



City of Bastrop Development Manual



Planning & Development Department
1311 Chestnut Street
Bastrop, Texas 78602
(512) 332-8840



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Section 1
Submittal Calendars



**ZONING CHANGE AND CONDITIONAL USE PERMIT
PROCESSING SCHEDULE - 2015**

Submittal Completion Deadline Noon (12:00 P.M.)	For Planning & Zoning Meeting – last Thursday of the month 6:00 P.M.	City Council Meeting 2 nd and 4 th Tuesdays 6:30 P.M.
1/5/2015	1/29/2015	2/10/2015 2/24/2015
2/2/2015	2/26/2015	3/10/2015 3/24/2015
3/2/2015	3/26/2015	4/14/2015 4/28/2015
4/6/2015	4/30/2015	5/12/2015 5/26/2015
5/4/2015	5/28/2015	6/9/2015 6/23/2015
6/1/2015	6/25/2015	7/14/2015 7/28/2015
7/6/2015	7/30/2015	8/11/2015 8/25/2015
8/3/2015	8/27/2015	9/8/2015 9/22/2015
9/8/2015	9/24/2015	10/13/2015 10/27/2015
10/5/2015	10/29/2015	11/10/2015 11/24/2015
10/19/2015	11/19/2015	12/8/2015 1/12/2016
11/16/2015	12/17/2015	1/12/2016 1/26/2016

Zoning Changes and Conditional Use Permits are approved by Ordinance which requires a first and second reading by City Council.

If a quorum of the Commission or Council is not able to be met the night of a scheduled meeting, the recommendation/approval of the Zoning/Conditional Use Permit will be rescheduled for the next appropriate Planning and Zoning or City Council Meeting.



**SUBDIVISION PROCESSING SCHEDULE
PRELIMINARY PLATS - 2015**

Applicant Submittal to the Planning Dept. Deadline 4:00 pm	City Staff Comments Due to Applicant	Resubmittal deadline for Corrected Plat	Planning & Zoning Commission Meeting at 6:00 p.m.	City Council Meeting at 6:30 p.m.
11/23/2014	12/16/2014	1/5/2015	1/29/2015	2/10/2015
12/22/2014	1/16/2015	2/2/2015	2/26/2015	3/10/2015
1/23/2015	2/13/2015	3/3/2015	3/26/2015	4/14/2015
2/20/2015	3/16/2015	4/2/2015	4/30/2015	5/12/2015
3/27/2015	4/20/2015	5/4/2015	5/28/2015	6/9/2015
4/24/2015	5/15/2015	6/1/2015	6/25/2015	7/14/2015
5/29/2015	6/19/2015	7/2/2015	7/30/2015	8/11/2015
6/29/2015	7/20/2015	8/3/2015	8/27/2015	9/8/2015
7/31/2015	8/21/2015	9/4/2015	9/24/2015	10/13/2015
8/27/2015	9/18/2015	10/2/2015	10/29/2015	11/10/2015
9/11/2015	10/2/2015	10/19/2015	11/19/2015	12/8/2015
10/9/2015	10/30/2015	11/16/2015	12/17/2015	1/12/2016

******IMPORTANT – PLEASE READ**

All subdivision plats are submitted to the City Engineer and staff for review. **No partial submittals will be accepted.** A memo will be issued approximately 15 working days after receipt listing staff's comments/corrections. A copy of the staff review memo will be mailed, faxed or emailed to all interested parties.

All resubmittals should be sent via pdf. **Please Note:** If all comments have not been addressed, the resubmission may not be accepted, except for a recommendation of disapproval.

If you would like to schedule a plan review meeting prior to submitting your documents, please contact the Planning Department at (512) 332-8840 to arrange an appointment. These plan review meetings are conducted between 1:30 and 3:30 p.m. on Tuesdays.

If a quorum of the Commission or Council is not able to be met the night of a scheduled meeting, the recommendation/approval of the plat will be rescheduled for the next appropriate Planning and Zoning or City Council meeting.



