

7286 Dietz Elkhorn Fair Oaks Ranch, TX 78015

City of Fair Oaks Ranch

PH: (210) 698-0900.FAX: (210) 698-3565. awade@fairoaksranchtx.org www.fairoaksranchtx.org

UNIVERSAL APPLICATION (FORM UA)

All applications must be submitted with:

(1) A complete Universal Application form (2 pages), and

(2) A complete Specific Application Form with all materials listed in the checklist for the specific application.

The City staff is available to assist you in person at City Hall or over the phone at (210) 698-0900.

DEVELOPMENT INFORMATION

Project Name/Ad	dress/Location: Oak Bend	Subdivision / Intersec	tion of Ralph Fair Rd an	d Honeycomb R	ock Acreage: 149
Brief Description	of Project: Single Fam	ily Residential			
Is property platte	d? No Ves Subdivis	sion name: Oak B	end Subdivision		No. of Lots: <u>55</u>
Recordation #: Doc # 201106015175 Parcel) Tax ID#:		
Existing Use:	Residential	Proposed Use: Single-Family Homes			
Current Zoning:	Neighborhood Residential	Proposed Zoning: Neighborhood Residential			
Occupancy Type:		Sq. Ft:	Bed #:	_ Bath #:	Car Garage #:
Water System 🔲		Flood Zone:	Yes 🖌 No	Sewe	r System: 🖌 Septic 🗌 Public
PROPERTY OWN	IER INFORMATION				
Owner: Oak Bend Forest, L.C.			Contact Name: James M. Grona		
Address: 120 Oak Creek Court, Suite 100			City/State/ZIP: San Antonio, Texas 78232		
Phone: 210-960-2750			Email: omar.espinosa@collierseng.com		
APPLICANT INF	ORMATION		annea dh' anaist		
Applicant/Developer: Sitterle Homes LTD			_ Contact Name: Frank Sitterle		
Address: 2015 Evans Road, Suite 100			_ City/State/ZIP: <u>San Antonio, Texas 78258</u>		
Phone: 210-494-9192			Email: Frank@sitterlehomes.com		
KEY CONTACT IN	FORMATION				
Name of the Individual: Colliers Engineering & Design			Contact Name: Omar Espinosa, P.E		
Address: 3421 Paesanos Parkway Suite 200			City/State/ZIP: San Antonio, Texas 78231		
Phone: 210-979-8444			E-mail: omar.espinosa@collierseng.com		

Signature:

as 02 Date:

Print Name:

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

********OFFICE USE ONLY*********				
_{ву:} Lee Muñi <u>z, P.E</u> ., CFM				
APPROVED BY:				
EXP DATE:				

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

Exhibit D SPECIFIC APPLICATION FORM (S1-S25). Please check the appropriate type below:

Land Use Policy Related	Site Development Related	Miscellaneous Permits		
Land Use Policy Related (Section 3.9 of the UDC) Annexation* - Form S1 Comprehensive Plan Amendment (Text) Unified Development Code (UDC) Text Amendment Rezoning/ FLUM amendment* - Form S2 Special Use Permit* - Form S3 Planned Unit Development (PUD)* - Form S4 Development Agreement Conservation Development Alternative* (CDA) (Section 4.8) - Form S5 Subdivision and Property Development Related (Section 3.8 of the UDC) Amending Plat* - Form S8 Concept Plan** - Form S9 Preliminary Plat* - Form S10 Final Plat* - Form S11 Replat* - Form S12 Construction Plans* - Form S13 Vacating Plat Plat Extension	Site Development Related (Section 3.9 of the UDC) Vested Rights Verification Letter (Refer to UDC Section 4.2 (3) Zoning Verification Letter Written Interpretation of the UDC Temporary Use Permit*- Form S14 Special Exception*- Form S15 Site Development Permit* (Site Plan Review) - Form S16 Floodplain Development Permit*- Form S17 Stormwater Permit* - Form S18 Certificate of Design Compliance* - Form S19 Appeal of an Administrative Decision Zoning Others Variance Policy Judicial* -Form S20 Sign Special Exception/Appeal to an Administrative Decision Administrative Exception Permit for Repair of Non- Conforming Use/Building Letter of Regulatory Compliance On-Site Sewage Facility Permit (OSSF) Certificate of Occupancy (CO)* - Form S21 Relief from Signage Regulations Group Living Operation License* - Form S22	Miscellaneous Permits Appeal of Denial of Sign Permit Appeal of Denial of Sign Permit Asser/ Common Signage Plan* - Form S24 Right-of-Way Construction* - Form S25 Building Permits Related For the following permits, please visit: http://fairoaksranchtx.org/77/Building-Codes Commercial New/Remodel/Addition Residential New Home Remodels/Additions Detached Buildings Others Fence Solar Panels Swimming Pools Backflow Device/Irrigation System Signs Master/ Common Signage Plan Water Heater or Water Softener Miscellaneous		

