

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: _____



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

City of League City Universal Development Application

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

If a company or organization is the owner of a property, proof of signatory authority must be provided with this Universal Development Application.

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 _____

PRELIMINARY PLAT, FINAL PLAT, REPLAT

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for Preliminary Plat/Final Plat/Replat 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 completed form at the time of application submittal.

Final Plats and Replats are reviewed and approved according to the standards set forth in the Subdivision and Development Ordinance Chapter 102.

All initial Preliminary Plat 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).
- An electronic copy of the required exhibits in "PDF" format.
- Letter of Authorization by each property owner
- Letter of Authorization signed by each lienholder OR letter of no objection from each lienholder.

Resubmittals of applications shall be accompanied by the following materials:

- An electronic copy 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:

- A mylar and two copies signed by all parties.
- An electronic copy of the required exhibits in "PDF" format.

Select the type of plat that applies to your submittal:

- 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); and Historic District Commission (HDC) if in Historic District.*
- 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); and Historic District Commission (HDC) if in Historic District.*
- 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), and Historic District Commission (HDC) if in Historic District.*
- Preliminary Plat**
An initial plan or map illustrating the proposed subdivision or development of land which will be submitted for approval before preparation of the final plat. – *Planning and Zoning Commission (P&Z), and Historic District Commission (HDC) if in Historic District.*

ATTACHMENT A – FINAL PLAT & PRELIMINARY PLAT	
Included	Item Description
<input type="checkbox"/>	A title block with <ul style="list-style-type: none"> • “Final Plat or Replat” • Proposed subdivision name, lot, block • Acreage • Number of lots (if residential project, residential and reserves) • Survey name and abstract or previously recorded plat • City of League City, Galveston OR Harris County • Submission date
<input type="checkbox"/>	North arrow, scale ratio, and scale bar, drawn to a scale of one-inch equals one hundred feet or larger.
<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 master plan
<input type="checkbox"/>	Location/ vicinity map indicating scale or not to scale (NTS) and provide north arrow
<input type="checkbox"/>	A statement by an engineer of the impact of developed surface water runoff onto adjacent properties based upon design criteria as outlined in the engineering and construction ordinance
<input type="checkbox"/>	The systematic assignment of numbers to lots and blocks.
<input type="checkbox"/>	The location of floodplain boundaries and state or federally protected areas, such as wetlands are indicated.
<input type="checkbox"/>	The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information: <ul style="list-style-type: none"> • Curve number • Delta • Radius • Tangent length • Tangent offset • Arc length • Chord • Chord direction
<input type="checkbox"/>	A metes and bounds description. (Final Plat)
<input type="checkbox"/>	All survey monuments.
<input type="checkbox"/>	Standard Plat Language and Plat Notes.
<input type="checkbox"/>	Location of property lines, owner or subdivision name(s) and recording information of abutting properties within 200-feet.
<input type="checkbox"/>	Galveston County recordation information for any easements or delineations recorded by separate instrument.
<input type="checkbox"/>	Survey of property showing all existing improvements.
<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"/>	The names of subdivisions; lot patterns; location, widths, and names of existing or planned streets and intersections, and any blocks, lots, alleys, easements, building lines, water courses, floodplain, or other natural features, with principal dimensions; and any other significant information on all sides for a distance of not less than two hundred feet.
<input type="checkbox"/>	Tree disposition plan
<input type="checkbox"/>	A chart detailing the lot #, address, area, and finished floor elevation of all lots within the subdivision. (Final Plat)

ATTACHMENT A – FINAL PLAT & PRELIMINARY PLAT (continued)	
<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 plat.
<input type="checkbox"/>	For subdivisions consisting of three or more lots: a copy of receipt confirmation of the notification sent to the school district of the enrollment projected to be generated from the proposed development and the student yield per dwelling unit.
<input type="checkbox"/>	Vertical Control Monuments are to have 1,000-foot maximum spacing. All elevations should be based on the current National Geodetic Survey.
<input type="checkbox"/>	Traffic Impact Analysis (TIA)
<input type="checkbox"/>	Overlay showing location of street lights.
<input type="checkbox"/>	Statement from a surveyor stating there are no pipelines within the boundaries of the subdivision. If pipelines do exist, a statement from the pipeline company that all existing or proposed pipelines crossing the property have been satisfactorily provided for the requirements of the pipeline operator, and that the pipeline operator agrees to all pipeline crossings.
<input type="checkbox"/>	Utility Company Statements that easements are acceptable to provide service and no other easements are necessary or required (LONO)
<input type="checkbox"/>	Recordation information identified as either Deed Records (DRCCT), Plat Records (PRCCT), or Official Property Records (OPRCCT)
<input type="checkbox"/>	A chart detailing the square-footage of all lots within the subdivision.
<input type="checkbox"/>	Identification of pertinent school district and boundary lines.
<input type="checkbox"/>	HOA/BOA formation documents if an common area or property will be within the boundaries of the plat.
<input type="checkbox"/>	Deed Restrictions, Covenants and Restrictions
<input type="checkbox"/>	Private Streets Agreement (if applicable)
<input type="checkbox"/>	Park Fees (if applicable)
ATTACHMENT B – REPLAT	
Included	Item Description
<input type="checkbox"/>	All requirements for the Final Plat, above.
<input type="checkbox"/>	A copy of the preceding plat. All land from the preceding plat must be included in a replat.
<input type="checkbox"/>	A purpose statement, on the plat, that summarizes the proposed revisions.
<input type="checkbox"/>	Proposed revisions shall be shown on the replat with the previous plat configuration ghosted in.

Fees	
Application Fee: \$500 plus \$8 per lot (Final Plat)	<input type="checkbox"/>
Application Fee: \$500 plus \$4 per lot(Replat)	<input type="checkbox"/>
Application Fee: \$500 plus \$10 per lot(Preliminary Plat)	<input type="checkbox"/>
Application Fee: \$1,000 + \$18 per lot (Preliminary/ Final Plat)	<input type="checkbox"/>
Application Fee: \$325 Subdivision Variance (if needed)	<input type="checkbox"/>
Application Fee: \$100 Plat Extension (if needed)	<input type="checkbox"/>
Public Hearing Notice Fee: \$65.00 (Residential Replat)	<input type="checkbox"/>
Written Notice Mailing Fee: \$1.00 per mailed notice (residential replat)	<input type="checkbox"/>

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: _____
(Surveyor Stamp)

Date: _____