



Master Site Plan Checklist

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.

SITE PLAN TYPES AND DESCRIPTIONS

Check the type of plan that applies to your submittal.

- Master Site Plan / Revision to Master Site 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); Historic District Commission (HDC) if in Historic District; and Parks Board for multi-family residential if not previously approved.*

SUBMITTAL CHECKLIST

	Master Development Plan
Universal Development Application – complete with all required signatures <i>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 of Authorization from each property owner. All properties owned by business entities shall provide certified documentation indicating the names of all owners and legal designees of the business. This can include, but is not limited to, title reports, Articles of Incorporation, Certificates of Formation, Certificates of Status, or meeting resolutions.</i>	<input type="checkbox"/>
2 paper copies, measuring 24" x 36" is required for all plans and overlays	<input type="checkbox"/>
Title Report	<input type="checkbox"/>
PDF format on disc containing all documents rotated and formatted in sequential order based upon cover page	<input type="checkbox"/>
Overall map of the total property showing blocks, reserves, street layout, etc.	<input type="checkbox"/>
Stormwater drainage overlay or plan view with topographic contours, areas to be filled, and drainage areas outlined, etc.	<input type="checkbox"/>
Drainage Plan	<input type="checkbox"/>
Paving Plan	<input type="checkbox"/>
Flood Impact Analysis (Electronic Version Only)	<input type="checkbox"/>
Permits from the Army Corps of Engineers and Texas Department of Transportation, as applicable	<input type="checkbox"/>
Recorded plat and Original boundary and topographic survey certified by a Registered Professional Land Surveyor	<input type="checkbox"/>
Wastewater overlay or plan view	<input type="checkbox"/>
Water main overlay or plan view	<input type="checkbox"/>
A description of all proposed land uses with approximate acreage devoted to each type of use.	<input type="checkbox"/>
A parking, landscaping and housing table	<input type="checkbox"/>

A general development plan showing the approximate location of buildings, parking lots, building heights, and setbacks from all boundaries	<input type="checkbox"/>
A description of the maximum densities for residential uses and the maximum floor area for non-residential uses.	<input type="checkbox"/>
A description of significant environmental features including water courses and flood plains.	<input type="checkbox"/>
Storm Water Quality Permit Application (see staff) and Storm Quality Management Plan (Only Electronic Versions)	<input type="checkbox"/>
Notice of Intent (NOI) from Texas Conservation of Environmental Quality (TCEQ) and Storm Water Pollution Prevention Plan (SWPPP)	<input type="checkbox"/>
Landscape Plan (Itemized landscaping and screening plans included)	<input type="checkbox"/>
Conceptual Landscape Plan with Tree Survey	<input type="checkbox"/>
Tree Disposition Plan	<input type="checkbox"/>
Photometric Survey (Lighting Plan)	<input type="checkbox"/>
Exterior Building Elevations Plan	<input type="checkbox"/>
Interior Building Floor Plans	<input type="checkbox"/>
Roof Plan (including any roof top mechanical)	<input type="checkbox"/>
Fire Management Plan	<input type="checkbox"/>
Utility and pipeline companies' statements that easements are acceptable and no other easements are required	<input type="checkbox"/>
Traffic Impact Assessment or written documentation from Traffic Engineer that the development does not necessitate a traffic study	<input type="checkbox"/>
A list of the deviations from the master plan, if applicable	<input type="checkbox"/>
Application Fee:	<input type="checkbox"/>
Less than 1 acre: \$500	<input type="checkbox"/>
1 – 2.5 acres: \$1,000	<input type="checkbox"/>
2.51 – 5 acres: \$1,500	<input type="checkbox"/>
5.01 – 10 acres: \$2,000	<input type="checkbox"/>
10.01 – 15 acres: \$2,500	<input type="checkbox"/>
Over 15.01 acres: \$2,500 plus \$100 per acre	<input type="checkbox"/>
Minor revisions not requiring review by the Development Review Committee: \$250	<input type="checkbox"/>

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: _____



City of League City Universal Development Application

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

<input type="checkbox"/> Zoning Map Amendment	<input type="checkbox"/> Administrative Appeal	<input type="checkbox"/> Infrastructure
<input type="checkbox"/> Variance	<input type="checkbox"/> Master Plan	<input type="checkbox"/> Planned Unit Development
<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Master Plan Revision	<input type="checkbox"/> PUD Revision
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Plat	<input type="checkbox"/> 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:
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City of League City
Universal Development Application

Planning Department
City of League City
500 W. Walker St.
League City, TX 77573
Phone: 281.554.1080
Fax: 281.554.1020
planning@leaguecity.com

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 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 _____