*These types of applications require additional information as listed in the Specific Application Form.

** The Concept Plan is required for PUD and CDA, and for Rezoning if included in a previously approved Concept Plan.

Application Checklist for all Applications

Universal Application Form (Form UA).

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

A copy of proof of ownership (recorded property deed or current year tax statements)

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



7286 Dietz Elkhorn Fair Oaks Ranch, TX 78015

PH: (210) 698-0900 FAX: (210) 698-3565 awade@fairoaksranchtx.org www.fairoaksranchtx.org

S11 SPECIFIC APPLICATION FORM - FINAL PLAT Section 3.8 (5) of the Unified Development Code

City of Fair Oaks Ranch

All documents shall be sent via email or through ShareSync/FTP file.The following steps must be completed, and the items must be submitted for the application to be deemed complete and processed:

- A completed Universal 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 subject parcel. 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.
- □ Pre-Application Conference prior to application submittal (if required).
- Approved copy of the Preliminary Plat, Replat and Concept Plan or other approved plats, if applicable.
- A copy of approved sets of construction plans.
- □ Concept plan approval (if required).
- A title report.
- A copy 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 (CPS, PEC, SAWS, Timewarner, Grey Forest, GBRA, Spectrum, etc.).
- Letter from USPS and other service providers to ensure the name of the proposed subdivision, or any of the physical features, (such as streets, parks, etc.) must not be so similar to the names of any similar features in the county or in any incorporated town or city therein. Streets, which are a continuation of any existing street, shall take the name of the existing street.
- Drainage/Stormwater plan, if any grade changes.
- □ A certificate of ownership and dedication to the City of all streets, easements, alleys, parks, playgrounds or other dedicated public uses, signed and acknowledged before a notary public by



City of Fair Oaks Ranch

 7286 Dietz Elkhorn Fair Oaks Ranch, TX 78015

 PH: (210) 698-0900 FAX: (210) 698-3565 awade@fairoaksranchtx.org www.fairoaksranchtx.org

