

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: _____

MASTER SITE PLAN CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Master Site 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 Master Plan Application with all required documentation checked off.
- 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.

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 will 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"/>	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"/>	PDF format on disc containing all documents rotated and formatted in sequential order based upon cover page

ATTACHMENT A – MASTER PLAN (continued)	
<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"/>	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 general development plan showing, if known, the approximate location of buildings, parking lots, drive isles, building heights, and setbacks from all boundaries. All internal roadway connections at a minimum must be shown.
<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 floor plans
<input type="checkbox"/>	Conceptual Landscape Plan with Tree Survey
<input type="checkbox"/>	Tree Disposition Plan

Fees	
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 new review by the Development Review Committee: \$250	<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: _____
(Engineer Stamp)

Date: _____