all items listed on the PD Submittal Checklist and the Universal Application in Appendix A and B. Please refer to the meeting schedule on the City's web page for meeting dates and application deadlines.

4. Completeness Determination

City staff will determine whether the application is complete, as per the Zoning Ordinance.

5. Staff Review

Staff will review the application considering any applicable criteria for approval

and prepare a report to the Planning and Zoning Commission and the City Council. The staff report will include a recommendation for action by the Planning and Zoning Commission and City Council.

6. Planning and Zoning Commission Meeting

The Planning and Zoning Commission will consider the request and make recommendations to the City Council. The Commission may recommend approval, disapproval, or postpone action on the request until additional information is received. A PD request that is recommended for denial by the Commission will still be scheduled for City Council consideration. It is important that the applicant and/or property owner be present at this meeting and be prepared to discuss the PD request and answer any questions that may arise.

7. City Council Meeting

The City Council will consider the PD request at their next scheduled meeting after the Planning and Zoning Commission meeting. The applicant will be provided an opportunity to make a presentation, and persons in support or in opposition to the proposed request will be able to speak during the public hearing. It is recommended that the applicant and/or property owner should be present at this meeting and be prepared to discuss the PD by a simple majority vote of the City Council, unless a supermajority vote is required pursuant to the Texas Local Government Code.

At least three-fourths vote of the City Council is required if a proposed PD has been protested in writing by the owners of at least 20 percent of the area within 200 feet of the tract (who are also residents inside the City limits).

If the Council approves the PD request, the ordinance becomes effective after its publication. If the Council disapproves the PD request the same request may not be resubmitted to the City for 12 months from the original date of disapproval. Upon filing a waiver request and a payment of a \$100.00 fee, the applicant may request the City Council to waive the waiting period upon a finding of changed conditions or significant new information.

PD Requirements

In addition to the Universal Application and Specific Application Form, the approval requires two documents:

1. The Ordinance and Standards

The ordinance granting a PD district includes a statement as to the reason, purpose and intent of the PD district. Any development requirements for a particular PD district that deviate from those of the base zoning district(s) are set forth in the ordinance granting the PD district. These will include:

- i. Allowed or additional (i.e., SUP) uses,
- ii. Density
- iii. Lot area, width, and/or depth
- iv. Yard depths and widths
- v. Building height, size, and/or exterior construction
- vi. Lot coverage

- vii. Floor area ratio,
- viii. Parking
- ix. Access,
- x. Screening
- xi. Landscaping,
- xii. Accessory buildings,
- xiii. Signs
- xiv. Lighting
- xv. Project phasing or scheduling
- xvi. Property management associations, and
- xvii. Other requirements as the city council and planning and zoning commission may deem appropriate.

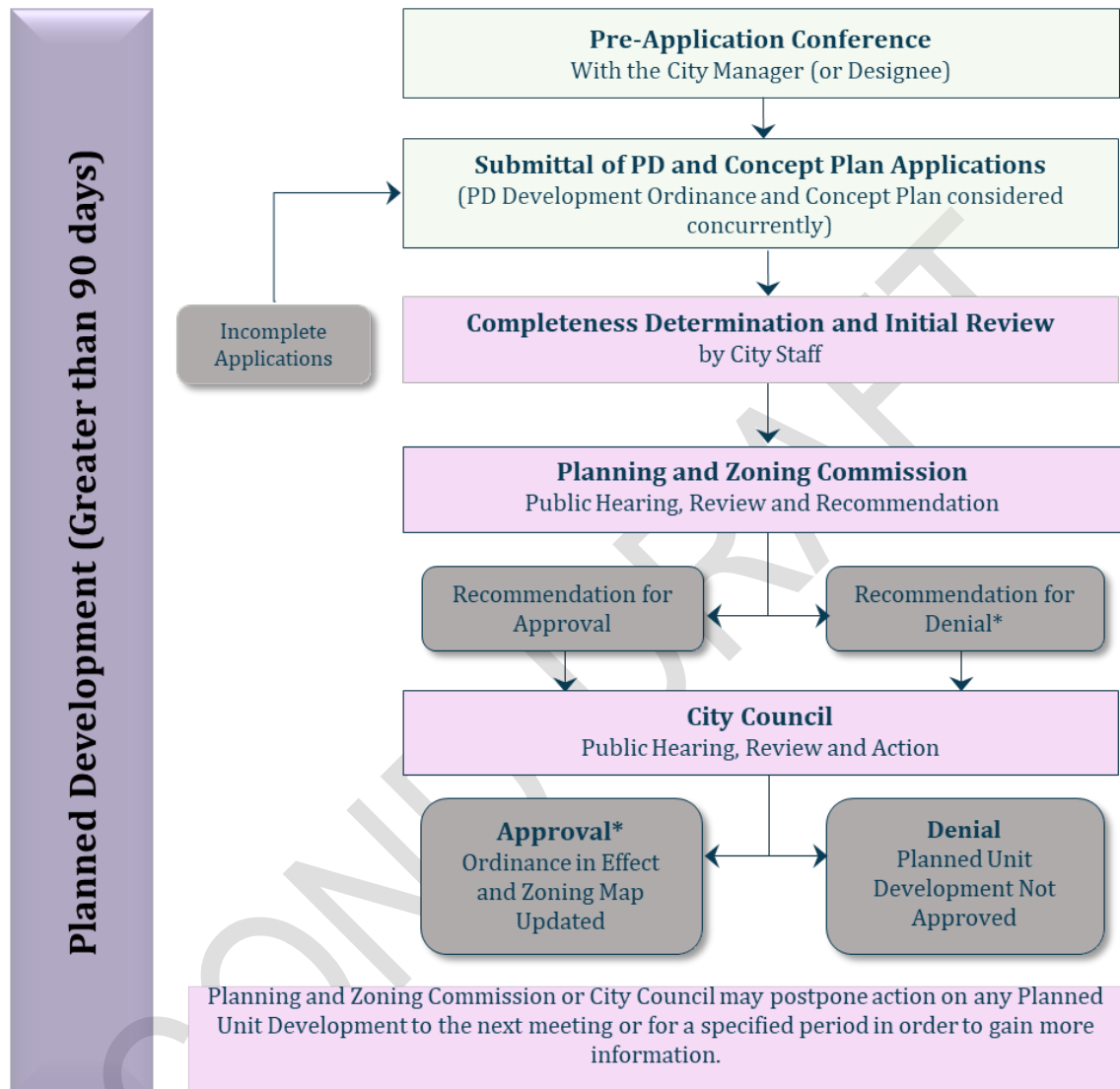
2. PD Concept Plan

Purpose: The purpose of the Concept Plan is to ensure that a development project is in compliance with all applicable city ordinances and guidelines prior to commencement of construction. Submission and approval of a concept plan are required for all planned developments. **Refer to Section 23-120 of the LDC for details on requirements and contents of the Concept Plan.**

Extent of area that should be included in a Concept Plan: When the overall development project is to be developed in phases, the area included within the Concept Plan shall include the entire area of the PD and demarcate the phases. All concept plans shall be prepared by a qualified civil engineer, land planner, architect or surveyor, and it shall clearly show in detail how the site will be constructed (such as paving, buildings, landscaped areas, utilities, etc.).

According to the Zoning code, in the PD district, uses and development standards need to conform to the standards and regulations of the base zoning district(s) unless specifically stated otherwise in the PD ordinance. PD request needs to specify the base zoning district(s) upon which the PD is based, and the use or the combination of uses proposed (particularly if any of the proposed uses are not allowed by right in the base zoning district). PD designations cannot be attached to SUP requirements. Specific Use Permits allowed in a base zoning district(s) are allowed in a PD only if specifically identified as allowable by SUP at the time of PD approval, and if specifically cited as an "additional use" (i.e., to those allowed by right in the PD) in the ordinance establishing the PD. Any use that is not specifically cited as permitted (by right or by SUP) in the applicable base zoning district(s) or the PD ordinance is prohibited unless the PD ordinance is amended using the procedures set forth in this section and in section 28-24 of the Zoning Ordinance.

a. Process Flowchart



*At least three-fourths vote of the city council is required if a proposed request has been protested in writing by the owners of at least 20 percent of the area within 200 feet of the tract (who are also residents inside the City limits).

b. Criteria for Approval

As per Section 28-62 of the Zoning Ordinance, the Development ordinance and Concept Plan associated with the PD will be approved if the following criteria are met:

- i. Whether the PD district remains consistent with the Comprehensive Plan;
- ii. Whether the uses authorized in the PD district are compatible with existing and planned land uses adjacent to the site;
- iii. Whether there are extenuating circumstances justifying the failure to submit a site plan, plat, or other required permit during the applicable time period; and

- iv. Whether rezoning the property to another classification constitutes confiscation of a vested property right or deprives the owner of the economically viable use of the land.

Additionally, a PD district may be used to permit new or innovative concepts in land utilization not permitted by other zoning districts to ensure the compatibility of land uses, and to allow for the adjustment of changing demands to meet the current needs of the community by meeting one or more of the following purposes:

- i. To provide for a superior design on lots or buildings;
- ii. To provide for increased recreation and open space opportunities for public use and enjoyment;
- iii. To provide amenities or features that would be of special benefit to the property users or to the overall community;
- iv. To protect or preserve natural amenities and environmental assets such as trees, creeks, ponds, floodplains, slopes, viewscapes, or wildlife habitats;
- v. To protect or preserve existing historical buildings, structures, features or places;
- vi. To provide an appropriate balance between the intensity of development and the ability to provide adequate supporting public facilities and services; and
- vii. To meet or exceed the standards of the Zoning Ordinance chapter.

b. Conditions for Approval

All conditions placed on a PD approval should be incorporated in the PD Concept Plan and PD Ordinance prior to final approval by the City Council.

c. Expiration and Revision

Expiration of Concept Plan and/or site plan:

If a site plan, plat, or other required permit is not submitted within two years of approval, the Concept Plan will expire. Expiration of an approved concept plan will result in suspension of the authority to submit a site plan, plat, or other required permit related to the original concept plan. A new concept plan must be submitted before the development process can continue. An approved site plan, if required, will expire in 2 years in accordance with subsection 28-63(d). Expiration of any approved plat or required permit that is subsequently approved after a concept plan shall also result in expiration of the associated concept plan. If the approved plat or other required plan is reinstated, the Concept Plan shall be deemed to be reinstated as well. Upon expiration if the Concept Plan, the PD approval expires and a new Application need to submitted.

Ability to retain the rights to the PD project:

Any PD project for which no site plan, plat, or other required permit has been submitted for a period of two years following the approval of the related concept plan shall expire on the last day of that five-year period.

After such five-year period has ended and the project expires, the planning and zoning commission shall consider whether the undeveloped land within PD district should be changed to another zoning classification in accordance with the procedures for action upon a zoning map amendment pursuant to section 28-24 of the Zoning

Ordinance. The commission thereafter shall recommend to the city council whether the right to submit a site plan, plat, or other required permit for the same PD project should be reinstated, or whether the property should be zoned to another classification.

Revisions to the approved concept plan:

Minor revisions/amendments:

It is recognized that final architectural and engineering design may necessitate minor changes in the approved concept plan. In such cases, the city manager, or his/her designee, shall have the authority to approve minor modifications to an approved concept plan. Such minor modifications submitted on an "amended concept plan," which shall substantially conform to the previously approved concept plan.

Major revisions: In the event of revisions that are more extensive in nature (i.e., do not conform to the description for minor amendments above), a new concept plan must be resubmitted, reviewed, and approved in accordance with subsection (5) above. The city manager shall have the authority to determine whether a new concept plan warrants a new review and approval procedure.

Site plan requirement:

Subsequent site plan approvals may be required if specified as part of the Planned development approval.

d. Submittal Checklist

Refer to Appendices A and B

e. Additional Information

Fees: Refer to the current fee schedule (Appendix C) attached to the application form and posted on the City's website. Please contact City staff for additional information.

VI. VARIANCE

The Board of Adjustment (BOA) has the authority to grant a variance from the zoning ordinance regulations when, in its opinion, undue hardship will result from requiring strict compliance. For example, if the subject property substantially differs from other similarly zoned land parcels by being of such restricted area, shape or slope that it cannot reasonably be developed in the same manner as other similarly zoned land parcels, then a variance of the building setback, lot width or depth, parking requirement, or other development standard may be warranted.

Section 1 Variance

a. Approval Process

The variance process typically requires 30-60 days and is governed by the requirements in the Texas Local Government Code. The process in the City of Angleton is as follows:

1. Initiation

A Variance process may be initiated by a property owner or his / her authorized agent Pre-Application Conference

As described in Chapter 3 of this document, a Pre-Application Conference is required. Staff will evaluate the issue and instruct the applicant on variance process and BOA procedures and assist in exploring alternatives to meet the applicant's goals.

2. Application Submittal

A complete application by the property owner or the applicant must be made in a format consistent with requirements established by the City with all items listed on the Variance Submittal Checklist and the Universal Application.

3. Completeness Determination

City staff will determine whether the application is complete, as per the Zoning Ordinance.

4. Staff Review

Staff will review the application considering any applicable criteria for approval and prepare a report to the BOA. Staff report will include an analysis of the hardship and recommendation for final action to the BOA.

5. Notification of Public Hearing

Applicant Notice: Staff will notify the applicant of the date of the public hearing.

Written Notice: Staff will send a written notice of the public hearing to all property owners within 200 feet of the subject property at least 10 calendar days prior to the date of the public hearing. The notification will include information regarding the location of the property and the requested zoning action.

Published Notice: A legal notice will be published in the official local newspaper before the 15th calendar day prior to the public hearing.

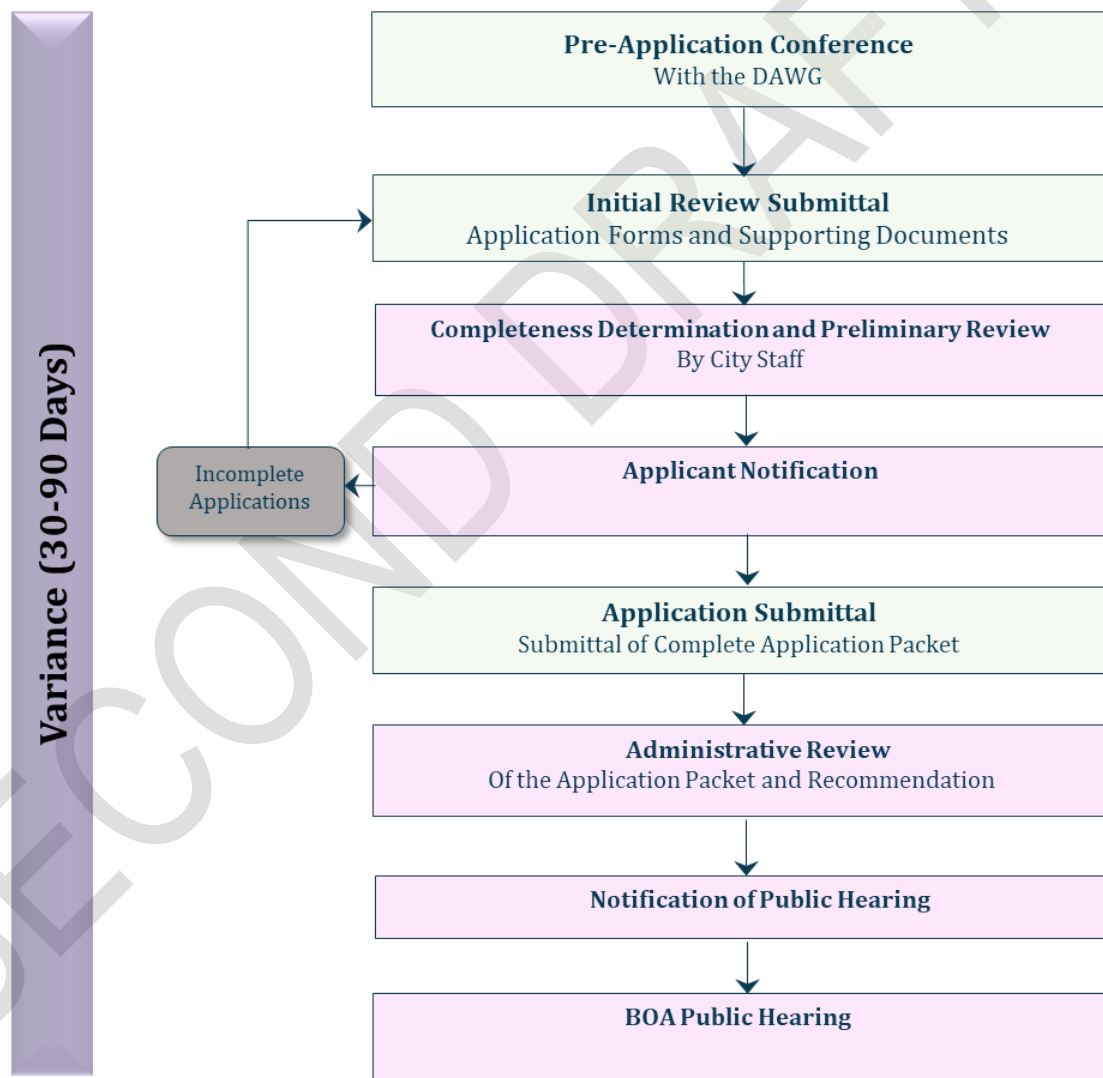
6. A Public Hearing of the BOA

The BOA will hold a public hearing for consideration of the variance or special exception request no later than 45 calendar days after the date the application for

action, or an appeal, is filed. Please refer to the schedule of meetings posted on the City’s website.

