

Upon completion return application to Development@shenandoahtx.us



City of Shenandoah Development Package

Documentation includes the following:

Fee Schedule

Platting

Development Check List & Outline

Development Application

Landowner Annexation Petition Form

Waiver of Action

Rezoning Application

Special Use Permits

Special Use Permit Application

Alcohol Permit Application

Variance Request

Variance Request Form



**Miscellaneous
Fee Schedule**
Public Works and Community
Development Department

City of Shenandoah
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522

Plat (Land Study, Amending, Development, Minor, Preliminary, Final)

- Plat Review\$375
- Legal Review\$200
- Engineer Review.....\$200

Zoning/Comprehensive Plan Amendment (Special Use Permit, Variance, Rezoning, Planned Development District, Text Amendment), all items requiring Public Hearing(s).

- *Zoning Amendment\$1,000
 - Legal Review\$200
 - Engineer Review (if applicable)\$200
- *Any change in original application requiring a new posting of a public hearing will be an additional \$1,000.

Development Agreements

- City Template
 - Review Fee.....\$100
 - Legal Review\$200
 - Engineer Review (if applicable).....\$200
- Custom Agreement Drafted by Applicant
 - Review Fee.....\$200
 - Legal Review\$750
 - Engineer Review (if applicable).....\$750

Encroachment Agreement

- Application Fee.....\$100
- Legal Review\$100

Special Exceptions (Signs)

- Special Exception Fee.....\$500
- Legal Review\$100

Special Called Planning and Zoning Commission Meeting (Expedited process at the applicant's request)

- Special Meeting \$1,000

Annexation Agreements

- Application Fee.....\$500
- Legal Review\$250
- Engineering/Mapping Fee\$250

Copy of City Maps

- Ledger (11 X 17)\$2.50
- Arch C (18 X 24)\$5.00
- Arch D (24 X 36)\$10.00
- Arch E (36 X 48)\$15.00

*Custom map sizes are available and are priced based on their proximity to the preceding scale, plus \$1.00 per sheet.

- All original fees will cover two reviews of submitted information. Each review thereafter that will be 50% of the original fee.

CITY OF SHENANDOAH

DEVELOPMENT APPLICATION CHECKLIST

Name of Development: _____

Type of Plat: **Preliminary** **Replat** **Final** **Minor** **Other**

Item #	Item Description	Check if submitted
1	Cover Letter on company letterhead	
2	Development application	
3	Plat (5 paper copies and 1 PDF)	
5	Plat fee: \$775.00	
6	Title opinion or proof of ownership dated within 30 days of submission	
7	City planning letter	
7	Tax certificate showing no taxes due (within last 30 days).	
8	Landscaping plans	
9	Drainage/Engineering plans	
10	Metes & Bounds	
11	Corporations must supply a letter of good standing from the State.	
12	Mylar 3-copies	
14	Electronic file of plat for city and City Engineer	

City of Shenandoah

Development Application

Upon completion return application to Development@shenandoahtx.us

The City of Shenandoah welcomes all development projects. To expedite the Development Review Phase of your project, we are requiring that you completely fill out this Development Application in its entirety. All the information will be reviewed to allow the timely processing of any and all aspects of your project

Date Submitted: _____

A. GENERAL INFORMATION

1. Name of proposed development: _____

2. Name of owner: _____

Mailing Address: _____

City/State/Zip: _____

Telephone Number: _____ Fax Number: _____

Mobile Number: _____ Pager Number: _____

3. Name of registered professional land surveyor: _____

Mailing Address: _____

City/State/Zip: _____

Telephone Number: _____ Fax Number: _____

Mobile Number: _____ Pager Number: _____

4. Name of registered professional engineer: _____

Mailing Address: _____

City/State/Zip: _____

Telephone Number: _____ Fax Number: _____

Mobile Number: _____ Pager Number: _____

5. Does development require any zoning action?

6. Does development require an amendment to the Comprehensive Plan?

PROCEDURES

Local Government Code, § 211.007(b)

The Planning and Zoning Commission shall make a preliminary report and hold public hearings on that report before submitting a final report of the Planning and Zoning Commission. The governing body may not hold a public hearing until it receives the final report of the Planning and Zoning Commission.

City of Shenandoah Code of Ordinances

Sec. 102 - Zoning Regulations.

Section – 7.0 Administrative and Relief Procedures.

7.1 Universal Procedures

7.1.1 Pre-Application Conference for Plans and Applications

(a) Request, Optional

Prior to the official filing of an application, an applicant may and is encouraged to request a pre-application conference with the Responsible Official in order to become familiar with the City's regulations and the processes. Such request and pre-application conference shall be in accordance with Section [24.1.5 Pre-Application Conference and Vested Rights Waiver](#) of the Shenandoah Subdivision Ordinance.

7.1.2 Official Filing Date, Completeness of Application, Expiration of Application

(a) Applicability

The following procedures shall apply to any plan or application that is required by the City and is submitted in accordance with these Regulations.

