



PRELIMINARY PLAN APPLICATION

City of Kyle, 100 W. Center Street,
Kyle, TX 78640

PERMIT # _____

APPLICATION DATE: _____

****Please note:** A pre-development meeting is required prior to submitting preliminary plans. Preliminary Plans are required for all subdivisions that do not qualify as a Short Form Plat.

Subdivision Name: _____

Fees (Appendix A, City of Kyle Code of Ordinances)

Application Review Fee = \$1,002.58 + \$6.04 per lot

Total Lots: _____ = \$ _____ + \$150.00 (Fire Dept. Review) = \$ _____

Staff Contact: **Debbie Guerra**
Phone: **512-262-3959**
Email: **dguerra@cityofkyle.com**

Standard Approval
Schedule: _____

Alternative Approval
Schedule: _____

COMPLETENESS CHECK LIST

*Please note that the Preliminary Plan will NOT be considered complete or filed unless all the application requirements listed below are met.

- _____ 1. Completed and Signed application/checklist.
- _____ 2. Copy of Pre-Development meeting minutes or documentation of City staff's knowledge of project being submitted.
- _____ 3. Documentation showing all required inter-jurisdictional pre-approvals, including variances & waivers.
 - _____ Texas Department of Transportation permit(s)
 - _____ Texas Commission on Environmental Quality permit(s)
 - _____ Hays County permit(s)
 - _____ Other: _____
- _____ 4. Parkland Dedication Proposal w/ Parks and Recreation Board or Director of Parks recommendation.
- _____ 5. Copy of approved CLOMR/LOMR from FEMA (if applicable).
- _____ 6. Utility Service Letter - Signed and sealed letter from the Applicant's Engineer describing how the subdivision will be served by water and wastewater and how the utilities will interface with adjacent tracts. The letter must include oversize construction and/or off-site requirements, if applicable, and a general discussion on drainage. If service is to be provided a Municipal Utility District (MUD) or other authorized utility provider, a letter certifying the availability of utilities is required.
 - _____ City of Kyle
 - _____ Monarch Water Company
 - _____ County Line SUD
 - _____ Goforth Water Supply
 - _____ Private wells
 - _____ Septic tanks or other individual sewage treatment system
 - _____ Other: _____
- _____ 7. Two (3) copies each: _____ drainage study and _____ utility schematic/plan. If outside the City, three (4) copies.
- _____ 8. Drainage Schematics Sheet(s)- Indicating the availability of drainage infrastructure facilities and identify the proposed drainage infrastructure/facilities necessary to serve all lots within the tract; schematics should include existing and proposed topography, parcels and streets.
- _____ 9. Utility Schematics Sheet(s)- Indicating the existing water and wastewater infrastructure and identify any proposed extensions of water and wastewater infrastructure necessary to serve all lots within the tract; schematics should include existing and proposed parcels and streets.

- ___ 10. ___ Prints of preliminary plan (6 prints of plan within City, 10 prints when in ETJ).
- ___ 11. Project Summary Letter - Include request for Alternative Approval Schedule (if applicable).
- ___ 12. Is this plan a part of an approved PUD? Y/N If yes, name of PUD: _____
- ___ 13. A tax map highlighting the subject property.
- ___ 14. Copy of deed showing current ownership.
- ___ 15. If the property is located outside of the City Limits and you are requesting City of Kyle Water or Wastewater Service please indicate if you intend to be annexed, and provide an Annexation Petition and Letter requesting Annexation if it is the intent to be annexed.
- ___ 16. Phased development. If the development of a single tract or parcel of land is to occur in phases, the preliminary plan package should cover all phases of development, indicating how development is proposed or anticipated to occur. This shall be shown per plan drawings.
- ___ 17. Watershed Information

THE FOLLOWING INFORMATION SHALL BE SHOWN ON THE PLAN

- ___ 1. Adjoining Land - indicate surrounding contiguous parcels to subject parcel, showing ownership.
- ___ 2. Street locations - General widths, and right-of-ways, access and frontage proposals, bridges and culverts.
- ___ 3. Major utility easement locations; power, gas, sewer trunk, water.
- ___ 4. Please identify land use & zoning of property.
- ___ 5. General lot layout and street frontage arrangements, with labels.
- ___ 6. Sites for schools, parks and other public facilities.
- ___ 7. Public plans. The developer's plan should take into account current public plans for the elements covered in subsection (3) of this section. The planning and zoning commission and council review will include city policy, good engineering practices, and public plans, including:
- a. Comprehensive plan;
 - b. Area and neighborhood plan;
 - c. Water master plan;
 - d. Wastewater master plan.
 - e. Transportation Master Plan
- ___ 8. The following data is completed on this form and placed on the first sheet of the plan.