At the public hearing, City staff will present a summary of the requested Variance. Applicant will be provided an opportunity to make a presentation, and persons in support or in opposition to the proposed request will be able to comment during the public hearing. After closing of the public hearing, the BOA will act on the requested variance(s). It is recommended that the applicant and/or property owner be present at this public hearing and be prepared to discuss the request as well as answer any questions that arise.

b. Process Flowchart



c. Criteria for Approval

The criterion for approval includes:

1. Whether the application is complete, and the information contained within the application is sufficient and correct enough to allow adequate review and final action.
2. Written findings from the BOA that an undue hardship exists, using the following criteria:
 - a. That literal enforcement of the controls will create an unnecessary hardship in the development of the affected property;
 - b. That the situation causing the hardship or difficulty is neither financial in nature, self-imposed nor generally affecting all or most properties in the same zoning district;
 - c. That the relief sought will not injure the permitted use of adjacent conforming property; and
 - d. That the granting of a variance will be in harmony with the spirit and purpose of these regulations.
3. Other Considerations:
 - Special circumstances or affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of his/her land;
 - Preservation and enjoyment of a substantial property right of the applicant;
 - The variance will not be detrimental to the public health, safety or welfare, or injurious to other property within the area;
 - The variance will not have the effect of preventing the orderly use of other land within the area in accordance with the provisions of this chapter; and

Undue hardship exists (see subsection (f)(3) below).
Such findings of the board of adjustment, together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the board of adjustment meeting at which such variance is granted.

A variance will not be granted to relieve a self-created or personal hardship, nor will it be based solely upon economic gain or loss, nor will it permit any person the privilege in developing a parcel of land not permitted by the Zoning Ordinance to other parcels of land in the particular zoning district. No variance may be granted which results in undue hardship upon another parcel of land.

d. Conditions for Approval

Conditions can be placed on a Variance approval, as deemed appropriate by the BOA.

e. Expiration

A Variance has no expiration date.

f. Submittal Checklist

Please see Appendix A - Universal Application and Appendix B – Submittal

Checklist for applicable forms and checklists.

g. Additional Information

Fees: Refer to Appendix C (Fee Schedule) or the current fee schedule attached to the application form and posted on the City's website. Please contact City staff for additional information.

SECOND DRAFT

VII. PLATTING

Section 1 General Information

Platting is the process of taking land, whether developed or undeveloped, and creating legal building sites. During platting, the layout of streets and utilities are established, and blocks are further subdivided to create lots for individual ownership. It is important to provide adequately sized, designed, and constructed streets, water and sewage to protect the health, safety, and welfare of the public. Platting ensures that the future property owners will have access to public right of way and utilities.

Construction or building permits may not be issued unless the parcel, lot, or tract is part of a plat of record, approved by the city council, or Brazoria County, and is filed in the plat records of Brazoria County, Texas except the parcel, lot, or tract:

- a. Was created prior to the adoption of Ordinance No. 333 on February 11, 1964;
- b. Was created by a deed division prior to being subject to requirements that required subdivision approval;
- c. Was lawfully created prior to being annexed into the city or added to city's ETJ;
- d. Was lawfully created by the action by a court of competent jurisdiction or by the dedication of easements or right-of-way; or
- e. Was created through a lawful deed division that created parcels that were each five acres in area, or larger.

Subdivision regulations, types of approvals, and the processes are explained in the Land Development Code (LDC) or Chapter 23 of the Code of Ordinances.

Construction or building permits may not be issued unless the parcel, lot, or tract is part of a plat of record, approved by the city council, or Brazoria County, and is filed in the plat records of Brazoria County, Texas. See exceptions above.

a. Types of Subdivision Approvals

Various subdivision approvals required by the LDC are given below.

1. Minor Consolidation Plat
2. Major Consolidation Plat
3. Replat
4. Minor Amending Plat
5. Major Amending Plat
6. Minor (Subdivision) Plat
7. Development Plat

8. Preliminary Plat
9. Final Plat
10. Other Approvals:
 - i. Concept plans, master plans, and land studies
 - ii. Site plan
 - iii. Sketch plan

The following table lists the type of plats and approval authority.

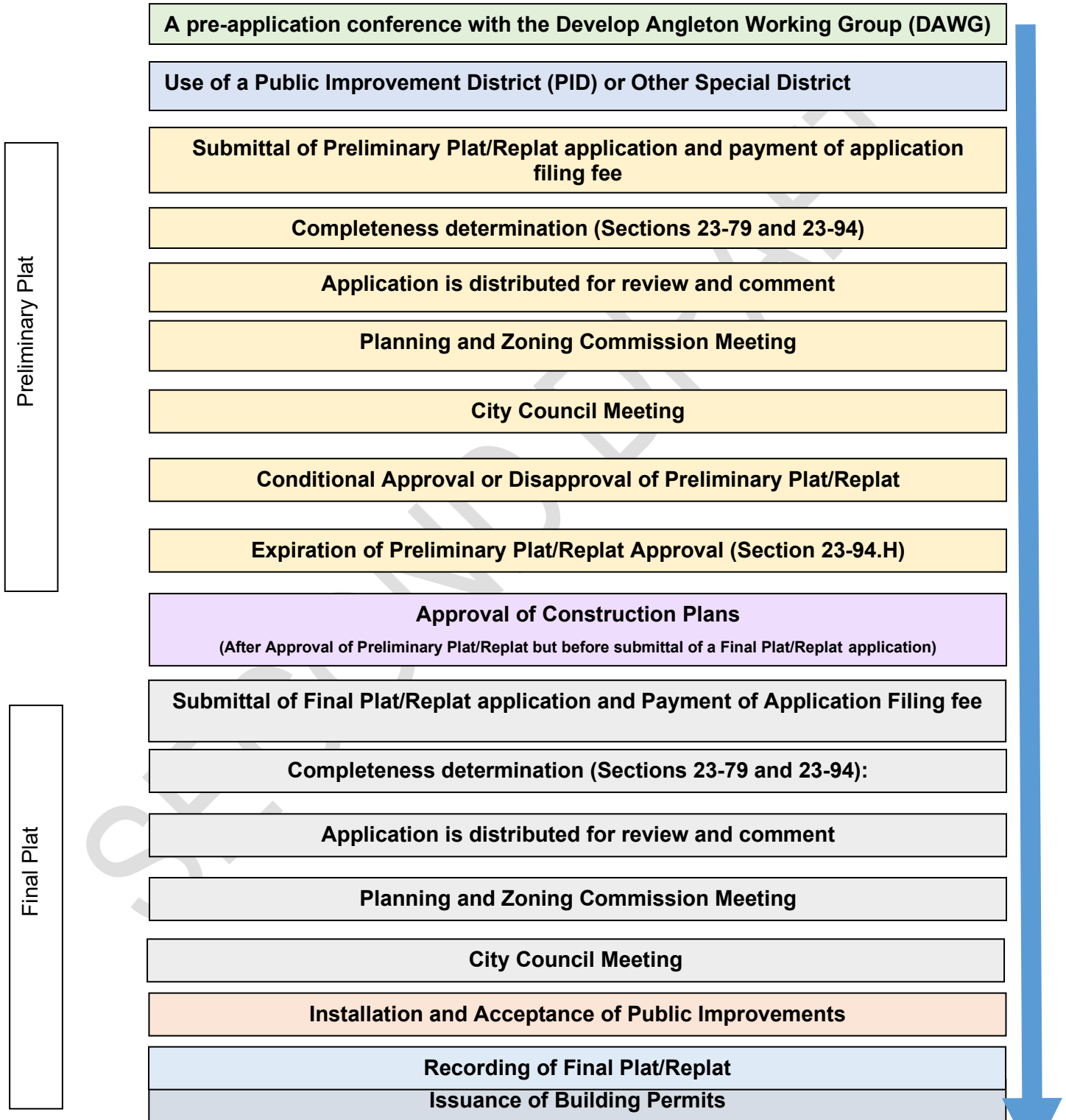
Type of Plat	Approval Authority
Replat	City Council as required
Minor Amending Plat	Administrative
Minor (Subdivision) Plat	Administrative
Development Plat	City Council
Preliminary Plat	City Council
Final Plat	City Council

Description of plats

1. **Minor Amending Plat:** This type of plat is filed when a parcel of land is subdivided into no more than four parcels. The typical purpose is to correct errors as stated in LDC section 23-87 D. There should not be any new streets, roads, extensions or access easements, and extension of utility lines other than individual service lines are proposed to be developed.
2. **Minor (Subdivision Plat):** This type of plat is filed when a property is proposed to be subdivided into no more than four lots. 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. The resulting lots would all front on a public street and not require the creation of a new street.
3. **Development Plat:** The purpose of the Development Plat is to establish any non-residential and non-agricultural uses to ensure that the proposed use will be compliant with all adopted, and future, plans and studies of the city, and those plans of any other state or regional entity with jurisdiction, as set out in section 23-6 of the LDC.
4. **Preliminary Plat:** Preliminary Plat is a tentative plat submitted to the P&Z and City Council for approval, but not suitable for recording in the county map, plat or real property records. Preliminary Plat is filed if the subdivision process is not eligible for Administrative Plat Review. It is typically filed when the land is being divided into five or more lots or when a dedication is required to the City.
5. **Final Plat:** A Final Plat is submitted after the Preliminary Plat and Construction Plans for public streets and infrastructure in accordance with the LDC are approved.

a. 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.



Step 1. A pre-application conference with the Develop Angleton Working Group (DAWG) is required (see Section 23-77 and Section 23-94) prior to submittal of a preliminary plat/replat application.

DAWG is a group of City staff representing City departments having an interest or statutory role in the development process or the development of property within the City of Angleton and Angleton's Extraterritorial Jurisdiction.

- DAWG meetings are held every Wednesday from 1:30 pm to 4:30 pm. DAWG is scheduled by appointment only. Appointments are one (1) hour at 1:30 pm, 2:30 pm or 3:30 pm.
- There is currently no application form or fee required to meet with DAWG.
- DAWG meetings are intended to identify issues associated with proposed development within the City and the City ETJ, to determine all applications and approvals that are required, and to make potential applicants aware of the City's adopted Capacity Acquisition Fee and its requirement for parkland dedication or payment of fee-in-lieu (Section 23-14)
- Contact either Ms. Lindsay Koskiniemi or Mr. Walter E. Reeves Jr., AICP to check availability or schedule a meeting.

Step 2. Use of a Public Improvement District (PID) or Other Special District

If a project intends to petition the City to use a PID or seeks funding from the City by way of a Chapter 380 Agreement or TIF/TIRZ, no application for any type of City administered approval will be accepted until a Development Agreement has been finalized and executed by the developer and/or property owner(s) and the City of Angleton.

Step 3. Submittal of Preliminary Plat/Replat application and payment of application filing fee: see attached Subdivision Submittal Calendar for submittal dates. Applications **will not** be accepted outside of those calendar dates. All preliminary plat/replat applications shall include, but are not limited to, the following minimum submittal information (see Section 23-117):

- A completed application and payment of application filing fee; and
- One (1) 24" X 36" paper copy of the proposed preliminary plat/replat including all the property to be developed as part of the project; and
- Proposed phasing of the project; and
- A preliminary utility plan showing all existing and proposed utilities; and
- A TIA, if applicable (Section 23-25). Determination of TIA to be made before submittal of any preliminary plat/replat application; and
- A drainage report (Section 23-15); and
- Current tax certificate(s) indicating taxes have been paid; and
- Statement indicating whether parkland will be dedicated, or fee-in-lieu of dedication will be paid (see Section 23-20 for parkland dedication or fee-in-lieu details); and

- Heritage tree survey and tree preservation plan (Section 23-60) is required; and
- Any variances to be requested of Chapter 23 Land Development Code. The criteria for granting a variance to the requirements of Chapter 23 and the submittal requirements for such variances can be found in Section 23-102. Any variance request must specifically cite the section of Chapter 23 to be varied and provide reasoning for the variance addressing the criteria of Section 23-102; and
- All other information necessary to demonstrate compliance with all applicable requirements of the Code of Ordinances of the City of Angleton.

Step 4. Completeness determination (Sections 23-79 and 23-94): Preliminary plat/replat applications will not be considered accepted and processed until applications are determined to be complete (application is fully completed and signed), application filing fee is paid, and all required submittal materials accompany the application.

- Application completeness will be determined within five (5) business days.
- If the application is determined to be complete, the applicant will be notified, and the application will be distributed for review and comment; or
- If the application is determined to be incomplete, the applicant will be notified and will have forty-five (45) days from the date of application submittal to provide the missing submittal information (Local Government Code (LGC) Section 245.002(e)(1). If the missing information is not provided within the forty-five (45) day period the application will be deemed expired and a new application, fee payment and submittal materials will be required.

Step 5. Application is distributed for review and comment:

- An application determined to be complete will be distributed for review and comment to all City departments having an interest in development within the City of Angleton.
- Comments will be provided to the applicant to make corrections or provide additional information as identified by staff pursuant to the Subdivision Submittal Calendar.
- If all comments are not cleared prior to the issuance of the P&Z packet, the preliminary plat will be recommended for approval with conditions (for minor comments) or denial if major issues remain outstanding.

Step 6. Planning and Zoning Commission Meeting:

- Depending on the circumstances a preliminary plat/replat may require notice of a public hearing to be published in the newspaper and notice of a public hearing be made to property owners within 200 ft. of the area being platted or replatted.
- After the public hearing is held and the public has had an opportunity to speak to the proposed preliminary plat/replat, the Planning and Zoning Commission will discuss the preliminary plat/replat and make a recommendation to City Council to approve the preliminary

plat/replat, approve the preliminary plat/replat with conditions, continue the agenda item to another meeting (date certain), or deny the preliminary plat/replat (with reasons for the recommendation of denial).

- If a public hearing is not required, then the Planning and Zoning Commission will discuss the proposed preliminary plat/replat and make a recommendation to City Council to approve the preliminary plat/replat, approve the preliminary plat/replat with conditions, continue the agenda item to another meeting (date certain), or deny the preliminary plat/replat (with reasons for the recommendation of denial). As no public hearing was required the public can speak only at the discretion of the Chairman or Commissioner chairing the Planning and Zoning Commission meeting.

