Planning and Development Department
# TABLE OF CONTENTS

## GENERAL INFORMATION
- Welcome ........................................................................................................................................................................ 4
- Meeting Dates ........................................................................................................................................................................ 5
- Meetings ................................................................................................................................................................................ 5
  - City Council Meetings ......................................................................................................................................................... 5
  - Planning & Zoning (P&Z) Commission Meetings .................................................................................................................. 5
  - Historic Commission (HC) Meetings ........................................................................................................................................ 5
  - Zoning Board of Adjustments (ZBA)/ Building And Standards Commission (BASC) Meetings ................................................ 5
- Development Review Committee .................................................................................................................................................. 6

## PROCESS SUMMARIES
- Development Process Flowchart .............................................................................................................................................. 8
- Development Process Summary .................................................................................................................................................... 9
- Pre-Development Meeting ......................................................................................................................................................... 10
- Zoning Process Summary ............................................................................................................................................................ 11
- Zoning Process Flowchart ........................................................................................................................................................... 12
- Master Plan Process Summary .................................................................................................................................................... 13
- Platting Process Summary ........................................................................................................................................................... 13
- Submittals / Resubmittals / Review Timelines ............................................................................................................................ 14
- 2024 New Submittals & Resubmittals Timeline ........................................................................................................................ 15

## APPLICATIONS
- Universal Development Application (UDA) ................................................................................................................................. 17
- Letter of Authorization (LOA) ....................................................................................................................................................... 18

## APPLICATION CHECKLISTS
- Rezoning Checklist ..................................................................................................................................................................... 20
- Special Use Permit (SUP) Checklist ........................................................................................................................................... 22
- Planned Unit Development (PUD) / Amendment Checklist ...................................................................................................... 24
- Master Plan / Revision Checklist ................................................................................................................................................. 26
- Preliminary Plat, Final Plat, Replat ............................................................................................................................................... 28
- Minor Plat, Minor Replat & Amending Plat Checklist .................................................................................................................. 30
- Zoning Board of Adjustments Checklist ................................................................................................................................ 32

## FEE SCHEDULE, MATERIALS & TEMPLATES
- Schedule of Fees ........................................................................................................................................................................... 35
- Planning Department ..................................................................................................................................................................... 35
- Building Department (Residential & Commercial Building Permits) .......................................................................................... 36
- Engineering Department ............................................................................................................................................................... 37
- Standard Plat Language ............................................................................................................................................................... 38
- Certifications ................................................................................................................................................................................ 38
- Standard Plat Notes ................................................................................................................................................................. 40
- Covenants, Conditions and/or Restrictions (CCRs) .................................................................................................................... 41
- Letters of No Objection (LONO) Contacts ............................................................................................................................... 41
- PUDs: Example of Development Regulations .......................................................................................................................... 42
- PUDs: Example of Land Use Table ........................................................................................................................................... 43
- Project Checklists ....................................................................................................................................................................... 44
- Example of Request to Postpone Item ......................................................................................................................................... 58
GENERAL INFORMATION
March 1, 2024

Welcome to the City of League City Development Handbook. The goal of this handbook is to consolidate all of the City’s submittal requirements into one place for easy access for citizens and developers. The city is continually striving to simplify our processes and help the development community move seamlessly through the development process. We request that the development community provide input and feedback so that we may continue to improve upon our current processes.

Later this year, we will be transitioning permit submittals through our Citizen Self Service (CSS) Portal. This will help streamline the submittal process and provide a fully digital interface for citizens and developers to submit and check the status of their plans. As we transition through this process, we ask that you provide feedback so we can ensure that our customer outcomes are positive and helpful.

We look forward to continuing to watch League City grow and prosper!

Regards,

Kris Carpenter, AICP
Director of Planning
MEETING DATES

Meetings
While meeting dates and times are subject to change, the date, time, and place of regularly scheduled meetings are as follows:

City Council Meetings
2nd and 4th Tuesdays of every month
Work Session (if necessary): 5:00pm (typically Monday or Tuesday)
Regular Session: 6:00pm
City Council Chambers
200 W. Walker St.
Information about our City Council: http://leaguecity.com/citycouncil
Livestream meetings: https://leaguecitytx.new.swagit.com/views/595/live---chambers
Archived meetings: https://leaguecitytx.new.swagit.com/views/595/city-council

Planning & Zoning Commission Meetings
1st and 3rd Mondays of every month
Regular Session: 6:00pm
City Council Chambers
200 W. Walker St.
Information about our Planning & Zoning Commission: http://www.leaguecity.com/pandz
Livestream meetings: https://leaguecitytx.new.swagit.com/views/595/live---chambers
Archived meetings: https://leaguecitytx.new.swagit.com/views/595/planning-zoning

Historic Commission Meetings
3rd Thursday of every month
Regular Session: 6:00pm
City Council Chambers
200 W. Walker St.
Livestream meetings: https://leaguecitytx.new.swagit.com/views/595/live---chambers
Archived meetings: https://leaguecitytx.new.swagit.com/views/595/historic-commission

Zoning Board of Adjustments / Building and Standards Commission Meetings
1st Thursday of every month
Regular Session: 6:00pm
City Council Chambers
200 W. Walker St.
Livestream meetings: https://leaguecitytx.new.swagit.com/views/595/live---chambers
Archived meetings: https://leaguecitytx.new.swagit.com/views/595/zoning-board-of-adjustment

Meeting agendas are posted no less than 72 hours in advance on the City’s website.
**DEVELOPMENT REVIEW COMMITTEE (DRC)**

The Development Review Committee (DRC) is comprised of members of various City departments that work to ensure each submission is compliant with the League City Development Codes. The DRC meets weekly to review applications and regularly meet with applicants to discuss submissions.

<table>
<thead>
<tr>
<th><strong>Administration (300 West Walker Street):</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ron Menguita, Development Process Manager</td>
<td>281.554.1097</td>
</tr>
<tr>
<td><strong>Planning (500 West Walker Street):</strong></td>
<td></td>
</tr>
<tr>
<td>Kris Carpenter, Director of Planning</td>
<td>281.554.1098</td>
</tr>
<tr>
<td>Mark Linenschmidt, Planning Manager</td>
<td>281.554.1078</td>
</tr>
<tr>
<td>Masood Malik, Senior Planner</td>
<td>281.554.1077</td>
</tr>
<tr>
<td>Vince Hustead, Senior Planner</td>
<td>281.554.1079</td>
</tr>
<tr>
<td>Ann Williams, Planner</td>
<td>281.554.1084</td>
</tr>
<tr>
<td>Caitlin King, Planner</td>
<td>281.554.1217</td>
</tr>
<tr>
<td>Sallye Clark, Planning Technician</td>
<td>281.554.1081</td>
</tr>
<tr>
<td><strong>Engineering (500 West Walker Street):</strong></td>
<td>281.554.1444</td>
</tr>
<tr>
<td>Christopher Sims, Executive Director of Dev. Services</td>
<td>281.554.1440</td>
</tr>
<tr>
<td>Matthew Brown, Assistant City Engineer</td>
<td>281.554.1439</td>
</tr>
<tr>
<td>Ameena Padiath, Assistant Director / City Traffic Engineer</td>
<td>281.554.1446</td>
</tr>
<tr>
<td>Sonia Phillips, Floodplain Administrator/Drainage Eng.</td>
<td>281.554.1498</td>
</tr>
<tr>
<td>Jack Murphy, Senior Civil Engineer for Drainage</td>
<td>281.554.1430</td>
</tr>
<tr>
<td>Alex Noel, Floodplain/Storm water Mgmt. Coordinator</td>
<td>281.554.1428</td>
</tr>
<tr>
<td>Charles Marcus, Engineering Technician</td>
<td>281.554.1434</td>
</tr>
<tr>
<td>Donna Ofsanko, Executive Assistant Engineering</td>
<td>281.554.1445</td>
</tr>
<tr>
<td><strong>Building (500 West Walker Street):</strong></td>
<td>281.554.1429</td>
</tr>
<tr>
<td>Ralph Blanco, Building Official</td>
<td>281.554.1420</td>
</tr>
<tr>
<td>Christian Smith, Assistant Building Official</td>
<td>281.554.1416</td>
</tr>
<tr>
<td>Barbara Mitcham, Plans Examiner</td>
<td>281.554.1413</td>
</tr>
<tr>
<td>Lauren Atkinson, Plans Examiner</td>
<td>281.554.1422</td>
</tr>
<tr>
<td>Kate Holcomb, Building Department Administrator</td>
<td>281.554.1425</td>
</tr>
<tr>
<td>Kaitlin Wistinghausen, Permit Supervisor</td>
<td>281.554.1429</td>
</tr>
<tr>
<td><strong>Public Works (1701 W. League City Pkwy):</strong></td>
<td></td>
</tr>
<tr>
<td>Jody Hooks, Director of Public Works</td>
<td>281.554.1321</td>
</tr>
<tr>
<td>Scott de la Houssaye, Line Repair Supervisor</td>
<td>281.554.1395</td>
</tr>
<tr>
<td>Tommy Arredondo, Public Works Utility Manager (Water)</td>
<td>281.554.1040</td>
</tr>
<tr>
<td>Robert Taylor, Utility Maintenance Superintendent</td>
<td>281.554.1392</td>
</tr>
<tr>
<td>Ramiro Ochoa, Wastewater Superintendent</td>
<td>281.554-1326</td>
</tr>
<tr>
<td>Jayne Gilker, Administrative Assistant</td>
<td>281.554.1320</td>
</tr>
<tr>
<td>Eric Combs, Pre-Treatment Coordinator / Lab Supervisor</td>
<td>281.554.1327</td>
</tr>
<tr>
<td>Alex Trujillo, Water Production Supervisor</td>
<td>281.554.1043</td>
</tr>
<tr>
<td>Ruben Leos, Water Production Supervisor</td>
<td>281.554.1045</td>
</tr>
<tr>
<td>Heather McKnight, City Arborist</td>
<td>281.554.1441</td>
</tr>
<tr>
<td><strong>Fire (600 West Walker Street):</strong></td>
<td></td>
</tr>
<tr>
<td>Mike Lugo, Fire Chief</td>
<td>281.554.1478</td>
</tr>
<tr>
<td>Jeff Allen, Asst. Fire Chief/Fire Marshal</td>
<td>281.554.1296</td>
</tr>
<tr>
<td>Lee Darrow, Deputy Fire Marshal</td>
<td>281.554.1292</td>
</tr>
<tr>
<td>Larry Suniga, Deputy Fire Marshal</td>
<td>281.554.1291</td>
</tr>
<tr>
<td>Valerie Salazar, Administrative Assistant</td>
<td>281.554.1290</td>
</tr>
<tr>
<td><strong>Parks Department (400 South Kansas Street):</strong></td>
<td></td>
</tr>
<tr>
<td>Chien Wei, Director of Parks &amp; Cultural Services</td>
<td>281.554.1187</td>
</tr>
<tr>
<td>Tara Dahl-Campbell, Parks Recreation Manager</td>
<td>281.554.1191</td>
</tr>
<tr>
<td><strong>GIS/Addressing (500 West Walker Street):</strong></td>
<td></td>
</tr>
<tr>
<td>Rick Brezlik, GIS Coordinator</td>
<td>281.554.1432</td>
</tr>
<tr>
<td>Michael Martorell, GIS Technician</td>
<td>281.554.1099</td>
</tr>
<tr>
<td><strong>Economic Development (300 West Walker Street):</strong></td>
<td></td>
</tr>
<tr>
<td>Scott Livingston, Economic Development Director</td>
<td>281.554.1036</td>
</tr>
<tr>
<td>Carrianne Riley, Economic Development Coordinator</td>
<td>281.554.1466</td>
</tr>
</tbody>
</table>
PROCESS SUMMARIES
DEVELOPMENT PROCESS FLOWCHART

1. Zoning
   • Confirm the property is zoned for the proposed use. If not, a Rezoning/Special Use Permit application should be submitted and approved.

2. Preliminary Plat
   • A Preliminary Plat must be submitted and approved prior to moving to Step 3. If no public infrastructure is needed, skip to Step 4.

3. Public Infrastructure Plans
   • Public infrastructure Plans must be approved, constructed, and accepted prior to moving on to Step 4. A letter of credit may be provided in lieu of infrastructure acceptance.

4. Final Plat
   • A Final Plat must be submitted, approved, and recorded with the County prior to moving on to the next step.

5. Building Permit/Business Registration
   • A building permit must be issued for any interior, exterior, or site modifications. The building permit includes civil, architectural, structural, MEP drawings, etc. Prior to any use occupying a site, a business registration must also be approved.
DEVELOPMENT PROCESS SUMMARY

- **Pre-development Meeting**
  Pre-development meetings are held with the Development Review Committee (DRC) every Tuesday and Thursday, at 9 a.m. and 10 a.m. Each meeting is blocked off for an hour time period and must be scheduled a minimum of 7 days prior to the meeting date and is on a first come first served basis. The required documents for a pre-development meeting include a site plan and survey or general map showing the location of the property. The potential applicant has an opportunity to ask questions to each department regarding specific development related regulations associated with the site. Request a Pre-Development Meeting today! Pre-Development meetings are recommended prior to any application submittal, but are mandatory for all new commercial development, all large-scale rezoning requests (including Planned Unit Developments), and all Special Use Permit (SUP) requests.