**CITY OF BASTROP
SUBDIVISION PROCESSING SCHEDULE –
FINAL PLATS - 2015**

Submission to the Planning Dept. Deadline 4:00 pm	City Staff Comments Due to Applicant	Resubmittal deadline for Corrected Plat	City Council Meeting 2nd and 4th Tuesday at 6:30 P. M.
12/5/2014	12/31/2014	1/16/2015	2/10/2015
12/22/2014	1/16/2015	2/2/2015	2/24/2015
1/6/2015	1/30/2015	2/13/2015	3/10/2015
1/23/2015	2/13/2015	3/3/2015	3/24/2015
2/12/2015	3/9/2015	3/23/2015	4/14/2015
2/26/2015	3/20/2015	4/6/2015	4/28/2015
3/11/2015	4/2/2015	4/20/2015	5/12/2015
3/27/2015	4/20/2015	5/4/2015	5/26/2015
4/10/2015	5/1/2015	5/18/2015	6/9/2015
4/23/2015	5/14/2015	6/1/2015	6/23/2015
5/14/2015	6/5/2015	6/22/2015	7/14/2015
5/29/2015	6/19/2015	7/6/2015	7/28/2015
6/10/2015	7/2/2015	7/20/2015	8/11/2015
6/24/2015	7/17/2015	8/3/2015	8/25/2015
7/9/2015	7/31/2015	8/17/2015	9/8/2015
7/23/2015	8/14/2015	8/31/2015	9/22/2015
8/3/2015	8/24/2015	9/8/2014	10/13/2015
8/25/2015	9/18/2015	10/5/2015	10/27/2015
9/9/2015	10/1/2015	10/19/2015	11/10/2015
9/23/2015	10/16/2015	11/2/2015	11/24/2015
10/6/2015	10/29/2015	11/16/2015	12/8/2015
11/6/2015	12/3/2015	12/18/2015	1/12/2016
11/19/2015	12/15/2015	1/4/2016	1/26/2016
12/4/2015	12/30/2015	1/15/2016	2/9/2016
12/18/2015	1/14/2016	2/1/2016	2/23/2016

******IMPORTANT – PLEASE READ**

All subdivision plats are submitted to the City Engineer and staff for review. **No partial submittals will be accepted.** A memo will be issued approximately 15 working days after receipt listing staff's comments/corrections. A copy of the staff review memo will be mailed, faxed or emailed to all interested parties.

All resubmittals should be sent via pdf. **Please Note:** If all comments have not been addressed, the resubmission may not be accepted, except for a recommendation of disapproval.

If you would like to schedule a plan review meeting prior to submitting your documents, please contact the Planning Department at (512) 332-8840 to arrange an appointment. These plan review meetings are conducted between 1:30 and 3:30 p.m. on Tuesdays.

If a quorum of the Council is not able to be met the night of a scheduled meeting, the approval of the plat will be rescheduled for the next appropriate City Council meeting.

Section 2
Subdivision Related
Applications



PRELIMINARY PLAT APPLICATION

Please complete all of the following information (type or print):

Project Name: _____

Project Address/Location: _____

Legal Description: _____

Zoning District (if inside city limits): _____

Owner / Developer (applicant):

Contact Person: _____

Company: _____

Address: _____

City, State Zip: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Agent:

Contact Person: _____

Company Name: _____

Address: _____

City, State Zip: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Engineer / Surveyor (all preliminary plats must be prepared by a licensed engineer or land surveyor):

Contact Person: _____

Company Name: _____

Address: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Signature of Owner: _____

The signature of the Owner authorizes the City of Bastrop and its agents to visit and inspect the property for which this application is being submitted. The signature also indicates that the Owner or his Agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The Owner's signature designates the Agent as 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.**

(STAFF USE ONLY) Date Submitted: _____ Fee Paid: _____ Received by _____

PRELIMINARY PLAT APPLICATION

PURPOSE:

The purpose of the Preliminary Plat review is to ensure the Preliminary Plat presents detailed information indicating the proposed street and drainage systems, easements, utilities, building lots, and other lots (including parkland) and to aid in the coordination of improvements within and among individual parcels of land or phases of development in the area of the development.