Step 7. City Council Meeting

- If a public hearing was held at the Planning and Zoning Commission meeting a public hearing will also be held at the City Council meeting. After the public hearing is held and the public has had an opportunity to speak to the proposed preliminary plat/replat, the City Council will discuss the preliminary plat/replat and decide to approve the preliminary plat/replat, approve the preliminary plat/replat with conditions, continue the item to another meeting (date certain) or deny the preliminary plat/replat.
- Preliminary plats/replats that do not require a public hearing will normally be placed on the City Council Agenda under Consent items.
- If a preliminary plat/replat not requiring a public hearing is pulled from the Consent items for discussion, or is placed on the agenda for discussion, the City Council will discuss the proposed preliminary plat/replat and decide to approve the preliminary plat/replat, approve the preliminary plat/replat with conditions, continue the agenda item to another meeting (date certain), or deny the preliminary plat/replat (with reasons for the denial). As no public hearing was required the public can speak only at the discretion of the Mayor or Councilmember that is chairing the Council meeting.
- Approval of a preliminary plat/replat does not constitute approval of a final plat
- **LGC Section 212.005 APPROVAL BY MUNICIPALITY REQUIRED.** The municipal authority responsible for approving plats must approve a plat or replat that is required to be prepared under this subchapter and that satisfies all applicable regulations.

Step 8. Conditional Approval or Disapproval of Preliminary Plat/Replat

- If a preliminary plat/replat is conditionally approved or disapproved, pursuant to LGC Section 212.0093 the applicant “may submit to the municipal authority or governing body that conditionally approved or disapproved the plan or plat a written response that satisfies each condition for the conditional approval or remedies each reason for disapproval provided. The municipal authority or governing body may not establish a deadline for an applicant to submit the response.”

- If a written response is received, pursuant to LGC Section 212.0095 “a municipal authority or governing body that receives a response under LGC Section [212.0093](#) shall determine whether to approve or disapprove the applicant's previously conditionally approved or disapproved plan or plat not later than the 15th day after the date the response was submitted.”

Step 9. Expiration of Preliminary Plat/Replat Approval (Section 23-94.H)

- Preliminary Plat/Replat approval lapses twelve (12) months from the date of City Council approval.
- A Final Plat/Replat of all, or a portion of the area (identified by the phasing), of the approved preliminary plat/replat must be submitted (considered to be filed per Step 3) within twelve (12) months from the date of approval by City Council, but the approval may be extended by City Council for up to twelve (12) months at the request of the subdivider. Any requests for extension of approval must be submitted prior to the expiration date of the City Council approval.
- If a development is completed in phases (Section 23-18), the original preliminary plat shall not lapse or expire (Section 23-94.G.4)

Step 10. After Approval of Preliminary Plat/Replat but before submittal of a Final Plat/Replat application

- Construction Plans for public improvements, including but not limited to, water, wastewater, drainage, road and park improvements (Section 23-98.A.1.a) may be submitted with the preliminary plat/replat application but **must be approved** prior to submittal of any final plat application (Section 23-117.A.14).
- A letter must be obtained from Angleton Drainage District (ADD) approving any proposed drainage plans prior to submittal of any final plat/replat application.
- Payment of the Capacity Acquisition Fee (CAF) determination fee of \$4,000 for the City Engineer’s determination of the CAF prior to submittal of any final plat/replat application.
- Execution of a Development Agreement

Step 11. Submittal of Final Plat/Replat application and payment of application filing fee: see attached Subdivision Submittal Calendar for submittal dates. Applications **will not** be accepted outside of those calendar dates. All final plat/replat applications shall include, but are not limited to, the submittal information found in Section 23-118.A and shall contain the information found in Section 23-118.B

Step 12. Completeness determination (Sections 23-79 and 23-94): Final plat/replat applications will not be considered accepted and processed until applications are determined to be complete (application is fully completed and signed), application filing fee is paid, and all required submittal materials accompany the application.

- Application completeness will be determined within five (5) business days.

- If the application is determined to be complete, the applicant will be notified, and the application will be distributed for review and comment; or
- If the application is determined to be incomplete, the applicant will be notified and will have forty-five (45) days from the date of application submittal to provide the missing submittal information (Local Government Code (LGC) Section 245.002(e)(1)). If the missing information is not provided within the forty-five (45) day period the application will be deemed expired and a new application, fee payment and submittal materials will be required.

Step 13. Application is distributed for review and comment:

- An application determined to be complete will be distributed for review and comment to all City departments having an interest in development within the City of Angleton.
- Comments will be provided to the applicant to make corrections or provide additional information as identified by staff pursuant to the Subdivision Submittal Calendar.
- If all comments are not cleared prior to the issuance of the P&Z packet, the final plat/replat will be recommended for approval with conditions (for minor comments) or denial if major issues remain outstanding.

Step 14. Planning and Zoning Commission Meeting:

- Depending on the circumstances a final plat/replat may require notice of a public hearing to be published in the newspaper and notice of a public hearing be made to property owners within 200 ft. of the area being platted or replatted.
- After the public hearing is held and the public has had an opportunity to speak to the proposed final plat/replat, the Planning and Zoning Commission will discuss the final plat/replat and make a recommendation to City Council to approve the final plat/replat, approve the final plat/replat with conditions, continue the agenda item to another meeting (date certain), or deny the final plat/replat (with reasons for the recommendation of denial).
- If a public hearing is not required, then the Planning and Zoning Commission will discuss the proposed final plat/replat and make a recommendation to City Council to approve the final plat/replat, approve the final plat/replat with conditions, continue the agenda item to another meeting (date certain), or deny the final plat/replat (with reasons for the recommendation of denial). As no public hearing was required the public can speak only at the discretion of the Chairman or Commissioner chairing the Planning and Zoning Commission meeting.

Step 15. City Council Meeting

- If a public hearing was held at the Planning and Zoning Commission meeting a public hearing will also be held at the City Council meeting. After the public hearing is held and the public has had an opportunity to speak to the proposed final plat/replat, the City Council will discuss the final plat/replat and decide to approve the final plat/replat,

approve the final plat/replat with conditions, continue the item to another meeting (date certain) or deny the final plat/replat (with reasons for the denial).

- Final plats/replats that do not require a public hearing will normally be placed on the City Council Agenda under Consent items.
- If a final plat/replat not requiring a public hearing is pulled from the Consent items for discussion, or is placed on the Regular agenda for discussion, the City Council will discuss the proposed final plat/replat and decide to approve the final plat/replat, approve the final plat/replat with conditions, continue the agenda item to another meeting (date certain), or deny the final plat/replat (with reasons for the denial). As no public hearing was required the public can speak only at the discretion of the Mayor or Councilmember that is chairing the Council meeting.
- **LGC Section 212.005 APPROVAL BY MUNICIPALITY REQUIRED.** The municipal authority responsible for approving plats must approve a plat or replat that is required to be prepared under this subchapter and that satisfies all applicable regulations.

Step 16. Installation and Acceptance of Public Improvements

- Site grading and installation of required public improvements can begin only after:
 1. The construction plans for the required public improvements have been reviewed and approved by City staff (City Engineer); and
 2. The required Heritage Tree Survey and Tree Protection Plan has been reviewed and approved by the Planning and Zoning Commission and City Council.
 3. Issuance of a Development Permit. The Development Permit application submission requires (Section 23-93):
 - a. Completed application form; and
 - b. Payment of the Development Permit fee, calculated as; \$.008 X the value of the contract (to include all site work, materials, profit, and overhead) + \$75; and
 - c. As applicable there may be respective \$250 deposits for City Engineer plan review and other outside consultant review; and
 - d. A legal description of the property on which the work will be performed or a copy of the plat; and copy of approved construction plans; and
 - e. Authorization of Property Ownership form (if applicable); and
 - f. Copy of approved grading plan (if not part of construction plans); and
 - g. Copy of approved drainage plan (approved by both the City of Angleton and Angleton Drainage District); and
 - h. SWPP approval and submission of TCEQ NOI; and
 - i. Evidence that the proposed improvements will adhere to all applicable best management practices for erosion control; and
 - j. Description of the extent that improvements will be provided to ensure that discharge will not threaten to cause pollution,

contamination, or degradation of any state waters or regulated wetlands; and

- k. Proof of general liability insurance. Minimum limit of liability shall be \$300,000, combined, single limit. Such policy certificate shall provide that the insurance cannot be canceled, or the limit of coverage reduced without 30 days prior written notice to the City Engineer; and
- l. One copy of all plans, reports, and studies associated with the construction of the public improvements.
- m. After meeting the Development Permit submission requirements, a development permit may be issued when all of the following conditions are satisfied (Section 23-93):
 - 1) The applicant has notified the City Engineer and Building Official at least five (5) days before beginning any land disturbing activity and submitted a NOI from TCEQ; and
 - 2) The applicant has installed and started to maintain all required erosion controls measures; and
 - 3) The applicant has started to maintain all road drainage systems, stormwater drainage systems and other facilities; and
 - 4) The applicant has demonstrated how sediment resulting from land disturbing activities will be managed to avoid entry into adjacent surfaces and/or drainage courses; and
 - 5) The applicant will allow the City Engineer or their designees to enter the site to verify compliance or to require additional work to bring the site into compliance with approved permit; and
 - 6) The applicant agrees to submit revised plans and obtain a new permit if the nature of the project changes from that proposed under the approved permit.
 - 7) The City of Angleton has issued a Notice to Proceed.
 - After commencement of construction the applicant is responsible for:
 1. Posting of the Development Permit on-site; and
 2. Posting of the SWPP on site; and
 3. Posting of the TCEQ NOI on-site; and
 4. Submission of inspection and Geotech reports.
 - Public improvements may be accepted by the city after the following actions have been completed:
 1. Submission of an “as-built” plan set consistent with Section 23-93.H; and
 2. City Engineer approves the construction of the public improvements (after inspection and developer completion of a post-inspection “punch list”); and
 3. A Maintenance Bond is filed pursuant to Section 23-93.I.2; and
 4. Conveyance to the City of all off-site easements, if any (Section 23-93.I.3; and
 5. Acceptance pursuant to Section 23-93.K.

Step 17. Recording of Final Plat/Replat

The City will obtain all required City of Angleton signatures and record the final plat with Brazoria County after completion of the following items:

- The public improvements have been accepted: and
- A mylar of the approved final plat/replat has been submitted with all required original owner signatures and preparer stamps, including Angleton Drainage District signature; and
- Payment of recording fees.
- Payment of all City of Angleton fees, including but not limited to CAF and park fee-in-lieu of dedication; and
- Execution of a development agreement.

Step 18. Issuance of Building Permits

With the exception of the issuance of Conditional Building Permits for model homes (Section 23-38.C) no building permits for construction will be issued until a final plat is recorded, all City of Angleton fees have been paid, and a development agreement has been executed.

Section 2 Amending Plats (Major and Minor)

The two types of Amending Plats are:

- A. Minor Amending Plats
- B. Major Amending Plats

Minor Amending Plats	
i.	Correct an error in a course or distance shown on the preceding plat;
ii.	Add a course or distance that was omitted on the preceding plat;
iii.	Correct an error in a real property description shown on the preceding plat;
iv.	Indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible for setting monuments;
v.	Identify the changed location, changed character, or incorrect location of a monument on the preceding plat;
vi.	Correct any other type of scrivener or clerical error or omission previously approved by the municipal authority responsible for approving plats, including lot numbers, acreage, street names, and identification of adjacent recorded plats;
vii.	Correct an error in courses or distances of lot lines between two adjacent lots if: <ul style="list-style-type: none"> a) Both lot owners join in the application for amending the plat; b) Neither lot is abolished; and c) Any affected utility providers consent to proposed amendment.
viii.	Relocate a lot line to eliminate an inadvertent encroachment of a building or other improvement into a required setback or easement only if: <ul style="list-style-type: none"> a) The owners of all affected lots join in the application for the amending plat, minor; and

- b) If an easement would be affected, all affected utility providers shall consent to the proposed amendment in writing.
- ix. If a parcel of land is subdivided into no more than four parcels;
- x. When no new streets, roads, extensions or access easements are proposed to be developed;
- xi. No utilities, other than individual service lines, need to be extended to serve the parcels and the necessary utilities are in place immediately adjacent to the parcels;

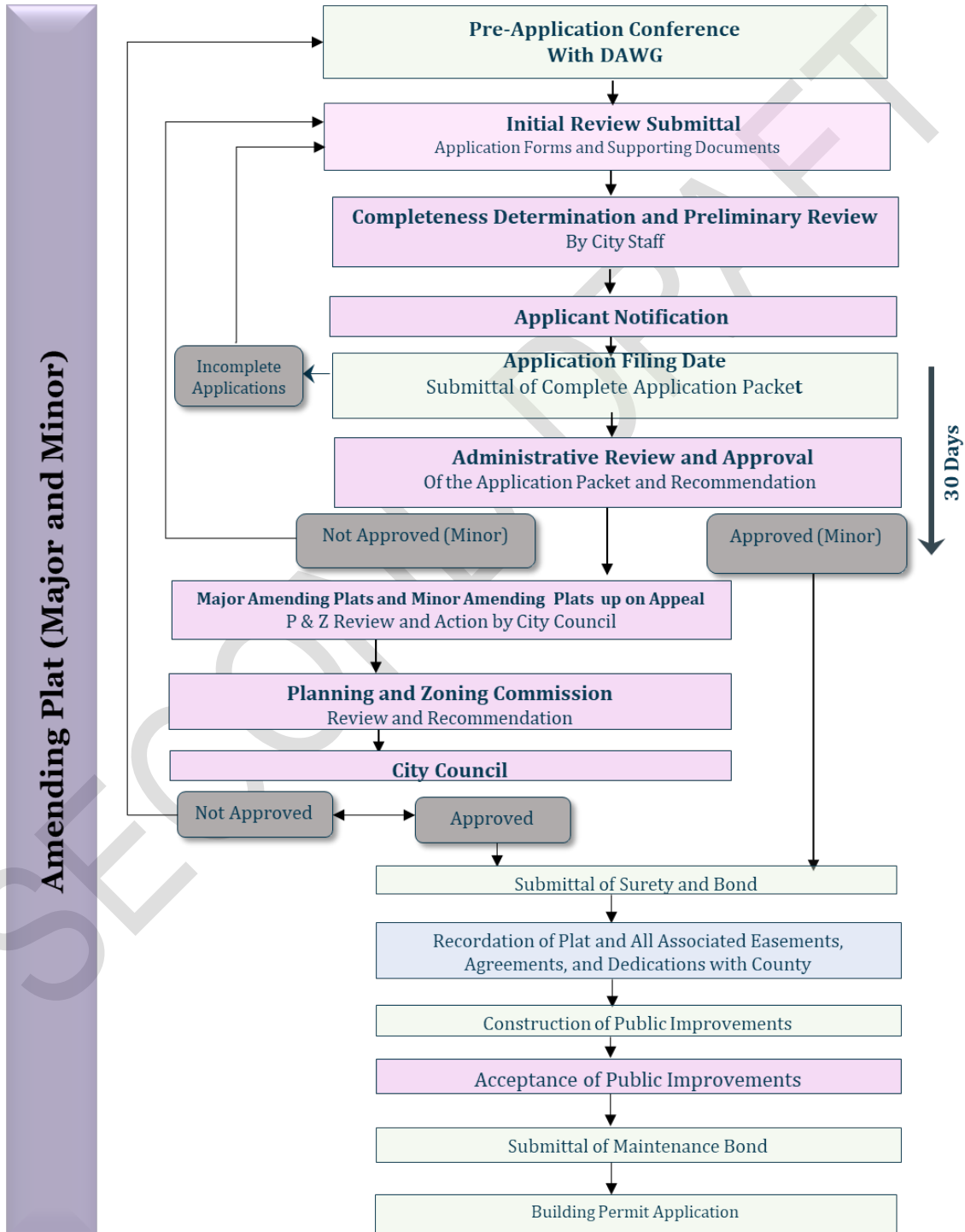
a. Approval Process

1. The approval process includes the following steps:
2. Pre-application Conference
As described in Chapter 3 of this document, a Pre-Application Conference is required.
3. Application Submittal
A complete application by the property owner or the applicant made in a format consistent with requirements established by the City and includes all items listed on the Amending Plat Submittal Checklist and the Universal Application.
4. Completeness Check and Initial Review
Plat applications will not be considered accepted and processed until applications are determined to be complete (application is fully completed and signed), application filing fee is paid, and all required submittal materials accompany the application.
 - Application completeness will be determined within five (5) business days.
 - If the application is determined to be complete, the applicant will be notified, and the application will be distributed for review and comment; or
 - If the application is determined to be incomplete, the applicant will be notified and will have forty-five (45) days from the date of application submittal to provide the missing submittal information (Local Government Code (LGC) Section 245.002(e)(1). If the missing information is not provided within the forty-five (45) day period the application will be deemed expired and a new application, fee payment and submittal materials will be required.
5. Administrative Review and Final Action
City staff will review the resubmitted plat for conformance to the LDC.
Minor Amending Plats: The City Manager is responsible for final action on the Minor Amending Plat. If the Development Administrator determines that the Minor Amending Plat does not meet the approval criteria, the applicant may request that the application be forwarded to the Planning and Zoning Commission for its review and for its recommendation to City Council, which will take final action.
Major Amending Plat: Major Amended plats will follow all procedural requirements set out in LDC section 23-94, Preliminary plats and LDC section 23-95, Final plats, respectively, depending on the plat type proposed to be amended. An applicant, at risk, may file a combined preliminary/final amended plat, major. The commission and council may only act on the final plat if the preliminary amending plat, major, is approved. The commission and council are

not obligated to take favorable action on the final plat if there are issues with the preliminary amended plat, major.