Owners: _____	
Address: _____	
Phone: _____	Fax: _____
Acreage: _____	
Survey: _____	
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): _____	
Date: _____	
Surveyor: _____	
Phone: _____	Fax: _____
Engineer: _____	
Phone: _____	Fax: _____

- ___ 9. Scale 1" = 100' is labeled on plan (If over 100-acres, 1" = 200' for the overall plan).
- ___ 10. Location sketch on the first sheet.
- ___ 11. Subdivision title at the top of the first sheet.
- ___ 12. Existing boundary lines of land to subdivided are drawn with a heavy line and include bearings and distances.
- ___ 13. North arrow.
- ___ 14. Centerline radii of all curves in street ROW are labeled and checked for compliance with the minimum horizontal radii.
- ___ 15. ROW tangent spacing at intersections and between reverse curves is labeled.
- ___ 16. Location of the centerline of existing watercourses. ROW lines of existing railroads and other similar transportation features are shown.
- ___ 17. The 100-year & 500-year flood plain, flood way, velocity zones, reference marks, elevation data and other information which can be transferred from the Flood Hazard Boundary Map (FHBM), the Flood Insurance Rate Map (FIRM) or the most up-to-date maps found acceptable per City of Kyle code (Sec. 41-140, Watershed & Flood Prevention), to the plan map. A note identifying the data source and source date is included on the plan. OR--a note on the plan identifies that there are no identified flood hazard areas in the planned area and the appropriate map/source has been cited as the reference.
- ___ 18. Show topographical information of not less than 5' contours spaced not more than 100 horizontal feet apart; based on USGS datum NAD 83 (datum specified by note on the plan).
- ___ 19. Location, size, and flow line of all existing drainage structures on the land being subdivided or adjacent to the land being subdivided.
- ___ 20. Note prohibiting obstructions in drainage easements.
- ___ 21. Dashed 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. Include public areas and names of property owners.
- ___ 22. Existing and adjoining easements, including type/kind, dimensions, and any recordation information. Proposed easements including notes to be located on the first sheet (map page) to read as follows: For all subdivisions not in the Plum Creek PUD: A fifteen (15) foot MUE is hereby dedicated adjacent to all street ROW, a five (5) foot MUE is hereby dedicated along each side lot line and a (10) foot MUE is hereby dedicated adjacent to all rear lot lines on all lots. For all subdivisions located in the Plum Creek PUD: A seven and a half (7.5) foot PUE is hereby dedicated adjacent to all street ROW.
- ___ 23. A statement by the surveyor indicating that all easements of record are shown or noted on the plan. Easements with a legal description should be shown graphically.
- ___ 24. Street layout, right-of-way width and names for arterials and collectors. Subdivision complies with City of Kyle Transportation Master Plan.
- ___ 25. Names, location, width and dimension of proposed streets and alleys (not arterials or collectors).
- ___ 26. 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.
- ___ 27. The acreage and proposed land uses for all areas. Include any sites for special use (e.g. parks, detention, school sites etc.).
- ___ 28. Dimensions of lot lines.
- ___ 29. Block letters (Blocks are bounded by public ROW).

- _____ 30. A note is provided on the first sheet as follows if inside the City limits: "Setbacks are not shown on lots and shall conform to the City of Kyle Zoning Ordinance".
- _____ 31. If the subdivision is within the Central Business District, provide the following note: "This subdivision shall comply with the Central Business District of the City of Kyle".
- _____ 32. Show school district boundary if located on or adjacent to the proposed subdivision.
- _____ 33. Note, limiting access to a specified roadway, if needed.
- _____ 34. Identify the designation of each phase of development and a schedule for development of each phase (Final plat boundaries).
- _____ 35. Proposed water and wastewater utilities:
- _____ 36. The following note regarding sidewalks: "Sidewalks shall be installed on the subdivision side of [insert street name(s)]. This includes existing streets adjacent to the proposed subdivision, where sidewalks do not already exist or are in need of replacement. Those sidewalks not abutting a residential, commercial or industrial lot shall be installed when the adjoining street is constructed. Where there are double frontage lots, sidewalks on the street to which access is prohibited are also required to be installed when the streets in the subdivision are constructed (Ord. #439, Article V, Sec. 10)".
- _____ 37. Survey ties across all boundary streets indicating existing ROW width/location (and, if necessary for purposes of determining intersection/driveway spacing, to the centerline of adjacent intersecting streets/driveways).
- _____ 38. Sight distance at all intersections complies with Ord. #439, Article V, Sec. 4(m)(iv); City of Kyle code.
- _____ 39. Curb return radii at intersections of street ROW comply with Ord. 439, Article V, Sec. 5; City of Kyle code.
- _____ 40. Cul-de-sacs are designed so that stormwater drainage will be contained within the ROW of the cul-de-sac. Cul-de-sacs are oriented so that stormwater drainage will drain down the throat of the cul-de-sac to connect with street ROW rather than through a drainage easement located between or through lots, unless such an orientation is not feasible.
- _____ 41. Blocks will not exceed straight line distance of 1,000 feet or 1,200 feet if curved (residential use).

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 this 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 the Planning & Zoning Commission.***

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

Owner's Name (printed)	Phone	Fax
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Owner's Address	City	State	ZIP
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Owner's Signature	Date	Email Address
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Certified Public Notary:

This document was acknowledged before me on the _____ day of _____, 20____, by

_____(Owner(s)).

Notary Public State of Texas

(Seal)

Agent's Name: _____

Company: _____

Mailing

Address: _____
Street City State ZIP

Phone	Fax	Email Address
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