- **Rezoning/SUPs**
  Once a pre-development meeting is held, it should be determined if a rezoning or a Special Use Permit is required. If so, the zoning process explained on page 10 should be followed.

- **Master Plans**
  If the property is part of a phased development, a master plan should be submitted to the City. This should show how all parts of the future development will have interconnection with utilities, access, drainage, etc. A Master Plan for a phased subdivision may be submitted at this time.

- **Platting**
  No permit for the construction upon any tract or plot shall be issued until the lot(s) have been platted. There are several different types of plats that can be submitted and approved depending on factors associated with the site. If a final plat, preliminary plat, or replat is required, action by the Planning and Zoning Commission must occur prior to recordation. For further description on the types of plats, please see page 12.

- **Park Fees**
  Park fees are assessed in accordance with the City’s schedule of fees and must be paid prior to consideration by Planning and Zoning Commission (replat/final plat) or recordation of the Plat (minor/amending).

- **Infrastructure**
  For a property to have a plat recorded, it must have infrastructure in place to serve the development. If infrastructure is not adequate to serve a development, public infrastructure may need to be extended to the property. The Engineering Department can make a determination if adequate facilities exist for the proposed development. If not, infrastructure plans must be approved and accepted by the City prior to final plat review and approval. In lieu of infrastructure acceptance, a letter of credit can be provided to the city.

- **Building Permit/Site Plan**
  A building permit with required checklists are submitted to the Building Department. The building permit application should include all civil, architectural, landscaping, and structural plans for a site. The building permit and required materials will be distributed to the DRC and reviewed for compliance. Comments relating to the application will be sent to the applicant, and the applicant will address comments and return corrected plans to the city. Should any comments not be addressed by the applicant, the applicant will be notified of these outstanding comments.

- **Assessment of Capital Recovery Fees**
  Roadway, water, and sewer impact fees are assessed at the time a final plat is recorded and are due at the time a building permit is issued.
**PRE-DEVELOPMENT MEETING**

The Development Review Committee (DRC) regularly schedules Pre-development meetings with residents, developers, and consultants to discuss opportunities to develop or expand in League City.

**Purpose**
The purpose of the meetings is to allow a potential applicant an opportunity to ask questions to each department regarding specific development related regulations associated with a site. Attendees also receive a comprehensive assessment of what will be required for development/redevelopment.

**Requirement**
Pre-Development meetings are recommended prior to any application submittal, but are mandatory prior to the submittal of the following projects:

- All new commercial development
- All large-scale rezoning requests (including Planned Unit Developments)
- All Special Use Permit (SUP) requests

**Pre-Development Meetings**
Pre-Development meetings may be held in-person or virtually.

- **Day:** Every Tuesday and Thursday (unless a request is not made or falls on a week of a major holiday) *
- **Time:** Beginning at 9:00 a.m. and 10:00 a.m. (CST).
- **Duration:** 1 hour
- **Cost:** Free
- **In-Person Location:** 500 West Walker Street
  League City, Texas 77573
- **Virtual Location:** Via Microsoft Teams Platform

*Meetings are scheduled no less than 7 days in advance on a first come/first served basis.

**Submission of a Pre-Development Meeting Request**

- All requests are made through the City’s ‘Pre-Development /Planning Meeting Request Form’ on the Planning Department’s website.
- A part of the request, basic information is required such as:
  - Property Address / Tax ID or Legal Description
  - Current and Proposed Uses of the Property
  - Requested Date & Time
  - Copies of a survey, plat, site map, preliminary site plan, drawings, renderings, or illustrations of the subject property. A pre-development meeting will only be scheduled if at a minimum, a preliminary site plan is provided.
  - A list of site/project specific questions

**Submission Process**
Once a request has been submitted, please allow at least one to two business days for an initial response to the request. While we try to honor a requested date/time, it cannot be guaranteed since the meetings are scheduled on a first come/first served basis. A meeting request will be sent via e-mail once a meeting has been set. The request will address if it is either for an in-person or virtual meeting. Meetings for virtual meetings will include a link to the meeting.

For the best chance to request a specific date or time, it is recommended to make the request at least 14 to 21 days prior to the anticipated date.
ZONING PROCESS SUMMARY

- The applicant contacts Planning staff to discuss their proposed plan. If necessary, a pre-development meeting is scheduled with the DRC to review a preliminary plan.

- A list of property owners within 200 feet is provided to the applicant by Planning staff and the applicant mails out notices for an in-person Neighborhood Meeting. At least two weeks lead time should be given between the postmark date and the meeting.

- Zoning Application and associated materials (see Planned Unit Development/Planned Unit Development Amendment Checklist or the Zoning Checklist) are submitted to the Planning Department by the applicant. All submittals must be received by noon on Wednesdays. See DRC Submittal/Resubmittal Calendar.

- The zoning request is reviewed by the DRC, comments regarding the zoning request are made available to the applicant, and the applicant addresses the comments and returns the associated materials through the Development Review Committee process. This process is repeated until all comments provided by the DRC have been resolved.

- In accordance with the League City Unified Development Code, public notifications related to the Planning and Zoning Commission and City Council meetings are made 15 days prior to the first meeting in the following means:
  - Written Notice is mailed by the City to each property owner within 200 feet of the property on which the zoning is being requested, as indicated by the most recently approved municipal tax roll.
  - Notification is published in the local newspaper; and,
  - Public Hearing Signs are posted on the subject property.

- The Planning & Zoning Commission holds a Public Hearing to consider and act upon the zoning request. The Planning & Zoning Commission may recommend approval, denial, or table the request.

- City Council holds a Public Hearing to consider and act upon the zoning request. The City Council may approve, deny, or table the request. If the zoning request is approved on first reading, the item will be scheduled to a second City Council meeting for final approval on second reading.

- The average time frame for a rezoning case is approximately 90 to 120 days.
ZONING PROCESS FLOWCHART

Pre-Development Meeting

In-Person Neighborhood Meeting

Application is routed to the DRC for review and comments.

Comments issued by City.

Applicant revises as necessary.

Property notice is mailed to nearby property owners within 200 feet, public hearing sign placed on subject property, notice published in newspaper.

Planning and Zoning Commission holds a public hearing and issues a recommendation.

Applicants follow up as necessary.

City Council holds a public hearing and issues a decision on second reading.

Applicants follow up as necessary.
MASTER PLAN PROCESS SUMMARY

- The applicant contacts Planning staff to discuss their proposed phased development. If necessary, a pre-development meeting is scheduled with the DRC to review a preliminary plan. Staff can help the applicant determine if a Master Plan needs to be submitted.
- A Master Plan should include future phases of a proposed development to show how water, wastewater, stormwater, dry utilities, and access are provided to future phases of the development.
- The applicant submits an application to the DRC for review. The DRC will review the project and provide comments per the review timelines within this development handbook.
- The process continues until all comments have been satisfied.
- After all comments have been satisfied, the Master Plan will be forwarded to the Planning and Zoning Commission for consideration.
- The Master Plan process should precede platting.

PLATTING PROCESS SUMMARY

- The applicant contacts Planning staff to discuss their proposed plat. If necessary, a pre-development meeting is scheduled with the DRC to review a preliminary plan. Staff can help the applicant determine the type of plat that needs to be submitted.
- The applicant submits an application to the DRC for review. The DRC will review the project and provide comments per the review timelines within this development handbook.
- The process continues until all comments have been satisfied.
- After all comments have been satisfied, the applicant will deliver signed plat documents.
- If a replat, a public hearing is required before the Planning and Zoning Commission:
  - Residential Replat: A property that has been zoned for single- or two-family uses in the past five years, requires a public notice to notify surrounding property owners within 200 feet of the replat.
- For final plats, replats, and preliminary plats, the Planning & Zoning Commission will consider and act upon the proposed plat. The Planning & Zoning Commission may recommend approval, approval with conditions, or denial.
- All lots must have frontage on a public or private right-of-way.
The City is working towards implementing the Citizen Self Service (CSS) Portal to allow for online submittals and payments for all Planning related applications. This is on task to be implemented in 2024.

The various ways an application may be submitted is determined by what type of application is being applied for. While an application may be made at any time, the weekly cutoff deadline for new submittals and resubmittals is Wednesdays at noon. If deemed complete, the application will be sent to the Development Review Committee (DRC) for review on the following Monday. If deemed incomplete, a notification e-mail will be sent outlining the deficiencies of the application.

The review time for a DRC project is 10 business days. Comments will typically be provided on the 11th business day (14th Calendar Day). Schedule dates on the 2024 DRC Submittal / Resubmittal Schedule have be changed due to holidays. The various submittal options are below:

**Building Submittals**
All Building Permit applications shall be submitted through the online Citizen Portal. Any specific questions related to these submittals can be made by contacting the Building Department at 281-554-1429 or Building@leaguecitytx.gov.

**Engineering Submittals**
All Engineering project applications should be e-mailed to Donna.Ofsanko@leaguecitytx.gov.

**Planning Submittals**
Currently, Tree Permit and Zoning Verification Letter applications shall be submitted through the online Citizen Portal. All remaining Planning submittals should be e-mailed to planning@leaguecitytx.gov and are accepted in digital format only.