6. Action Following Plat Approval
The city records all plats. The City will collect the recordation fee and signed mylars for recordation.

b. Process Flowchart



c. Criteria for Approval

All subdivisions and plats of land will be reviewed using the criteria in the LDC. If required infrastructure construction plans must be filed and be consistent with LDC. Subdivisions, plats and construction plans must be reviewed and approved before any final action may be taken by the Development Administrator or the developer.

d. Conditions for Approval

All conditions have to be met prior to recordation of plat or acceptance of public improvements.

e. Expiration

Once the plat is recorded, there is no expiration date.

f. Submittal Checklist

Please see Appendix A - Universal Application and Appendix B – Submittal Checklist for applicable forms and checklists.

g. Sign posting/Notification requirements

None required.

h. Additional Information

Fees: Refer to [Appendix C](#) (Fee Schedule) or the current fee schedule attached to the application form and posted on the City’s website. Please contact City staff for additional information.

Section 3 Minor (Subdivision) Plat

Minor subdivision plats may be filed if:

1. Property is proposed to be subdivided into no more than four lots;
2. The resulting lots comply with all LDC and applicable zoning requirements;
3. 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
4. The resulting lots would all front on a public street and not require the creation of a new street.

a. Approval Process

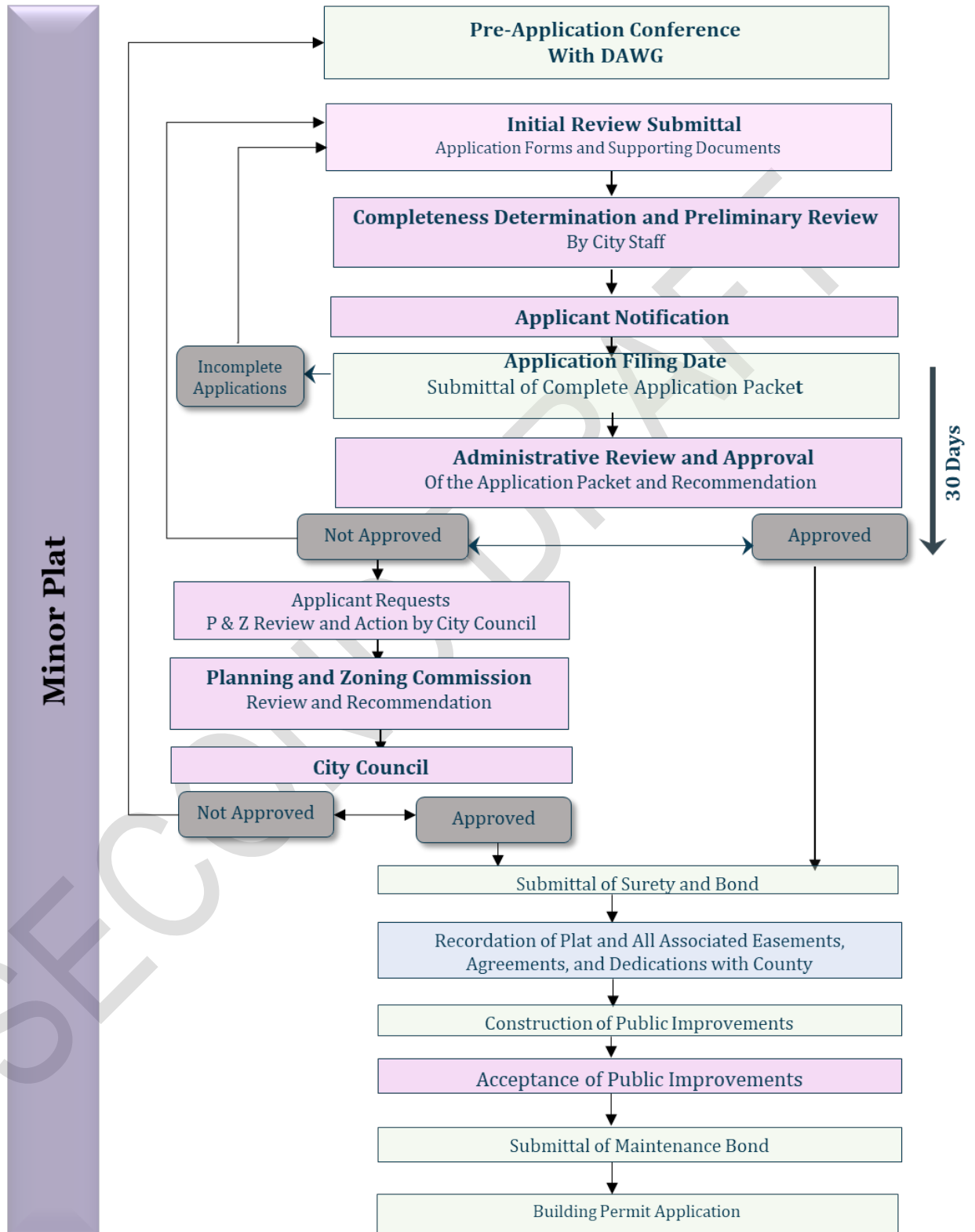
The approval process includes the following steps:

1. Pre-application Conference
As described in Chapter 3 of this document, a Pre-Application Conference is required.
2. Application Submittal
A complete application by the property owner or the applicant made in a format consistent with requirements established by the City with all items listed on the Replat Plat Submittal Checklist and the Universal Application.
3. Completeness Check and Initial Review

Plat applications will not be considered accepted and processed until applications are determined to be complete (application is fully completed and signed), application filing fee is paid, and all required submittal materials accompany the application.

- Application completeness will be determined within five (5) business days.
 - If the application is determined to be complete, the applicant will be notified, and the application will be distributed for review and comment; or
 - If the application is determined to be incomplete, the applicant will be notified and will have forty-five (45) days from the date of application submittal to provide the missing submittal information (Local Government Code (LGC) Section 245.002(e)(1). If the missing information is not provided within the forty-five (45) day period the application will be deemed expired and a new application, fee payment and submittal materials will be required.
4. Distribution of the application for review and comment
An application determined to be complete will be distributed for review and comment to all City departments having an interest in development within the City of Angleton. Comments will be provided to the applicant to make corrections or provide additional information as identified by staff pursuant to the Subdivision Submittal Calendar. If all comments are not cleared prior to the issuance of the P&Z packet, the preliminary plat will be recommended for approval with conditions (for minor comments) or denial if major issues remain outstanding.
 5. Planning and Zoning Commission Action
Planning and Zoning Commission will conduct a Public Hearing, review the plat and make a recommendation to the City Council. City Council Action
Following the recommendation of the Planning and Zoning Commission, the City Council will conduct a Public Hearing, review the plat and will take final action.
 6. Action Following Plat Approval
Typically, a Minor Plat does not require public improvements.
The city records all plats. The City will collect the recordation fee and signed mylars for recordation.

b. Process Flowchart



c. Criteria for Approval

All subdivisions and plats of land will be reviewed using the criteria in this Code.

Subdivisions, plats and construction plans must be reviewed and approved before any final action may be taken by the City Manager or the developer.

d. Conditions for Approval

All conditions have to be met prior to recordation of plat or acceptance of public improvements.

e. Expiration

Construction of public improvements is required to be completed within two years of approval. Once the plat is recorded, there is no expiration date.

f. Submittal Checklist

Please see Appendix A - Universal Application and Appendix B – Submittal Checklist for applicable forms and checklists.

g. Sign posting/Notification requirements

None required.

h. Additional Information

Fees: Refer to Appendix C (Fee Schedule) or the current fee schedule attached to the application form and posted on the City's website. Please contact City staff for additional information.

Section 4 Replats

There are two types of Replats-Major and Minor, as indicated below. A Minor Replat is also known as Minor Consolidation Plat.

The purpose of the Minor Replat/Consolidation Plat is to combine six or fewer recorded lots or unplatted parcels into a lesser number of platted lots that conform to the LDC to create buildable lots. Other circumstances where a Minor Replat/Consolidation Plat is applicable are:

- i. The dedication of additional right-of-way to an existing street right-of-way
- ii. The dedication of new easements and the relocation of existing easements
- iii. The abandonment or relocation of utility easements subject to the consent of all affected utility providers.

A replat may be filed to initiate, a change to a previously recorded plat, without vacating an existing recorded plat, for any of the following purposes:

- i. Correct an error in any course or distance shown on the prior recorded plat;
- ii. Add any course or distance that was omitted on the prior recorded plat;
- iii. Correct an error in the description of the real property shown on the prior recorded plat;
- iv. Indicate monuments set after death, disability, or retirement from practice of the

- engineer responsible for setting the monuments;
- v. Indicate the proper location or character of any monument that has been changed in location or character or that originally was shown at the wrong location or incorrect character on the prior recorded plat;
 - vi. Correct any other type of clerical error, scriveners' error, or omission in the previously approved recorded plat;
 - vii. Correct an error in courses and distances of lot lines between two adjacent lots where both lot owners join in the plat application and neither recorded lot is abolished, provided that:
 - a) Such amendment does not have a material adverse effect on the property rights of the owners in the plat;
 - b) Such an amendment is acceptable to any utility providers that may be affected by the amendment; and
 - c) Each resulting lot complies with all requirements of the LDC.
 - viii. Relocate a lot line in order to cure an inadvertent encroachment of a building or improvement on a lot line or on an easement; or to
 - ix. Relocate or vacate one or more lot lines, easements, or rights-of-way between, or along, one or more adjacent platted lots where the owner or owners of all such property join in the application for the plat amendment; provided that easement or right-of-way vacation is agreeable to all utility providers and jurisdictions that may have services and easements/right-of-way on the affected properties.

a. Approval Process

The approval process includes the following steps:

1. Pre-application Conference

As described in Chapter 3 of this document, a Pre-Application Conference is required.

2. Application Submittal

A complete application by the property owner or the applicant made in a format consistent with requirements established by the City with all items listed on the Replat Plat Submittal Checklist and the Universal Application.

3. Completeness Check and Initial Review

Plat applications will not be considered accepted and processed until applications are determined to be complete (application is fully completed and signed), application filing fee is paid, and all required submittal materials accompany the application.

- Application completeness will be determined within five (5) business days.
- If the application is determined to be complete, the applicant will be notified, and the application will be distributed for review and comment; or
- If the application is determined to be incomplete, the applicant will be notified and will have forty-five (45) days from the date of application submittal to provide the missing submittal information (Local Government Code (LGC) Section 245.002(e)(1)). If the missing information is not provided within the forty-five (45) day period the application will be deemed expired and a new application, fee payment and submittal materials will be required.

4. Distribution of the application for review and comment

An application determined to be complete will be distributed for review and comment to all City departments having an interest in development within the City of Angleton. Comments will be provided to the applicant to make corrections or provide additional information as identified by staff pursuant to the Subdivision Submittal Calendar. If all comments are not cleared prior to the issuance of the P&Z packet, the preliminary plat will be recommended for approval with conditions (for minor comments) or denial if major issues remain outstanding.

5. Dual Notification of Public Hearing required only if the replat has a Variance
Depending on the circumstances a replat may require a public hearing and a notice of a public hearing to be published in the newspaper and notice of a public hearing be made to property owners within 200 ft. of the area being platted or replatted.

Applicant Notice: Staff will notify the applicant of the date of the joint public hearing.

Mailed Notice: Staff will send a written notice of the public hearing to all property owners within 200 feet of the subject property at least 15 days prior to the date of the public hearing. The notification will include information regarding the location of the property and the requested zoning action.

Published Notice: A legal notice will be sent to the local newspaper for publication by staff.

6. Planning and Zoning Commission Action

After the public hearing is held and the public has had an opportunity to speak to the proposed plat, the Planning and Zoning Commission will discuss the plat and make a recommendation to City Council to approve the plat, approve with conditions, continue the agenda item to another meeting (date certain), or deny the plat (with reasons for the recommendation of denial).

If a public hearing is not required, then the Planning and Zoning Commission will discuss the proposed plat and make a recommendation to City Council to approve the plat, approve with conditions, continue the agenda item to another meeting (date certain), or deny the plat (with reasons for the recommendation of denial). As no public hearing was required the public can speak only at the discretion of the Chairman or Commissioner chairing the Planning and Zoning Commission meeting.

7. City Council Action

If a public hearing was held at the Planning and Zoning Commission meeting a public hearing will also be held at the City Council meeting. After the public hearing is held and the public has had an opportunity to speak to the plat, the City Council will discuss the plat and decide to approve the plat, approve the plat with conditions, continue the item to another meeting (date certain) or deny the preliminary plat.