(b) Official Filing Date

The time period established by state law or this Zoning Ordinance for processing or deciding an application shall commence on the official filing date. The official filing date for a required plan application is the date a complete application is received by the City.

(c) Determination of Completeness

Every required plan or application shall be subject to a determination of completeness and be processed by the Community Development Director or their designee for processing the plan or application in accordance with Section [24.1.2 Application Completeness and Expiration](#) of the Shenandoah Subdivision Ordinance, as amended.

(d) Expiration of Application

The required plan application shall expire on the forty-fifth (45th) day after the date the application is filed if the applicant fails to provide documents or other information in accordance with Section 24.1.2 (d) Expiration of Application of the Subdivision Ordinance as amended.

B. DEVELOPMENT SPECIFICATIONS:

1. General Location:

If Located in the ETJ:

Prior to platting of the property to be developed, annexation procedures will need to be pursued if the property or parts of the property as required by State law are within one half (1/2) mile of the corporate limits of the City of Shenandoah, Texas and lying and being adjacent to and contiguous to the present corporate limits, and located within the extraterritorial jurisdiction of the City. The City of Shenandoah does have Landowner Petitions for Annexation included in the Development Application.

b) Will Annexation be Required:

2. Property Description:

a) Survey Name: _____ Abstract No.: _____

Total Acreage: _____ No. of Lots [] No. of Blocks []

Total Acreage in Other Uses [] (any land within boundaries of plat is not divided into lots.)

3. Current Zoning Classification of Development Site:

4. Usage Classification of Proposed Development:

5. Current Infrastructure of Development Site:

a. Transportation:

Briefly describe the current infrastructure:

b. Drainage:

Briefly describe the current infrastructure:

c. Water:

Briefly describe the current infrastructure:

d. Wastewater:

Briefly describe the current infrastructure:

6. Proposed Improvements to Infrastructure of Development Site:

Briefly describe the proposed improvements to the infrastructure:

a. Transportation:

Briefly describe the proposed improvements to the infrastructure:

b. Drainage:

Briefly describe the proposed improvements to the infrastructure:

c. Water:

Briefly describe the proposed improvements to the infrastructure:

d. Wastewater:

Briefly describe the proposed improvements to the infrastructure:

7. Certification

This is to certify that the information concerning the proposed development is true and correct, that I am the actual owner or authorized agent for the owner of the above described property, that prior to a request for any variance to the Shenandoah Code of Ordinances, I have attended a conference with the City Administrator concerning said variance request, and that I have complied with all of the City of Shenandoah Code of Ordinances Requirements for submitting a preliminary plat for approval.

Signature of Owner/Agent

Date

Received by: _____
Community Development Department Representative

Date

CITY OF SHENANDOAH

DEVELOPMENT CHECKLIST OUTLINE

Definition of Subdivision project is a project requiring new public streets and possibly utility extensions or the development of a commercial or residential site.

I. PRE-DEVELOPMENT MEETING & PRE-DEVELOPMENT APPLICATION SUBMITTAL:

- A) Submit Pre-Development Application and related information:
- 1) Submit cover letter, on company letterhead, to the City briefly describing scope and intent of the development.
 - 2) Submit Pre-Development Application.
- B) A pre-development meeting will be set up with City staff and consultants, if deemed necessary. The pre-development meeting will be to discuss some of the following topics:
- 1) Discussion of the location and planned usage of the property to be developed.
 - 2) If required, discussion of annexation procedures, if property or parts of the property are located outside the City limits. The property is required to be within one half (1/2) mile of the corporate limits of the City of Shenandoah, Texas and lying and being adjacent to and contiguous to the present corporate limits, and located within the extraterritorial jurisdiction of the City.
 - 3) Determination as to whether the usage of the property complies with the current zoning of the property, or whether the property requires zoning or zoning amendments.
 - 4) Review of water and wastewater requirements for the proposed development.

Review and discussion of the Escrow Agreement by and between the City and the Developer, which covers legal, administrative and engineering costs related to the development project.

II. PRELIMINARY PLAT SUBMITTAL and RELATED MATERIALS:

- A) A preliminary plat is a map or drawing of a proposed subdivision in a manner suitable for recording in the records of Montgomery County containing accurate detailed engineering data, dimensions, dedicatory statements, and certificates, and prepared in conformance for approval by the Planning and Zoning Commission.
- B) The preliminary plat of any proposed subdivision shall be submitted to the City Secretary with the following requirements:
- 1) The preliminary plat shall be drawn to a scale of 1"= 200', 1" = 100', 1" = 50',1"=40',or 1"=20'.