**NOTES:**
- All submittals shall be in digital format only. No paper of photographed copies of documents will be permitted. The PDF file format is preferred.
- Do not send submittal/resubmittal files in multiple e-mails. Piecemealing an application will significantly slow down the processing of the application.
- Submitting Files with the Application
  - City e-mail servers will not accept e-mails with file sizes greater than 8mb in size. There will be no notification of this!
  - If the file is too large to send via email, a file sharing software should be used to transmit the plans. (This is the preferred method.)
- If resubmitting a rejected application, be sure to attach all application documents in the resubmittal, not just the documentation that was identified in the rejection letter.
- If resubmitting for a project under review by the DRC, be sure to attach all pertinent documents to perform a review, self-sufficiently (i.e. entire site plan package, plat, PUD document, etc.). The resubmittal of the application or other associated administrative documents accepted to begin the review is not needed.
<table>
<thead>
<tr>
<th>Date</th>
<th>Applicant</th>
<th>DRC Staff</th>
<th>DRC Meeting</th>
<th>Applicant</th>
<th>DRC Staff</th>
<th>Project Manager</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 3, 2024</td>
<td>Monday</td>
<td>Monday</td>
<td>Tuesday, Jan 16, 2024</td>
<td>Monday</td>
<td>Thursday, Jan 19, 2024</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan 10, 2024</td>
<td>Tuesday, Jan 16, 2024</td>
<td>Tuesday, Jan 16, 2024</td>
<td>January 22, 2024</td>
<td>Tuesday, January 22, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan 17, 2024</td>
<td>Monday</td>
<td>Monday</td>
<td>January 29, 2024</td>
<td>February 2, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan 24, 2024</td>
<td>Monday</td>
<td>Monday</td>
<td>February 5, 2024</td>
<td>February 9, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan 31, 2024</td>
<td>Friday, Jan 24, 2024</td>
<td>Saturday, Jan 26, 2024</td>
<td>February 12, 2024</td>
<td>February 16, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb 7, 2024</td>
<td>Tuesday, Feb 12, 2024</td>
<td>Tuesday, Feb 19, 2024</td>
<td>February 19, 2024</td>
<td>March 23, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb 14, 2024</td>
<td>Tuesday, Feb 19, 2024</td>
<td>February 26, 2024</td>
<td>March 4, 2024</td>
<td>March 8, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb 21, 2024</td>
<td>Tuesday, Feb 26, 2024</td>
<td>March 11, 2024</td>
<td>March 11, 2024</td>
<td>March 15, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb 28, 2024</td>
<td>March 11, 2024</td>
<td>March 18, 2024</td>
<td>March 18, 2024</td>
<td>March 22, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 6, 2024</td>
<td>March 18, 2024</td>
<td>March 25, 2024</td>
<td>March 25, 2024</td>
<td>March 29, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 13, 2024</td>
<td>March 25, 2024</td>
<td>April 1, 2024</td>
<td>April 1, 2024</td>
<td>April 5, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 20, 2024</td>
<td>April 1, 2024</td>
<td>April 8, 2024</td>
<td>April 8, 2024</td>
<td>April 12, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 27, 2024</td>
<td>April 8, 2024</td>
<td>April 15, 2024</td>
<td>April 15, 2024</td>
<td>April 19, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 3, 2024</td>
<td>April 15, 2024</td>
<td>April 22, 2024</td>
<td>April 22, 2024</td>
<td>April 26, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 10, 2024</td>
<td>April 22, 2024</td>
<td>April 29, 2024</td>
<td>April 29, 2024</td>
<td>May 3, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 17, 2024</td>
<td>April 29, 2024</td>
<td>May 6, 2024</td>
<td>May 6, 2024</td>
<td>May 10, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 24, 2024</td>
<td>May 6, 2024</td>
<td>May 13, 2024</td>
<td>May 13, 2024</td>
<td>May 17, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 1, 2024</td>
<td>May 13, 2024</td>
<td>May 20, 2024</td>
<td>May 20, 2024</td>
<td>May 24, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 8, 2024</td>
<td>May 20, 2024</td>
<td>Tuesday, May 28, 2024</td>
<td>Tuesday, May 28, 2024</td>
<td>May 22, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 15, 2024</td>
<td>Tuesday, May 28, 2024</td>
<td>June 3, 2024</td>
<td>June 3, 2024</td>
<td>June 7, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 22, 2024</td>
<td>June 3, 2024</td>
<td>June 10, 2024</td>
<td>June 10, 2024</td>
<td>June 14, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jun 5, 2024</td>
<td>June 10, 2024</td>
<td>June 17, 2024</td>
<td>June 17, 2024</td>
<td>June 21, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jun 12, 2024</td>
<td>June 17, 2024</td>
<td>June 24, 2024</td>
<td>June 24, 2024</td>
<td>June 28, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jun 19, 2024</td>
<td>June 24, 2024</td>
<td>July 1, 2024</td>
<td>July 1, 2024</td>
<td>July 5, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jun 26, 2024</td>
<td>July 1, 2024</td>
<td>July 8, 2024</td>
<td>July 8, 2024</td>
<td>July 12, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul 3, 2024</td>
<td>July 8, 2024</td>
<td>July 15, 2024</td>
<td>July 15, 2024</td>
<td>July 19, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul 10, 2024</td>
<td>July 15, 2024</td>
<td>July 22, 2024</td>
<td>July 22, 2024</td>
<td>July 26, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul 17, 2024</td>
<td>July 22, 2024</td>
<td>July 29, 2024</td>
<td>July 29, 2024</td>
<td>August 2, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul 24, 2024</td>
<td>July 29, 2024</td>
<td>August 5, 2024</td>
<td>August 5, 2024</td>
<td>August 9, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul 31, 2024</td>
<td>August 5, 2024</td>
<td>August 12, 2024</td>
<td>August 12, 2024</td>
<td>August 16, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug 7, 2024</td>
<td>August 12, 2024</td>
<td>August 19, 2024</td>
<td>August 19, 2024</td>
<td>August 23, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug 14, 2024</td>
<td>August 19, 2024</td>
<td>August 26, 2024</td>
<td>August 26, 2024</td>
<td>August 30, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug 21, 2024</td>
<td>August 26, 2024</td>
<td>Tuesday, September 3, 2024</td>
<td>September 3, 2024</td>
<td>September 6, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug 28, 2024</td>
<td>Tuesday, September 3, 2024</td>
<td>September 9, 2024</td>
<td>September 9, 2024</td>
<td>September 13, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 4, 2024</td>
<td>September 9, 2024</td>
<td>September 16, 2024</td>
<td>September 16, 2024</td>
<td>September 20, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 11, 2024</td>
<td>September 16, 2024</td>
<td>September 23, 2024</td>
<td>September 23, 2024</td>
<td>September 27, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 18, 2024</td>
<td>September 23, 2024</td>
<td>September 30, 2024</td>
<td>September 30, 2024</td>
<td>October 4, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 25, 2024</td>
<td>September 30, 2024</td>
<td>October 7, 2024</td>
<td>October 7, 2024</td>
<td>October 11, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct 2, 2024</td>
<td>October 7, 2024</td>
<td>October 14, 2024</td>
<td>October 14, 2024</td>
<td>October 18, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct 9, 2024</td>
<td>October 14, 2024</td>
<td>October 21, 2024</td>
<td>October 21, 2024</td>
<td>October 25, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct 16, 2024</td>
<td>October 21, 2024</td>
<td>October 28, 2024</td>
<td>October 28, 2024</td>
<td>November 1, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct 23, 2024</td>
<td>October 28, 2024</td>
<td>November 4, 2024</td>
<td>November 4, 2024</td>
<td>November 8, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct 30, 2024</td>
<td>November 4, 2024</td>
<td>Tuesday, November 12, 2024</td>
<td>November 12, 2024</td>
<td>November 15, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov 6, 2024</td>
<td>November 12, 2024</td>
<td>November 18, 2024</td>
<td>November 18, 2024</td>
<td>November 22, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov 13, 2024</td>
<td>November 18, 2024</td>
<td>November 25, 2024</td>
<td>November 25, 2024</td>
<td>Wednesday, November 27, 2024</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
[1] New submittals and resubmittals include Engineering applications, Planning applications, and New Non-Residential and Multifamily Construction applications. Planned Unit Development and Traffic Impact Assessment applications will require longer reviews, please refer to each application for the review schedule.
[2] Date adjusted in observance of Martin Luther King Jr. Day. City offices will be closed on Monday, January 15, 2024.
[3] Date adjusted in observance of Memorial Day. City offices will be closed on Monday, May 27, 2024.
[4] Date adjusted in observance of Labor Day. City offices will be closed on Monday, September 2, 2024.
[5] Date adjusted in observance of Veteran's Day. City offices will be closed on Monday, November 11, 2024.
[6] Date adjusted due to Thanksgiving. City offices will be closed on Thursday, November 28, 2024 and on Friday, November 29, 2024.
[7] As a result of a short week due to Thanksgiving, the deadline to submit or resubmit applications has been moved up to Monday, November 25, 2024, instead of Wednesday, November 27, 2024.
[8] Date adjusted due to Christmas. City offices will be closed on Tuesday, December 24, 2024 and on Wednesday, December 25, 2024.
APPLICATIONS
# Universal Development Application

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

## PROJECT INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td></td>
</tr>
<tr>
<td>Project Address</td>
<td></td>
</tr>
<tr>
<td>Legal Description</td>
<td></td>
</tr>
<tr>
<td>Geo ID or TAX ID #(s):</td>
<td>Property Platted: YES [ ] NO [ ]</td>
</tr>
<tr>
<td>Current Zoning</td>
<td>Total Acreage:</td>
</tr>
<tr>
<td>Project Description</td>
<td>Total Lots:</td>
</tr>
</tbody>
</table>

## APPLICANT & OWNER INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name</td>
<td>Phone:</td>
</tr>
<tr>
<td>Company Name</td>
<td>Fax #:</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>Email:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Owner</td>
<td>Phone:</td>
</tr>
<tr>
<td>Company Name</td>
<td>Fax #:</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>Email:</td>
</tr>
</tbody>
</table>
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.

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

________________________________________________________
Property Owner (As identified on the Application) / Lienholder Name

________________________________________________________
Owner / Lienholder Address

________________________________________________________
City, ST     Zip

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 Signature ________________________________ Date: _____________________

Document must be dated less than 60 days prior to submittal date.
APPLICATION CHECKLISTS
This checklist is provided to assist you in addressing the minimum requirements for a Rezoning 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. Return this form at the time of application submittal.

Prior to submitting an application, the following must happen:

- The applicant must schedule an appointment to meet with staff and discuss the proposed zoning amendment. Requests are made through the “Pre-Development / Planning Meeting Request Form” on the Planning Department’s website. Meeting Date: ________________________________
- After the initial meeting and upon written request, staff will provide the applicant with a list of property owners within 200 feet of the subject property, and the applicant will mail a notice to said property owners scheduling an in-person neighborhood meeting. The applicant should give a minimum of two week notice for the neighborhood meeting.

All applications shall be accompanied by the following materials:

- A completed Universal Development Application with all required documentation checked off (signed and dated no more than 60 days prior to the submittal date).
- A Letter of Authorization from each property owner. If a company or organization is the property owner, documentation should be included indicating who is the authorized signatory authority for the company (signed and dated not more than 60 days prior to the submittal date).
- If applicable, a Letter of Authorization or Letter of No Objection signed by each lienholder (signed and dated not more than 60 days prior to the submittal date). If a company or organization is the property owner, documentation should be included indicating who is the authorized signatory authority for the company.
- A Title Report or City Planning Letter (dated no more than 6 months prior to the submittal date).
- Documentation of the in-person neighborhood meeting that was held. This should include a copy of the mailed meeting notice, sign-in sheet, minutes, as well as a detailed description of how any concerns that were raised at the meeting will be addressed as part of this application. (The date of the meeting shall not be more than 1 year prior to the submittal date.)
- A letter or statement indicating the following:
  1. The nature of the zoning request.
  2. Details supporting the nature of the request, including the existing / proposed uses with documentation such as exhibits of how the site will be developed.
- Survey or recorded plat of the property that will be subject to the rezone request.
- An electronic copy of all documents in “PDF” format.
- Payment of all applicable fees (Fees are due once application is deemed complete.)

**NOTES:**

1. All Submittals / Resubmittals shall be made via e-mail to Planning@leaguecitytx.gov. See the Planning Department website for the DRC Submittal & Resubmittal dates. All of the required documents must be provided in a single email and be accessible either as attachments, or a link from a file sharing service such as Dropbox. Be mindful, there is an 8 mb limit on the size of files that we can receive via email, so a file sharing service link is the preferred method of delivery.

2. All responses to DRC Comments Letters shall include a written response to staffs’ comments, with each comment followed by a response. Resubmittals will not be accepted without the written response.
<table>
<thead>
<tr>
<th>Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rezone: $1,325</td>
<td></td>
</tr>
<tr>
<td>Public Hearing Notice: $250</td>
<td></td>
</tr>
<tr>
<td>Written Notice Mailings: $1 per mailed written notice</td>
<td></td>
</tr>
</tbody>
</table>

**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 HEREBIN 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.

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: ___________________________

Property Owner’s Signature: ______________________  Date: ________________________
This checklist is provided to assist you in addressing the minimum requirements for a Special Use Permit 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.

Prior to submitting an application, the following must happen:

- The applicant must schedule an appointment to meet with staff and discuss the proposed zoning amendment. Requests are made through the “Pre-Development / Planning Meeting Request Form” on the Planning Department’s website. Meeting Date: ________________________________

- After the initial meeting and upon written request, staff will provide the applicant with a list of property owners within 200 feet of the subject property, and the applicant will mail a notice to said property owners scheduling an in-person neighborhood meeting. The applicant should give a minimum of two week notice for the neighborhood meeting.

All applications shall be accompanied by the following materials:

- A completed Universal Development Application with all required documentation checked off (signed and dated no more than 60 days prior to the submittal date).

- A Letter of Authorization from each property owner. If a company or organization is the property owner, documentation should be included indicating who is the authorized signatory authority for the company (signed and dated not more than 60 days prior to the submittal date).

- If applicable, a Letter of Authorization or Letter of No Objection signed by each lienholder (signed and dated not more than 60 days prior to the submittal date). If a company or organization is the property owner, documentation should be included indicating who is the authorized signatory authority for the company.

- A Title Report or City Planning Letter (dated no more than 6 months prior to the submittal date).

- Documentation of the in-person neighborhood meeting that was held. This should include a copy of the mailed meeting notice, sign-in sheet, minutes, as well as a detailed description of how any concerns that were raised at the meeting will be addressed as part of this application. (The date of the meeting shall not be more than 1 year prior to the submittal date.)

- A letter or statement indicating the following:
  1. The nature of the request for a Special Use Permit.
  2. Supporting detailing the nature of the request, and existing and proposed uses. Supporting documentation shall include Site Plan, Elevations, Landscape Plan, Free Standing Signage Plans, and renderings/illustrations of the proposed site at ultimate build-out. If project is to be phased, identify phasing on the plans.
  3. The nature of the zoning request with any proposed exhibits showing how the site will be developed. (Rezone with SUP only.)

- Survey or recorded plat of the property/site that will be subject to the SUP.

- An electronic copy of all documents in “PDF” format.

- Payment of all applicable fees (Fees are due once application is deemed complete.)

NOTES:

1. All Submittals / Resubmittals shall be made via e-mail to Planning@leaguecitytx.gov. See the Planning Department website for the DRC Submittal & Resubmittal dates. All of the required documents must be provided in a single email and be accessible either as attachments, or a link from a file sharing service such as Dropbox. Be mindful, there is an 8 mb limit on the size of files that we can receive via email, so a file sharing service link is the preferred method of delivery.

2. All responses to DRC Comments Letters shall include a written response to staffs’ comments, with each comment followed by a response. Resubmittals will not be accepted without the written response.
Select the type of plan that applies to your submittal:

- **Special Use Permit (SUP)**
  
  Requested Use: __________
  
  Request to allow certain use of land, building or structure where adequate measures can be taken to assure compatibility in a zoning district as permitted by the Unified Development Code (UDC). Approval authority – Planning and Zoning Commission (P&Z); Historic Commission (HC) if in Historic District; and City Council.

- **Rezone with SUP**
  
  Request to rezone a property inclusive of a request for a Special Use Permit to allow a specific use on the land. Approval authority – Planning and Zoning Commission (P&Z); Historic Commission (HC) if in Historic District; and City Council.

- **Communication Towers**
  
  Request for erection or modification in height of communication tower or structure. Approval authority – Planning and Zoning Commission (P&Z); Historic Commission (HC) if in Historic District; and City Council.

- **Excavations for Quarries, Mines, Etc.**
  
  Request for construction of quarry, mine, sand, or gravel pit; or excavation for the purpose of removing, screening, crushing, washing, or storing of dirt, sand, ore, clay, stone, gravel, or similar materials. Approval authority – Planning and Zoning Commission (P&Z); Historic Commission (HC) if in Historic District; and City Council.