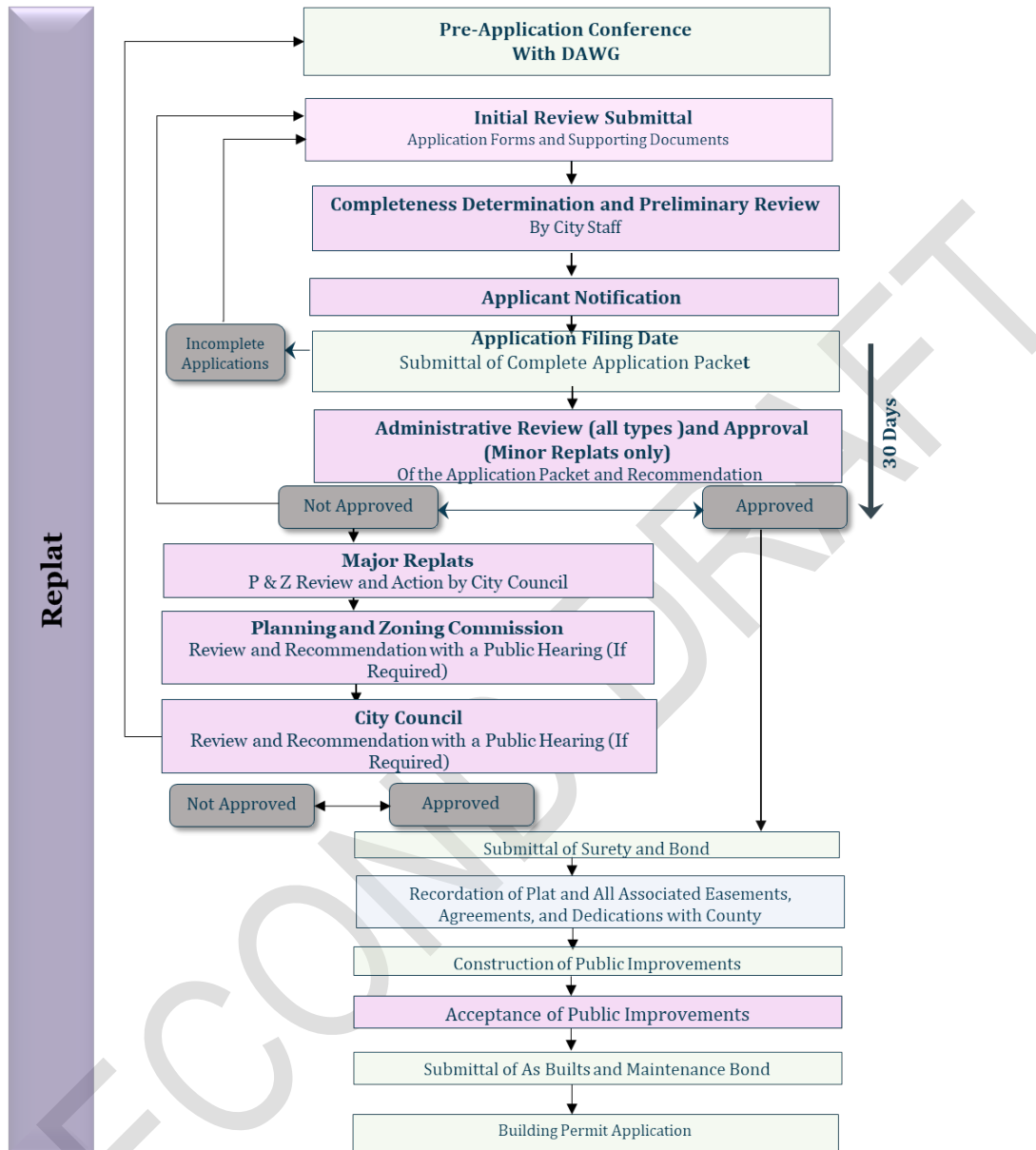
Plats that do not require a public hearing will normally be placed on the City Council Agenda under regular agenda items Consent items.

LGC Section 212.005 APPROVAL BY MUNICIPALITY REQUIRED. The municipal authority responsible for approving plats must approve a plat or replat that is required to be prepared under this subchapter and that satisfies all applicable regulations.

8. Action Following Plat Approval

The city records all plats. The City will collect the recordation fee and signed mylars for recordation.

b. Process Flowchart



c. Criteria for Approval

Subdivisions, plats and construction plans must be reviewed and approved before any final action may be taken by the City Manager or the developer.

d. Conditions for Approval

All conditions have to be met prior to recordation of plat or acceptance of public improvements.

e. Expiration

Construction of public improvements is required to be completed within two years of approval. Once the plat is recorded, there is no expiration date.

f. Submittal Checklist

Please see Appendix A - Universal Application and Appendix B – Submittal Checklist for applicable forms and checklists.

g. Sign posting/Notification requirements

None required.

h. Additional Information

Fees: Refer to Appendix C (Fee Schedule) or the current fee schedule attached to the application form and posted on the City’s website. Please contact City staff for additional information.

Section 5 Development Plat

Development Plat, a type of administrative plat is required for previously unsubdivided or unplatted land that is not being divided into separate parcels. The city will require the filing of a development plat to establish any non-residential and non-agricultural uses to ensure that the proposed use will be compliant with:

- a. All adopted, and future, plans and studies of the city, and those plans of any other state or regional entity with jurisdiction;
- b. The LDC for non-residential and non-agricultural development in the ETJ only when a site plan and development plat are required to ensure compliance with the LDC, public health and safety, and the dedication of right-of-way and easements for:
 - i. Non-residential construction on a property that was not lawfully subdivided prior to the effective date of the LDC;
 - ii. Property that is not subject to the preliminary and final plat requirements of the LDC;
 - iii. Development where the only access is a private easement or private street; and
 - iv. Developments where easements or right-of-way must be provided.

Exceptions

- ✓ A tract has received final plat approval or was lawfully created prior to the effective date of the LDC
- ✓ Public improvements are required to be constructed by the developer or subdivider.

a. Approval Process

The approval process includes the following steps:

1. Pre-application Conference
As described in Chapter 3 of this document, a Pre-Application Conference is required.
2. Application Submittal
A complete application by the property owner or the applicant made in a format consistent with requirements established by the City with all items listed on the Replat Plat Submittal Checklist and the Universal Application.
3. Completeness Check and Initial Review

Plat applications will not be considered accepted and processed until applications are determined to be complete (application is fully completed and signed), application filing fee is paid, and all required submittal materials accompany the application.

- Application completeness will be determined within five (5) business days.
- If the application is determined to be complete, the applicant will be notified, and the application will be distributed for review and comment; or
- If the application is determined to be incomplete, the applicant will be notified and will have forty-five (45) days from the date of application submittal to provide the missing submittal information (Local Government Code (LGC) Section 245.002(e)(1). If the missing information is not provided within the forty-five (45) day period the application will be deemed expired and a new application, fee payment and submittal materials will be required.

4. Distribution of the application for review and comment

An application determined to be complete will be distributed for review and comment to all City departments having an interest in development within the City of Angleton. Comments will be provided to the applicant to make corrections or provide additional information as identified by staff pursuant to the Subdivision Submittal Calendar. If all comments are not cleared prior to the issuance of the P&Z packet, the preliminary plat will be recommended for approval with conditions (for minor comments) or denial if major issues remain outstanding.

5. Action Following Plat Approval

If construction of public improvements is the Developer will notify the City Engineer within ten (10) days which of the following construction procedure(s) the Developer proposes to follow:

- Construction of public improvements and plat recordation:
- The developer will submit a complete set of construction plans for construction of streets, alleys, sidewalks, and utilities, and other public infrastructure required to be installed for City's approval.
- Upon approval of the construction plans by the City, the developer will proceed with construction of streets, alleys, sidewalks, and utilities that the Developer is required to install.
- The City will inspect the work as it progresses.
- Developer will request acceptance of public improvements upon completion, within two years of approval, and will deliver to the City a two (2) year guarantee of workmanship and materials in the amount of 20% of total construction cost, in the form of a warranty bond or irrevocable letter of credit as provided in the LDC.
- Upon final acceptance by the City and upon written request of the Developer, the plat may be approved and filed for record with the appropriate County Clerk.
- The Developer will be responsible for payment of the filing fee and plat recordation and will be required to submit the approved Amending Plat with volume and page number to the City after recordation. The City requires the developer to file two (2) sets of full-size plans with volume and page number, a USB flash drive with electronic copies of the

required exhibits in “PDF” format and shape files for property boundary where applicable.

OR

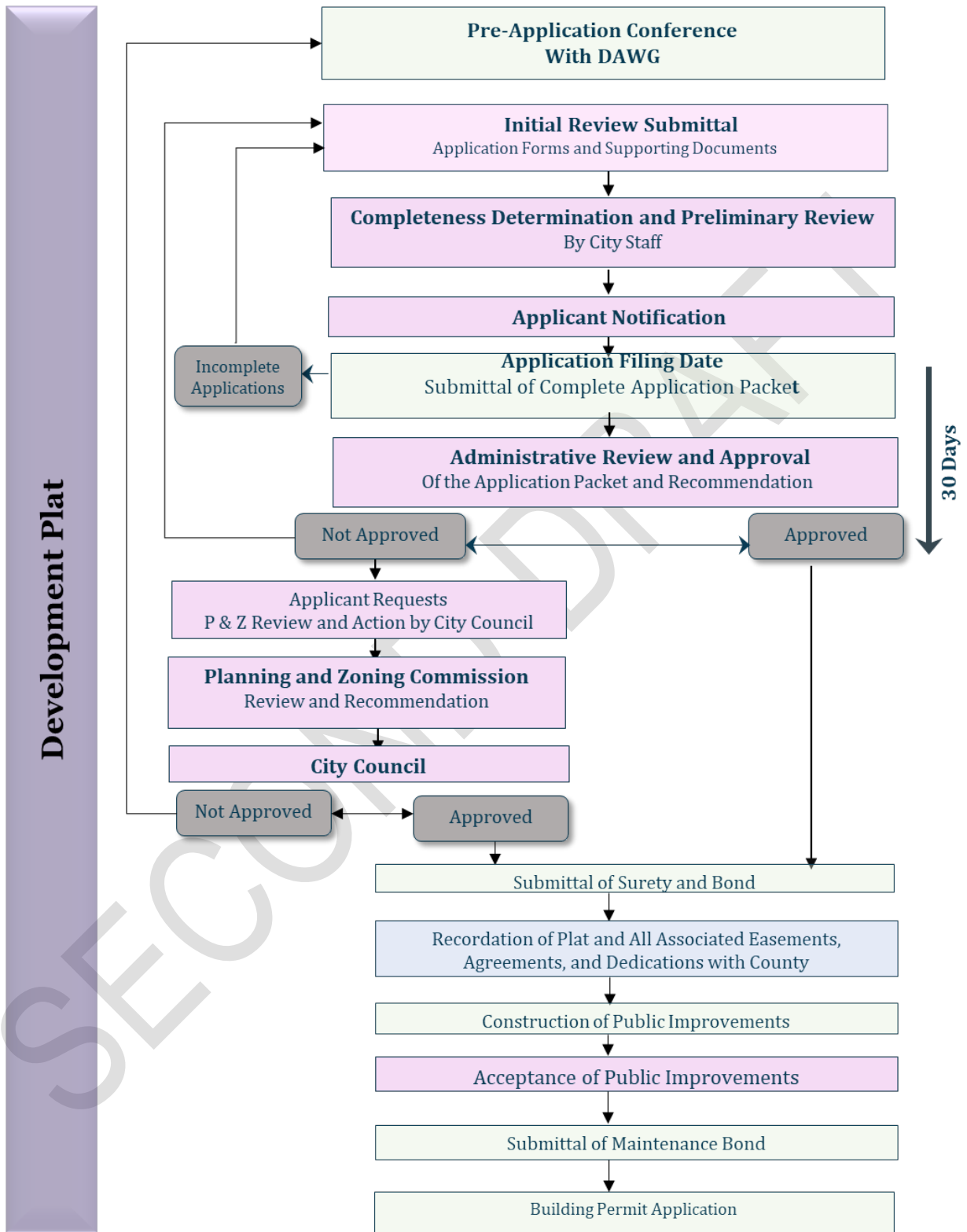
Surety and assurance to allow plat recordation prior to completion of improvements:

- The Developer will file surety of assurance with the City in the form of a performance bond
- The Developer will request that the plat be filed for recordation.
- The Developer will be responsible for payment of the filing fee and plat recordation and will be required to submit a copy of approved Amending Plat with volume and page number to the City after recordation.
- The Developer will complete construction of public improvements.
- The City will inspect the construction work as it progresses and will conduct a final inspection to assure compliance with City requirements and proceed with acceptance.
- Upon completion of construction within two years of approval, the Developer will deliver to the City a two (2) year guarantee of workmanship and materials in the amount of 20% of total construction cost, in form of a warranty bond or irrevocable letter of credit

If construction of public improvements is not required:

The Developer will be responsible for payment of the filing fee and plat recordation and will be required to submit a copy of approved Development Plat with volume and page number to the City after recordation.

b. Process Flowchart



c. Criteria for Approval

All subdivisions and plats of land will be reviewed using the criteria in the LDC. Plats and Construction Plans must be reviewed and approved before any final action may be taken by the Development Administrator or the commencement of construction.

d. Conditions for Approval

All conditions have to be met (if any) prior to recordation of plat or acceptance of public improvements.

e. Expiration

Construction of public improvements is required to be completed within two years of approval. Once the plat is recorded, there is no expiration date.

f. Submittal Checklist

Please see Appendix A - Universal Application and Appendix B – Submittal Checklist for applicable forms and checklists.

g. Sign posting/Notification requirements

None required.

h. Additional Information

Fees: Refer to Appendix C (Fee Schedule) or the current fee schedule attached to the application form and posted on the City’s website. Please contact City staff for additional information.

Section 6 Preliminary Plat

Preliminary Plats are required for:

- Land being divided into separate parcels,
- Plats with five or more lots,
- Any plat that requires a dedication of land to the City, and
- Land to be subdivided, if that land is not eligible for Administrative Plat Review process (Minor, Amending, or Development Plat).

Preliminary Plat is tentative plat submitted to the P&Z and City Council for approval, but not suitable for recording in the county map, plat or real property records.

a. Approval Process

Refer to pages 6-12 of this chapter for more information. The approval process includes the following steps:

1. Pre-application Conference

As described in Chapter 3 of this document, a Pre-Application Conference is required.

2. Application Submittal

A complete application by the property owner or the applicant made in a format consistent with requirements established by the City with all items listed on the Preliminary Plat Submittal Checklist and the Universal Application.

3. Completeness Check and Initial Review

Plat applications will not be considered accepted and processed until applications are determined to be complete (application is fully completed and signed), application filing fee is paid, and all required submittal materials accompany the application.

- Application completeness will be determined within five (5) business days.
- If the application is determined to be complete, the applicant will be notified, and the application will be distributed for review and comment; or
- If the application is determined to be incomplete, the applicant will be notified and will have forty-five (45) days from the date of application submittal to provide the missing submittal information (Local Government Code (LGC) Section 245.002(e)(1). If the missing information is not provided within the forty-five (45) day period the application will be deemed expired and a new application, fee payment and submittal materials will be required.

4. Distribution of the application for review and comment

An application determined to be complete will be distributed for review and comment to all City departments having an interest in development within the City of Angleton. Comments will be provided to the applicant to make corrections or provide additional information as identified by staff pursuant to the Subdivision Submittal Calendar. If all comments are not cleared prior to the issuance of the P&Z packet, the preliminary plat will be recommended for approval with conditions (for minor comments) or denial if major issues remain outstanding.

5. Dual Notification of Public Hearing

For residential replat with variances. Depending on the circumstances a preliminary plat/replat may require notice of a public hearing to be published in the newspaper and notice of a public hearing be made to property owners within 200 ft. of the area being platted or replatted.

6. Planning and Zoning Commission Action

After the public hearing is held and the public has had an opportunity to speak to the proposed plat, the Planning and Zoning Commission will discuss the plat and make a recommendation to City Council to approve the plat, approve with conditions, continue the agenda item to another meeting (date certain), or deny the plat (with reasons for the recommendation of denial).

If a public hearing is not required, then the Planning and Zoning Commission will discuss the proposed plat and make a recommendation to City Council to approve the plat, approve the with conditions, continue the agenda item to another meeting (date certain), or deny the plat (with reasons for the recommendation of denial). As no public hearing was required the public can speak only at the discretion of the Chairman or Commissioner chairing the Planning and Zoning Commission meeting.

7. City Council Action

If a public hearing was held at the Planning and Zoning Commission meeting a public hearing will also be held at the City Council meeting. After the public hearing is held and the public has had an opportunity to speak to the plat, the City Council will discuss the plat and decide to approve the plat, approve the plat with conditions, continue the item to another meeting (date certain) or deny the preliminary plat.

Plats that do not require a public hearing will normally be placed on the City Council Agenda under Consent items.

If a Plat not requiring a public hearing is pulled from the Consent items for discussion, or is placed on the agenda for discussion, the City Council will discuss the proposed plat and decide to approve the plat, approve the plat with conditions, continue the agenda item to another meeting (date certain), or deny the plat (with reasons for the denial). As no public hearing was required the public can speak only at the discretion of the Mayor

or Councilmember that is chairing the Council meeting.

LGC Section 212.005 Approval By Municipality Required. The municipal authority responsible for approving plats must approve a plat or replat that is required to be prepared under this subchapter and that satisfies all applicable regulations.