- 2) The existing features inside the platted area:
 - a) The existing boundary lines of the land to be subdivided, with the boundary lines drawn in heavy for easy identification.
 - b) The location of all existing water courses, railroads, easements, pipelines, wells and other similar drainage and transportation features.
 - c) The location of all existing streets, alleys, and easements, buildings and structures to be retained and to be removed.
- 3) Existing features outside the subdivision:
 - a) The name and property lines of adjoining subdivisions and of the adjoining property owners together with the respective plat or deed references.
 - b) The name and location of adjacent streets, alleys, easements, water courses, etc. within 100 feet of plat boundaries.
 - c) All lines outside subdivision boundaries are to be dashed.
- 4) New features inside of subdivision:
 - a) The proposed name of the subdivision.
 - b) The location, width and names of proposed streets, right-of-ways, along with pavement widths.
 - c) Width and depth of all lots. If the lot lines are not parallel, the distance between them at the building set-back line and at the narrowest point should be given.
 - d) Location of building lines, alleys, and easements.
 - e) Location and approximate size of sites for schools, churches, parks and other special land uses and vegetative barriers where required.
 - f) The area in square feet and acres of the subdivided parcels.
 - g) Landscaping requirements will be shown to conform to Article III of the Shenandoah Code of Ordinances. Sec. 98-3. Applicability to new and existing developed areas.
 - (a) The requirements and standards for all landscape elements and site improvements set forth in this chapter shall apply to all developed areas within the city. All new development, construction or reconstruction shall be in full compliance with the provisions of this chapter.
 - (b) If any city zoning ordinance would otherwise permit in excess of 90 percent total land coverage by building development, the provisions of this chapter shall supersede and prevail over other such requirements. Except as expressly permitted in this chapter, no more than 90 percent of a lot or area shall be covered by building development.

(c) If a principal use and some or all of the parking area required or otherwise serving the principal use are located on separate parcels, the landscape installation required in this chapter shall prevail as to each parcel of property with the result that an equivalent of ten-percent of the area of all parcels in complimentary use shall be landscaped in compliance with the provisions of this chapter.

(d) Easement landscaping may be considered as part of the ten percent required landscaping. Adjacent side or rear property may not be considered solely for ten percent landscaping requirements.

(e) All property with existing development on the effective date of the ordinance from which this chapter is derived which is not in compliance with the provisions of this chapter shall be considered nonconforming, and shall be allowed to continue until such time as a building permit is granted to enlarge, extend, construct, reconstruct or structurally alter a structure on the property. At such time, the provisions of this chapter shall apply to the previously existing paved areas as well as any new paved areas, and such areas shall be brought into compliance with this chapter. A plan showing existing and new development, and the proposed landscaping, shall be submitted in accordance with section 98-111. (Ord. No. O-0012, § 79-33, 5-10-2000)

(f) Sec. 98-152. Purpose; applicability; development plans; tree preservation credits; replacements. The purpose of this section is to establish incentives for the preservation of existing, healthy and protected trees within the city, and provide guidelines for the protection of trees.

(1) Applicability. The terms and provisions of this section shall apply to the following real property:

- a. All vacant and undeveloped land.
- b. All property to be developed and redeveloped, including additions and alterations.

(2) *Preliminary development plans.* A general survey of natural vegetation showing tree groupings and anticipated tree losses shall be submitted with all preliminary site plans, and clear-cutting of land containing trees with a six-inch caliper or larger shall be prohibited without the express consent of the city administrator or his designee.

(3) *Final development plants.* The landscape plan required with site plans and preliminary plat submissions shall also include the approximate location, size (caliper and height), condition and common name of each tree to be preserved if the applicant is requesting tree credits and a formal report from an arborist.

(4) *Tree preservation credits arborist or horticulturist.*

a. For every healthy protected tree (six-inch caliper or larger) located outside of the floodplain that is preserved, the developer shall be given the following credit. When interior parking lot landscaping is also required, only the trees preserved in the parking area shall be considered for credit for the parking area.

1. Trees with a six--12-inch caliper, one-inch credit for each one-inch preserved;

2. Trees with a 12.1--24-inch caliper, 1 1/2-inch credit for each one-inch preserved;
 3. Trees over a 24-inch caliper, two-inch credit for each one-inch preserved.
- b. Only trees having been protected in accordance with the tree protection guidelines set forth in this section may be considered for credit.
 - c. Tree credits may be applied toward landscape and/or tree replacement at a maximum rate of one-third for residential, and one-half for nonresidential.
 - d. Healthy unprotected trees over 12 inches in size which are located outside the floodplain may be considered for tree credits only when such trees are individually field inspected and approved by a designated representative of the city.
 - e. Determination of credits shall be made by the city administrator or his designee upon completion of site improvements. Field conditions may warrant submittal of a revised landscape plan to determine the number of tree credits. Review shall include a field inspection of the site, and the plan may be referred to other departments or consultants for review and recommendations.