INSTRUCTIONS:

Step 1 – Pre-Application Process.

Make an appointment to schedule a pre-application project meeting with the Planning and Development Department (512) 332-8840 prior to plan submission. The purpose of this meeting is to:

- allow the applicant to explain issues relating to the design of the project and to ask questions about the plan review application procedures,
- provide staff the opportunity to identify issues that may be addressed prior to the plans being completed and the application being finalized,
- identify policies and regulations that create opportunities or pose significant restraints for the proposed development, and to
- identify special studies or other information and data needed in conjunction with the application.

This exchange of information often makes the remainder of the process more efficient and may reduce the time required to receive preliminary plat approval. It is not necessary to have detailed plans drawn prior to the pre-application meeting. However, the more information provided at the meeting (even in sketch form), the more thorough and specific the staff can be in response. ***Please be aware that the pre-application meeting may not address all issues related to the development process, and decisions/discussions during the pre-application process are subject to change based on information submitted at the time the application is filed.***

Step 2 – Complete the Application and Checklist.

These items must be fully completed prior to submission.

- Place a check mark in the appropriate box on each line indicating if the submitted plans have complied with that item. Indicate with N/A if the item does not apply to your application. ***This checklist is a guide for meeting local and state development requirements.*** Please refer to the City of Bastrop Subdivision Ordinance to ensure all requirements are addressed appropriately for the proposed development. You may contact the Planning and Development Department staff anytime to discuss applicable requirements.
- All requirements must be addressed by the application, unless otherwise approved by City staff depending on the scope and complexity of the project. Any requirements not required to be addressed should be so noted on the checklist.
- A supporting summary and explanation must be provided for each item in the checklist marked “not submitted” or “not met”. The application will be considered incomplete and will not be accepted without the summary and such explanation. This explanation will help facilitate staff review and help reduce the time required to receive preliminary plat approval.

Step 3 – Project Evaluation by Staff.

City staff will evaluate the preliminary plat for compliance with the preliminary plat details provided in Section 4.10.1. and 4.10.2. Staff will determine if the preliminary plat application is complete and will return incomplete submittals to the applicant without forwarding the application to the Planning and Zoning Commission for review. If the staff determines the application is complete and complies with the standards set forth in the City’s development ordinances and policies, the Director of Planning and Development will accept the preliminary plat and schedule it for consideration by the Planning and Zoning Commission and City Council.

PRELIMINARY PLAT APPLICATION

Step 4 – Planning and Zoning Commission Review.

Within 45 days from the date the preliminary plat application is accepted by the Director of Planning and Development, the Planning and Zoning Commission will consider the preliminary plat and make recommendations to the City Council for approval or denial.

Step 5 – City Council Review and Action.

The City Council shall consider the recommendations of the Planning and Zoning Commission and staff and may concur or take separate action from that recommended.

Step 6 – Final Plat Application.

Approval of the preliminary plat does not constitute acceptance of the subdivision, but is authority to proceed with the preparation of the final plat. While highly discouraged, any site improvements made on the property that is the subject of the preliminary plat application prior to acceptance by the city and recordation of the final plat is done at the risk of the applicant. **Approval of the preliminary plat expires at the end of 180 days from the date the City Council approves the preliminary plat unless a final plat has been submitted to the City Council.** However, the City Council may grant one extension of 180 days upon written request of the applicant.

Step 7 – Site Development Plans and/or Building Permit Application.

Upon acceptance and recordation of the final plat, the applicant may submit either a site development plan application or building permit application depending upon the nature and type of development that is proposed within the subdivision. Additional details and application materials for these applications are available from the Planning and Development Department or the City's web site.

PRELIMINARY PLAT APPLICATION

The following shall be provided with the preliminary plat application, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Unless an item is determined by the Director to be not applicable, written explanation must be provided for any requirement not submitted with the application.