- **Pipelines/ Production (Oil & Gas)**
  
  Request to lay, re-lay, repair, reroute, construct, install or build a line or pipe to transport materials. Approval authority – Planning and Zoning Commission (P&Z); Historic Commission (HC) if in Historic District; and City Council.

### Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Use Permit</td>
<td>$1,050</td>
</tr>
<tr>
<td>Rezone with SUP</td>
<td>$1,850</td>
</tr>
<tr>
<td>Communication Towers</td>
<td>$1,050</td>
</tr>
<tr>
<td>Excavations (for Quarries, Mines, etc.)</td>
<td>$1,050 plus $11 per acre</td>
</tr>
<tr>
<td>Pipelines/Production (Oil &amp; Gas)</td>
<td>$2,100</td>
</tr>
<tr>
<td>Public Hearing Notice Fee</td>
<td>$250</td>
</tr>
<tr>
<td>Written Notice Mailing Fee</td>
<td>$1.00 per mailed notice</td>
</tr>
</tbody>
</table>

**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.

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: ___________________________

Property Owner’s Signature: ___________________________ Date: ___________________________
PLANNED UNIT DEVELOPMENT / AMENDMENT CHECKLIST

Project Name: ________________________________________________

This checklist is provided to assist you in addressing the minimum requirements for a Planned Unit Development or Planned Unit Development Amendment Request 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.

Prior to submitting an application, the following must happen:

- The applicant must schedule an appointment to meet with staff and discuss the proposed zoning amendment. Requests are made through the “Pre-Development / Planning Meeting Request Form” on the Planning Department’s website (www.leaguecity.com/Planning). Meeting Date: ______________________
- After the initial meeting and upon written request, staff will provide the applicant with a list of property owners within 200 feet of the subject property, and the applicant will mail a notice to said property owners scheduling an in-person neighborhood meeting. The applicant should give a minimum of two week notice for the neighborhood meeting.

All applications shall be accompanied by the following materials:

- A completed Universal Development Application with all required documentation checked off (signed and dated no more than 60 days prior to the submittal date).
- A Letter of Authorization from each property owner. If a company or organization is the property owner, documentation should be included indicating who is the authorized signatory authority for the company (signed and dated not more than 60 days prior to the submittal date).
- A Letter of Authorization or Letter of No Objection signed by each lienholder (signed and dated not more than 60 days prior to the submittal date). If a company or organization is the property owner, documentation should be included indicating who is the authorized signatory authority for the company.
- A Title Report or City Planning Letter (dated no more than 6 months prior to the submittal date).
- Documentation of the in-person neighborhood meeting that was held. This should include a copy of the mailed meeting notice, sign-in sheet, minutes, as well as a detailed description of how any concerns that were raised at the meeting will be addressed as part of this application. (The date of the meeting shall not be more than 1 year prior to the submittal date.)
- A copy of the proposed Planned Unit Development (PUD) document / amendment addressing the proposed development, including exhibits, but not limited to:
  - Conceptual / Master Land Use Plan
  - Utility Plan(s) (Water, Wastewater, Drainage, Roadways, Overhead Electrical, etc.)
  - Parks Amenities (if applicable)
- An electronic copy of all documents in “PDF” format.
- Payment of all applicable fees (Fees are due once application is deemed complete.)

NOTES:

1. All Submittals / Resubmittals shall be made via e-mail to Planning@leaguecitytx.gov. See the Planning Department website for the DRC Submittal & Resubmittal dates. All of the required documents must be provided in a single email and be accessible either as attachments, or a link from a file sharing service such as Dropbox. Be mindful, there is an 8 mb limit on the size of files that we can receive via email, so a file sharing service link is the preferred method of delivery.
2. All responses to DRC Comments Letters shall include a written response to staffs’ comments, with each comment followed by a response. Resubmittals will not be accepted without the written response.
Planned Unit Development /Amendment

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 Commission (HC) if in Historic District; Parks Board for inclusion of residential; and City Council.

<table>
<thead>
<tr>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Unit Development / Amendment: $3,150</td>
</tr>
<tr>
<td>Public Hearing Notice: $250</td>
</tr>
<tr>
<td>Written Notice Mailings: $1 per mailed written notice</td>
</tr>
</tbody>
</table>

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.

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: ___________________________

Property Owner’s Signature: ___________________________ Date: ___________________________
Handbook Last Updated 7/16/2024

Project Name: ___________________________________________________

This checklist is provided to assist you in addressing the minimum requirements for a Master 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 applications shall be accompanied by the following materials:

- A completed Universal Development Application with all required documentation checked off *(signed and dated no more than 60 days prior to the submittal date).*
- A Letter of Authorization from each property owner. If a company or organization is the property owner, documentation should be included indicating who is the authorized signatory authority for the company *(signed and dated not more than 60 days prior to the submittal date).*
- If applicable, a Letter of Authorization or Letter of No Objection signed by each lienholder *(signed and dated not more than 60 days prior to the submittal date).* If a company or organization is the property owner, documentation should be included indicating who is the authorized signatory authority for the company.
- A Title Report or City Planning Letter *(dated no more than 6 months prior to the submittal date).*
- A copy of the Master Plan shall include graphically detailing the land use areas, associated acreages, lot configuration / sizes, and general street connectivity of the master planned and surrounding areas.
- Separate exhibits / overlays showing master drainage / water and wastewater / overhead electrical and other utilities on the subject property.

For Master Plan Revisions provide:

- A detailed description of changes made on the proposed master plan.
- A Land Use Table detailing acreage, lot counts, lot sizes, and a summary of all acreages within the Master Plan area.
- A comparison Land Use Table between the proposed master plan and the:
  a. Concept Plan *(PUDs only)*
  b. Previously approved master plan, if applicable. *(Non-PUDs only)*
- Updated exhibits and overlays based on the revision is being proposed.
- An electronic copy of all documents in “PDF” format.
- Payment of all applicable fees. *(Fees are due once application is deemed complete.)*

**NOTES:**

1. **All Submittals / Resubmittals shall be made via e-mail to Planning@leaguecitytx.gov.** See the Planning Department website for the DRC Submittal & Resubmittal dates. All of the required documents must be provided in a single email and be accessible either as attachments, or a link from a file sharing service such as Dropbox. **Be mindful, there is an 8 mb limit on the size of files that we can receive via email, so a file sharing service link is the preferred method of delivery.**

2. **All responses to DRC Comments Letters shall include a written response to staffs’ comments, with each comment followed by a response. Resubmittals will not be accepted without the written response.**

Select the type of plan that applies to your submittal.

- **Master Plan / Revision (PUD)**
  In association with a previously approved Planned Unit Development Concept Plan or previously approved PUD Master Plan, an overall development plan illustrating location of proposed uses and phasing. **Approval authority – Planning and Zoning Commission (P&Z); Historic Commission (HC) if in Historic District.**
Master Plan/ Revision (Non-PUD)
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 Commission (HC) if in Historic District.

<table>
<thead>
<tr>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Plan / Revision: $1,050</td>
</tr>
</tbody>
</table>

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.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE REVIEWED THE SUBMITAL CHECKLIST AND HAVE INCLUDED THE REQUIRED SUBMITAL 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: ___________________________

Property Owner’s Signature: ___________________________ Date: ___________________________
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.

All applications shall be accompanied by the following materials:

- A completed Universal Development Application with all required documentation checked off *signed and dated no more than 60 days prior to the submittal date*.
- A Letter of Authorization from each property owner. If a company or organization is the property owner, documentation should be included indicating who is the authorized signatory authority for the company *signed and dated not more than 60 days prior to the submittal date*.
- A Letter of Authorization or Letter of No Objection signed by each lienholder *signed and dated not more than 60 days prior to the submittal date*. If a company or organization is the property owner, documentation should be included indicating who is the authorized signatory authority for the company.
- A Title Report or City Planning Letter *dated no more than 6 months prior to the submittal date*.
- A copy of the proposed plat.
- Tree Survey or letter indicating there are no protected trees on the subject property.

All Plat applications that result in plat recordation shall be required to provide the additional materials:

- A copy of the proposed or already recorded Covenants, Conditions, and Restrictions (deed restrictions). See CCR Page in Development Handbook.
- Letters of no objection from the Franchise Utility Companies. See LONO Contacts Page in Development Handbook. *(Not required if provided at the preliminary plat and no easements were revised.)*
- If applicable, letters of no objection from any pipelines crossing the subject property.
- A separate Utility Plan showing water, sewer, wastewater, pipelines, and other utilities on the subject property. *(Not required if the property was previously subject to a preliminary plat and public infrastructure reviewed.)*
- An electronic copy of all documents in “PDF” format.
- Payment of all applicable fees. *(Fees are due once application is deemed complete.)*

**NOTES:**

1. All Submittals / Resubmittals shall be made via e-mail to Planning@leaguecitytx.gov. See the Planning Department website for the DRC Submittal & Resubmittal dates. All of the required documents must be provided in a single email and be accessible either as attachments, or a link from a file sharing service such as Dropbox. Be mindful, there is an 8 mb limit on the size of files that we can receive via email, so a file sharing service link is the preferred method of delivery.
2. All responses to DRC Comments Letters shall include a written response to staffs’ comments, with each comment followed by a response. Resubmittals will not be accepted without the written response.
Select the type of plat that applies to your submittal:

- **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. Preliminary plats involved the need for infrastructure extensions – Planning and Zoning Commission (P&Z), and Historic Commission (HC) 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 Commission (HC) if in Historic District.

- **Preliminary/ Final Plat**
  A combination of preliminary and final plats not being developed in phases (usually involves fewer than 10 lots). Approval authority – Planning and Zoning Commission (P&Z); and Historic Commission (HC) 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 Commission (HC) if in Historic District.

### Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee: Preliminary Plat</td>
<td>$525 plus $11 per lot</td>
</tr>
<tr>
<td>Application Fee: Final Plat</td>
<td>$525 plus $9 per lot</td>
</tr>
<tr>
<td>Application Fee: Preliminary/Final Plat</td>
<td>$1,050 plus $20 per lot</td>
</tr>
<tr>
<td>Application Fee: Replat</td>
<td>$525 plus $5 per lot</td>
</tr>
<tr>
<td>Public Hearing Notice Fee: Residential Replat</td>
<td>$250</td>
</tr>
<tr>
<td>Written Notice Mailing Fee: Residential Replat</td>
<td>$1.00 per mailed notice</td>
</tr>
</tbody>
</table>

### 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.

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: ___________________________

Property Owner’s Signature: ______________________  Date: ________________________
MINOR PLAT, MINOR REPLAT & AMENDING PLAT CHECKLIST

Project Name: ___________________________________________________

This checklist is provided to assist you in addressing the minimum requirements for a Minor Plat or Amending Plat 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.

All applications shall be accompanied by the following materials:

- A completed Universal Development Application with all required documentation checked off (signed and dated no more than 60 days prior to the submittal date).
- A Letter of Authorization from each property owner. If a company or organization is the property owner, documentation should be included indicating who is the authorized signatory authority for the company (signed and dated not more than 60 days prior to the submittal date).
- A Letter of Authorization or Letter of No Objection signed by each lienholder (signed and dated not more than 60 days prior to the submittal date). If a company or organization is the property owner, documentation should be included indicating who is the authorized signatory authority for the company.
- A Title Report or City Planning Letter (dated no more than 6 months prior to the submittal date).
- A copy of the proposed plat.
- A copy of the previously recorded plat (if a minor replat or amending plat).
- Survey of property showing all existing improvements.
- A separate Utility Plan showing existing water, sewer, wastewater, pipelines, and other utilities on the subject property.
- If applicable, letters of no objection from any pipelines crossing the subject property.
- Tree Survey or letter indicating there are no protected trees on the subject property.
- An electronic copy of all documents in “PDF” format.
- Payment of all applicable fees. (Fees are due once application is deemed complete.)

NOTES:

1. All Submittals / Resubmittals shall be made via e-mail to Planning@leaguecitytx.gov. See the Planning Department website for the DRC Submittal & Resubmittal dates. All of the required documents must be provided in a single email and be accessible either as attachments, or a link from a file sharing service such as Dropbox. Be mindful, there is an 8 mb limit on the size of files that we can receive via email, so a file sharing service link is the preferred method of delivery.

3. All responses to DRC Comments Letters shall include a written response to staffs’ comments, with each comment followed by a response. Resubmittals will not be accepted without the written response.

Select the type of plat that applies to your submittal:

- **Minor Plat/Minor Replat**
  A plat involving four or fewer lots, fronting on an existing street and not requiring the extension of municipal facilities. Approval authority – City Planner.
Amending Plat
A plat involving the correction of errors in the previous plat or for the reconfiguration or deletion of existing lot lines as described by V.T.C.A., Local Government Code § 212.016. Approval authority – City Planner.

<table>
<thead>
<tr>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee: $325 (Minor Plat/Minor Replat)</td>
</tr>
<tr>
<td>Application Fee: $525 plus $5 per lot (Amending Plat)</td>
</tr>
</tbody>
</table>

**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 HEREBIN 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.

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:** ___________________________

**Property Owner’s Signature:** ___________________________  **Date:** ___________________________
ZONING BOARD OF ADJUSTMENTS
CHECKLIST

Project Address: ____________________________________________________

This checklist is provided to assist you in addressing the minimum requirements for a Zoning Board of Adjustments 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. Return this form at the time of application submittal.