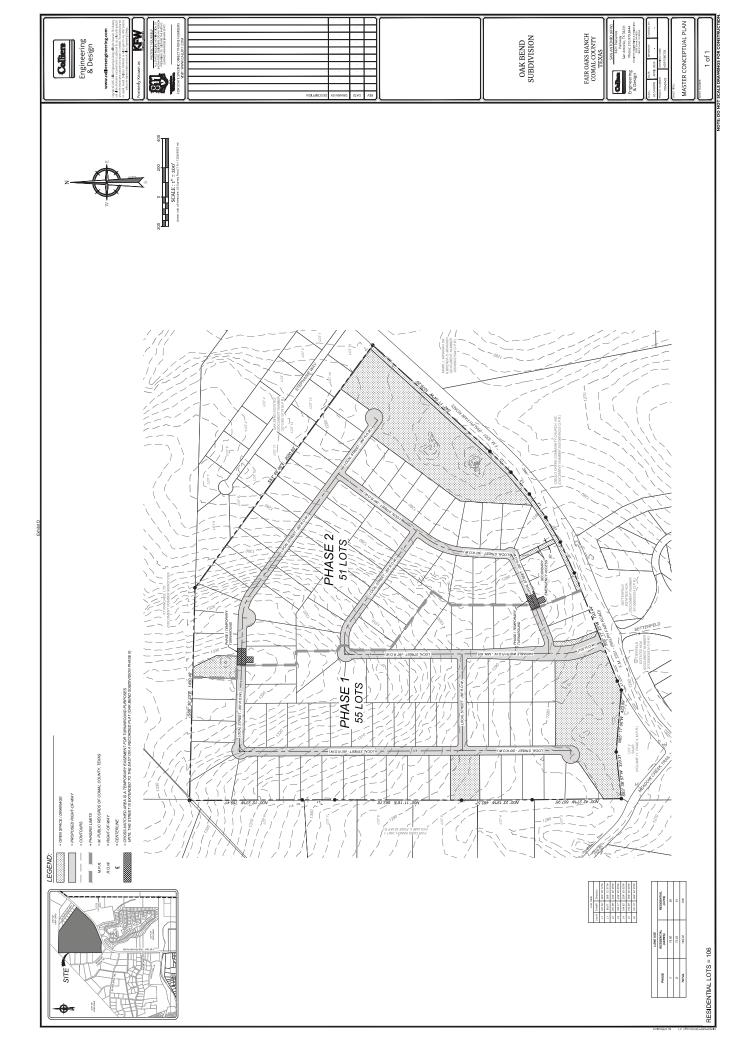
the owners and by any holders of liens against the land. The dedications must be absolute. In leiu of a separate document, a note on the face of the plat meeting all of the above requirements is acceptable.

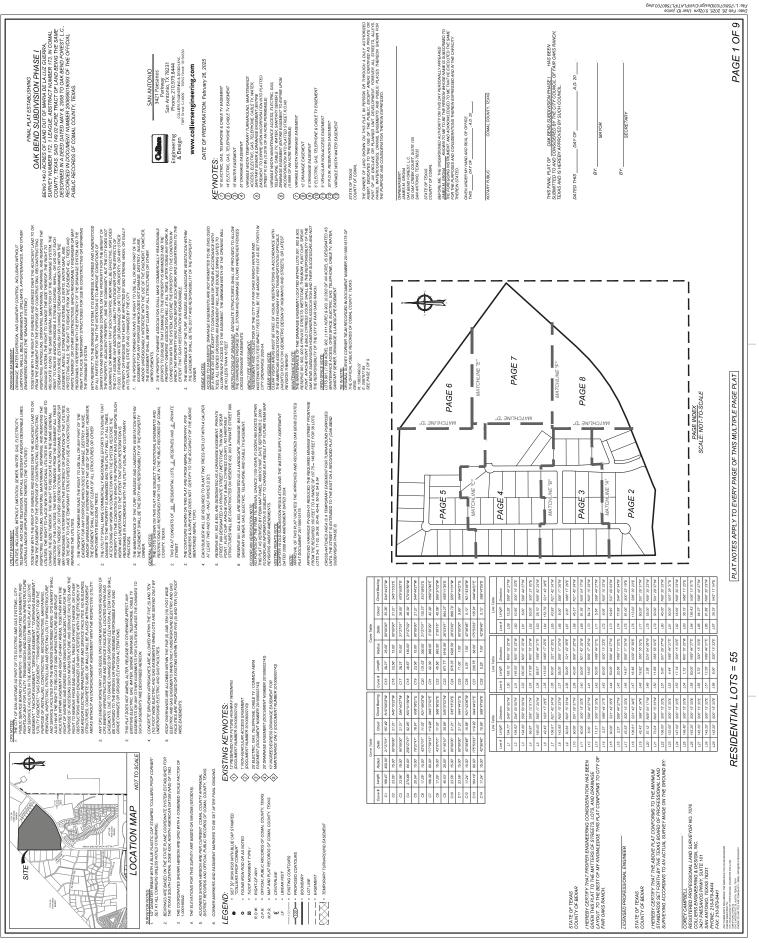
Approved Tree Plan designating all trees proposed for removal or preservation and describing the measures proposed to protect remaining trees during development as per Unified Development Code Section 8.8.

