So that we may efficiently review your project in a timely manner, it is important that all required documents and fees listed on the “Submittal Checklist” below are submitted with your application. One or more of the required documents may be waived due to the size of the parcel, the number of lots being created, the proposed use or the adequacy of existing infrastructure servicing the location. However, it is incumbent upon the applicant to inquire about these exceptions for your project before submitting an application. Feasibility reviews with our Development Review Committee (DRC) are available to help answer these questions prior to the formal submittal of applications. (Please call the number above to schedule an appointment.) Submit applications and accompanying documents to the Customer Service Lobby at the address above no later than Tuesday AT 12:00 P.M. For a detailed checklist of items required on plats and plans and a general timeline for your application to be approved, go to www.leaguecity.com/planning.

If no resubmittal or reasonable attempt to move the project forward has been made within six months of a submittal, the application will be deemed dormant and a new application will be required.

Check the type of plat that applies to your submittal.

☐ Master Plan / Revision to Master Plan
   (For platting purposes only)
   A plan submitted prior to the submission of the preliminary plats illustrating the development of the land in phases or sections. Approval authority – Planning and Zoning Commission (P&Z); Historic District Commission (HDC) if in Historic District; and Parks Board for residential.

☐ Preliminary/Final Plat
   A combination of preliminary and final plats where municipal facilities have to be extended on land that is not being developed in phases (usually involves fewer than 10 lots). Approval authority – Planning and Zoning Commission (P&Z); Historic District Commission (HDC) if in Historic District; and Parks Board for residential.

☐ Preliminary Plat
   An initial plat illustrating the proposed subdivision of land (usually into multiple lots) where municipal facilities have to be extended. Preliminary plats are submitted for approval before preparation of the final plat. Approval authority – Planning and Zoning Commission (P&Z); Historic District Commission (HDC) if in Historic District; and Parks Board for residential.

☐ Final Plat
   Subsequent to the approval of a preliminary plat, a plat illustrating the proposed subdivision or development of land having been certified to by a registered professional land surveyor. Approval authority – Planning and Zoning Commission (P&Z); Historic District Commission (HDC) if in Historic District; and Parks Board for residential.

☐ Minor Plat
   A plat involving four or fewer lots that have not been previously platted, fronting on an existing street and not requiring the extension of municipal facilities. Approval authority – City Planner.

☐ Replat
   A plat in which an existing subdivision of lots or portion thereof is being further subdivided to create more lots. Approval authority – Planning and Zoning Commission (P&Z); Historic District Commission (HDC) if in Historic District; and Parks Board for residential.

☐ Amended Plat
   A plat involving the correction of errors in the previous plat or for the reconfiguration or deletion of existing lot lines. Approval authority – City Planner.

Universal Development Application – complete with all required signatures
The application must be signed by the owners of the property. If the applicant is the designated agent, the application shall include a Letter of Authorization from the property owners authorizing the agent to file the application on his behalf. If the property has multiple owners, applications must include a Letter
### COPY OF THE PROPOSED PLAT DOCUMENT INCLUDING THE FOLLOWING GRAPHICAL INFORMATION