All applications shall be accompanied by the following materials:

- A completed Universal Development Application with all required documentation checked off (signed and dated no more than 60 days prior to the submittal date).
- A Letter of Authorization from each property owner. If a company or organization is the property owner, documentation should be included indicating who is the authorized signatory authority for the company (signed and dated not more than 60 days prior to the submittal date).
- A Letter of Authorization or Letter of No Objection signed by each lienholder (signed and dated not more than 60 days prior to the submittal date). If a company or organization is the property owner, documentation should be included indicating who is the authorized signatory authority for the company.
- A Title Report or City Planning Letter (dated no more than 6 months prior to the submittal date).
- A letter or statement detailing the following:
  1. The nature of the variance request
  2. Proposed exhibits on how the site will be developed.
- An electronic copy of all documents in “PDF” format.
- Payment of all applicable fees (Fees are due once application is deemed complete.)

NOTES:

1. All Submittals / Resubmittals shall be made via e-mail to Planning@leaguecitytx.gov See the Planning Department website for the DRC Submittal & Resubmittal dates. All of the required documents must be provided in a single email and be accessible either as attachments, or a link from a file sharing service such as Dropbox. Be mindful, there is an 8 mb limit on the size of files that we can receive via email, so a file sharing service link is the preferred method of delivery.

2. All responses to DRC Comments Letters shall include a written response to staffs’ comments, with each comment followed by a response. Resubmittals will not be accepted without the written response.

Select the type of project that applies to your submittal:

- Variance to Zoning Regulation
  Request to depart from the Unified Development Code (UDC) requirement as permitted when the regulation, if adhered to, would cause practical difficulties, unnecessary hardship, and inconsistency with the general purpose of the Ordinance.

- Variance to Sign Ordinance
  Request to depart from a Sign Ordinance requirement as permitted when the regulation, if adhered to, would cause practical difficulties, unnecessary hardship, and inconsistency with the general purpose of the Ordinance.

- Appeal to Administrative Official’s Decision
  Request to reverse an order, requirement, decision, or determination of an administrative official.
<table>
<thead>
<tr>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee: $325</td>
</tr>
<tr>
<td>Public Hearing Notice: $250</td>
</tr>
<tr>
<td>Written Notice Mailings: $1 per mailed written notice</td>
</tr>
</tbody>
</table>

**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.

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: ________________________________

Property Owner’s Signature: ________________________ Date: ________________________________
FEE SCHEDULE, MATERIALS & TEMPLATES
### SCHEDULE OF FEES - PLANNING

**Last updated March 26, 2024**

#### Appeals & Variances

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council Appeals*</td>
<td>$325*</td>
</tr>
<tr>
<td>City Council Variances</td>
<td>$525</td>
</tr>
<tr>
<td>Subdivision Variance/Buffer Yard Amendment (P&amp;Z Variance)</td>
<td>$350</td>
</tr>
<tr>
<td>ZBA Appeal (Appeal to Administrative Interpretation)*</td>
<td>$325*</td>
</tr>
<tr>
<td>ZBA Variance</td>
<td>$325</td>
</tr>
</tbody>
</table>

#### Plats**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amended Plat</td>
<td>$525 plus $5 per lot</td>
</tr>
<tr>
<td>Preliminary Plat</td>
<td>$525 plus $11 per lot</td>
</tr>
<tr>
<td>Preliminary/Final Plat</td>
<td>$525 plat $11 per lot AND $525 plus $9 per lot</td>
</tr>
<tr>
<td>Final Plat</td>
<td>$525 plus $9 per lot</td>
</tr>
<tr>
<td>Master Plan / Revision (Plat)</td>
<td>$1,050</td>
</tr>
<tr>
<td>Minor Plat / Minor Replat</td>
<td>$325</td>
</tr>
<tr>
<td>Replat</td>
<td>$525 plus $5 per lot</td>
</tr>
<tr>
<td>Plat Extension</td>
<td>$125</td>
</tr>
</tbody>
</table>

#### Master Development Plans, Site Plans, & Revisions

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 acre</td>
<td>$525</td>
</tr>
<tr>
<td>1 – 2.5 acres</td>
<td>$1,050</td>
</tr>
<tr>
<td>2.51 – 5 acres</td>
<td>$1,575</td>
</tr>
<tr>
<td>5.01 – 10 acres</td>
<td>$2,100</td>
</tr>
<tr>
<td>10.01 – 15 acres</td>
<td>$2,625</td>
</tr>
<tr>
<td>Over 15.01 acres</td>
<td>$2,625 plus $125 per acre</td>
</tr>
<tr>
<td>Site Plan Revisions – Not Requiring DRC Review / Approval</td>
<td>$275</td>
</tr>
</tbody>
</table>

#### Planned Unit Developments (PUD’s)

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning &amp; Concept Plan</td>
<td>$3,150</td>
</tr>
<tr>
<td>Zoning &amp; Master Plan</td>
<td>$3,150 AND $1,050</td>
</tr>
<tr>
<td>Master Plan</td>
<td>$1,050</td>
</tr>
<tr>
<td>Concept or Master Plan Revision</td>
<td>$1,050</td>
</tr>
</tbody>
</table>

#### Zoning Applications

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rezone</td>
<td>$1,325 (Add $525 if submitted with a SUP request)</td>
</tr>
<tr>
<td>Zoning Text Amendment</td>
<td>$1,325</td>
</tr>
<tr>
<td>Zoning Verification Letter</td>
<td>$100 per parcel</td>
</tr>
</tbody>
</table>

#### Special Use Permits (SUP’s)

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Use Permits (SUPs)</td>
<td>$1,050</td>
</tr>
<tr>
<td>For Communication Towers</td>
<td>$1,050</td>
</tr>
<tr>
<td>For Excavations</td>
<td>$1,050 plus $11 per acre</td>
</tr>
<tr>
<td>For Pipeline SUP (Oil &amp; Gas)</td>
<td>$2,100</td>
</tr>
<tr>
<td>For Production SUP (Oil &amp; Gas)</td>
<td>$2,100</td>
</tr>
</tbody>
</table>

#### Temporary Use Permit

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning &amp; Zoning Approval</td>
<td>$325</td>
</tr>
<tr>
<td>Administrative Approval</td>
<td>$75</td>
</tr>
</tbody>
</table>

#### Historic Commission

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Appropriateness</td>
<td>$50</td>
</tr>
</tbody>
</table>
Other Permits & Fees

<table>
<thead>
<tr>
<th>Permit</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tree Disposition Permit</td>
<td>$75</td>
</tr>
<tr>
<td>Park Fees</td>
<td>$3,000 per unit in lieu of public park dedication + $3,000 per unit in lieu of private park dedication</td>
</tr>
<tr>
<td>Multiple Review Fee</td>
<td>$200 for the 3rd submittal; $500 for the 4th submittal and any subsequent submittals***</td>
</tr>
<tr>
<td>Public Hearing Notices****</td>
<td>$250****</td>
</tr>
<tr>
<td>Written Notice Mailings****</td>
<td>$1 per mailed written notice****</td>
</tr>
</tbody>
</table>

* Fee to be refunded if appeal is acted upon favorably.
** Costs associated with recording are to be covered by the applicant in addition to review fees and are to be submitted prior to recording. Fees can be found at the corresponding County Clerk’s Office.
***Must be paid with each review submission
****Must be paid before final approvals.

For Oil & Gas related application, permit, maintenance, surety, and penalty fees, see the "Pipeline, Oil, & Gas Fee Table" on the City website.

The City reserves the right to engage an outside consultant to assist with the review of any submitted plans and documents, in which all incurred costs, shall be borne by the applicant.

SCHEDULE OF FEES – RESIDENTIAL & COMMERCIAL BUILDING PERMITS
(Last updated January 23, 2024, Effective March 1, 2024)

<table>
<thead>
<tr>
<th>Residential</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Building Permit - New Single-Family Residence</td>
<td>$0.42/sqft</td>
</tr>
<tr>
<td>Residential Plan Review - New Single-Family Residence</td>
<td>$0.21/sqft</td>
</tr>
<tr>
<td>Duplicate Flood Plan Review - New Single-Family Residence</td>
<td>$0.17/sqft</td>
</tr>
<tr>
<td>Outdoor Structures / Patio Covers / Accessory Structures</td>
<td>$0.75/sqft; min. $150.00</td>
</tr>
<tr>
<td>* fee per structure</td>
<td></td>
</tr>
<tr>
<td>Fences (7ft and over) / Decks</td>
<td>$100.00</td>
</tr>
<tr>
<td>Remodel / Repairs</td>
<td>$150.00</td>
</tr>
<tr>
<td>Generator</td>
<td>$300.00</td>
</tr>
<tr>
<td>Solar Panels</td>
<td>$300.00</td>
</tr>
<tr>
<td>Roof/Window/Exterior Doors/Garage Doors</td>
<td>$150.00</td>
</tr>
<tr>
<td>Siding</td>
<td>$150</td>
</tr>
<tr>
<td>Boathouse/Bulkhead</td>
<td>$300.00</td>
</tr>
<tr>
<td>Driveway/Flatwork</td>
<td>$150.00</td>
</tr>
<tr>
<td>Foundation Repair</td>
<td>$150.00</td>
</tr>
<tr>
<td>Area Drain</td>
<td>$50.00</td>
</tr>
<tr>
<td>Grade/Fill</td>
<td>$50.00</td>
</tr>
<tr>
<td>Culvert</td>
<td>$50.00</td>
</tr>
<tr>
<td>Demolition</td>
<td>$250.00</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>$600.00</td>
</tr>
<tr>
<td>Mobile Home/Construction Trailer</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electrical Permit</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Fee</td>
<td>$62.00</td>
</tr>
<tr>
<td>Meter Loop</td>
<td>$10.00/ea</td>
</tr>
<tr>
<td>Circuit</td>
<td>$10.00/ea</td>
</tr>
<tr>
<td>T-Pole</td>
<td>$25.00/ea</td>
</tr>
<tr>
<td>Temporary Cut-In (TCI)</td>
<td>$25.00/ea</td>
</tr>
<tr>
<td>Transformer (per KVA)</td>
<td>$5.00/ea</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plumbing Permit</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Fee</td>
<td>$62.00</td>
</tr>
<tr>
<td>Fixtures</td>
<td>$5.00/ea</td>
</tr>
<tr>
<td>Water Line</td>
<td>$10.00/ea</td>
</tr>
<tr>
<td>Sewer Line</td>
<td>$25.00/ea</td>
</tr>
<tr>
<td>Backflow Preventer</td>
<td>$25.00/ea</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gas Permit</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Fee</td>
<td>$62.00</td>
</tr>
<tr>
<td>Fixtures</td>
<td>$5.00/ea</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mechanical Permit</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Fee (per unit)</td>
<td>$62.00</td>
</tr>
<tr>
<td>Units over 5 tons</td>
<td>10 per ton over 5T</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Irrigation Permit</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>$100.00</td>
</tr>
<tr>
<td>Commercial</td>
<td>$100.00 plus $25.00 per zone</td>
</tr>
<tr>
<td>After Hours/Same Day Inspection (Emergency Utility reconnect only.)</td>
<td>$50.00 per hour, 2-hr minimum. Due in advance.</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Working Without Permit Fee</td>
<td>Double the cost of the regular permit fees</td>
</tr>
<tr>
<td>Residential Multiple Plan Reviews (* to be charged on each review after the 2nd review)</td>
<td>50% of the permit fee</td>
</tr>
</tbody>
</table>

### SCHEDULE OF FEES – ENGINEERING

*(Last updated January 23, 2024)*

<table>
<thead>
<tr>
<th>Engineering Plan Review Fee</th>
<th>$18,700</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Review Fee</td>
<td>$9,350 (for each review after the second review)</td>
</tr>
<tr>
<td>Inspection Fee</td>
<td>$5,500 / month of construction*</td>
</tr>
</tbody>
</table>

* Payment dependent upon:
1. Estimated construction schedule (Initial payment due no later than Pre-Construction meeting)
2. Time exceeding estimated schedule (Payment due prior to final acceptance of infrastructure)
STANDARD PLAT LANGUAGE
The following language shall be placed on all plats.

CERTIFICATIONS

Planning Certification (Amending and Minor Plats)

This is to certify that the City Planner for the City of League City, Galveston County, Texas, has approved this plat ____________________________________________, in conformity with the laws of the State of Texas and the Ordinances of the City of League City and has authorized the recording of said Plat this _______ day of________________, 20_____.

__________________________________
Kris Carpenter, AICP
Director of Planning
City of League City

Planning and Zoning Commission Certification (Final, Preliminary/Final, and Replats)

This is to certify that the Planning and Zoning Commission of the City of League City, Galveston County, Texas, has approved this plat _____________________________________________, in conformity with the laws of the State of Texas and the Ordinances of the City of League City and has authorized the recording of said Plat this ______ day of________________, 20___.