8. Written Notification to the Applicant

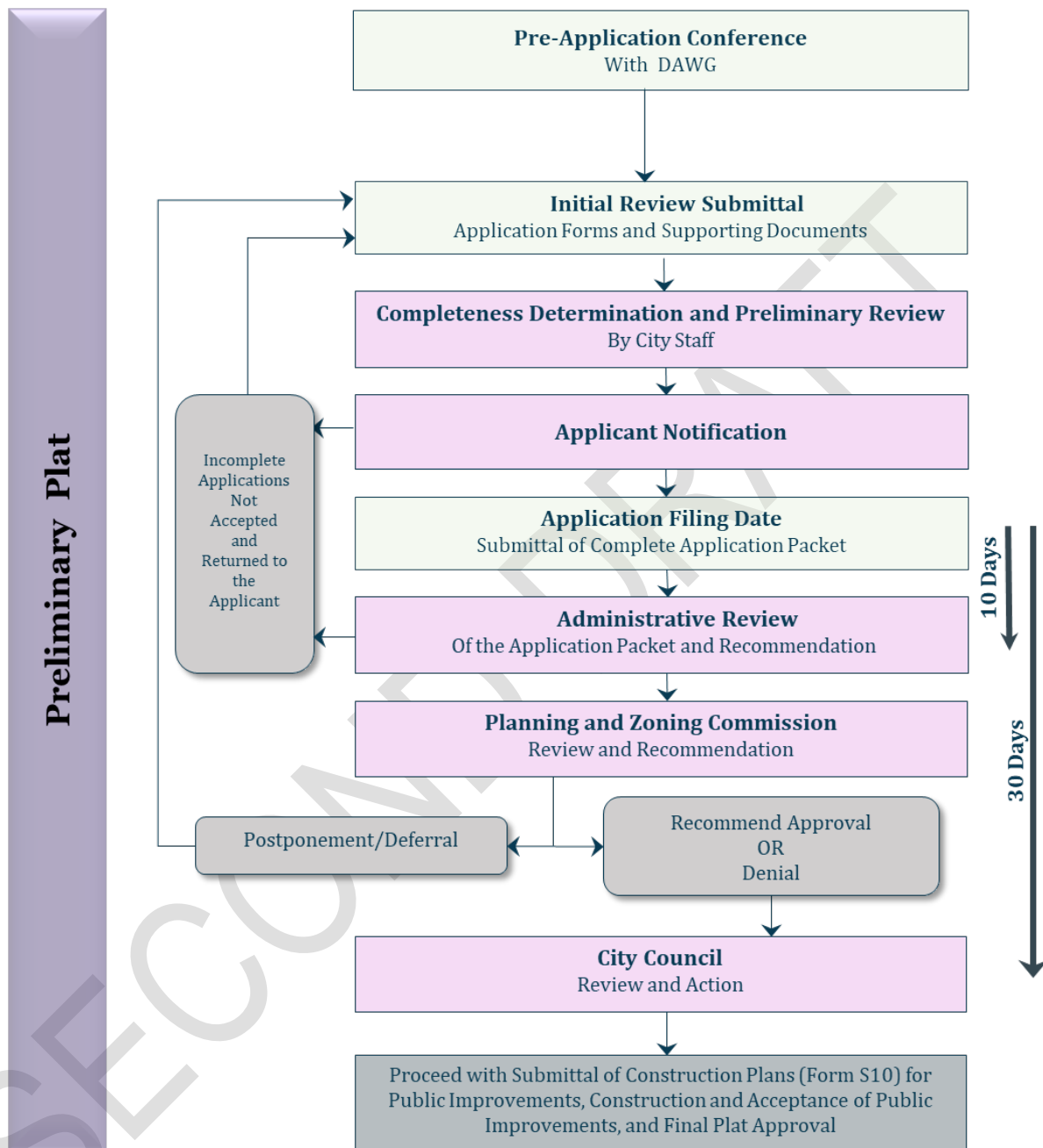
Within ten (10) days after the City Council makes a final decision, a copy of the written decision will be sent to the applicant, and a copy will be filed at the City, where it will be available for public inspection during regular office hours. Approval of Preliminary Plat is deemed as an expression of approval to the proposed layout submitted on the Preliminary Plat as a guide to the preparation of the Final Plat.

9. Action Following Plat Approval

After approval of the Preliminary Plat, the Developer will proceed to submit engineering plans for construction of public improvements for review and approval prior to submittal of a Final Plat application.

SECOND DRAFT

b. Process Flowchart



c. Criteria for Approval

All subdivisions and plats of land will be reviewed using the criteria in the LDC. If required, a Concept Plan must be approved prior to submittal of Preliminary Plat. The Commission may recommend to City Council the approval, approval with conditions, or disapproval of by using the criteria for consideration listed in the LDC.

d. Conditions for Approval

All conditions must be met prior to the approval of Preliminary Plat.

e. Expiration

Preliminary plat approval is valid for 12 months from the date of council approval, during which time all general terms and conditions under which the preliminary plat was approved shall not be changed.

f. Submittal Checklist

Please see Appendix A - Universal Application and Appendix B – Submittal Checklist for applicable forms and checklists.

g. Sign posting/Notification requirements

None required.

h. Additional Information

Fees: Refer to Appendix C (Fee Schedule) or the current fee schedule attached to the application form and posted on the City’s website. Please contact City staff for additional information.

Section 7 Final Plat

A Final Plat is a subdivision map or drawing intended for recordation in the plat records of the county in which the subdivision is located.

A Final Plat submittal requires an approved Preliminary Plat and submittal of construction plans for public streets and infrastructure in accordance with the LDC.

a. Approval Process

The approval process includes the following steps:

1. Pre-application Conference

As described in Chapter 3 of this document, a Pre-Application Conference is required.

2. Application Submittal

A complete application by the property owner or the applicant made in a format consistent with requirements established by the City with all items listed on the Preliminary Plat Submittal Checklist and the Universal Application. A copy of construction plans for public improvements must be submitted with the Final Plat submittal.

3. Completeness Check and Initial Review

Plat applications will not be considered accepted and processed until applications are determined to be complete (application is fully completed and signed), application filing fee is paid, and all required submittal materials accompany the application.

- Application completeness will be determined within five (5) business days.
- If the application is determined to be complete, the applicant will be notified, and the application will be distributed for review and comment; or
- If the application is determined to be incomplete, the applicant will be notified and will have forty-five (45) days from the date of application submittal to provide the missing

submittal information (Local Government Code (LGC) Section 245.002(e)(1). If the missing information is not provided within the forty-five (45) day period the application will be deemed expired and a new application, fee payment and submittal materials will be required.

4. Distribution of the application for review and comment

An application determined to be complete will be distributed for review and comment to all City departments having an interest in development within the City of Angleton. Comments will be provided to the applicant to make corrections or provide additional information as identified by staff pursuant to the Subdivision Submittal Calendar. If all comments are not cleared prior to the issuance of the P&Z packet, the preliminary plat will be recommended for approval with conditions (for minor comments) or denial if major issues remain outstanding.

5. Approval of Construction Plans

City staff will review and approve construction plans for public improvements that are proposed as part of the subdivision. A letter must be obtained from Angleton Drainage District (ADD) approving any proposed drainage plans prior to submittal of any final plat/replat application. Payment of the Capacity Acquisition Fee (CAF) determination fee of \$4,000 for the City Engineer's determination of the CAF prior to submittal of any final plat/replat application.

Execution of a Development Agreement

6. Planning and Zoning Commission Action

After the public hearing is held and the public has had an opportunity to speak to the proposed plat, the Planning and Zoning Commission will discuss the plat and make a recommendation to City Council to approve the plat, approve with conditions, continue the agenda item to another meeting (date certain), or deny the plat (with reasons for the recommendation of denial).

If a public hearing is not required, then the Planning and Zoning Commission will discuss the proposed plat and make a recommendation to City Council to approve the plat, approve with conditions, continue the agenda item to another meeting (date certain), or deny the plat (with reasons for the recommendation of denial). As no public hearing was required the public can speak only at the discretion of the Chairman or Commissioner chairing the Planning and Zoning Commission meeting.

7. City Council Action

If a public hearing was held at the Planning and Zoning Commission meeting a public hearing will also be held at the City Council meeting. After the public hearing is held and the public has had an opportunity to speak to the plat, the City Council will discuss the plat and decide to approve the plat, approve the plat with conditions, continue the item to another meeting (date certain) or deny the preliminary plat.

Plats that do not require a public hearing will normally be placed on the City Council Agenda under Consent items.

If a plat not requiring a public hearing is pulled from the Consent items for discussion, or is placed on the agenda for discussion, the City Council will discuss the proposed plat and decide to approve the plat, approve the plat with conditions, continue the agenda item to another meeting (date certain), or deny the plat (with reasons for the denial). As no public hearing was required the public can speak only at the discretion of the Mayor or Councilmember that is chairing the Council meeting.

LGC Section 212.005 Approval By Municipality Required. The municipal authority

responsible for approving plats must approve a plat or replat that is required to be prepared under this subchapter and that satisfies all applicable regulations.

8. Written Notification to the Applicant

Within ten (10) days after the City Council makes a final decision, a copy of the written decision will be sent to the applicant, and a copy will be filed at the City, where it will be available for public inspection during regular office hours. Approval of Preliminary Plat is deemed as an expression of approval to the proposed layout submitted on the Preliminary Plat as a guide to the preparation of the Final Plat.

9. Action Following Plat Approval

After approval of a Final Plat, the Developer will notify the City Engineer within ten (10) days which of the following construction procedure(s) the Developer proposes to follow:

A. Construction of public improvements and plat recordation:

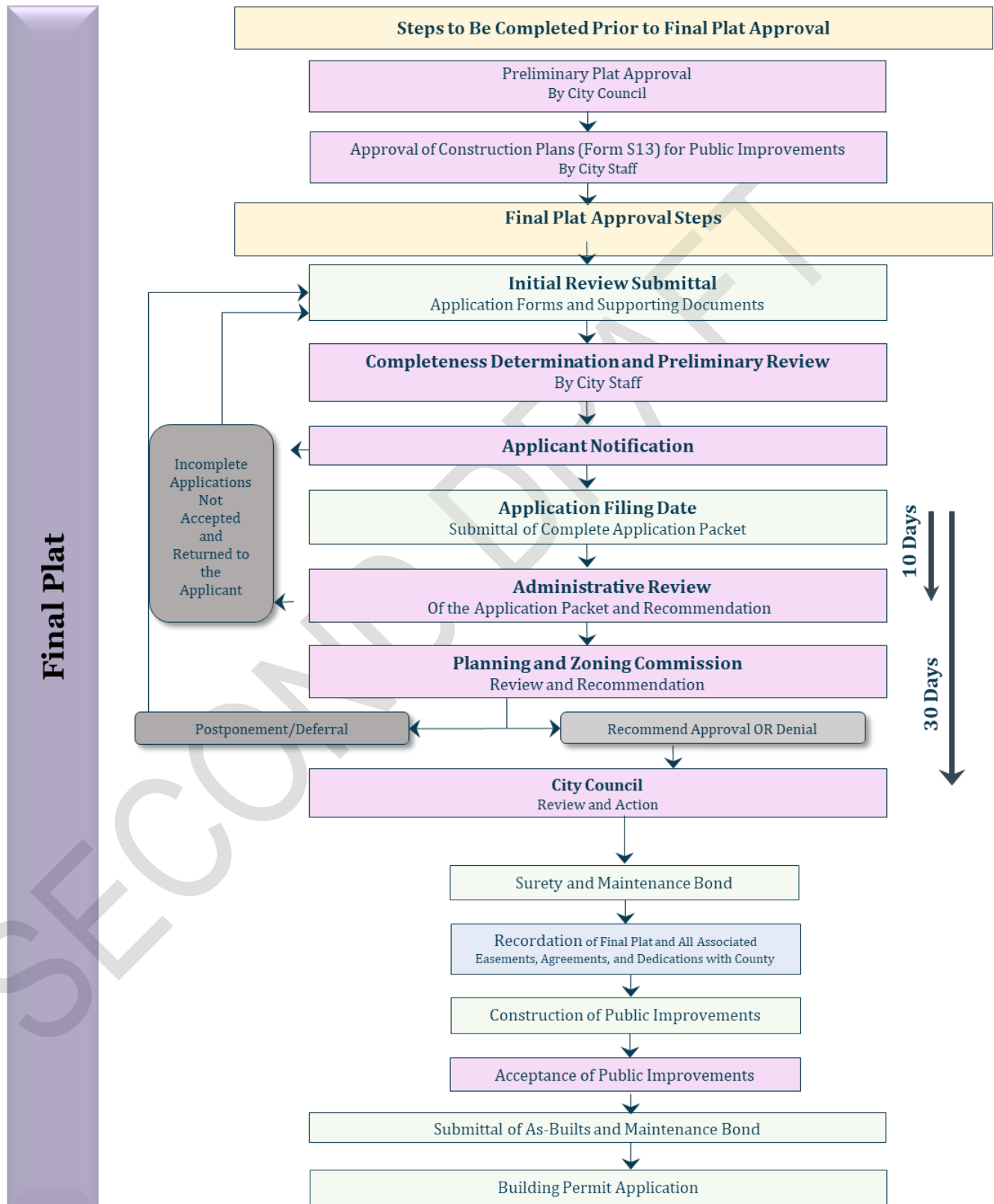
- The developer will proceed with construction of public improvements.
- The City will inspect the work as it progresses.
- Developer will request acceptance of public improvements upon completion, within two years of approval, and will deliver to the City a two (2) year guarantee of workmanship and materials in the amount of 20% of total construction cost, in form of a warranty bond or irrevocable letter of credit as provided in the LDC.
- Upon final acceptance by the City, and upon written request of the Developer, the plat may be approved and filed of record with the appropriate County Clerk.
- The Developer will be responsible for payment of the filing fee and plat recordation will be required to submit the approved Final Plat with volume and page number to the City after recordation with the appropriate County within 60 days

OR

B. Surety and assurance to allow plat recordation prior to completion of improvements:

- The Developer will file surety of assurance with the City in the form of a performance bond (equal to the estimated total cost of improvements) or an irrevocable letter of credit (equal to 110% of the estimated total cost of improvements) as provided in the LDC
- The Developer will request that the plat be filed for recordation.
- The Developer will be responsible for payment of the filing fee and plat recordation will be required to submit the approved Final Plat with volume and page number to the City after recordation with the appropriate County within 60 days
- The Developer will complete construction of public improvements.
- The City will inspect the construction work as it progresses and will conduct a final inspection to assure compliance with City requirements and proceed with acceptance.
- Upon completion of construction within two years of approval, the Developer will deliver to the City a two (2) year guarantee of workmanship and materials in the amount of 20% of total construction cost, in form of a warranty bond or irrevocable letter of credit as provided in the LDC.

b. Process Flowchart



c. Criteria for Approval

All subdivisions and plats of land will be reviewed using the criteria in the LDC. Approval of construction drawings for public improvements is required prior to approval of the Final Plat. The Commission may recommend to City Council the approval, approval with conditions, or disapproval by using the criteria for consideration of Variances in the LDC.

The Final Plat must incorporate all changes from the Preliminary Plat that were considered and approved by the City Council.

d. Conditions for Approval

All conditions must be met prior to the approval of the Final Plat.

e. Expiration

A Final Plat that has been recorded has no expiration date. A Final Plat approved by the City Council that has not posted surety, began construction of public infrastructure, or failed to provide required recording information expires within twelve (12) months of approval.

f. Submittal Checklist

Please see Appendix A - Universal Application and Appendix B – Submittal Checklist for applicable forms and checklists.

g. Sign posting/Notification requirements

None required.

h. Additional Information

Fees: Refer to Appendix C (Fee Schedule) or the current fee schedule attached to the application form and posted on the City's website. Please contact City staff for additional information.