(5) *Replacement*

- a. If it is necessary to remove trees with a six-inch caliper or larger, the developer, builder or property owner shall be required to replace the trees which are to be removed with a comparable or better species of trees at a site within the planned development or subdivision. The city administrator may allow the trees to be located to other areas within the city if it is deemed necessary by the city administrator, and space is available; otherwise, the developer shall be required to escrow funds.
- b. A sufficient number of trees shall be planted to equal, in caliper, the caliper of the tree removed. Such replacement trees, when planted, shall be a minimum of three inches in caliper and seven feet in height.
- c. Trees which are planted to satisfy landscape requirements that are indicated in this chapter, and successfully transplanted trees, shall count, inch for inch, toward the tree replacement requirements, except required landscape trees planted inside the property line of single-family residential housing. Transplanted trees must successfully survive one full year after planting to count as a preserved tree.

(Ord. No. O-0012, § 79-26, 5-10-2000; Ord. No. O-0013, §§ I, II, 5-24-2000)

- 5) Streets, alleys, and easements -the lines and names of all proposed streets or right-of-ways or easements to be dedicated to public use with the following engineering data:

- a) For streets -complete curve data, central angle, tangent, degrees of curvature shown on the center line or one each side of street, provide length and bearing of all tangents, furnish dimensions of all angle points of curve to an adjacent side lot line.
 - b) For water courses and easements -distances to be provided along the side lot line from the front lot line on the high bank of the stream. Traverse line to be provided along the edge of all large water courses in a convenient location preferably along the utility easement if paralleling the drainage easement or stream.
- 6) Name of subdivision and total acreage.
 - 7) Lots and blocks -The lines and numbers of all proposed lots and blocks with complete bearings and dimensions for front, rear, and side lot lines with area and square feet and acres.
 - 8) Building setback lines shall be shown on all lots.
 - 9) Reservations -The use and property dimensions for all special reservations including sites for schools, churches, parks and reserves.
 - 10) Monument and control points:
 - a) Provide the description and location of all permanent survey monuments and control points.
 - b) Refer to suitable primary control points to which all dimensions, bearings, and similar data are tied. Show dimensions in feet and decimals of a foot.
 - 11) The following will be placed on the face of the plat in addition to the requirements of Montgomery County, Texas.

KNOW ALL MEN BY THESE PRESENTS:

That I, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the subdivision regulations of the City of Shenandoah, Texas.

Signature and Seal of Registered Public Surveyor

I, THE UNDERSIGNED, Engineer for the City of Shenandoah, Texas, hereby certify that this subdivision plat conforms to all requirements of the subdivision regulations of the City as to which his approval is required.

City Engineer, City of Shenandoah

This plat and subdivision has been submitted to and considered by the City Planning and Zoning Commission and the City Council of the City of Shenandoah, Texas, and is hereby approved by such Commission and Council.

This _____ day of _____, 20 ____.

By: _____

Mayor

ATTEST:

By: _____

Chairman, Planning and Zoning Commission

City Secretary

City Attorney

- 12) Key Map-A key map showing relation of subdivision to major streets in all directions to a distance of at least one mile.
- 13) Title -The date, scale, northpoint, subdivision title, along with appropriate legal descriptions such as survey name and abstract with the name of the owner and engineer or surveyor platting the tract.
- 14) Dedications and certificates -Such dedications and certificates as are applicable.
- 15) Special restrictions -Where restrictions of land use, other than those given in these regulations are to be imposed by the subdivider, such restrictions shall be placed on the final plat or on a separate instrument filed with the plat.
- 16) Offsite easements -Provide recorded offsite easements with final plat submittal.
- 17) Water, sewer, paving and drainage plans -Two sets of plans and specifications for water, sanitary sewer, storm sewer, paving and drainage prepared by a registered professional engineer must be submitted with the preliminary plat. All developers will be required to utilize and pay for the services of the City's Engineer for the design and inspection of all public utilities that the City will maintain after development occurs.
- 18) Tax receipt - submit a receipt or tax certificate showing that all taxes have been paid with the preliminary plat.
- 19) Title letter or certificate from a title guarantee company or from an attorney duly licensed to practice law in Texas certifying to at least the following concerning title to the land:

- a) A statement of records examined and date examined (within last 60 days).
 - b) Description of property by metes and bounds.
 - c) Name of fee owner as of date of examination along with date, file number, volume, and page of the recording of the deed involved
 - d) The name of any lien holder together with a date of filing, volume, and page of lien.
 - e) A general description of any easement and fee strips granted along with the file number, date of filing, volume and page or County Clerk's file number of such recording information.
- 20) Submission -File with the City Secretary 18 legible prints of the original tracing and a reproducible copy of the preliminary plat 10 days or more before the regular Commission meeting, with four original signed copies, and an electronic file copy of the plat.
- 21) Fees -Preliminary Plat Processing Fee (\$375.00 plus \$10.00 per acre or any part thereof), at the time the plat is submitted, payable to the City.
- a) Reasons for disapproval or conditional approval shall be put in writing, attached to one copy of the plat and returned to the developer submitting the plat.
 - b) Preliminary approval will expire 12 months after the approval of the Commission of the preliminary plat or the final sections thereof except that if the subdivider shall apply in writing prior to the end of such 12 month period stating reasons for needing the extension, this period may be extended for another 12 months, but not beyond the total of two years.