__________________________________
Kris Carpenter, AICP      Chairperson
Director of Planning      Planning and Zoning Commission
City of League City      City of League City

Notary

THE STATE OF TEXAS        *
*                      COUNTY OF GALVESTON *

BEFORE ME, the undersigned authority, on this day personally appeared ______________ known to me to be the person whose name is subscribed to the above and foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed and, in the capacity, therein and herein set out.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this ______ day of________________, 20___.
Notary Public in and for the
State of Texas
My Commission Expires: _____
Surveyor Certification

This is to certify that I, ________________, a Registered Professional Land Surveyor for the State of Texas, Registration #_________, have platted the above and foregoing subdivision from an actual survey made on the ground and under my direction; that this plat accurately represents the facts as found by that survey made by me, and; that all corners have been, or will be, properly monumented.

______________ (Surveyor Name)  
Registered Professional Land Surveyor (#)

Dedicatory Certification (language in this certification varies by Plat type.)

THE STATE OF TEXAS  
COUNTY OF GALVESTON

THAT ______________(owner’s name) owner of the property subdivided in the above and foregoing plat of ______________ (subdivision name), a Subdivision in the City of League City, Galveston County, Texas, do hereby make and establish said Subdivision according to the lines, lots, building lines, streets, reserves, notations and easements thereon shown and designate said Subdivision as ______________(subdivision name), do hereby dedicate to the City of League City the use of all streets, drives, lanes, water mains, wastewater mains, storm sewer distribution systems, courts, easements, and rights-of-way; do hereby reserve, save, except and hold privately all parks, all water courses, all drainage facilities (including detention ponds), and all common areas as shown here on forever; do hereby waive any claims for damages occasioned by the grades approved for the streets, or occasioned by the alteration of the surface of any portion of the streets to conform to such grades, and; do hereby bind ourselves, our successors, and assigns to warrant and forever defend the title to the land so dedicated.

FURTHER, _____________ (owner’s name), owner of the property Subdivided in the above and foregoing plat of ________________ (subdivision name), do hereby acknowledge that the dedications and/or exactions made herein are proportional to the impact of the subdivision upon the public services required in order that the development will comport with the present and future growth needs of the City of League City.

FURTHER, _____________ (owner’s name), owner of the property Subdivided in the above and foregoing plat of ________________ (subdivision name), do hereby bind ourselves, our heirs, successors and assigns to warrant and forever defend the title to the land so dedicated and to waive any claim, damage or cause of action that we may have as a result of the dedications or exactions made herein.

FURTHER, ______________(owner’s name), owner of the property Subdivided in the above and foregoing plat of ________________ (subdivision name), have complied with, or will comply with, the existing regulations heretofore on file and adopted by the City of League City, Galveston County, Texas.

FURTHER, ______________(owner’s name), owner of the property Subdivided in the above and foregoing plat of ________________ (subdivision name), does hereby grant drainage rights to the City of League City through all the detention Ponds of ______________ Subdivision for the purpose for the conveyance of storm water runoff.

WITNESS my hand in the County of ________________, Texas, this ____ day of ________________, 20__.

TITLE OF OWNER OF PROPERTY

a Texas limited liability partnership

BY:  
__________________________________________  ______________________________________
Signature  Print Name and Title
STANDARD PLAT NOTES

The following notes shall be placed on every plat:

- This property lies in Zone "__", defined by FEMA as areas determined to be _______-year flood plain, as scaled from Flood Insurance Rate Map Community-Panel Number ________, map revised ________.
- The herein subdivided tract or parcel of land lies entirely within the incorporated limits of the City of League City, Texas.
- The herein subdivided tract or parcel of land lies within the ___________ Independent School District.
- In the absence of a drainage study approved by the City of League City, Texas, no Lots within the limits of this subdivision shall have more than 55% of its entire area covered by impervious materials.
- All building lines shall be as per City of League City Unified Development Code.
- In accordance with the City of League City Unified Development Code, all future utilities shall be located underground, except as may be approved by the City of League City.
- All sidewalks shall be installed such that a minimum of one foot (1') clearance is maintained from any utility structure accessible from ground level such as manhole lids, water valves, cleanouts, power poles, meters, etc.
- No pre or post developed Storm Water Flows shall be diverted onto adjacent properties and any historical flow shall be accommodated.
- All Landscaping and Structures, including fences, at intersections shall conform to the City of League City and ASSHTO Site Distance Requirements for Motorists.
- Driveway requirements for the locations, widths, and offset from on intersection and any existing driveways or proposed driveways, shall conform to the most current General Design and Construction Standards of the City of League City.
- There are no existing nor proposed pipelines located within the bounds of this plat.
- (If applicable) There is hereby dedicated an unobstructed aerial easement 5 feet wide upward from a plane 20 feet above the ground adjacent to all utility easements that are designated with aerial easements (U.E. and A.E.) as indicated and depicted. Easements may be fenced by the builder, applicant, or subsequent property owner. The City or utility companies shall have the right to remove said fencing for the purposes of installation, operation, and maintenance into the easements, and shall not bear the responsibility for replacement.
- A Storm Water Quality (SWQ) permit must be obtained before issuance of any construction permits for a structure. All structural or non-structural controls on or for the parcel(s) may not be changed from the plans and technical specifications in the SWQ permit unless the provisions of Section 43-54 of the League City Code of Ordinances have been met.
- This plat does not attempt to amend or remove any covenants or restrictions.
- Provide a note stating what the bearings are based on.
- The maintenance responsibility of any vegetative areas within the rights-of-way adjacent to, or within this plat will be the sole responsibility of the immediately adjacent property owner(s) upon filing of this plat.
COVENANTS, CONDITIONS AND/OR RESTRICTIONS (CCRS)

Section 5.3.4 of the League City Unified Development Code (UDC) requires that all plats must have an accompanying covenant, conditions, and/or restrictions declared for said property that:
(i) establish materials, design and/or architectural standards acceptable to the city's planning director; and
(ii) are recorded in the appropriate county clerk’s office.

Guidelines
It is recommended that all of the requirements are placed at the front of the document. The information below is a reference to what information should be identified within the document.

General Conflict Statement
A statement should be made in the document that in cases of a conflict between the CCRs and any adopted City Ordinance, the more restrictive will apply.

Administration by the Executive Director / Designee
1. No changes to the document shall be made without the written consent of the Executive Director of Development Services for the City of League City, or their designee.
2. Any deviation or variances to the CCRs must be specifically approved by the Executive Director of Development Services for the City of League City, or their designee.
3. Any interpretation of the language within the CCRs will be at the sole discretion of the Executive Director of Development Services for the City of League City, or their designee.

Design / Material
1. A section in the CCRs should include an outline of the building materials proposed to be used within the entire development.
2. The section should outline the types of building materials and percentages to be used.
3. The building materials can be general (i.e. masonry) or specific (i.e. 3-part concrete stucco).

LETTERS OF NO OBJECTIONS (LONO) CONTACTS
Letters of No Objection are required from League City’s five (5) franchise utilities. The contact information for the respective franchises is listed below.

| CenterPoint Energy – Electrical / Natural Gas Operations (3901 Airport Ave., Rosenberg, TX 77471-5403) |
| Plat Review Request | Plat.Review.TX@centerpointenergy.com |
| Frontier Communications (formerly Verizon) (2611 45th Street, Dickinson, TX 77539) |
| Jared Cornelius | Jared.Cornelius@ftr.com | 281-309-1486 |
| Comcast Cable TV (Xfinity) - (7033 Airport Boulevard, Houston, TX 77061) |
| Jeff Weems | Design_Support@comcast.com | 435-224-2356 |
| Texas New Mexico Power Co. (TNMP) (1207 W. Parkwood Ave Friendswood, TX 77546) |
| TNMP_Encroachment_Review@tnmp.com (Inquiries Only) | https://tnmperp.powerclerk.com/ (Requests) |
| Centric (Natural Gas and Fiber Optics - ONLY for Westwood and Samara) (9950 Woodloch Forest Drive, The Woodlands, TX 77380) |
| Richard Bard | Richard.Bard@centric-us.com | 281-252-6700 |
**PUDS: Example of Development Regulations**

Each Planned Unit Development or Planned Unit Development Amendment application will include Development Regulations. The Development Regulations should include any deviation from the *League City Development Codes* and the base zoning district (existing or proposed) for the property. The chart below is provided as the basis for an application, and it is encouraged to add any unlisted deviations from the *League City Development Code*.

<table>
<thead>
<tr>
<th>Proposed Development Regulations</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Zoning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setbacks (Minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Yard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side Yard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side Yard (Corner Lots)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rear Yard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot Width (Minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot Depth (Minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot Area (Minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Height (Maximum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Screening</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open Space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Deviations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PUDS: Example of Land Use Table (PUDs)

Each Planned Unit Development, Planned Unit Development Amendment or Master Plan Revision application will include a Land Use Table. The Land Use Table should include the acreage, zoning district regulations, and density for each land use proposed within the PUD. An example is provided below.

<table>
<thead>
<tr>
<th>Land Use</th>
<th>Zoning District</th>
<th>Acreage</th>
<th>% Gross Acreage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Parkway</td>
<td>RSF-7</td>
<td>70.0</td>
<td></td>
</tr>
<tr>
<td>Landing Boulevard</td>
<td>RSF-7</td>
<td>18.8</td>
<td></td>
</tr>
<tr>
<td>Ervin Street</td>
<td>RSF-7</td>
<td>22.4</td>
<td></td>
</tr>
<tr>
<td>Major Arterial Streets</td>
<td>RSF-7</td>
<td>16.4</td>
<td></td>
</tr>
<tr>
<td>Collector Streets</td>
<td>RSF-7</td>
<td>11.0</td>
<td></td>
</tr>
<tr>
<td>Pipeline Easements</td>
<td>RSF-7</td>
<td>30.5</td>
<td></td>
</tr>
<tr>
<td>Drill Sites</td>
<td>RSF-7</td>
<td>6.8</td>
<td></td>
</tr>
<tr>
<td>Lakes/Detention Areas</td>
<td>RSF-7</td>
<td>131.5</td>
<td></td>
</tr>
<tr>
<td>American Canal</td>
<td>RSF-7</td>
<td>9.4</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td><strong>316.8</strong></td>
<td><strong>26.2%</strong></td>
</tr>
<tr>
<td>Recreation Centers</td>
<td>RSF-5</td>
<td>8.5</td>
<td></td>
</tr>
<tr>
<td>Parks</td>
<td>RSF-5</td>
<td>31.0</td>
<td></td>
</tr>
<tr>
<td>School</td>
<td>PS</td>
<td>15.8</td>
<td></td>
</tr>
<tr>
<td>Public Emergency Services</td>
<td>PS</td>
<td>4.5</td>
<td></td>
</tr>
<tr>
<td>Landscape Areas</td>
<td>RSF-5</td>
<td>43.3</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td><strong>103.1</strong></td>
<td><strong>8.5%</strong></td>
</tr>
<tr>
<td>Commercial</td>
<td>CG</td>
<td>70.1</td>
<td></td>
</tr>
<tr>
<td>Urban Village Commercial</td>
<td>CM</td>
<td>52.6</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td><strong>122.7</strong></td>
<td><strong>10.1%</strong></td>
</tr>
<tr>
<td>Urban Village Apartments</td>
<td>RMF-1.2</td>
<td>22.6</td>
<td></td>
</tr>
<tr>
<td>Townhomes</td>
<td>RMF-2</td>
<td>58.8</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td><strong>81.4</strong></td>
<td><strong>6.7%</strong></td>
</tr>
<tr>
<td>Patio Homes</td>
<td>RSF-5</td>
<td>28.6</td>
<td></td>
</tr>
<tr>
<td>50' X 120'</td>
<td>RSF-5</td>
<td>327.2</td>
<td></td>
</tr>
<tr>
<td>55' X 120'</td>
<td>RSF-5</td>
<td>55.1</td>
<td></td>
</tr>
<tr>
<td>60' X 120'</td>
<td>RSF-7</td>
<td>132.0</td>
<td></td>
</tr>
<tr>
<td>65' X 120'</td>
<td>RSF-7</td>
<td>42.5</td>
<td></td>
</tr>
<tr>
<td>120' X 130'</td>
<td>RSF-7</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td><strong>585.4</strong></td>
<td><strong>48.4%</strong></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td><strong>1209.4</strong></td>
<td><strong>100.0%</strong></td>
</tr>
</tbody>
</table>
PROJECT CHECKLISTS
**PROJECT SUBMITTAL CHECKLISTS**

The following pages represent the detailed checklists designed to represent basic requirements of documents being submitted based on the project category. The intent of these checklists is to expedite the review and minimize the timeframe of a project’s application. They may be revised by City staff to improve the submittal, review, and approval processes.

**REZONE CHECKLIST**

- □ A copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating “Legal Description”. If the property is platted, a copy of the plat should be provided.
- □ Documentation of the required in-person neighborhood meeting in the form of a copy of the meeting notice, minutes from the meeting, and a sign-in sheet from the meeting.
- □ Letter detailing the nature of the zoning request with any proposed exhibits showing how the site will be developed (Site Plan).
- □ North arrow, scale ratio, and scale bar.
- □ Legend, if abbreviations or symbol are used.
- □ Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
- □ Abstract lines, survey lines, and corporate boundaries are correctly shown and clearly labeled.

