

Proposed Subdivision Ordinance

Planning Board Briefing

April 16, 2008



Background Information

- City staff identified need for comprehensive review and update of the existing Subdivision Ordinance
- The existing ordinance has been modified on several occasions but no comprehensive update since its original adoption

Goals

- Develop New Subdivision Regulations which:
 - Are in Conformance with the Texas Local Gov't Code
 - Contain "Best Practices"
 - Implement Desired Development in Texas City
 - Provide for an Efficient Review and Approval Process
 - Allow for Flexibility when Necessary

Components of the Draft Ordinance

- Article I. General
- Article II. Administration
- Article III. Platting Procedures
- Article IV. Design Standards
- Article V. Private Street Development
- Article VI. Construction Plans & Improvements
- Article VII. Legal Provisions

Article I. General

- City Authority
- Purpose - safe, orderly development of the City
- Enforcement – no building permit or connection of utilities until plat approved
- Consistency with Comprehensive Plan and Zoning Ordinance
- Definitions – expanded list

Article II. Administration

- Establishing the Authority of the City Engineer – ability to establish standards and specifications for public improvements
- Fees – Currently, there is one flat fee of \$100.00, regardless of size of number of lots

- Fees – Proposed fee schedule for typical plat applications:
 - \$100.00, plus \$5.00 per lot
 - \$100.00 flat fee for amending or minor plats
 - \$10.00 per acre or a portion thereof up to a maximum of \$1,000.00 for a Subdivision Master Plan (20 or more acres)
 - Comparable or less to other cities (League City: \$400.00 + \$8.00/lot; La Marque: \$200.00 + \$8.00/lot)

Article III. General Platting Procedures

- Application and review process for the various types of plats (preliminary plat, final plat, etc..)
- Application forms and content of the plat to be prescribed by the City
 - Allows application forms and required information to be updated as needed



CITY OF TEXAS CITY

Transportation & Planning Dept
928 5th Ave North
Texas City, Texas 77590
409.643.5951
Fax 409.949.3001

DEVELOPMENT APPLICATION

APPLICATION TYPE

PLEASE CHECK APPROPRIATE BOX BELOW

- | | | |
|---|--|--|
| <input type="checkbox"/> Zoning Change | <input type="checkbox"/> Replat | <input type="checkbox"/> Subdivision Master Plan |
| <input type="checkbox"/> Detailed Site Plan | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> ROW Abandonment |
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Amending Plat | |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Vacating Plat | |

See appropriate checklist and fee schedule for minimum submittal requirements

PROPERTY INFORMATION

Project Name: _____
Project Address or Location: _____
Legal Description: _____
Proposed No. of Lots: _____ Gross Acreage: _____
Existing Zoning: _____ Proposed Zoning: _____
Existing Use: _____ Proposed Use: _____

APPLICANT & OWNER INFORMATION

Name of Applicant: _____
Signature: _____ Company: _____
Address: _____
City: _____ State: _____ Zip: _____
E-mail: _____ Ph: _____ Fax: _____

Name of Property Owner: _____
Signature: _____ Company: _____
Address: _____
City: _____ State: _____ Zip: _____
E-mail: _____ Ph: _____ Fax: _____

(The property owner may submit a notarized letter of authorization in lieu of a signed application)

For Department Use Only

Date Received: _____ Fee Paid: \$ _____
Accepted by: _____



CITY OF TEXAS CITY

Transportation & Planning Dept
928 5th Ave North
Texas City, Texas 77590
409.843.6961
Fax 409.949.3001

DEVELOPMENT APPLICATION SUBMITTAL REQUIREMENTS

SUBDIVISION PLATS

The following list of submission requirements should be used by the applicant as a guide in preparing a complete application. The City will also use the checklist to verify the completeness of the application at the time it is submitted.

Applicants are responsible for submitting complete applications. Incomplete applications will result in plans being rejected for acceptance or lengthen the development review process.

Application: A completed development application including all required signatures.

Application Fee:

Subdivision Master Plan	\$10.00 per acre or a portion thereof up to a maximum of \$1,000.00
Preliminary Plat:	\$100.00, plus \$5.00 per lot
Final Plat	\$100.00, plus \$5.00 per lot
Replat	\$100.00, plus \$5.00 per lot
Amending Plat	\$100.00
Administrative Minor Plat	\$100.00
Vacating Plat	\$100.00
Any other Plats	\$100.00
Right-of-Way Abandonment:	\$300.00

Tax Certification: A current tax certification for each parcel indicating all taxes on the subject property have been paid to the current year (available from the Galveston County Tax Assessor's Office).

