

# APPLICATION & CHECKLIST -- CONCEPT PLAN

**Subdivision:** \_\_\_\_\_ (Name of Subdivision) \_\_\_\_\_ (Submittal Date)

## INSTRUCTIONS:

- Fill out the following application and checklist completely prior to submission.
- Use the most current application from the City's website ([www.cityofkyle.com](http://www.cityofkyle.com)) or at city hall.
- Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your subdivision. *This checklist is only a guide. All state and local subdivision requirements cannot be reflected on this checklist.* If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of Kyle at our website or city hall.

## REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

The following items are required to be submitted to the Planning Department or included on the subdivision plan in order for the Subdivision Application to be accepted for review.

- \_\_\_ 1. Completed and signed application/checklist.
- \_\_\_ 2. \_\_\_ Prints of concept plan (5 prints of plan within City, 10 prints when in ETJ)
- \_\_\_ 3. A letter from the developer concerning preliminary park land dedication proposal. (Original and 1 copy).
- \_\_\_ 4. Project Summary Letter
- \_\_\_ 5. Application Review Fee: \$1,110.91 + \$18.11 per acre  
Total Fee: \_\_\_\_\_
- \_\_\_ 6. Annexation Petition and Letter requesting water and wastewater service where applicable.

\*\*\* A submittal meeting is required. Please contact Debbie Guerra at (512) 262-3959 to schedule an appointment.

## The following information shall be shown on the plan and/or submitted with the plan:

- \_\_\_ 1. The following data is completed on this form and placed on the first sheet of the plan:

<b>Owners:</b> _____ <b>Address:</b> _____ _____ <b>Phone:</b> _____ <b>Fax:</b> _____
<b>Acreage:</b> _____ <b>Survey:</b> _____
<b>Number of lots and proposed use (if more than one use is planned for the lots, provide land use summary showing # of lots are planned for each use):</b> _____
<b>Date:</b> _____
<b>Surveyor:</b> _____ <b>Phone:</b> _____ <b>Fax:</b> _____
<b>Engineer:</b> _____

- \_\_\_\_\_ 2. Scale 1"=100' is labeled on plan. (If over 100 acres, 1" = 200' for the overall plan)
- \_\_\_\_\_ 3. Location sketch on the front sheet.
- \_\_\_\_\_ 4. Subdivision title at the top of the first sheet.
- \_\_\_\_\_ 5. Existing boundary lines of land to be subdivided are drawn with a heavy line.
- \_\_\_\_\_ 6. Boundary survey with bearings and distances.
- \_\_\_\_\_ 7. Dashed lines showing the names and locations of adjacent land/subdivisions property lines and names of adjoining property owners.
- \_\_\_\_\_ 8. Street layout and right-of-way width for arterials and collectors. Subdivision complies with City of Kyle Roadway Plan.
- \_\_\_\_\_ 9. Designation of proposed land use for each tract must be labeled and the area shown in acres.
- \_\_\_\_\_ 10. Designation of any sites for special use (e.g. parks, detention, etc.) must be labeled and the area shown in acres.
- \_\_\_\_\_ 11. Property lines of adjacent properties showing (where applicable) the names and lot lines of adjacent approved preliminary and final plats; record references of final plats.
- \_\_\_\_\_ 12. Names and addresses of owners of adjacent properties.
- \_\_\_\_\_ 13. Location of the centerline of existing watercourses, railroads, and other similar drainage and transportation features.
- \_\_\_\_\_ 14. Show location and sizes of existing adjoining lots and public areas.
- \_\_\_\_\_ 15. Show topographical information of not less than 5' contours spaced of not more than 100 horizontal feet apart; based on USGS datum (datum specified by a note on the plan).
- \_\_\_\_\_ 16. Location, size, and flow line of all existing drainage structures on the land being subdivided or adjacent to the land being subdivided.
- \_\_\_\_\_ 17. Survey ties across all boundary streets (and, if necessary for purposes of determining intersection spacing, to the centerline of adjacent intersecting streets) indicating existing ROW width / location.
- \_\_\_\_\_ 20. Current tax certificates for City, County, and School showing all taxes paid **with** a tax map highlighting the subject property.
- \_\_\_\_\_ 21. Watershed information (if applicable).
- \_\_\_\_\_ 22. Identify the designation of each phase of development and a schedule for development of each phase.
- \_\_\_\_\_ 23. Proposed water and wastewater utilities:
  - \_\_\_\_\_ City of Kyle
  - \_\_\_\_\_ Monarch Water Company
  - \_\_\_\_\_ County Line Water Supply Corporation
  - \_\_\_\_\_ private wells
  - \_\_\_\_\_ septic tanks or other individual sewage treatment system

\_\_\_\_\_ other \_\_\_\_\_

\_\_\_\_\_ 24. All existing easements of record on or adjacent to the property are shown.

\_\_\_\_\_ 25. PDF file of concept plan.

**Please Note:** The signature of owner authorizes City of Kyle staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.**

(Check One:)

\_\_\_\_\_ *I will represent my application before the Planning Department and/or Planning & Zoning Commission.*

\_\_\_\_\_ *I hereby authorize the person named below to act as my agent in processing this application before the Planning Department and/or Planning & Zoning Commission.*

Owner's Name (printed)

Phone

Fax

Owner's Address

City

State

Zip

Owner's Signature

Date

Email Address

Agent's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street

City

State

Zip

Phone

Fax

Email address