



Planned Unit Development (PUD) Application

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.

PROJECT TYPE

Check the type of plan that applies to your submittal.

- Concept Plan/Concept Plan Revision**
 A zoning overlay submitted for developments designed to encourage high quality and provide flexibility in planning – resulting in more efficient, environmentally sensitive, visually pleasing, safe, and socially integrated development than traditional zoning. *Approval authority – Planning and Zoning Commission (P&Z); Historic District Commission (HDC) if in Historic District; Parks Board for inclusion of residential; and City Council.*
- Master Plan / Master Plan Revision**
 In association with previously approved Concept Plan, an overall development plan illustrating location of proposed uses and phasing. *Approval authority – Planning and Zoning Commission (P&Z); Historic District Commission (HDC) if in Historic District; and Parks Board for inclusion of residential if not previous approved.*
- Administrative Master Plan Revision for Vested PUDs**
 A development plan submitted for changes that do not alter the basic relationship of the proposed development to adjacent property; do not alter the uses permitted or increase the density, building height or coverage of the site; do not decrease the off-street parking ratio or reduce the yards provided at the boundary of the site; and do not significantly alter the landscape plans or signage. *Approval authority – City Planner.*

SUBMITTAL CHECKLIST

	Concept Plan	Master 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"/>	<input type="checkbox"/>
PDF format on disc containing all documents rotated and formatted in sequential order based upon cover page	<input type="checkbox"/>	<input type="checkbox"/>
Title Report	<input type="checkbox"/>	<input type="checkbox"/>
1 paper copy, measuring 24” x 36” is required for all plans and overlays	<input type="checkbox"/>	<input type="checkbox"/>

If the property is unplatted or is a portion of a platted lot, submit a legal metes and bounds and survey of property	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Site inventory analysis, topographical survey	<input type="checkbox"/>	<input type="checkbox"/>
Summary of proposed development program	<input type="checkbox"/>	<input type="checkbox"/>
Determination that adequate public facilities exist to service the proposed development	<input type="checkbox"/>	<input type="checkbox"/>
Estimate of projected population	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Summary of requested variances	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Development schedule indicating rate of anticipated development	<input type="checkbox"/>	<input type="checkbox"/>
Storm Water Quality Management Plan (SWQMP)	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Impact Analysis	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater drainage overlay with topographic contours, areas to be filled, and drainage areas outlined	<input type="checkbox"/>	<input type="checkbox"/>
Wastewater Overlay	<input type="checkbox"/>	<input type="checkbox"/>
Water Main Overlay	<input type="checkbox"/>	<input type="checkbox"/>
Perspective illustrations of residential and non-residential buildings on the specific architectural and aesthetic elements	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Illustrations indicating the general form and character of development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tree Survey	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tree Disposition Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application Fee:	<input type="checkbox"/>	<input type="checkbox"/>
PUD Concept Plan/PUD Concept Plan Revision: \$1,000	<input type="checkbox"/>	<input type="checkbox"/>
Zoning & Concept Plan: \$3,000	<input type="checkbox"/>	<input type="checkbox"/>
Zoning & Master Plan: \$3,000 AND \$1,000	<input type="checkbox"/>	<input type="checkbox"/>
Master Plan/Master Plan Revision: \$1,000	<input type="checkbox"/>	<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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