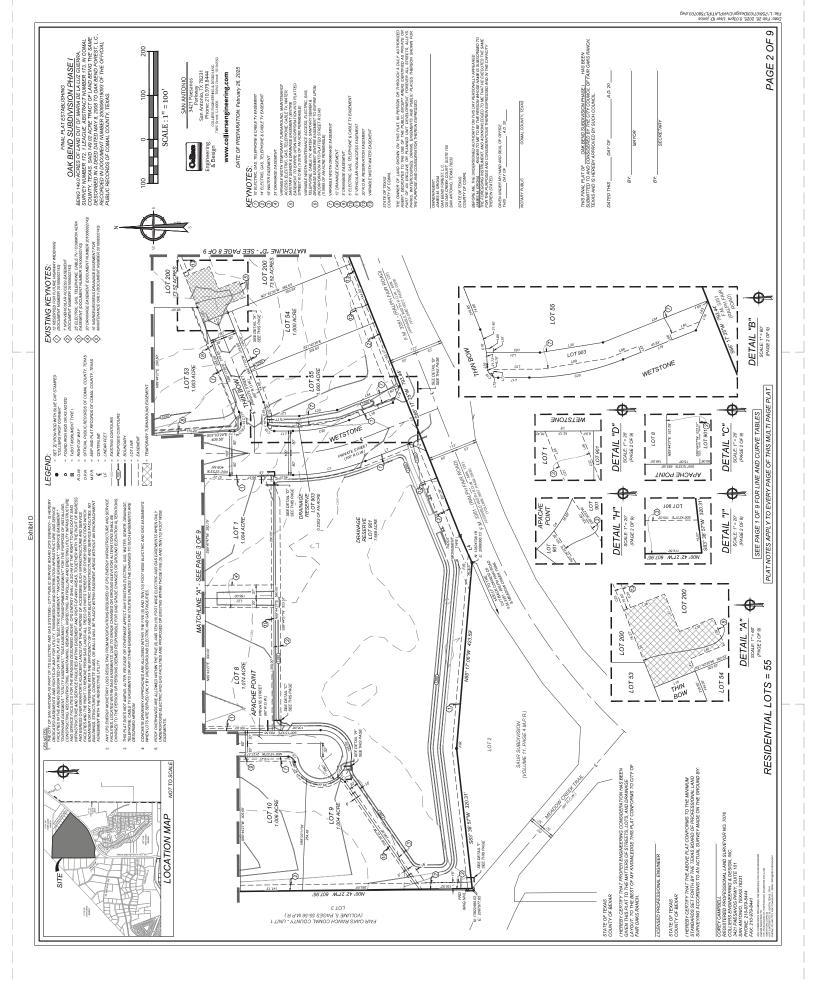
Note: Removal of Protected trees need approval by staff. Removal of Heritage trees need approval by Planning and Zoning Commission.