VIII. COMMERCIAL BUILDING PERMITS

Section 1 General Information

Under construction

IX. RESIDENTIAL BUILDING PERMITS

Section 1 General Information

Under construction

X. DEVELOPMENT AGREEMENTS

Section 1 General Information

Under construction

XI. FINANCING MECHANISMS

Section 2 General Information

Under construction

APPENDICES

SECOND DRAFT

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
- 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

Inspections
Mechanical Electrical
Plumbing Building
Group Living License Form
Pipeline Permit - Form S X
Game Room Permit Form S X

Appendix C	SCHEDULE OF FEES
Appendix D	LIST OF APPLICATIONS AND PERMITS, APPROVAL AUTHORITY, PROCESSING TIME
Appendix E	REVIEWING DEPARTMENTS & AGENCIES. CONTACT INFORMATION
Appendix F	MINIMUM DESIGN STANDARDS

SECOND DRAFT

SPECIFIC APPLICATION FORM. Please check the appropriate type below:

Land Use Policy Related	<input type="checkbox"/> Annexation* - Form S 1 <input type="checkbox"/> Comprehensive Plan Amendment (Text) <input checked="" type="checkbox"/> Land Development Code (LDC)/Zoning Text Amendment <input type="checkbox"/> Rezoning/ FLUM amendment* - Form S 2 <input type="checkbox"/> Specific Use Permit* - Form S 3 <input type="checkbox"/> Planned Unit Development (PUD)* - Form S 4
Subdivision and Property Development	<input type="checkbox"/> Amending Minor and Major Plat* – Form S6 <input type="checkbox"/> Minor Consolidation Plat* – Form S 7 <input type="checkbox"/> Development Plat* – Form S 8 <input type="checkbox"/> Concept Plan** – Form S 9 <input type="checkbox"/> Preliminary Plat* – Form S 10 <input type="checkbox"/> Final Plat* – Form S 11 <input type="checkbox"/> Replat* – Form S 12 <input type="checkbox"/> Construction Plans* – Form S 13
Site Development Related	<input type="checkbox"/> Vested Rights Verification Letter <input type="checkbox"/> Letter of Regulatory Compliance <input type="checkbox"/> Zoning Verification <input type="checkbox"/> Letter/Written Interpretation <input type="checkbox"/> Legal Lot Verification <input type="checkbox"/> Special Exception*– Form S 15 <input type="checkbox"/> Relief from Signage <input type="checkbox"/> Floodplain Development Permit*– Form S 17 <input type="checkbox"/> Variance Form S 20 <input checked="" type="checkbox"/> On-Site Sewage Facility Permit (OSSF) S 19 <input type="checkbox"/> Certificate of Occupancy (CO)* – Form S 21 <input type="checkbox"/> Grading/Clearance Permit* – Form S 23 <input type="checkbox"/> Site Development Permit/ Site Plan Review*– Form S 16
Building Permits Related	<p>Commercial</p> <input type="checkbox"/> New/Remodel/Addition* – Form S 24 <input type="checkbox"/> Fence* – Form S 25 <input type="checkbox"/> Miscellaneous* – Form S 26 <p>Residential</p> <input type="checkbox"/> Building Permit 1 & 2 Family Form S 27 (Patio Cover, Carport, Foundation Repair, House Leveling, Windows, New Mobile Home, Siding, Storage Building permits, Re-roof) <p>Others</p> <input type="checkbox"/> Solar* – Form S 30 <input checked="" type="checkbox"/> Grooming Facility License S X <input checked="" type="checkbox"/> Alcohol permit S X <input checked="" type="checkbox"/> Health Permit S X <input checked="" type="checkbox"/> Temporary Health Permit S X <input checked="" type="checkbox"/> Mobile Home Park Registration S X <p>Inspections</p> <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Building <input type="checkbox"/> Group Living License Form S 22 Others _____ <input type="checkbox"/> Swimming Pool* – Form S 31 <input type="checkbox"/> Demolition S 32 <input checked="" type="checkbox"/> Moving or Wrecking Permit S X <input checked="" type="checkbox"/> Alarm Permit S X <input type="checkbox"/> Backflow Device/Irrigation Systems – Form S 33 <input type="checkbox"/> Sign Permit*– Form S 34 A/B <input type="checkbox"/> Garage Sale Permit S 40 <input type="checkbox"/> Master/ Common Signage Plan* – Form S 35 <input type="checkbox"/> Water Heater or Water Softener* – Form S 36 <input type="checkbox"/> Right-of-Way Construction* – Form S 37 <input type="checkbox"/> Flatwork/Driveway*– Form S 38 <input type="checkbox"/> Water- Wastewater Service Form – S 39 <input type="checkbox"/> Road Side Banner Permit Form S 41 <input checked="" type="checkbox"/> Pipeline Permit - Form S X <input type="checkbox"/> Drainage Pipe/Culvert Permit - Form S 43 <input type="checkbox"/> Electrical Permit Form – S 44 <input type="checkbox"/> Plumbing Permit Form – S 45 <input type="checkbox"/> Mechanical Permit Form – S46 <input type="checkbox"/> Fire Prevention Permit Form – S47 <input checked="" type="checkbox"/> Game Room Permit Form – S X <input type="checkbox"/> Credit Access Business Registration Form 48

*These types of applications require information listed in the Specific Application Form in addition to the information listed below. Refer to **Appendix B** of the Administrative Procedures Manual for more information. For all other applications, the information listed below is sufficient.

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)
- Tax Certificates

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>

Examples

S1 SPECIFIC APPLICATION FORM – VOLUNTARY ANNEXATION

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

- Pre-Application Conference (DAWG Meeting) prior to application submittal.
- Voluntary Annexation Petition consistent with the Local Government Code Section 43
- A title report.
- 8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the annexation request. If the property is platted, a copy of the plat shall be provided.
- Location/vicinity map showing the location and boundaries of the annexation. Indicate scale or not to scale (NTS) and provide north arrow.
- Letter of Intent explaining the annexation request in detail, reason for the request, the designation of Extraterritorial Jurisdiction (ETJ), the area of the newly annexed territory and how the annexation meets the goals and objectives of the Comprehensive Plan.
- A brief description of each municipal ordinance that would be applicable as authorized by Section 212.003 of the LGC.
- Tax certificate/s showing that all taxes owing to the State, County, School District, City and/or any other political subdivision have been paid in full to date.

S2 SPECIFIC APPLICATION FORM – REZONING/ FUTURE LAND USE MAP AMENDMENT

Sec. 28-24 of the Code of Ordinances, Zoning Code

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

- Pre-Application Conference (DAWG Meeting) prior to application submittal.
- A completed Universal Development Application and checklist signed by the owner/s of the property.
- 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 shall 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.
- Tax certificate showing that all taxes and obligations have been paid regarding the subject property.
- Notarized statement verifying land ownership.
- 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

S3 SPECIFIC APPLICATION FORM - SPECIFIC USE PERMIT

Sec. 28-63 of the Code of Ordinances, Zoning Code

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

- Pre-Application Conference (DAWG Meeting) prior to application submittal.
- Concept plan approval (if required).
- A completed Universal Development Application and checklist signed by the owner/s of the property.
- A site plan in conformance with the Sec-28-63
- 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 Special Use Permit 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 Specific Use Permit. Indicate scale or not to scale (NTS) and provide north arrow.
- Tax Certificate showing that all taxes and obligations have been paid regarding the subject property.
- Notarized statement verifying land ownership.
- 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

S4 SPECIFIC APPLICATION FORM - PLANNED DEVELOPMENT

Sec. 28-62 of the Zoning Code

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

- Pre-Application Conference (DAWG Meeting) prior to application submittal.
- Concept plan approval required.
- PD Development Ordinance in conformance with the Zoning Code.
- 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 PD request. If the property is platted, a copy of the plat should be provided.
- 24" x 36" copies of the Final PD Plan at a scale of 1":100'
- Location/vicinity map showing the location and boundaries of the proposed PD. Indicate scale or not to scale (NTS) and provide north arrow.
- Tax certificate/s showing that all taxes owing to the State, County, School District, City and/or any other political subdivision have been paid in full to date.
- 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

S6 SPECIFIC APPLICATION FORM - AMENDING PLAT (MINOR OR MAJOR)

Sec. 23-87 of the Land Development Code

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

- Pre-Application Conference (DAWG Meeting) prior to application submittal.
- A completed Universal Development Application and checklist signed by the owner/s of the property.
- One (1) copy (24"X36") of proposed plat.
- One (1) copy (24"X36") of all existing recorded plats pertaining to the Amending Plat.
- Payment of all other applicable fees (see Schedule of Fees).
- Metes and bounds description of the subject property (or other suitable legal description).
- Location/vicinity map showing the location and boundaries of the proposed Amending Plat. Indicate scale or not to scale (NTS) and provide north arrow.
- Tax certificate/s showing that all taxes owing to the State, County, School District, City and/or any other political subdivision have been paid in full to date.
- Drainage/Stormwater plan, if any grade changes.
- 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.

Additional Requirements. The City Manager (or designee) may from time to time identify additional requirements for a complete application that are not contained within but are consistent with, the application contents and standards set forth in this Code.

S7 **SPECIFIC APPLICATION FORM - MINOR PLAT** Sect. 23-87XX of the Land Development Code

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

- Pre-Application Conference (DAWG Meeting) prior to application submittal (if required).
- A completed Universal Development Application and checklist signed by the owner/s of the property.
- One (1) copy (24"X36") of proposed plat.
- One (1) copy (24"X36") of all existing recorded plats pertaining to the minor plat.
- Payment of all other applicable fees (see Schedule of Fees).
- Metes and bounds description of the subject property (or other suitable legal description).
- Location/vicinity map showing the location and boundaries of the proposed Minor Plat. Indicate scale or not to scale (NTS) and provide north arrow.
- Tax certificate(s) showing that all taxes owing to the State, County, School District, City and/or any other political subdivision have been paid in full to date.
- Drainage/Stormwater plan, if any grade changes.
- Capacity Acquisition Study \$4000
- Heritage Tree Survey/Tree Preservation Plan as per Sec. 23-60

Additional Requirements. The City Manager (or designee) may, from time to time, identify additional requirements for a complete application that are not contained within but are consistent with the application contents and standards set forth in this Code.

S8 SPECIFIC APPLICATION FORM - DEVELOPMENT PLAT Sec. 23-87 Land Development Code

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

- Pre-Application Conference (DAWG Meeting) prior to application submittal.
- A completed Universal Development Application and checklist signed by the owner/s of the property.
- Payment of all other applicable fees (see Schedule of Fees).
- Metes and bounds description of the subject property (or other suitable legal description).
- Location/vicinity map showing the location and boundaries of the proposed Development Plat. Indicate scale or not to scale (NTS) and provide north arrow.
- Tax certificate/s showing that all taxes owing to the State, County, School District, City and/or any other political subdivision have been paid in full to date.
- Capacity Acquisition Study \$4000
- Heritage Tree Survey/Tree Preservation Plan as per Sec. 23-60

Additional Requirements. The City Manager (or designee) may, from time to time, identify additional requirements for a complete application that are not contained within but are consistent with the application contents and standards set forth in this Code.

S9 SPECIFIC APPLICATION FORM - CONCEPT PLAN

Sec. 28-26 Zoning Ordinance

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

- Pre-Application Conference (DAWG Meeting) prior to application submittal.
- Payment of all other applicable fees (see Schedule of Fees).
- 8½ x 11 copy of the legal description (metes and bounds) of the area. If the property is platted, a copy of the plat should be provided.
- Location/vicinity map showing the location, boundaries of the proposed development, adjacent subdivisions, and the streets in the vicinity of the site. Indicate scale or not to scale (NTS) and provide north arrow.
- Conceptual plans in conformance with the Zoning Code and Comprehensive Plan showing the following:
 - General topographic conditions, floodplains, watercourses, recharge zones, geological features, protected areas, and any other significant environmental features that may affect the site.
 - General layout of proposed buildings, the forms and densities proposed, cultural and recreational facilities, and amenities, if applicable.
 - Total acreage of the site, areas of residential and non-residential development proposed, the number of acres proposed to be dedicated as community open space, and area of impervious cover.
 - Total number of residential dwelling units of each type proposed, and the approximate gross square footage of each type of non-residential development proposed.
 - General layout of pathways, driveways and streets in the subdivision, and any on-site or off-site traffic improvements proposed.
- Conceptual plan for the provision of water and waste water.
- Conceptual drainage plan.
- Conceptual tree protection plan.
- Phasing plan, if applicable.
- Evidence or proof that all taxes and obligations have been paid for the subject property.
- Electronic copies of the required exhibits in “PDF” format and shapefile for property boundary where applicable in a USB flash drive or via email.

S10

SPECIFIC APPLICATION FORM - PRELIMINARY PLAT

Sec. 23-94 of the Land Development Code

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

- Pre-Application Conference (DAWG Meeting) prior to application submittal.
- A completed Universal Development Application and checklist signed by the owner/s of the property.
- Payment of all other applicable fees (see Schedule of Fees).
- An accurate metes and bounds description of the subject property (or other suitable legal description).
- Location/vicinity map showing the location and boundaries of the proposed Preliminary Plat. Indicate scale or not to scale (NTS) and provide north arrow.
- Tax certificate/s showing that all taxes owing to the State, County, School District, City and/or any other political subdivision have been paid in full to date.
- Approved copy of a Concept Plan or other approved plats, if applicable.
- One (1) copy (24"X36") of proposed plat.
- One (1) copy (24"X36") of all existing recorded plats pertaining to the Preliminary Plat.
- Basic engineering information, As per Sec. 23-117.
- Drainage/Stormwater plan, if any grade changes.
- 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.
- Capacity Acquisition Study \$4000
- Heritage Tree Survey/Tree Preservation Plan as per Sec. 23-60

Additional Requirements. The City Manager (or designee) may, from time to time, identify additional requirements for a complete application that are not contained within but are consistent with the application contents and standards set forth in the UDC and state statutes.

S11 **SPECIFIC APPLICATION FORM - FINAL PLAT (ONLY ACCEPTED AFTER THE CONSTRUCTION PLANS FOR PUBLIC IMPROVEMENTS HAVE BEEN APPROVED)**

Sec. 23-118 of the Land Development Code

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

- Pre-Application Conference (DAWG Meeting) prior to application submittal
- A completed Universal Development Application and checklist signed by the owner/s of the property.
- Payment of all other applicable fees (see Schedule of Fees).
- An accurate metes and bounds description of the subject property (or other suitable legal description).
- Location/vicinity map showing the location and boundaries of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
- Tax certificate/s showing that all taxes owing to the State, County, School District, City and/or any other political subdivision have been paid in full to date.
- Approved copy of the Preliminary Plat, Replat and Concept Plan or other approved plats, if applicable.
- One (1) copy (24"X36") of proposed plat.
- Letter of Acceptance of Public Improvements by the City, or Fiscal Surety for Public Improvements.
- Maintenance Bond for Public Improvements.
- Letter of Certification from each utility provider servicing this area.
- A certificate of ownership and dedication on the Final Plat to the City of all streets, easements, alleys, parks, playgrounds or other dedicated public uses, signed and acknowledged before a notary public by the owners and by any holders of liens against the land
- Electronic copies of the required exhibits in "PDF" format and shapefile for property boundary where applicable should be submitted on a USB flash drive or via email.

Additional Requirements. The City Manager (or designee) may, from time to time, identify additional requirements for a complete application that are not contained within but are consistent with the application contents and standards set forth in the UDC and state statutes.

S12 SPECIFIC APPLICATION FORM - REPLAT

Sec. 23-97 of the Land Development Code

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 (if required).
- A completed Universal Development Application and checklist signed by the owner/s of the property.
- One (1) copy (24"X36") of proposed plat.
- One (1) copy (24"X36") of all existing recorded plats pertaining to the replat.
- Payment of all other applicable fees (see Schedule of Fees).
- An accurate metes and bounds description of the subject property (or other suitable legal description).
- Location/vicinity map showing the location and boundaries of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
- Tax certificate/s showing that all taxes owing to the State, County, School District, City and/or any other political subdivision have been paid in full to date.
- Drainage/Stormwater plan, if any grade changes.
- 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.
- Capacity Acquisition Study \$4000
- Heritage Tree Survey/Tree Preservation Plan as per Sec. 23-60

Additional Requirements. The City Manager (or designee) may, from time to time, identify additional requirements for a complete application that are not contained within but are consistent with the application contents and standards set forth in this Code.