Preliminary Plat Submittal Checklist (This form must be completed and submitted with application)			
Submittal Requirements	Submitted		
	Yes	No	N/A
Completed and signed application and checklist.			
Six (6) 24" x 36" copies for projects inside the City limits or Five (5) 24" x 36" copies for projects in the ETJ (collated and folded) of the preliminary plat to a scale of one inch to one hundred feet (1" - 100') and one 11" x 17" reduction. Only Four (4) copies of the drainage plan and the utility plans are required.			
Digital file for plan review (PDF format). Upon final approval a digital version of the plans must be submitted in the design software file format used to produce the plans (i.e. AutoCAD).			
Copy of deed showing current ownership.			
A current tax certificate showing that taxes have been paid.			
A cover letter providing an explanation of the proposed project.			
A notification list of all property owners and mailing addresses, as identified on the latest approved tax roll of the Bastrop Central Appraisal District, within 200 feet of the subject property. One copy of the list must be submitted on mailing labels (Avery 5160 or similar).			
Three (3) copies the development agreement or Planned Development (PD) ordinance and a letter outlining how the requirements of the development agreement or PD are addressed on the preliminary plat.			
Application fee – see Appendix A – Fee Schedule, of the City of Bastrop Code of Ordinances			
Total Application Fee Submitted			

Applications missing any required items above will be rejected

PRELIMINARY PLAT APPLICATION

The following shall be provided in accordance with the preliminary plat details stated in Section 4.10.2 of the subdivision ordinance, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Note: references to standards required in other sections of the City’s development ordinances are provided to facilitate completion of the preliminary plat application. However these references may not be inclusive of all regulations applicable to the proposed development. The applicant is encouraged to contact the Planning Department with any questions regarding the required information.

Written explanation must be provided for any requirement not submitted with the application or not addressed in accordance with the Zoning and Subdivision Ordinances.

Section 4.10.2. Preliminary Plat Details					
To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 4.10.2.A	The name of the subdivision, which shall not duplicate an existing or pending subdivision.				
Section 4.10.2.B	The total acreage and the proposed total number of lots and blocks within the subdivision.				
Section 4.10.2.C	The name of the owner (and address unless given in letter of transmittal). If the owner is a partnership, corporation or other entity other than an individual, the name of the responsible individual such as president or vice-president must be given.				
Section 4.10.2.D	The name of the licensed public surveyor and licensed engineer (when required) responsible for preparing the plat.				
Section 4.10.2.E	Scale: 1”=100’. The prior consent of the Director of Planning and Development will be required for use of a smaller scale.				

PRELIMINARY PLAT APPLICATION

To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 4.10.2.F	North point, north to be at top of sheet if possible.				
Section 4.10.2.G	Date, revision block and each revision shall bear a new date.				
Section 4.10.2.H	Ownership boundaries shall be drawn in very heavy lines and shall include overall dimensions and bearings.				
Section 4.10.2.I	Adjacent boundary lines and adjacent right-of-way lines of the proposed subdivision drawn with dashed lines.				
Section 4.10.2.J	A tie to an original corner of the tract of land of which subdivision is a part.				
Section 4.10.2.K	Name and location of adjacent subdivisions, streets, easements, pipelines, water courses, etc., and the property lines and name of all adjoining property owners.				
Section 4.10.2.L	Existing and proposed topographic and planimetric features within the subdivision, including water courses and ravines, high banks, width of existing and proposed easements and any other physical features pertinent to the subdivision. Contour lines at two (2) foot intervals in terrain with a slope of two (2) percent or less and five (5) foot intervals in terrain with slope greater than two (2) percent.				