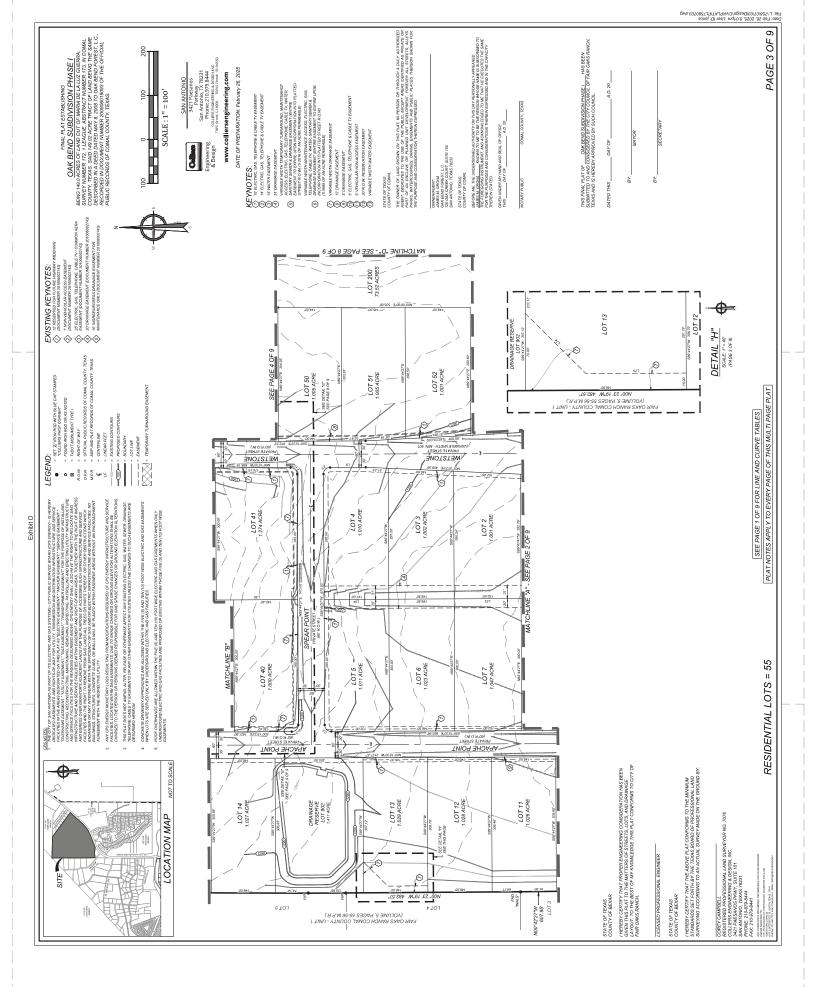
- □ Electronic copies of the required exhibits in "PDF" format and shapefile for property boundary where applicable should be submitted in a USB flash drive or via email.
- Acknowledgment that the applicant or representative will attend all Planning and Zoning Commission meetings, City Council meetings, and any other applicable meetings where this request is discussed.

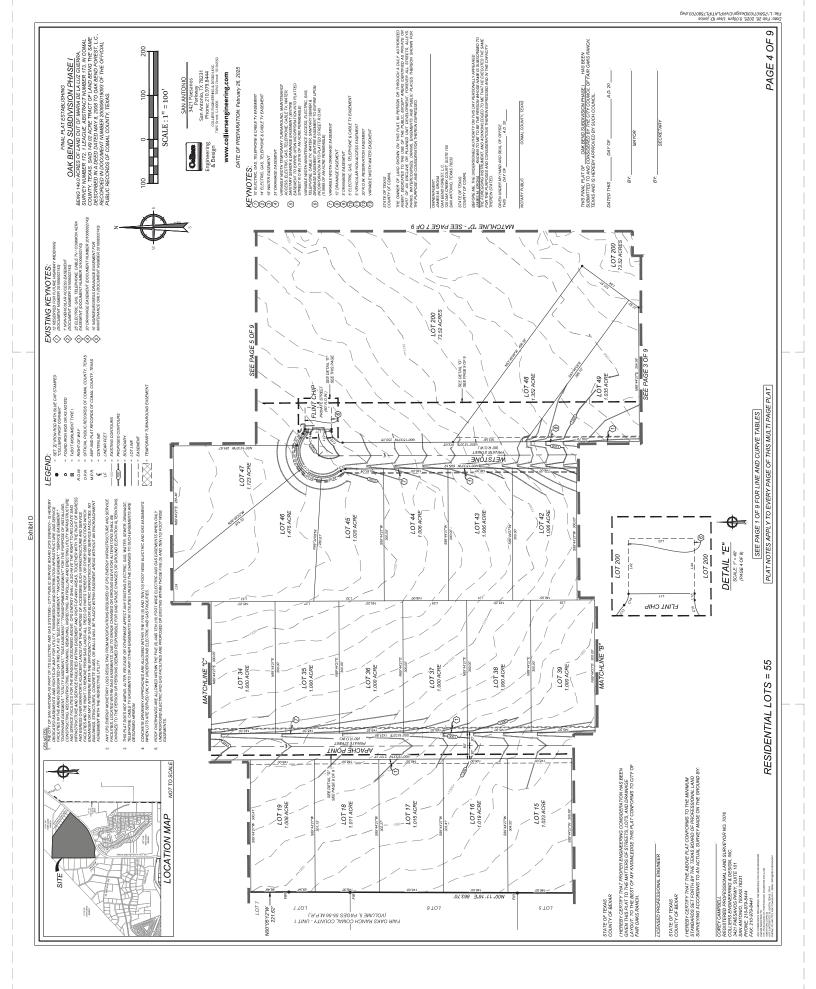
Additional Requirements. The City Manager (or designee) may, from time to time, identify additional requirements for a complete application that are not contained within but are consistent with the application contents and standards set forth in the UDC and state statutes.

