

# DEVELOPMENT APPLICATION

## City of League City Universal Development Application

Incomplete applications will not be accepted.

Indicate "NA" when an item does not pertain to your application.

### PROJECT INFORMATION

Project Address: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Parcel #(s): \_\_\_\_\_ Property Platted: YES  NO   
Current Zoning: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Total Lots: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
\_\_\_\_\_

### APPLICANT & OWNER INFORMATION

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_  
Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

### DISCLAIMER & SIGNATURE

*I CERTIFY THAT I AM THE OWNER OR OWNER'S REPRESENTATIVE OF THE PROPERTY (WITH SIGNED LETTER OF AUTHORIZATION) AND THAT THE FOREGOING STATEMENTS AND ANSWERS HEREIN MADE AND ALL DATA, INFORMATION AND EVIDENCE HERewith SUBMITTED ARE IN ALL RESPECTS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE AND CORRECT. FURTHERMORE, I HEREBY IRREVOCABLY AUTHORIZE THE CITY OF LEAGUE CITY, ACTING THROUGH ITS EMPLOYEES, AGENTS, AND REPRESENTATIVES, TO ENTER UPON THE SUBJECT PREMISES AND INTO ANY STRUCTURES THEREON, FOR THE PURPOSES OF INSPECTING AND EVALUATING COMPLIANCE WITH ANY PERMIT ISSUED AS A RESULT OF THIS APPLICATION.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### LETTER OF AUTHORIZATION

Have property owner complete and sign, if applicant differs from property owner.  
A separate Letter of Authorization must be completed by each property owner

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Owner Address

\_\_\_\_\_  
City, ST

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Date

Planning Department  
City of League City  
500 W Walker Street  
League City, TX 77573

Dear City of League City Planning Department:

I, \_\_\_\_\_, certify that I am the owner of the project property located at \_\_\_\_\_ and that the forgoing statements and answers herein made and all data, information and evidence herewith submitted are in all respects to the best of my knowledge and belief, true and correct. I appoint \_\_\_\_\_ with the company \_\_\_\_\_ to act as my representative for this project. I agree to be responsible for payment of all bills due to the City of League City related to this application. Furthermore, I authorize employees, agents and representatives of the City of League City to enter and inspect the subject premises, including land and structures, to evaluate existing and proposed conditions as they relate to the submitted application. I understand that any material misrepresentation of this application, failure to comply with ordinances, and/or failure to remit payment for services can lead to delays in this project – up to and including rejecting the project and forfeiting any fees paid.

Please contact me directly at \_\_\_\_\_ if you have any questions.

Sincerely,

Owner Name \_\_\_\_\_

Owner Signature \_\_\_\_\_

# MASTER PLAN CHECKLIST (PLATTING)

**Project Name:** \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for a Master Plan submission. An application is incomplete unless all applicable information noted below is submitted to the Planning Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this form at the time of application submittal.

All initial Master Plan applications shall be accompanied by the following materials:

- A fully completed Universal Development Application.
- A title report.
- Payment of all applicable fees (see Schedule of Fees).
- A hard copy of all documents requested by the application.
- A compact disc (CD) or usb drive with electronic copies of the required exhibits in "PDF" format.
- Letter of Authorization by each property owner

Resubmittals of applications shall be accompanied by the following materials:

- A hard copy of all documents requested by the application.
- A compact disc (CD) or usb drive with electronic copies of the required exhibits in "PDF" format.
- A written response to staffs' comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials may be required:

- Fifteen copies of any 24" x 36" exhibits previously submitted.
- A mylar and two copies signed by all parties.
- A usb drive or compact disc (CD) with electronic copies of the required exhibits in "PDF" format.

Select the type of plan that applies to your submittal.

- Master Plan/ Revision to Master Plan**  
A development plan submitted for all business and commercial projects that is to be developed in phases or sections. Approval authority – *Planning and Zoning Commission (P&Z); and Historic District Commission (HDC) if in Historic District.*

ATTACHMENT A – MASTER PLAN	
Included	Item Description
<input type="checkbox"/>	A title block with <ul style="list-style-type: none"> <li>• "Master Plan"</li> <li>• Proposed subdivision name, lot, block</li> <li>• Acreage</li> <li>• Number of lots (if residential project, residential and reserves)</li> <li>• Survey name and abstract</li> <li>• City of League City, Galveston OR Harris County</li> <li>• Submission date</li> </ul>
<input type="checkbox"/>	North arrow, scale ratio, and scale bar, drawn to a scale of one-inch equals one hundred feet or larger.

<b>ATTACHMENT A – MASTERPLAN (continued)</b>	
<input type="checkbox"/>	Drawn to a scale of one-inch equals one hundred feet or larger.
<input type="checkbox"/>	Stormwater drainage overlay of plan view with existing topographic contours, areas to be filled, and drainage areas outlined if not previously submitted with a master plan.
<input type="checkbox"/>	Location/vicinity map indicating scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	The outline of the tract that is proposed to be subdivided, with boundary dimensions.
<input type="checkbox"/>	Water and Wastewater Overlays
<input type="checkbox"/>	Tree disposition plan
<input type="checkbox"/>	Site Data Summary Table, including: <ul style="list-style-type: none"> <li>• Proposed Use(s)</li> <li>• Existing Zoning District</li> <li>• Gross Site Area (ac. &amp; sq. ft.)</li> <li>• Lot Coverage</li> </ul>
<input type="checkbox"/>	A chart detailing the proposed uses of all restricted reserves with the acreage of each.
<input type="checkbox"/>	The location and width of any existing or proposed streets shown on the plan.
<input type="checkbox"/>	Identification of pertinent school district and boundary lines.
<input type="checkbox"/>	Identification of the floodplain and boundary lines.
<input type="checkbox"/>	Traffic layout showing internal connecting drives and curb cuts.

**By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.**

*Applicant's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.**

*Professional License Certification:* \_\_\_\_\_ *Date:* \_\_\_\_\_  
*(Surveyor/Engineer Stamp)*