III. SUBMITTAL OF FINAL PLAT and RELATED MATERIALS:

- A) After the approval of a preliminary plat by the Commission a final plat showing an actual boundary survey of the tract prepared by a Registered Public Surveyor and bearing his seal shall be submitted to said Commission by filing in the Office of the City Secretary. Said plat shall have all changes and alterations made on it that were required on the previously submitted preliminary plat.
- B) Sheet size and scales -All final plats shall be drawn on reproducible sheets 20" X 24" and to a scale of 1 inch- 100 feet. When more that one (I) sheet is required an index sheet of maximum size 20" X 24" shall be filed showing the entire subdivision at a suitable scale.
- C) The final plat of any proposed subdivision shall be submitted to the City Secretary with the following requirements:
 - 1) The existing boundary lines of the land to be subdivided. Boundary lines shall be drawn in heavy for easy identification.
 - 2) The location of all existing water courses, railroads, easements, pipelines, wells and other similar drainage and transportation features.
 - 3) The location of all existing streets, alleys, and easements, buildings and structures to be retained and to be removed.
 - 4) Existing features outside the subdivision:

- a) The name and property lines of adjoining subdivisions and of the adjoining property owners together with the respective plat or deed references.
- b) The name and location of adjacent streets, alleys easements, water courses, etc. within 100 feet of plat boundaries.
- c) All lines outside a subdivision boundaries are to be dashed.
- d) Streets, alleys, and easements -The lines and names of all proposed streets or right-of-ways or easements to be dedicated to public use with the following engineering data:
 - e) For streets -complete curve data, central angle, tangent, degrees of curvature shown on the center line or one each side of street to provide length and bearing of all tangents, furnish dimensions of all angle points and points of curve to an adjacent side lot line.
 - f) For water courses and easements -distances to be provided along the side lot line from the front lot line on the high bank of the stream. Traverse line to be provided along the edge of all large water courses in a convenient location preferably along the utility easement if paralleling the drainage easement or stream.
- g) Name of subdivision and total acreage.
- h) Lots and blocks -The lines and numbers of all proposed lots and blocks with complete bearings and dimensions for front, rear, and side lot lines with area and square feet and acres.
- i) Building setback lines shall be shown on all lots.
- j) Reservations -The use and property dimensions for all special reservations including sites for schools, churches, parks and reserves.
- k) Monument and control points.
 - 1) Provide the description and location of all permanent survey monuments and control points.
 - 2) Refer to suitable primary control points to which all dimensions, bearings, and similar data are tied. Show dimensions in feet and decimals of a foot.

- 1) Certificates of Approval will be placed on the face of the plat in addition to the requirements of Montgomery County, Texas.

KNOW ALL MEN BY THESE PRESENTS:

That I, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the subdivision regulations of the City of Shenandoah, Texas.

Signature and Seal of Registered Public Surveyor

I, THE UNDERSIGNED, Engineer for the City of Shenandoah, Texas, hereby certify that this subdivision plat conforms to all requirements of the subdivision regulations of the City as to which his approval is required.

City Engineer, City of Shenandoah

This plat and subdivision has been submitted to and considered by the City Planning and Zoning Commission and the City Council of the City of Shenandoah, Texas, and is hereby approved by such Commission and Council.

This _____ day of _____, 20____.

By: _____
Mayor

ATTEST

By: _____
Chairman, Planning and Zoning Commission

City Secretary

City Attorney

- m) Key Map -A key map showing relation of subdivision to major streets in all directions to a distance of at least one mile.
- n) Title -The date, scale, northpoint, subdivision title, along with appropriate legal descriptions such as survey name and abstract with the name of the owner and engineer or surveyor platting the tract.
- o) Dedications and certificates -Such dedications and certificates as are applicable.
- p) Special restrictions -Where restrictions of land use, other than those given in these regulations are to be imposed by the subdivider, such restrictions shall be placed on the final plat or on a separate instrument filed with the plat.
- q) Offsite easements -Provide recorded offsite easements with final plat submittal.
- r) Water, sewer, paving and drainage plans -Two sets of plans and specifications for water, sanitary sewer, storm sewer, paving and drainage prepared by a registered professional engineer must be submitted with the final plat. All developers will be required to utilize and pay for the services of the City's Engineer for the design and inspection of all public utilities that the City will maintain after development occurs.
- s) Tax receipt -Submit a receipt or tax certificate showing that all taxes have been paid with the final plat.
- t) Title letter or certificate from a title guarantee company or from an attorney duly licensed to practice law in Texas certifying to at least the following concerning title to the land:
 - 1) A statement of records examined and date examined (within last 60 days).
 - 2) Description of property by metes and bounds.
 - 3) Name of fee owner as of date of examination along with date, file number, volume, and page of the recording of the deed involved
 - 4) The name of any lien holder together with a date of filing, volume, and page of lien.
 - 5) A general description of any easement and fee strips granted along with the file number, date of filing, volume and page or County Clerk' s file number of such recording information.
- u) Submission- File with the City Secretary 18 legible prints of the original tracing and a reproducible copy of the final plat 10 days or more before the regular Commission meeting, with four original signed copies, and an electronic file copy of the plat.
- v) Fees -Final plat Processing Fee (\$375.00 plus \$10.00 per acre or any part thereof), at the time the plat is submitted, payable to the City.