PRELIMINARY PLAT APPLICATION

To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 4.10.2.M	Existing transportation features within the subdivision including the location and width of right-of-way, streets, alleys and easements.				
Section 4.10.2.N	Proposed features including location, right-of-way and pavement width, surfacing and name of streets; approximate width and depth of all lots; location of building lines, alleys and public utility easements; and schematic plans for drainage, sanitary facilities and utilities.				
Section 4.10.2.O	Designation of any sites for special uses including churches, sewage disposal plants, water storage/pumping facilities, wells or plants, business, industry or other special land uses. If proposed use is unknown, designate as unrestricted.				
Section 4.10.2.P	Regulatory flood elevations and boundaries of flood prone areas, including floodways.				
Section 4.10.2.Q	A preliminary plan sheet showing proposed on-site sewage disposal systems, or sanitary sewers with grade, pipe size and location of points of discharge or connection to existing collection lines.				
Section 4.10.2.R	A preliminary plan of the drainage system, indicating inlet locations, with grade, pipe size and location of points of discharge. <i>(See drainage criteria in Section 1.40)</i>				
Section 4.10.2.S	A preliminary plan for proposed fills or other structure elevating techniques, levees, channel modifications, and other methods to overcome flood or erosion related hazards.				
Section 4.10.2.T	Location of City limits line, the outer border of the City's extraterritorial jurisdiction and zoning district boundaries, if they traverse the subdivision, form part of the subdivision, or are contiguous to such boundary.				

PRELIMINARY PLAT APPLICATION

To Be Completed By Applicant Indicate Below Compliance With The Following.					To Be Completed By Staff
		Yes	No	Comments	Reviewed By:
Section 4.10.2.U	Key Map. A key map showing relation of subdivision to well-known streets in all directions to a distance of at least one (1) mile.				
Section 4.10.2.V	Master Plan Submission. When the subdivision is a portion of a tract later to be subdivided in its entirety, a general development plan of the entire subdivision, showing a schematic layout of the entire subdivision, in the entire tract, shall be submitted with the preliminary plan of the portion first to be subdivided. Acceptance or approval of the said Master Plan does not release the subdivider from submitting a preliminary plat for each section to be developed to compare against Master Plan. The Master Plan may be required by the City to show and provide continuous public utility easements for the construction of future utilities through the subdivision for service to adjoining property. Such easements shall have sufficient setback requirements to accommodate construction of future utility.				
	<p>Supplemental requirements.</p> <p><i>(See Sect. 1.30 –Traffic Impact and Mitigation. The applicability of these regulations is outlined in Sect 1.30.2)</i></p> <p><i>(May include other information and data as required by staff)</i></p>				



FINAL PLAT APPLICATION

Please complete all of the following information (type or print):

Project Name: _____

Project Address/Location: _____

Legal Description: _____

Zoning District (if inside city limits): _____

Owner / Developer (applicant):

Contact Person: _____

Company: _____

Address: _____

City, State Zip: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Agent:

Contact Person: _____

Company Name: _____

Address: _____

City, State Zip: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Engineer / Surveyor (all plats must be prepared by a licensed engineer or land surveyor):

Contact Person: _____

Company Name: _____

Address: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Signature of Owner: _____

The signature of the Owner authorizes the City of Bastrop and its agents to visit and inspect the property for which this application is being submitted. The signature also indicates that the Owner or his Agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The Owner's signature designates the Agent as 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.**

(STAFF USE ONLY) Date Submitted: _____ Fee Paid: _____ Received by _____

FINAL PLAT APPLICATION

PURPOSE:

The purpose of the Final Plat review is to ensure consistency with the approved preliminary plat and to ensure the Final Plat presents detailed information required for the official record map and plat of the property to be subdivided or developed, showing thereon the boundaries, lots, public streets, easements, public facilities and features which are necessary to serve the development.

INSTRUCTIONS:

Step 1 – Pre-Application Process.

Make an appointment to schedule a pre-application project meeting with the Planning and Development Department (512) 332-8840 prior to plan submission. The purpose of this meeting is to:

- allow the applicant to explain issues relating to the design of the project and to ask questions about the plat review application procedures,
- provide staff the opportunity to identify issues that may be addressed prior to the plans being completed and the application being finalized,
- identify policies and regulations that create opportunities or pose significant restraints for the proposed development, and to
- identify special studies or other information and data needed in conjunction with the application.

This exchange of information often makes the remainder of the process more efficient and may reduce the time required to receive final plat approval. ***Please be aware that the pre-application meeting may not address all issues related to the development process, and decisions/discussions during the pre-application process are subject to change based on information submitted at the time the application is filed.***

Step 2 – Complete the Application and Checklist.