<table>
<thead>
<tr>
<th>Location and length of boundary lines.</th>
<th>☐</th>
<th>☐</th>
<th>☐</th>
<th>☐</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>The approximate width, depth and location of all lots. Lot, block and section numbers shall be placed consecutively.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>All Restricted Reserves – HOA parks/facilities/sites. Landscape amenities, Parkland dedication, and Utilities; shall be labeled with acreage shown.</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Key map showing orientation of the area being subdivided in relation to adjacent areas and principal streets.</td>
<td>☐</td>
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<tr>
<td>Proposed name of the subdivision.</td>
<td>☐</td>
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</tr>
<tr>
<td>The number of lots and blocks and the total acreage in the title block.</td>
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<td>☐</td>
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</tr>
<tr>
<td>Proposed street names.</td>
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</tr>
<tr>
<td>The location and width of existing and proposed street rights-of-way within the subdivision and immediately adjacent to it.</td>
<td>☐</td>
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</tr>
<tr>
<td>The alignment of proposed streets with existing City streets.</td>
<td>☐</td>
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</tr>
<tr>
<td>Street design dimensions or a reference to the minimum standards for tangents, arcs, radii, etc.</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>Name, location, width and purpose of all existing and proposed easements.</td>
<td>□ □ □ □ □ □</td>
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<tr>
<td>Existing and proposed utilities on and adjacent to the tract up to a distance of 200 feet, including size and location (above-ground or underground).</td>
<td>□ □ □ □ □ □</td>
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<tr>
<td>Vertical control monuments with elevations based on current National Geodetic Survey.</td>
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<tr>
<td>Flood hazard boundaries: Include a note and show where special flood hazard boundaries are located on the plat.</td>
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<tr>
<td>North point, graphic scale of 100 feet to the inch or larger, and date (month, day, year).</td>
<td>□ □ □ □ □ □</td>
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<tr>
<td>Names of subdivisions, streets, watercourses, pipelines and easements up to a distance of 200 feet.</td>
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<tr>
<td>Identification of pertinent school district and boundary lines, if applicable.</td>
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<tr>
<td>Additional land in the area adjacent to the subdivision in which the applicant has legal interest.</td>
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<tr>
<td>Location and identification of lots, streets, public highways, alleys, parks and other features, with accurate dimensions.</td>
<td>□ □ □ □ □ □</td>
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<tr>
<td>A heavy-lined perimeter with bearings and distances, and references to section/original survey corners, and showing the lines of adjacent lands and lines of adjacent streets and their names and widths (dashed lines).</td>
<td>□ □ □ □ □ □</td>
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<tr>
<td>Square footage of each lot, labeled on the plat.</td>
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<tr>
<td>Traverse lines along streams and easements shall be shown adjacent to the high bank of streams and waterways.</td>
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<tr>
<td>Show existing pipeline easements, location of pipelines, and if the material being transported is hazardous.</td>
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<tr>
<td>Impervious coverage: Table showing the allotted maximum percent of impervious surface for each lot represented.</td>
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<tr>
<td>Building setback lines for residential lots.</td>
<td>□ □ □ □ □ □</td>
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</tr>
<tr>
<td>A statement by the owner dedicating streets, rights-of-way, parks, and easements and other dedicatory statements as set out by the City Engineer.</td>
<td>□ □ □ □ □ □</td>
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</tr>
<tr>
<td>A statement of certification shall also be provided for the chairman of the Planning and Zoning Commission to approve the plat, with the signature to be attested to by the City Planner.</td>
<td>□ □ □ □ □ □</td>
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</tr>
</tbody>
</table>

**Application Fee: $300**  
**Application Fee: $500 plus $10 per lot AND $500 plus $8 per lot**  
**Application Fee: $500 plus $10 per lot**  
**Application Fee: $500 plus $8 per lot**  
**Application Fee: $1,000**  
**Application Fee: $500 plus $4 per lot**  
**Application Fee: $325 Subdivision Variance (if needed)**  
**Application Fee: $100 Plat Extension (if needed)**  
**Public Hearing Notice Fee: $65.00 (residential replat)**  
**Written Notice Mailing Fee: $1.00 per mailed notice (residential replat)**

---

**APPLICANT CERTIFICATION**

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: ___________________________
# Universal Development Application

City of League City

Incomplete applications will not be accepted.
Indicate “NA” when an item does not pertain to your application.

## APPLICATION TYPE – PLEASE USE SEPARATE APPLICATIONS FOR EACH TYPE OF PROJECT SUBMITTED

- [ ] Zoning Map Amendment
- [ ] Administrative Appeal
- [ ] Infrastructure
- [ ] Variance
- [ ] Master Plan
- [ ] Planned Unit Development
- [ ] Special Use Permit
- [ ] Master Plan Revision
- [ ] PUD Revision
- [ ] Temporary Use Permit
- [ ] Plat
- [ ] Historic Commission

## 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: __________

## FOR CITY USE ONLY:

- **Project #:**
- **Submittal Date:**
- **Total Fee:**

Revised: 02/2019
City of League City
Universal Development Application

LETTER OF AUTHORIZATION
Have property owner complete and sign, if applicant differs from 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 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. 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 ________________________________