



CONCEPT 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 subdivision plans. Concept Plans are required for all subdivisions needing waivers.

Subdivision Name: _____

Fees (Appendix A, City of Kyle Code of Ordinances)	Staff Contact: Debbie Guerra	Standard Approval Schedule: _____
Application Review Fee = \$1,110.91 + 18.11 per acre	Phone: 512-262-3959	Alternative Approval Schedule: _____
Total Acres: _____ = \$ _____	Email: dguerra@cityofkyle.com	

COMPLETENESS CHECK LIST

***Please note that the Concept 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. Parkland Dedication Proposal w/ Parks and Recreation Board or Director of Parks recommendation.
- ____ 4. Copy of approved CLOMR/LOMR from FEMA (if applicable).
- ____ 5. 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: _____
- ____ 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. ____ Prints of concept plan (6 prints of plan within City, 10 prints when in ETJ).
- ____ 8. Project Summary Letter - Include request for Alternative Approval Schedule (if applicable).
- ____ 9. Annexation Petition and Letter requesting water and wastewater service when applicable.
- ____ 10. 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.

- ___ 11. 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.
- ___ 12. PDF file of concept plan.
- ___ 13. Watershed information

THE FOLLOWING INFORMATION SHALL BE SHOWN ON THE PLAN

- ___ 1. 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: _____

- ___ 2. Scale 1" = 100' is labeled on plan (If over 100-acres, 1" = 200' for the overall plan).
- ___ 3. Location sketch on the first sheet.
- ___ 4. Subdivision title at the top of the first sheet.
- ___ 5. Existing boundary lines of land to subdivided are drawn with a heavy line.
- ___ 6. Please identify land use & zoning of property.
- ___ 7. General lot layout and street frontage arrangements, with labels.
- ___ 8. Phased development. If the development of a single tract or parcel of land is to occur in phases, the concept plan package should cover all phases of development, indicating how development is proposed or anticipated to occur. This shall be shown per plan drawings.
- ___ 9. Sites for schools, parks and other public facilities.
- ___ 10. 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
- ___ 11. Boundary survey with bearings and distances.

- ___ 12. Dashed lines showing the names and locations of adjacent land/subdivisions property lines with recordation information. Include subdivision names.
- ___ 13. Street layout and right-of-way width for arterials and collectors. Subdivision complies with City of Kyle Transportation Master Plan.
- ___ 14. Designation of proposed land use for each tract must be labeled and the are shown in acres.
- ___ 15. Designation for any sites for special use (e.g. parks, detention, etc.) must be labeled and the are shown in acres.
- ___ 16. Location of the centerline of existing watercourses, railroads, and other similar drainage and transportation features.
- ___ 17. Show location and sizes of existing adjoining lots and public areas.
- ___ 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. 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.
- ___ 21. Identify the designation of each phase of development and a schedule for development of each phase.
- ___ 22. All existing easements of record on or adjacent to the property are shown.

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

Owner's Address City State ZIP

Owner's Signature Date Email Address

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