- 1) Reasons for disapproval or conditional approval shall be put in writing, attached to one copy of the plat and returned to the developer submitting the plat.
 - 2) Preliminary approval will expire 12 months after the approval of the Commission of the final plat or the final sections thereof except that if the subdivider shall apply in writing prior to the end of such 12 month period stating reasons for needing the extension, this period may be extended for another 12 months, but not beyond the total of two years.
- w) Upon approval of the final plat, the final plat is then submitted to City Council for their approval.
 - x) Once the final plat is approved by City Council, the plat is then recorded with Montgomery County Clerk's Office.
 - y) Upon being recorded, an original recorded plat is furnished to the developer by the City.

IV. SUBMITTAL OF BUILDING PERMIT PACKAGE

- A) City issues a building permit package, to be completed prior to development and construction. This permit package will include the following:
 1. Grading Permit Application:
 - a) This permit may be issued after the Planning and Zoning Commission have approved the preliminary plat.
 - 2) Building Permit Application: After final plat approved by Council
 - a) Three sets of complete building, electric, plumbing, and mechanical plans are submitted to the Department of Public Works and Community Development along with a completed permit application form.
 - b) The Plan Review Fee is paid prior to the building plans being submitted to the City Building Inspector for review.
 - c) Once the plans have been approved by the Building Inspector, once set is retained in the City files and one set is returned to the Developer.
 3. Electric Permit Application: After final plat approved by Council
 - a) The permit application form must be completed and submitted.

- b) A copy of the electrician's master license must be presented upon application.
- 4. Plumbing Permit Application: After final plat approved by Council
 - a) The permit application form must be completed and submitted.
 - b) A copy of the plumber's master license must be presented upon application.
- 5. Mechanical Permit Application: After final plat approved by Council
 - a) The permit application form must be completed and submitted.
 - b) A copy of the State license must be presented upon application.
- C) Notify City at least 24 hours prior to inspection date to schedule Building Inspector.
- D) Upon final inspection approval, and application for water and sewer service, the Certificate of Occupancy will be issued.

LANDOWNER ANNEXATION PETITION

TO THE MAYOR AND GOVERNING BODY OF THE CITY OF SHENANDOAH, TEXAS, A GENERAL LAW MUNICIPALITY:

The undersigned owner(s) of the hereinafter described tract of land, which is vacant and without residents, hereby petitions your Honorable Body to extend the present City limits so as to include as part of the City of Shenandoah, Texas (Local government Code Section 43.028) as the following territory, to wit:

Property Description

(Metes and Bounds and Site Map)

Attached as Exhibit "A"

The undersigned certifies that the above described land is contiguous and adjacent to the City of Shenandoah, is not more than one-half (1/2) mile in width, is vacant and without residents and on which fewer than three qualified voters reside. The undersigned hereby waives any and all requirements for public hearing(s) as may be prescribed by law.

By: _____ By: _____

STATE OF TEXAS (

(

COUNTY OF MONTGOMERY (

Before me, the undersigned authority, on this day personally appeared _____, and known to me to be _____ and whose name is subscribed to the foregoing instrument in that capacity and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20____.

Notary Public, State of Texas

My Commission Expires: _____

Waiver of Action

I, _____, am waiving my thirty (30) day right of action by the City of Shenandoah City Council for the plat I am submitting to City Council.

I have also included in my submission a statement of reason(s) why I am waiving my right of action by the City of Shenandoah City Council.

According to Local Government Code Section 212.009. Approval Procedure. The municipal authority responsible for approving plats shall act on a plat within 30 days after the date the plat is filed. A plat is considered approved by the municipal authority unless it is disapproved within that period.

Project Name

Project Address

Signature of Owner

Date



Rezoning Application
Public Works and
Community Development Department

City of Shenandoah, Texas
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522
www.shenandoahtx.us

Upon completion return application to Development@shenandoahtx.us

Contact Information

Property Owner(s):

Address:

Zip Code: Phone:

Email Address:

Applicants:

Address:

Zip Code: Phone:

Email Address:

Parcel Information

Property Identification Number (MCAD R#):

Legal Description:

Street Address or Location:

Acreage: Present Zoning: Present Land Use:

Proposed Zoning: Proposed Land Use:

Is the proposed use in compliance with the Comprehensive Plan [] YES [] NO

Additional Information

Owner(s) of record for the above described parcel:

Signature: Date:

Signature: Date:

Signature: Date:

Note: Signatures are required for all owners of record for the property proposed for Special Use Permit. Attach additional signatures on a separate sheet of paper.