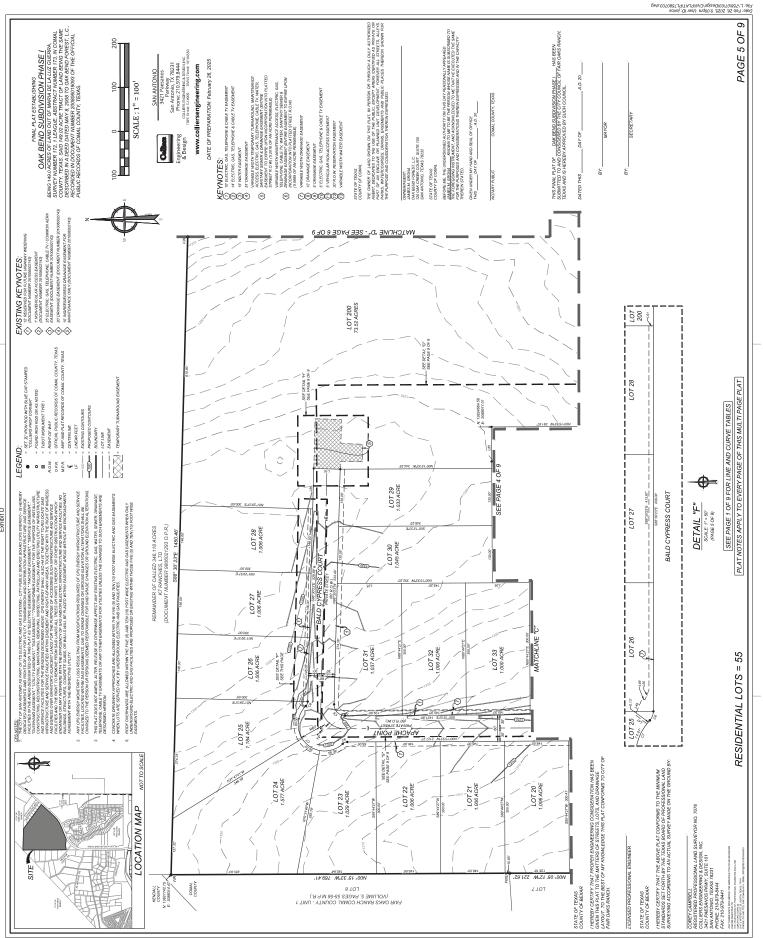


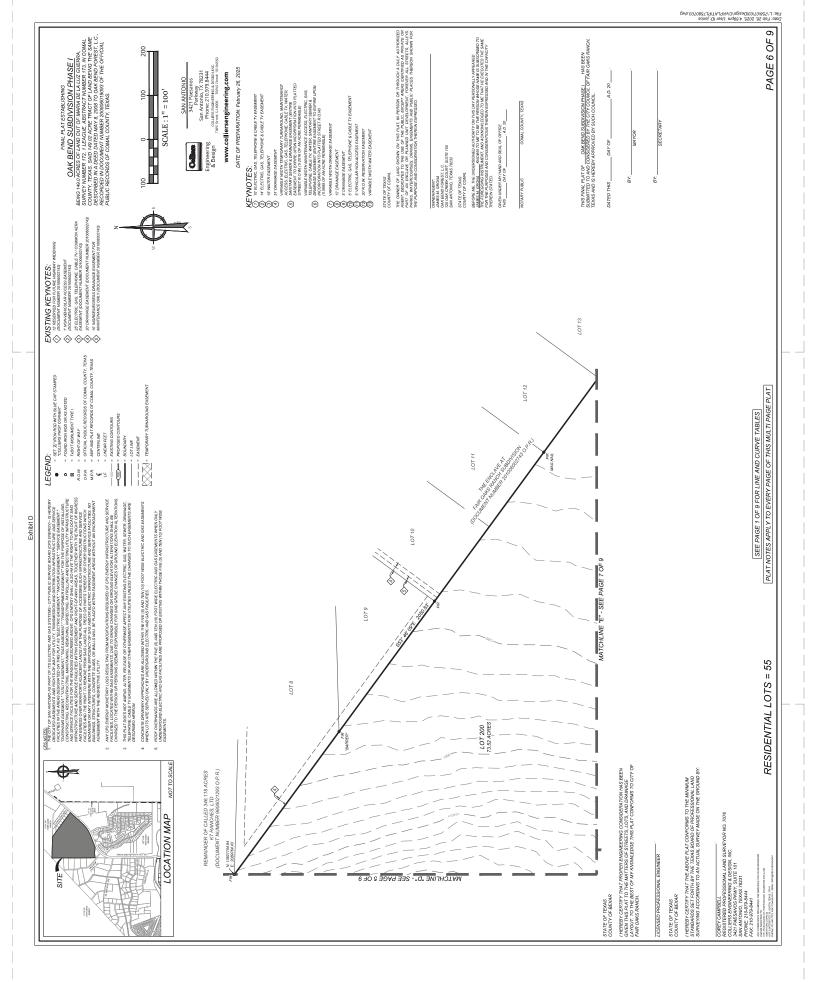