S13 SPECIFIC APPLICATION FORM - CONSTRUCTION PLANS

Sec. 23-124 of the Land Development Code

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

- Approval of the Preliminary Plat.
- A completed Universal Development Application and checklist signed by the owner/s of the property.
- A copy of the approved Preliminary Plat
- Payment of all other applicable fees (see Schedule of Fees).
- Location/vicinity map showing the location, boundaries of the proposed development, adjacent subdivisions, and the streets in the vicinity of the site. Indicate scale or not to scale (NTS) and provide north arrow.
- Provide evidence or proof that all taxes and obligations have been paid regarding the subject property.
- 8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the concept plan request. A copy of the Preliminary Plat and Concept Plan should be provided.
- All plan sheets must be 24" X 36" and 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.
- 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 Angleton policies and standards, see Sec. 23-124

S15 SPECIFIC APPLICATION FORM - SPECIAL EXCEPTION

Sec. 28-23 of the Zoning Code

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

- Pre-Application Conference (DAWG Conference) prior to application submittal.
- A completed Universal Development Application and checklist signed by the owner/s of the property.
- 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 zoning request. If the property is platted, a copy of the plat shall be provided.
- Location/vicinity map showing the location and boundaries of the proposed Special Exception. Indicate scale or not to scale (NTS) and provide north arrow.
- Tax Certificate showing 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.

S16 **SPECIFIC APPLICATION FORM -SITE DEVELOPMENT PERMIT** Sec. 23-93 of the Land Development Code

A Site Development Permit is required prior to any excavation, clearing, or other land alteration for the purpose of development within the City limits. The applicant must submit a Site Plan for review and approval by Staff prior to issuance of a Site Development Permit.

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

- A completed Universal Development Application and checklist signed by the owner/s of the property. Additional application form/permit is not required.
- Payment of all other applicable fees including parks fees (see Schedule of Fees).
- A copy of the approved plat
- TCEQ NOI for properties of area greater than once acre
- SWPPP
- Approved set of Construction Plans
- Proof of contractor insurance naming city as additional insured

S17 SPECIFIC APPLICATION FORM - FLOODPLAIN DEVELOPMENT PERMIT

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

- A completed Universal Development Application and checklist signed by the owner/s of the property.
- Payment of all other applicable fees (see Schedule of Fees).
- Location/vicinity map showing the location and boundaries of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow
- Elevation in relation to mean sea level of the lowest floor, including easements of all new & substantially improved structures.
- Submittal information as detailed in LDC Sec 23-92
- 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.

DRAFT

S20 **SPECIFIC APPLICATION FORM - VARIANCE** Sec. 28-23 of the Zoning Code

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.
- A completed Universal Development Application and checklist signed by the owner/s of the property.
- 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 zoning request. If the property is platted, a copy of the plat shall be provided.
- Location/vicinity map showing the location and boundaries of the proposed Variance. Indicate scale or not to scale (NTS) and provide north arrow.
- 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 Tax Certificate 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.
- A Site Plan, fully dimensioned showing the existing property condition and the requested Variance of Sec. 28-23(t)(2) and (f) (3)
- A summary addressing the Variance criteria

APPENDIX C

Schedule of Fees-In Progress

Type of Application or Permit	Fees
POLICY RELATED	
1. Comprehensive Plan Amendment	
2. Land Development Code/Zoning Text Amendment	
3. Specific Use Permit	
4. Zoning Map Amendment – Rezoning	
5. Zoning Map Amendment – Planned Unit Development	
7. Annexation Petition Consult Staff for further information	
SITE DEVELOPMENT RELATED	
1. Vested Rights Verification Letter	
2. Letter of Regulatory Compliance	
a. Zoning Verification Letter/Written Interpretation	
b. Legal Lot Verification	
5. Special Exception	
6. Site Plan Review	
7. Site Development Permit	

Type of Application or Permit	Fees
8. Floodplain Development Permit	
9. Stormwater Permit	
12. Variance	
15. On-Site Sewage Facility Permit (OSSF)	
16. Relief from Signage Regulations	
16. Certificate of Occupancy (CO)	
18. Group Living Operating License	
BUILDING PERMIT RELATED	
1. Building Permit-1 and 2 Family (Patio Cover, Carport, Foundation Repair, House Leveling, Windows, New Mobile Home, Siding, Storage Building permits, Re-roof)	
2. Residential Remodels and Additions	
3. Residential Detached Buildings	
4. Solar Permit	
5. Swimming Pool Permit	
6. Driveway/Flatwork	
7. Moving or Wrecking Permit	
8. Alarm Permit	
9. Irrigation Permit	
10. Sign Permit (Class I, Class II, Temporary Banner, nonprofit, portable signs, Master/ Common Sign (Signage) Plan and Temporary Banner)	

Type of Application or Permit	Fees
11. Garage Sale Permit	
12. Road Side Banner Permit	
13. Pipeline Permit	
14. Right-of-way Construction Permit	
15. Drainage Pipe Permit	
16. Demolition Permit	
17. Water-Wastewater Service Application	
18. Electrical permit	
19. Plumbing permit	
20. Mechanical permit	
21. Fire Prevention permit	
22. Game Room Permit	
23. Credit Access Business Registration	
24. Grooming Facility License	
25. Alcohol permit	
26. Health Permit	
27. Temporary Health permit	
28. Mobile Home Park Registration	
29. Commercial Building Permit	

Type of Application or Permit	Fees
30. Commercial Remodel/Addition	
31. Fences	
PLATTING RELATED	
1. Minor Consolidation Plat	
2. Amending Minor Plat	
3. Development Plat	
4. Preliminary Plat	
5. Final Plat	
6. Major Amended Plats	
7. Replat, Major Consolidation Plat	
8. Construction Plan	
9. Concept Plan	

APPENDIX D

Approval Authority and Processing Time

Policy Related Applications					
Name of the Application or Permit	Responsibility				Processing Time*
	City Staff	P & Z Commission	Zoning Board of Adjustments	City Council	
1. Comprehensive Plan Amendment	Review, Recommendation	Public hearing, Review, Recommendation	None	Public hearing, Final action	60-90 days
2. Land Development Code/Zoning Text Amendment	Review, Recommendation	Public hearing, Review, Recommendation	None	Public hearing, Final action	60-90 days
3. Specific Use Permit	Review, Recommendation	Public hearing, Review, Recommendation	None	Public hearing, Final action	60-90 days
4. Zoning Map Amendment – Rezoning	Review, Recommendation	Public hearing, Review, Recommendation	None	Public hearing, Final action	60-90 days
5. Zoning Map Amendment – Planned Unit Development	Review, Recommendation	Public hearing, Review, Recommendation	None	Public hearing, Final action	60-90 days
6. Annexation Petition (As per TxLGC Ch.43: Municipal Annexation, annexation process depends on the type of annexation. Consult Staff for further information.)	Review, Recommendation	None	None	Public hearing, Final action	90-120 days
7. Site Plan (Non-residential and Multi-family))	Review, Recommendation	Review, Final Action	None	Review on Appeal Decision	60-90 days

Site Development Related Applications and Permits					
Name of the Application or Permit	Responsibility				Processing Time*
	City Staff	P & Z Commission	Zoning Board of Adjustments	City Council	
1. Vested Rights Verification Letter	Review, Final action	None	None	None	10 days
a. Zoning Verification Letter/Written Interpretation	Review, Final action	None	None	None	10 days
b. Legal Lot Verification	Review, Final action	None	None	None	10 days
2. Special Exception for Non-conforming Use or Structure	Review, Recommendation	None	Public Hearing, Final action	None	30-60 days
3. Single-family Residential Site Plan Review	Review, Final action	None	None	None	15 days
4. Site Development Permit	Review, Final action	None	None	None	15 days
5. Floodplain Development Permit	Review, Final action	None	None	None	15 days
6. Stormwater Permit	Review, Final action	None	None	None	15 days
7. Variance	Review, Recommendation	None	Public hearing, Final action	None	60-90 days
8. On-Site Sewage Facility Permit (OSSF)	Review	Review, Recommendation	None	Review, Final Action	60-90 days
9. Signage Variance Appeal	Review, Recommendation	None	None	Review, Final Action	45 days
10. Certificate of Occupancy (CO)	Review, Final action	None	None	None	5-7 days
11. Group Living Operating License	Review, Final action	None	None	None	5-7 days

Building Permits Related					
Name of the Application or Permit	Responsibility				Processing Time*
	City Staff	P & Z Commission	Zoning Board of Adjustments	City Council	
1. Building Permit-1 and 2 Family (Patio Cover, Carport, Foundation Repair, House Leveling, Windows, New Mobile Home, Siding, Storage Building permits, Re-roof)	Review, Final action	None	None	None	15 days
2. Residential Remodels and Additions	Review, Final action	None	None	None	15 days
3. Residential Detached Buildings	Review, Final action	None	None	None	15 days
4. Solar Permit	Review, Final action	None	None	None	15 days
5. Swimming Pool Permit	Review, Final action	None	None	None	15 days
6. Driveway/Flatwork	Review, Final action	None	None	None	15 days
7. Moving or Wrecking Permit	Review, Final action	None	None	None	15 days
8. Alarm Permit	Review, Final action	None	None	None	15 days
9. Irrigation Permit	Review, Final action	None	None	None	15 days
10. Sign Permit (Class I, Class II, Temporary Banner, nonprofit, portable signs, Master/ Common Sign (Signage) Plan and Temporary Banner)	Review, Final action	None	None	None	15 days
11. Garage Sale Permit	Review, Final action	None	None	None	15 days

Building Permits Related					
Name of the Application or Permit	Responsibility				Processing Time*
	City Staff	P & Z Commission	Zoning Board of Adjustments	City Council	
12. Road Side Banner Permit	Review, Final action	None	None	None	15 days
13. Pipeline Permit	Review, Final action	None	None	None	15 days
14. Right-of-way Construction Permit	Review, Final action	None	None	None	15 days
15. Drainage Pipe Permit	Review, Final action	None	None	None	15 days
16. Demolition Permit	Review, Final action	None	None	None	15 days
17. Water-Wastewater Service Application	Review, Final action	None	None	None	15 days
18. Electrical permit	Review, Final action	None	None	None	15 days
19. Plumbing permit	Review, Final action	None	None	None	15 days
20. Mechanical permit	Review, Final action	None	None	None	15 days
21. Fire Prevention permit	Review, Final action	None	None	None	15 days
22. Game Room Permit	Review, Final action	None	None	None	15 days
23. Credit Access Business Registration	Review, Final action	None	None	None	15 days
24. Grooming Facility License	Review, Final action	None	None	None	15 days
25. Alcohol permit	Review, Final action	None	None	None	15 days
26. Health Permit	Review, Final action	None	None	None	15 days
27. Temporary Health permit	Review, Final action	None	None	None	15 days
28. Mobile Home Park Registration	Review, Final action	None	None	None	15 days
29. Commercial Building Permit	Review, Final action	None	None	None	15 days

Building Permits Related					
Name of the Application or Permit	Responsibility				Processing Time*
	City Staff	P & Z Commission	Zoning Board of Adjustments	City Council	
30. Commercial Remodel/Addition	Review, Final action	None	None	None	15 days
31. Fences	Review, Final action	None	None	None	15 days

Subdivision and Property Development Related Applications and Permits					
1. Minor Consolidation Plat	Review, Final action	None	None	None	30 days
2. Amending Minor Plat	Review, Final action	None	None	None	30 days
3. Development Plat	Review, Final action	None	None	None	30 days
4. Preliminary Plat	Review, Recommendation	Review, Recommendation	None	Final action	60 days
5. Final Plat	Review, Recommendation	Review, Recommendation	None	Final action	60 days
6. Major Amended Plats	Review, Recommendation	Public hearing, Review, and Recommendation	None	Public hearing, Final action	60 days
7. Replat, Major Consolidation Plat	Review, Recommendation	Public hearing, Review, and Recommendation	None	Public hearing, Final action	30 days
8. Construction Plan	Review, Final action	None	None	None	30 days
9. Concept Plan	Review, Recommendation	Review, Recommendation	None	Final action	30 days

***Note:** Processing time is approximately the time taken for the process from the application filing date.

APPENDIX E

Department Contact Information

Please contact City Staff at the main line **979-849-4364** or **979-848-5665 (direct)** for additional information.

Department	Contact Information
Development Services Administrative Assistant Ms. Maria Barron (Pre-Application Conference, Development Questions) (Building Permits, Inspection Scheduling Questions)	mbarron@angleton.tx.us Ext. 2105
Building Inspector Mr. Kyle Reynolds (Building Permits, Construction Steps Questions)	permits@angleton.tx.us kreynolds@angleton.tx.us Ext. 2106
Development Services Director Mr. Walter E. Reeves Jr., AICP (Pre-Application Conference, Annexation, Zoning, Variances & Special Exceptions, Platting & Subdivisions, Questions)	wreeves@angleton.tx.us
Assistant Director of Development Services Ms. Lindsay Koskiniemi (Pre-Application Conference, Annexation, Zoning, Variances & Special Exceptions, Platting & Subdivisions, Questions)	lkoskiniemi@angleton.tx.us
Public Works Director Mr. Jeff Sifford (Pre-Application Conference, Annexation, Zoning, Variances & Special Exceptions)	jsifford@angleton.tx.us
Assistant Director of Public Works Mr. Hector Renteria	hrenteria@angleton.tx.us
Public Works Office Manager Ms. Heidi Guzman (Water & Sewer Taps, Public Works Questions)	hguzman@angleton.tx.us Ext. 4200

APPENDIX F

Applicable Codes and Manuals

- a. Angleton Construction Manual (ACM)
- b. City of Sugar Land Construction Specifications, as amended
- c. City of Sugar Land Design Standards and Appendices, as amended
- d. City of Sugar Land Construction Details, as amended
- e. City of Sugar Land Approved Products List and Product Application, as amended
- f. City of Sugar Land Traffic Impact Analysis Guidelines and Worksheet, as amended
- g. City of McKinney Sediment and Erosion Control Manual, as amended
- h. Brazoria County Stormwater Quality Coalition MS4 Construction Guidance Document, as amended
- i. City of Phoenix Knox Box, Key Switch, Automatic Gate, Manual Vehicle Gate/Pedestrian Gate Criteria, as amended
- j. 2008 Angleton Drainage District Rules, Regulations, and Guidelines, as amended
- k. Brazoria County Drainage Manual, as amended
- l. Texas Commission on Environmental Quality (TCEQ),
- m. Texas Department of Transportation (TxDOT) Standard Specification for Construction of Highways, Streets and Bridges
- n. Texas Manual on Uniform Traffic-Control Devices (TMUTCD)
- o. 2018 Angleton Strategic Plan
- p. 2007 Angleton Comprehensive Plan
- q. 2011 Downtown District Vision
- r. Brazoria County Stormwater Quality Coalition MS4 Construction Guidance Document, as amended
- s. 2007 TXDOT State Highway 35 Major Corridor Feasibility Study Final Report
- t. 2015 SH 288 Development and Land Use Assumption Study
- u. 2016 CR 220 Development Capital Improvements and Land Use Assumptions Study
- v. 2008 Master Drainage Plan
- w. 2008 Angleton Drainage District Flood Protection Plan
- x. 2001 Parks and Recreation Comprehensive Master Plan and Open Space Plan, as amended
- y. The Angleton Capital Improvement Program, as amended
- z. Applicable Houston-Galveston Area Council of Governments and TXDOT Regional Mobility Plans

Adopted Codes:

- o 2015 International Energy Code
- o 2015 International Fuel Gas Code
- o 2015 International Mechanical Code
- o 2015 International Plumbing Code
- o 2015 International Building Code
- o 2015 International Residential Code
- o 2014 NFPA 70 National Electric Code
- o 2015 International Fire Code
- o 2015 International Property Maintenance Code
- o 2015 Pool and Spa Code effective March 12, 2019