Date Received

Office Use

Additional Information

The following information must also be submitted:

Cover letter on company letterhead stating what is being asked.

Metes and Bounds.

All applicable fees and payments.

Copies of all deeds or a title opinion from a licensed attorney establishing current ownership of the property for which the zoning change is sought.

A site plan. If there are existing structures, parking, curb cuts and drainage they must be shown.

The application from must be signed by the owner/applicant. If the applicant is not the owner, written authorization from the owner authorizing the applicant to submit the rezoning request shall be submitted.

Payment of all Indebtedness Attributable to the subject property.

Public Hearings

Parties in interest and citizens shall have an opportunity to be heard at public hearings conducted by the Planning and Zoning Commission and the City Council before any amendment to a district regulation, restriction, or boundary shall become effective. Regularly scheduled meetings are as follows and will be held accordingly unless public notice has been given of a change of dates:

Planning and Zoning Commission (two public hearings): **3rd Tuesday of every month at 7:00 p.m.**

City Council: **4th Wednesday of every month at 7:00 p.m.**

Protests

If a protest against a proposed zoning change including PDD and SUP requests has been filed with the City Secretary, duly signed and acknowledged by the owners of twenty percent (20%) or more, either of the area of the land included in such a proposed change or those owners of property immediately adjacent to the subject property and extending two hundred feet (200) there from, such zoning change shall not become effective except by a three-fourths (3/4) vote of governing body in accordance with the provisions of Section 211.006 of the Texas Local Government Code.

Resubmission

Rezoning requests which have been heard and decided by the Council of the City of Shenandoah may not be re-filed with the city for six (6) months after the date of such decision by the Council, absent a change in circumstances.

Rezoning requests for the same property to a different classification than the denied request may be re-filed prior to the expiration of six (6) months.



Special Use Permit

City of Shenandoah, Texas
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522
www.shenandoahtx.us

Upon completion return application to Development@shenandoahtx.us

Contact Information

Property Owner(s): _____

Address: _____

Zip Code: _____ Phone: _____

Email Address: _____

Applicants: _____

Address: _____

Zip Code: _____ Phone: _____

Email Address: _____

Parcel Information

Type of Business: _____

Legal Description: _____

Street Address or Location: _____

Special Use Permit Request

Description of request:

Submission Information

This application is to be filed with the City of Shenandoah City Secretary:

**City of Shenandoah
29955 Interstate 45 North
Shenandoah, Texas 77381**

Additional Information

Date Application received by the City of Shenandoah: _____

Owner(s) of record for the above described parcel: _____

Owner(s) of record for the above described parcel:

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Note: Signatures are required for all owners of record for the property proposed for Special Use Permit. Attach additional signatures on a separate sheet of paper.

<h1 style="margin: 0;">Date Received</h1> <p style="margin: 0;"><i>Office Use</i></p>	
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Public Hearings

Parties in interest and citizens shall have an opportunity to be heard at public hearings conducted by the Planning and Zoning Commission and the City Council before any amendment to a district regulation, restriction, or boundary shall become effective. Regularly scheduled meetings are as follows and will be held accordingly unless public notice has been given of a change of dates:

Planning and Zoning Commission (two public hearings): **3rd Tuesday of every month at 7:00 p.m.**

City Council: **4th Wednesday of every month at 7:00 p.m.**

Protests

If a protest against a proposed zoning change including PDD and SUP requests has been filed with the City Secretary, duly signed and acknowledged by the owners of twenty percent (20%) or more, either of the area of the land included in such a proposed change or those owners of property immediately adjacent to the subject property and extending two hundred feet (200) there from, such zoning change shall not become effective except by a three-fourths (3/4) vote of governing body in accordance with the provisions of Section 211.006 of the Texas Local Government Code.

Resubmission

Rezoning requests which have been heard and decided by the Council of the City of Shenandoah may not be re-filed with the city for six (6) months after the date of such decision by the Council, absent a change in circumstances.

Rezoning requests for the same property to a different classification than the denied request may be re-filed prior to the expiration of six (6) months.



Alcoholic Beverage Special Use Permit

City of Shenandoah, Texas
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522
www.shenandoahtx.us

Upon completion return application to Development@shenandoahtx.us

Contact Information

Property Owner(s): _____

Address: _____

Zip Code: _____ Phone: _____

Email Address: _____

Applicants: _____

Address: _____

Zip Code: _____ Phone: _____

Email Address: _____

Parcel Information

Type of Business: _____

Legal Description: _____

Street Address or Location: _____

Submission Information

Description of the type of TABC Liquor License applying for and hours of operation:

This application is to be filed with the City of Shenandoah City Secretary:

Attn: City Secretary
29955 Interstate 45 North
Shenandoah, Texas 77381

The application must be submitted with the following:

- Cover letter of request on company letterhead
- A copy of the TABC application of liquor license.