**PLANNED UNIT DEVELOPMENT / AMENDMENT CHECKLIST**

- □ A copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating “Legal Description”. If the property is platted, a copy of the plat should be provided.
- □ Documentation of the required in-person neighborhood meeting in the form of a copy of the meeting notice, minutes from the meeting, and a sign-in sheet from the meeting.
- □ A statement of how the request is in compliance with the Comprehensive Plan.
- □ Identification of major access points into the development
- □ Development Phasing Schedule
- □ Off-Street Parking
- □ Surrounding Land Uses
- □ Land Use Descriptions/ Development Standards
- □ Site Data Summary Table, including:
  - Proposed Use(s)
  - Existing Zoning District
  - Proposed Zoning District Regulation of each use.
  - Gross Site Area (ac. & sq. ft.)
  - Lot Coverage
  - Maximum Heigh (in ft. & stories/commercial and residential)
- □ For residential development, the Site Data Summary Table should also include the following:
  - Provided Open Space (ac. & %)
  - Total Density (du/ac.)
  - Total Number of Dwelling Units by Type
  - Lot Count by Typical Lot Size
• Minimum Lot Widths

☐ For commercial development, the Site Data Summary Table should also include the following:
  • Required Landscape Area (ac. & %)
  • Provided Landscape Area (ac. & %)
  • Parking Ratio by Use
  • Parking Required
  • Parking Provided

Exhibits

☐ Area Location Map
☐ Project Aerial Map
☐ Project Survey Map
☐ Conceptual Land Use Plan
☐ Illustrative Renderings
☐ Water Overlay
☐ Wastewater Overlay
☐ Stormwater Overlay
☐ Proposed Power Supply Plan
☐ EDU Assignment Plan
☐ Amenity/Park Plan
☐ Landscape/Hardscape Plan

Tree Survey (If Applicable)

☐ Submit Tree Disposition Plan or letter from Certified Arborist, Licensed Surveyor, or Landscape Architect certifying that there are no Protected Trees on the site. *If the Tree Disposition Plan is being revised from a previously submitted plan, note the revision number (i.e. Revision Number 1 or Revision Number 2, etc.).*

☐ Tree Disposition Plan shall include an exhibit showing location of all Protected Trees in Section 7.2.2. of the Unified Development Code for field verification with proposed lot lines, easements, streets, and any other activities that may impact a protected tree and/or its roots.

☐ Overlay shall include all structures and footprints of driveways, parking, sidewalks, utilities, and easements or any other activities that may impact a Protected Tree and/or its roots.

☐ Include a table indicating the species of trees, the size (in caliper inches) of each tree to be removed or planted and to remain.

☐ Each tree shall have a unique number (example—trees preserved P-1 through 99, trees to be removed R-1 through 99) to identify each individual tree.

☐ The table should also show the following totals: total number of protected inches on site, total number of protected inches to removed (and also as a percentage), and total protected inches to remain.

☐ Drawings shall have a north arrow, engineering scale, location map, and the stamp of the registered surveyor who performed the inventory.

☐ The drawing shall illustrate the protective fencing planned for construction.

☐ Dead, dying, or damaged trees should be labeled as such for a follow-up inspection prior to removal.

☐ Neither replacement trees nor additional trees shall be located in utility easements.

☐ Plan shall state applicant’s name, the name of development, which trees are being preserved and which trees are proposed for removal, and calculations indicating what percentage is being preserved and what percentage is being proposed for removal.
MASTER PLAN (PUD / NON-PUD) CHECKLIST

☐ Location/vicinity map indicating scale or not to scale (NTS) and provide north arrow.
☐ The outline of the tract that is proposed to be subdivided, with boundary dimensions.
☐ Site Data Summary Table, including:
   • Proposed Use(s)
   • Existing Zoning District
   • Gross Site Area (ac. & sq. ft.)
   • Lot Coverage
☐ A chart detailing the proposed uses of all restricted reserves with the acreage of each.
☐ The location of any existing or proposed streets shown on the plan.
☐ Identification of pertinent school district and boundary lines.
☐ Identification of the floodplain and boundary lines.
☐ Exhibits or overlay showing, water, sewer, stormwater drainage overlay of plan view with existing topographic contours, areas to be filled, and drainage areas outlined if not previously submitted with a master plan.
☐ Traffic layout showing internal connecting drives and curb cuts.
☐ Master Plan Revisions
   • Include a detailed description of the proposed changes to the Master Plan and why they are being changed.
   • Include any updated exhibits that have changed as a result of the proposed master plan.
   • Include a comparison Land Use Table between the proposed master plan and the:
     a. Concept Plan (PUDs only)
     b. Previously approved master plan, if applicable. (Non-PUDs only)

ZONING BOARD OF ADJUSTMENTS (ZBA) CHECKLIST

☐ A letter or statement detailing the nature of the variance request with proposed exhibits supporting the request.

SPECIAL USE PERMIT (SUP) CHECKLIST

☐ A copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating “Legal Description”. If the property is platted, a copy of the plat should be included.

Zoning Information

☐ The name or names, address, and phone number of the owner, developer, engineer, and/or surveyor.
☐ Documentation of the required pre-application meeting in the form of a copy of the meeting notice, minutes from the meeting, and a sign-in sheet from the meeting.
☐ Location/vicinity map showing the location of the proposed SUP. Indicate scale and provide north arrow.
☐ Abstract lines, survey lines, and corporate boundaries are correctly shown and clearly labeled.
☐ Statement from the applicant identifying / showing what development requirements will be exceeded with the proposed SUP.

SUP Site Plan / Landscape Information

☐ Site Data Summary Table, including:
   • Proposed Use(s)
• Existing Zoning District
• Gross Site Area (ac. & sq. ft.)
• Required Landscape Area (ac. & %)
• Provided Landscape Area (ac. & %)
• Type of plantings used
• Lot Coverage
• Parking Ratio per Use
• Parking Required
• Parking Provided
• Maximum Height (in ft. and stories)
• Setbacks (front, side interior, side street, and rear)

□ Dumpster and trash compactor locations and screening.
□ Existing/proposed overhead utility lines.
□ Proposed location of pad-mounted transformer
□ Landscape Buffers

Building Elevations
□ Elevations, from each direction, of the existing and/or proposed building(s).
□ Label the maximum building height per elevation.
□ Include the cardinal direction (north, south, east, or west) in the label for each elevation.
□ Label each building material.
□ A building material table, per elevation, that includes the square foot and percent of each building material. Please do not include glazing, doors, roofs, or awnings.

COMMERCIAL BUILDING PERMIT CHECKLIST & REQUIREMENTS

Development plan submittal format notes/instructions:
□ All site development plan submittals, including revisions, shall be submitted to the Building Department as part of the commercial building permit through the CSS Online Portal.
□ To reduce the number of times site development plans, go through the review process, plans that are clearly incomplete or illegible will be returned to the design professional of record with general review comments.
□ Digital PDF Files are required. Site Drawing to standard engineer’s scale (maximum scale: 1” = 100’), Building Drawings to standard architectural scale. Commercial building plans shall be one complete PDF file, including all requested pages.
□ Record Sets: All sets sealed and signed by the professional (engineer, surveyor, and/or architect) of record as appropriate.
□ The applicable fee shall be paid at the time of submittal. Failure to pay the fee with the submittal will result in rejection of the application.
□ The below sheets shall be provided in each submittal packet. Failure to provide the minimum sheets listed below will result in rejection of the application.

Application Requirements
□ A fully completed Commercial Building Permit Application.
□ Payment of all applicable fees (see Schedule of Fees).
□ An electronic copy of the required exhibits in PDF format consolidated into one document.
Design must comply with City of League City Building Codes. ICC and NEC Codes as adopted.

**Submittal Checklist**

**Cover Sheet**
- Project Title
- Vicinity Map (with North arrow) and project location depicted.
- Project Address
- Sheet index listing **ALL** sheets within the commercial building permit.
- Signature block for City’s approval.
- Design firm’s logo and name, phone number, fax number, email address, physical address and mailing address and an Engineer’s Seal pending review status.
- Clearly state the proposed use on the title page.

**Civil Plans**
- General and Construction Notes
  - These notes are location and job specific. If adding City infrastructure, use the notes from the City’s website. Any other use of these notes is at the user’s liability.
  - As necessary, add sheet specific notes within the plan set where applicable, i.e. high danger areas, water, and sewer crossing, etc.
- Plat and Survey (Sealed by Registered Professional Land Surveyor)
  - A recorded plat shall be provided with the commercial building plans.
  - A survey should be provided if there are any improvements located on the site.
  - Current (within the past 18 months) boundary and topographic survey.
  - A tree survey and inventory and disposition plan, or letter from Certified Arborist, Licensed Surveyor, or Landscape Architect certifying that there are no Protected Trees on the site.
- Demolition Plan
  - Show all existing structures and trees to be removed.
- Overall Site Plan
  - Provide final copies certified and dated by a Registered Professional Land Surveyor and/or Licensed Professional Engineer, registered to practice in the State of Texas.
  - Provide a parking table that shows what is required, (based on applicable use per zoning code), and what is being provided.
  - Provide a housing unit table for multi-family developments.
  - Depict, label, and dimension all: property lines; existing and proposed easements; existing and proposed rights-of-way; existing and proposed structures; existing and proposed driveways, driving lanes, and curb returns; existing and proposed parking areas (with spaces numbered).
  - Depict, label, and dimension all existing sidewalks or proposed sidewalks. Refer to Master Trails Plan for additional requirements when adjacent to a proposed trail. Where sidewalks do not exist, sidewalks shall be installed along all opened road rights-of-ways, unless otherwise directed by the Development Review Committee.
  - Depict and label the location of the FEMA Hazard zones with a note specifying the effective firm panel utilized, if applicable.
  - Provide Finish floor elevation and FEMA Hazard’s BFES (Base flood elevations) with source.
  - Provide a note stating, “All proposed utilities shall conform to the League City Subdivision and Development Regulations, including electrical service that is required to be installed underground.”
  - Depict the location and required screening of the trash receptacles and all mechanical equipment.
• Provide a calculation of the impervious coverage on the site (Article III, Zoning Regulations).
• Label a typical parking space as 9’x19’ with a 25’ drive aisle.
• Alignments of all public proposed infrastructure (as applicable).

☐ Drainage Plan
• Provide regional and sub-regional drainage area maps showing capacity and conveyance paths for existing and proposed development for NFIP 1% and 0.2% events.
• Graphically depict (with dimensions, sizes, and material types) and label all existing or proposed public or private storm sewer lines and appurtenances.
• Provide drainage calculations and mapping showing no adverse development impacts to the NFIP 1% and 0.2% WSEs.
• Depict and label the NFIP hazard zone boundaries with a note specifying the effective firm panel utilized.
• Provide inundation maps for the FEMA 1% and 0.2% events.
• Provide Finish floor elevation and FEMA Hazard’s BFEs (Base flood elevations) with source.

☐ Utilities Plan
• Graphically depict (dimension, size) and label all existing or proposed public and private infrastructure components (i.e. all water, sanitary sewer, and storm, water meters and service tap, backflow prevention devices, etc.)
• Meters must be located within the right-of-way or dedicated easement, with the customer’s edge of the meter at the right-of-way line or easement line. Meters must be on separate taps (two meters cannot wye off of a single tap.). A reduced pressure backflow device (a.k.a. RPZ) is required on all domestic commercial services and shall be located after the meter (on private property).
• Provide location of the fire backflow preventer.
• All proposed and existing easements (with Volume/Page).
• A sanitary sewer clean-out will be installed within the right-of-way or easement (As applicable any use of an existing sewer service connection may be required to be reconstructed to current standards if not found to be in usable condition).
• Public utilities located under pavement on private property shall be centered within a minimum 10-foot-wide easement with construction break-out joints at the easement lines. When constructing new public water and sewer force mains on private property, all joints and fittings on public water lines and public sanitary sewer force mains shall be mechanically restrained.
• Sanitary sewer taps into manholes shall be core-cut, with a call-out on the plans as same; taps onto existing mains shall be with gasketed saddles, unless existing pipe material precludes it.
• On site water lines for fire protection shall be private and labeled as such with a double detector backflow prevention device on the customer’s side of the right-of-way or easement line.
• A fire protection plan sheet shall be prepared by a certified fire protection specialist/engineer and submitted as a part of the plans.
• Sanitary Sewer / Pretreatment: Businesses with food preparation and/or service, automotive interior and exterior cleaning, and pet grooming shall provide the appropriate pretreatment devices along with a sample well. The location of these devices should be shown on the utility/plumbing site plans. Details of these pretreatment devices shall be provided either on the same sheet or on the detailed pages. Some commercial establishments (such as photo shops, dentists, drug stores) may only require a sample well to be installed and shall be addressed on a case-by-case basis. It should also be noted that these systems should be plumbed separately from the sanitary facilities within the same building.

☐ Photometric Plan
• Show proposed light levels over the entire property and extended beyond the property line a minimum of three (3) feet to verify that proposed light levels show no light trespass at property lines abutting rights-of-way and residential properties.

☐ SWPPP
• Provide a north arrow on the plan set.
• Provide a note stating, “The Owner and General contractor including subcontractors involved with this project
will need proper site notices from TCEQ. Post the site notices from TCEQ on site where it is safely and readily available for viewing by the general public, local, state, and federal authorities, prior to commencing construction, and maintain the notice in that location until completion of the construction activity.”