11" x 17" Plats: Thirteen (13) copies of the plat

24" x 36" Plats: Seven (7) copies of the plat

Engineering Plans: Two (2) full sets of the Engineering Plans including the plat and construction plans for a final plat or replat where public improvements are being made. The construction plans shall be 24" x 36" in size and contain all data and calculations related to utilities, drainage or other construction in the subdivision.

SUBDIVISION PLAT SUBMITTAL REQUIREMENTS
CITY OF TEXAS CITY

Page 1 of 12

Final Plat Requirements

- o Note volume and page of deed record ownership.
- o Name of record owner and corresponding deed record volume and page for all adjacent unplatted tracts within 100 feet, to include owners across any adjacent ROW.
- o All adjacent platted property within 100 feet shown in dashed lines, labeling lot and block numbers, subdivision name, street names and plat record reference.
- o Any adjacent, previously approved and currently valid preliminary plats, concept plans or development plans shown.
- o Location of city limit lines and/or extraterritorial jurisdiction lines, all survey lines with survey names labeled.
- o All existing easements including pipelines on or adjacent to this tract shown and labeled as to type and size with dimensional ties to property corners and centerline or boundary dimensions and bearings and recording numbers.
- o The locations, street names and dimensional centerline references to existing or approved street intersections on the perimeter of the subdivision or within 200 feet of the perimeter.
- o Legal description of the land to include current owner's deed record reference, survey and abstract, county, state, POB tied to survey corner or previously filed subdivision corner, or USGS monument, property corners labeled as to pins/rods, found or set with sizes shown, and gross acreage.
- o Point of beginning labeled on plat.
- o Two boundary corners geo-referenced by state plane coordinates.
- o Graphic depiction of all boundary lines shown in heavy lines with a description that matches legal description.
- o Existing ROW shown, labeled and dimensioned, i.e. public streets, highways, alleys, private drives, railroads, etc.
- o Utility easements: Where adjacent property is unplatted or platted showing a utility easement (U.E.), provide a minimum 8-foot U.E. along the property line. If adjacent property is platted and shows no easement, provide a 16-foot U.E. along the interior of the property line. The easements shall be a minimum of 16 feet in width, taking eight feet from each lot where the rear of two lots abut each other, and shall be continuous for the entire length of the block. These easements shall parallel as closely as possible the street line frontage of the block. The width of an U.E. shall be increased in accordance with the specific requirements of a utility company.
- o Street ROW and ROW centerline dimensioned with bearings, all streets having street names as approved by preliminary plat or names dissimilar from any existing street names.

SUBDIVISION PLAT SUBMITTAL REQUIREMENTS
CITY OF TEXAS CITY

Page 6 of 12

Article III. General Platting Procedures

- Clearly defines the review and approval process (role of the Planning Board and City Commission)
- Allows for the request of additional information when needed
 - Drainage Studies
 - Capacity Calculations
 - Traffic Impact Analysis

Article III. General Platting Procedures

- Establishes new procedures for approval of Amending Plats or Administrative Minor Plats in accordance with State Law
 - Expedites approval of certain Amending plats without going through replat process
 - Allows for staff review and approval (staff may elect to send plat to Planning Board)
- Establishes procedures for Vacating Plats
- Codifies the procedure for abandonment of right-of-way

Article III. General Platting Procedures

- Incorporates the Park/Open Space requirements into this article
 - Lowers the threshold for dedicating park/open space from subdivisions with 200 lots to 100 lots
 - Transfers ownership and maintenance responsibilities to the homeowners association
 - Requires a payment in lieu of dedication for subdivisions with less than 100 lots
- Maintains and clarifies procedures for requesting Variances

Article IV. Design Standards

- Comprehensive section establishing the provision, location and general design of:
 - Streets
 - Sidewalks
 - Lots & Blocks
 - Utility easements
 - Water and Sanitary Sewer System
 - Drainage
- Maintains requirements for lots not served by sanitary sewer service

Article V. Private Street Developments

- Carries forward the provisions adopted in 2001
- Establishes new Intent and Purpose section
- Requires property owners to participate in a HOA
- Provides for City approval of changes to HOA documents regarding street maintenance
- Requires 2 points of access – one can be dedicated for emergency access only

Article VI. Construction Plans and Improvements

- New section establishing requirements to submit engineering plans for streets, storm sewers, drainage facilities, water and sanitary sewer lines and other public utilities
- Prepared in accordance with City's Design Standards
- Defines the role of the City Engineer

Article VII. Legal Provisions

- Establishes penalty for violations
- Provided for severability clause

Questions & Next Steps

April 16, 2008

**Proposed Subdivision Ordinance
Planning Board Briefing**