The application must be submitted with a copy of the TABC application for liquor license and receipt for payment.

Each business that sells alcoholic beverages is required to also obtain a Beverage Permit from the City, which is renewed every two years when your State fees are paid. The fee for the Beverage Permit is one Half (1/2) of the State fee at each renewal.

Additional Information

Date Application received by the City Secretary: _____

Amount paid to the State: _____ City Permit Fee (1/2 of the amount paid to the State): _____

Date Permit Issued: _____ Permit No. _____

Owner(s) of record for the above described parcel:

The Special Use Permit is the first step. Each business that sells alcoholic beverages is required to also obtain a Beverage Permit from the City, which is renewed annually when your State fees are paid. The fee for the Beverage Permit is one half (1/2) of the State fee.

Owner(s) of record for the above described parcel:

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Note: Signatures are required for all owners of record for the property proposed for Special Use Permit. Attach additional signatures on a separate sheet of paper.

Date Received

Office Use

Public Hearings

Parties in interest and citizens shall have an opportunity to be heard at public hearings conducted by the Planning and Zoning Commission and the City Council before any amendment to a district regulation, restriction, or boundary shall become effective. Regularly scheduled meetings are as follows and will be held accordingly unless public notice has been given of a change of dates:

Planning and Zoning Commission (two public hearings): **3rd Tuesday of every month at 7:00 p.m.**

City Council: **4th Wednesday of every month at 7:00 p.m.**

Protests

If a protest against a proposed zoning change including PDD and SUP requests has been filed with the City Secretary, duly signed and acknowledged by the owners of twenty percent (20%) or more, either of the area of the land included in such a proposed change or those owners of property immediately adjacent to the subject property and extending two hundred feet (200) there from, such zoning change shall not become effective except by a three-fourths (3/4) vote of governing body in accordance with the provisions of Section 211.006 of the Texas Local Government Code.

Resubmission

Rezoning requests which have been heard and decided by the Council of the City of Shenandoah may not be re-filed with the city for six (6) months after the date of such decision by the Council, absent a change in circumstances.

Rezoning requests for the same property to a different classification than the denied request may be re-filed prior to the expiration of six (6) months.



Variance Request
Application
Public Works and
Community Development Department

City of Shenandoah
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522
www.shenandoahtx.us

Upon completion return application to Development@shenandoahtx.us

Contact Information

Property Owner(s):

Address: Zip Code:

Email Address: Phone:

Applicants:

Address:

Email Address: Phone:

Parcel Information

Property Identification Number (MCAD R#):

Legal Description:

Street Address or Location:

Acreage: Present Zoning: Present Land Use:

Variance Request

Applicant is requesting a variance from the following:

City of Shenandoah Ordinance No.: Section(s):

Ordinance wording as stated in Section ():
[Blank lines for text entry]

Detail the variance request by comparing what the ordinance states to what the applicant is requesting:
[Blank lines for text entry]

Signatures

Owner(s) of record for the above described parcel:

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Note: Signatures are required for all owners of record for the property proposed for variance. Attach additional signatures on a separate sheet of paper.

Additional Information

The following information must also be submitted:

Cover letter on company letterhead stating what is being asked.

A site plan.

All applicable fees and payments.

The application from must be signed by the owner/applicant. If the applicant is not the owner, written authorization from the owner authorizing the applicant to submit the variance request shall be submitted.

Public Hearings

Parties in interest and citizens shall have an opportunity to be heard at public hearings conducted by the Board of Adjustment before any variance to a district regulation, restriction, or boundary shall become effective. Regularly scheduled meetings are as follows and will be held accordingly unless public notice has been given of a change of dates:

Finding of Undue Hardship

In order to grant a variance, the Board must make the following findings to determine that an undue hardship exists:

1. That literal enforcement of the controls will create an unnecessary hardship or practical difficulty in the development of the affected property; and
 2. That the situation causing the hardship or difficulty is neither self-imposed nor generally affecting all or most properties in the same zoning district; and
 3. That the relief sought will not injure the permitted use of adjacent conforming property; and
 4. That the granting of a variance will be in harmony with the spirit and purpose of these regulations.
 5. Financial hardship alone is not an "undue hardship" if the property can be used, meeting the requirements of the zoning district it is located in.
-

Factors not Considered

A variance shall not:

1. Be granted to relieve a self-created or personal hardship,
2. Be based solely upon economic gain or loss,
3. Permit or allow any person a privilege or advantage in developing a parcel of land not permitted or allowed by these Regulations to other parcels of land in the same particular zoning district,
4. Result in undue hardship upon another parcel of land.

<h1 style="margin: 0;">Date Received</h1>	
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Office Use