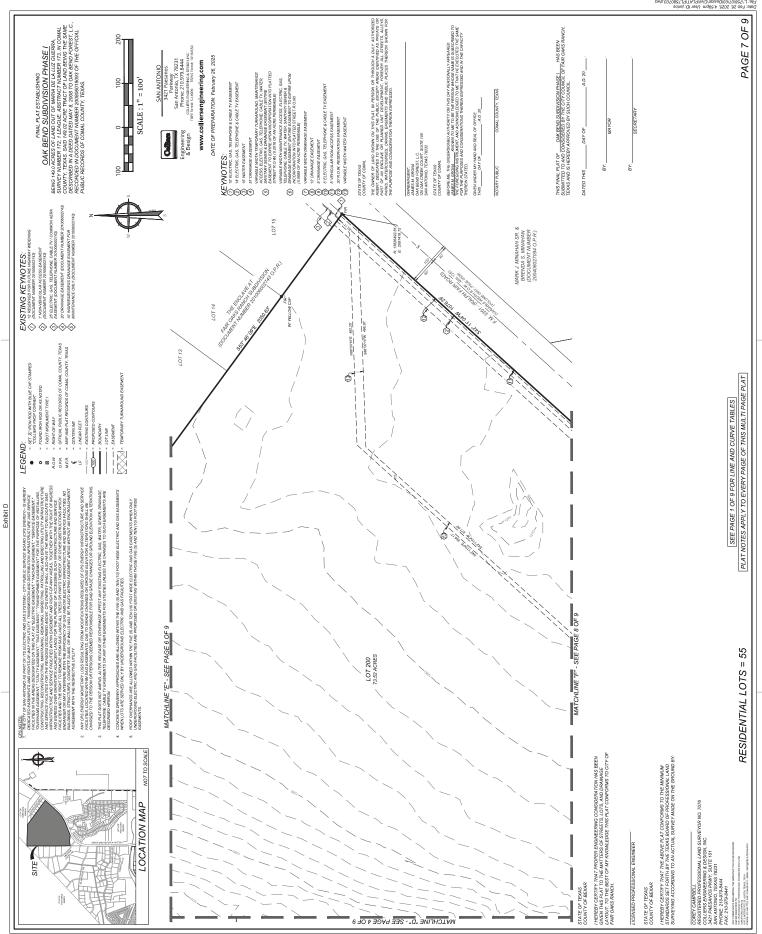












2025, 4:59pm User ID: Janos 03/Design/CivinPLATIPL758