- Provide a note stating the primary and secondary operator’s information.
- If Owner and contractors are sharing the SWPPP, a note stating such must be added to the plan.
- Provide a note stating who the MS4 operator will be.
- A Storm Water Quality Permit from League City will be required for construction projects that are 5 acres or more, this will be required before Building permits are issued. You can get this form from the City Stormwater Coordinator.
- Provide legend that includes all construction BMP’s (silt fencing, inlet protection, construction entrance, concrete washout, post-BPM’s, and any other protection). Only reinforced silt fencing can be used on projects and SAND/GRAVEL BAGS ARE NOT ALLOWED for inlet protection.
- The owner/operator of all post-construction BMP’s must have structural control devices inspected annually by a Texas Registered Professional Engineer and file a Permittee Certification of Proper Maintenance with the City annually.
- A note specifying existing and post construction BMPs as to where they are located, the type, and maintenance responsibility.
- Provide a note on seeding/sod/hydro mulch: how it will be maintained, 80% coverage must be established, etc.
- Must show location of protected inlets & ditches outside of property/project. [Informational: Reference the General Permit TXR 150000 for additional information]

☐ Landscape Plan

- Final copies shall be prepared by a landscape designer, licensed landscape architect, or other qualified individual.
- Provide a landscape table that shows what is required and what is being provided. This should include number of plantings, parking lot trees, buffer yards, and total % of landscape area. (Note: the bottom area of storm drainage detention facilities shall not be included as area counted towards the project’s required landscaping)
- Provide a proposed planting schematic, with a plant/tree list or legend (including common and scientific names, quantities, sizes, and spacing).
- Depict and label the species and size of all existing trees greater than 1.5-inch caliper, showing which trees are proposed for removal or retention.
- Plant materials shall be labeled and drawn to scale for size at maturity.
- Show all underground utilities, easements, water meters, electrical boxes, cleanouts, etc.
- Large landscaping features (trees) shall not be placed over public utilities or within their easements and rights-of-way.
- Details sheets, as applicable.

☐ Building Elevations

- Provide the following note on the page, “All exterior ground, building, and rooftop mechanical equipment shall be screened from public view on all sides. Equipment to be screened includes, but is not limited to heating, air conditioning, refrigeration equipment, plumbing line, ductwork, transformers, and meter banks. Screening materials may be solid, concrete, wood, landscaping, or other opaque material that is compatible with the building architecture and effectively screens mechanical equipment so that it is not visible from a public street or adjoining lot. Rooftop equipment may be screened using enclosure, partial screens, or parapet walls.”
- Provide a calculation of material types for each elevation.
- Clearly label the materials being used on each elevation.
- Provide Finish floor elevation and FEMA Hazard’s BFEs (Base flood elevations) with source.

☐ Fire Management Plan

- An RME-G or Registered Engineer must stamp and sign the submitted sheet(s). Fire service sprinkler mains and features must have an original RME-G or Registered Engineer signature to validate the Fire Management Plan.
Stamped or copy signatures are not acceptable.

- Depict closest roadways to the proposed and existing building on the site plan.
- Clearly indicate the location of all fire lanes on the property.
- Locations of all existing and new proposed fire hydrants for the site.
- Depict the travel distance (in feet) from the closest fire hydrant, which is measured from the fire hydrant to the furthermost corner of the proposed main structure. This distance must be measured as fire hose would be laid on a hard surface to the furthermost corner of the building.
- Indicate the size of all water mains.
- If the building has an existing fire sprinkler system or a proposed new system show the location of the Remote FDC location(s)
- Provide the size and location of the fire sprinkler service main into the building.
- Provide Back Flow Preventer vault and location to the site plan.
- Provide the riser room location within the proposed building with the sprinkler risers and FDC locations.

Architectural Plans
- Building Floorplans
  - Plans should be drawn to a standard architect’s scale, including all floors, and labeling of all uses by area.
- Cross Sectional Drawings and Details
- Interior Elevations
- Roof Plans
- Wall Details
- Reflected Ceiling Plan
- Fire Rated Construction Details
- Smoke Detector Locations and Carbon Monoxide Detectors

Mechanical Plans
- Layout for HVAC and Ducts
- Equipment Schedule
- Structural Support and Attachment Details
- Roof Access Details
- Fire/Smoke Damper Locations
- Mechanical Room Details
- Fuel Gas Piping Plan
- Refrigeration Equipment and Piping Plan
- Fume/Vapor Hood Plan
- Kitchen Equipment Plan
- Kitchen Equipment and Hood Elevations
- Shaft and Wall Construction
- Cross Sections though Hoods, Ducts and Shafts
- Hood/Grease Extractor Listing Documentation

Structural Plans
- Foundation Plan
- Floor/Roof Plan
Each set of design plans could have the same rudimentary utility details. The list below is a minimal list. The design professional is responsible for the determination of any and all details necessary for construction of his plans. The City may require that City pre-approved details, which may be found on the Engineering Department’s website. It is understood that not every detail fits every situation therefore altered or totally new designed details may be submitted for review. The City may require additional details to provide better understanding of plans.

- Water Tap and Meter Detail, (sized by Design Engineer)
- FDC vault details.
- Thrust blocks, pipe details, connections of all water mains, and FDC connections.
- Sanitary Sewer Service Tap and Lead Detail with Clean-out for Wastewater (min. size to be 6”)
- Storm Water Pollution Prevention Plan Details (SWPPP)
- Sidewalk and ADA Ramp Details
- Storm Water and Post Construction TPDES Phase II details
- Curb and Street Cut details for driveway connection to City or State Roads. Details for connections to City roads can be found on the City’s ftp site under League City Utility & Traffic Details. Connections to State roads shall be covered by TxDOT’s detail sheet(s) of current revision.
- Traffic Control Details.

Other Documents (if applicable)

- Traffic Impact Assessment (TIA). At a minimum the TIA forms shown on our website should be submitted with the initial package submittal.
- Completed Availability of Utility Service Request.
- TCEQ Notification
  - For sites 1 to 5 acres a TCEQ “Small Construction Site Notice” form must be completed and submitted to City prior to the site pre-con meeting.
  - For sites larger than 5 acres a “NOI” must be submitted to TCEQ with a copy provided to the city prior to the site pre-con meeting.
□ A Storm Water Quality Management Plan (SWQMP) is required with a permit. An example SWQMP, forms, and permit can be found on the City’s website.
□ Plan/profile drawings for public infrastructure extensions, if any, submitted to the Engineering Department. The site plans and public infrastructure plans should reference each other.
□ Flood Impact Assessment (FIA) and/or master drainage plan, depending upon the development’s size and phasing.
□ Phase 1 Environment Assessment.
□ If pipelines cross the site, copies of letters from pipeline companies approving plans, prior to approval of public infrastructure plans.
□ Texas Department of Transportation permits for drainage, driveways, and utility work if applicable. Driveway and road connecting to TxDOT highways will first need the approval of the City’s Traffic Engineer. The approved permits are required to be submitted prior to the site pre-con meeting.
□ US Army Corps of Engineers permits or documentation showing the permits have been applied for, if applicable.
□ Historic Commission approval
□ Parks Board approval
□ Stamp Comcheck Report
□ Copy of TDLR
□ Asbestos Report for any Remodel

PRELIMINARY PLAT, FINAL PLAT, REPLAT CHECKLIST

□ A title block with:
  • “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
□ North arrow, scale ratio, and scale bar, drawn to a scale of one-inch equals one hundred feet or larger.
□ Drawn to a scale of one-inch equals one hundred feet or larger
□ 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.
□ Location/ vicinity map indicating scale or not to scale (NTS) and provide north arrow.
□ 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.
□ The systematic assignment of numbers to lots and blocks.
□ The location of floodplain boundaries and state or federally protected areas, such as wetlands are indicated.
□ 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:
  • Curve number
  • Delta
  • Radius
  • Tangent length
• Tangent offset
• Arc length
• Chord
• Chord direction

☐ A metes and bounds description.
☐ All survey monuments.
☐ Standard Plat Language and Plat Notes.
☐ Location of property lines, owner or subdivision name(s) and recording information of abutting properties within 200-feet.
☐ Galveston County recordation information for any easements or delineations recorded by separate instrument.
☐ Survey of property showing all existing improvements.
☐ The outline of the tract that is proposed to be subdivided, with boundary dimensions.
☐ Water and Wastewater Overlays
☐ 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.
☐ Tree disposition plan
☐ A chart detailing the lot #, address, area, and finished floor elevation of all lots within the subdivision. (Final Plat)
☐ A chart detailing the proposed uses of all restricted reserves with the acreage of each.
☐ The location and width of any existing or proposed streets shown on the plat.
☐ 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.
☐ Vertical Control Monuments are to have 1,000-foot maximum spacing. All elevations should be based on the current National Geodetic Survey.
☐ Traffic Impact Analysis (TIA), if applicable.
☐ Overlay showing location of streetlights.
☐ 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.
☐ Utility Company Statements that easements are acceptable to provide service and no other easements are necessary or required (LONO)
☐ Recordation information identified as either Deed Records (DRCCT), Plat Records (PRCCT), or Official Property Records (OPRCCT)
☐ A chart detailing the square-footage of all lots within the subdivision.
☐ Identification of pertinent school district and boundary lines.
☐ HOA/BOA formation documents if a common area or property will be within the boundaries of the plat.
☐ Deed Restrictions, Covenants and Restrictions
☐ Private Streets Agreement (if applicable)
☐ Park Fees (if applicable)
For Replats

☐ All requirements for the Final Plat, above.
☐ A copy of the preceding plat. All land from the preceding plat must be included in a replat.
☐ A purpose statement, on the plat, that summarizes the proposed revisions.
☐ Proposed revisions shall be shown on the replat with the previous plat configuration ghosted in.

MINOR PLAT, MINOR REPLAT & AMENDING PLAT CHECKLIST

☐ A title block with:
  • “Minor Plat OR Amending Plat”
  • Subdivision name, lot, block
  • Acreage
  • Number of lots (if residential project, residential and HOA lots)
  • Survey name and abstract
  • City of League City, Galveston County

☐ North arrow, scale ratio, and scale bar, drawn to a scale of one-inch equals one hundred feet or larger.
☐ The systematic assignment of numbers to lots and blocks.
☐ The location of floodplain boundaries and state or federally protected areas, such as wetlands are indicated.
☐ 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:
  • Curve number
  • Delta
  • Radius
  • Tangent length
  • Tangent offset
  • Arc length
  • Chord
  • Chord direction

☐ A metes and bounds description.
☐ All survey monuments.
☐ Standard Plat Language and Plat Notes.
☐ Location of property lines, owner or subdivision name(s) and recording information of abutting properties within 200-feet.
☐ Stormwater drainage overlay of plan view with existing topographic contours, areas to be filled, and drainage areas outlined. \Water and Wastewater Overlays
☐ Galveston County recordation information for any easements or delineations recorded by separate instrument.
☐ Survey of property showing all existing improvements.
☐ Location/vicinity map indicating scale.
☐ The outline of the tract that is proposed to be subdivided, with boundary dimensions. \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.

☐ Tree disposition plan or letter indicating there are no protected trees on-site.
☐ A chart detailing the lot #, address, area, and finished floor elevation of all lots within the subdivision.
☐ A chart detailing the proposed uses of all restricted reserves with the acreage of each.
☐ The location and width of any existing or proposed streets shown on the plat.
☐ The location of floodplain boundaries and state or federally protected areas, such as wetlands are indicated.
☐ 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. Utility Company Statements that easements are acceptable to provide service and no other easements are necessary or required.
☐ If a minor replat or amending plat, provide a copy of the previously recorded plat.
☐ If an Amending Plat, a statement on the plat should indicate the purpose of the plat.
☐ HOA/BOA formation documents if any common area or property will be within the boundaries of the plat.
☐ Deed Restrictions, Covenants and Restrictions
☐ Park Fees (if applicable)

**TREE DISPOSITION PERMIT**

**Submittal Checklist**

☐ A copy of the deed and a title report.
☐ An electronic copy of the required exhibits in “PDF” format
☐ Supporting details describing the reason of the tree(s) is/are being removed.
☐ For removal of unhealthy or damaged tree(s) – Submit a survey of property showing general location of tree(s) to be removed. Tree mitigation may still be required for commercial and multi-family property.
☐ For removal of tree(s) for reason other than damage – Submit a Tree Disposition Plan for mitigation.
☐ Provide a listing of Protected Trees on the property in addition to identifying the total caliper inches on the property, the total caliper inches (Preserved) on the property, and the total caliper inches (Removed) on the property.
EXAMPLE OF REQUEST TO POSTPONE ITEM

This request will be at the discretion of the appropriate body (e.g., Planning and Zoning Commission or City Council).

[Date]

City of League City
Planning and Development Department
300 W. Walker St.
League City, TX 77573

RE: Request to Postpone Zoning or Specific Use Permit Request

{Case Manager}:

As the applicant and/or representative of (insert case name), I hereby request that this case be postponed by the Planning and Zoning Commission/City Council (include appropriate body) to their (insert date) meeting. I request that the item be postponed until the [date] Planning and Zoning Commission Regular Meeting/City Council Regular Meeting (include appropriate body).

Sincerely,

Insert Name