These items must be fully completed prior to submission.

- Place a check mark in the appropriate box on each line indicating if the submitted plans have complied with that item. Indicate with N/A if the item does not apply to your application. ***This checklist is a guide for meeting local and state development requirements.*** Please refer to the City of Bastrop Subdivision Ordinance to ensure all requirements are addressed appropriately for the proposed development. You may contact the Planning and Development Department staff anytime to discuss applicable requirements.
- All requirements must be addressed by the application, unless otherwise approved by City staff depending on the scope and complexity of the project. Any requirements not required to be addressed should be so noted on the checklist.
- A supporting summary and explanation must be provided for each item in the checklist marked “not submitted” or “not met”. The application will be considered incomplete and will not be accepted without the summary and such explanation. This explanation will help facilitate staff review and help reduce the time required to receive plat approval.

Step 3 – Project Evaluation by Staff.

City staff will evaluate the final plat for compliance with the final plat details provided in Section 4.20.1. and 4.20.2. Staff will determine if the final plat application is complete and will return incomplete submittals to the applicant without forwarding the application to the City Council for review. Prior to forwarding the final plat to the City Council, staff must receive the appropriate fiscal surety instrument guaranteeing the construction of subdivision improvements (if applicable). If the staff determines the application is complete and complies with the standards set forth in the City’s development ordinances and policies, the Director of Planning and Development will accept the final plat and schedule it for consideration by the City Council.

FINAL PLAT APPLICATION

Step 4 – City Council Review and Action.

Approval or disapproval of the final plat shall be voted by the City Council within thirty (30) days of the date filing is determined to be administratively complete.

Should the final plat as submitted fail to meet the conditions and requirements of the Subdivision Ordinance, the City Council shall disapprove said plat. If requested by the developer, the City Manager will provide a written statement of the reasons for disapproval. In the event of disapproval, the City may withhold all City improvements of whatsoever nature including the furnishing of sewerage facilities and water service from all additions which have not been approved as provided by law and further, permits may not be issued by the building official of the City on any piece of property other than an original or a resubdivided lot in a duly approved and recorded subdivision.

Step 5 – Filing of the Final Plat.

After approval of the final plat and only after the approval statement set forth in paragraph 4.20.3 has been executed, the City shall cause the original of the plat to be recorded in the Bastrop County Clerk's office with the developer/subdivider providing the City with the actual amount of the filing fee and any other documents as required prior to filing. Contact the Planning and Development Department for a current list of fees and required documents.

One (1) mylar of the approved plat shall be provided the Director of Planning and Development for filing. The final plat shall be drawn in ink on mylar or comparable substitute, on sheets twenty-four inches by thirty-six inches (24" x 36") and to a scale of one inch to one hundred feet (1" = 100'). Where more than one (1) sheet is required, an index sheet shall be used. In addition to the mylar, one digital copy of the final plat shall also be submitted.

Step 6 – Site Development Plans and/or Building Permit Application.

Upon acceptance and recordation of the final plat, the applicant may submit either a site development plans application or building permit application depending upon the nature and type of development that is proposed within the subdivision. Additional details and application materials for these applications are available from the Planning and Development Department or on the City's web site.

FINAL PLAT APPLICATION

The following shall be provided with the final plat application, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Unless an item is determined by the Director to be not applicable, written explanation must be provided for any requirement not submitted with the application. **No final plat will be considered unless a preliminary plat has first been submitted and approved.**

Final Plat Submittal Checklist			
(This form must be completed and submitted with application)			
Submittal Requirements	Submitted		
	Yes	No	N/A
Completed and signed application and checklist.			
Five (5) 24" x 36" copies (collated and folded) of the final plat to a scale of one inch to one hundred feet (1" - 100') and one 11" x 17" reduction.			
Five (5) 24" x 36" copies (collated and folded) of the construction plans (if applicable) to a scale of one inch to one hundred feet (1" - 100') and one 11" x 17" reduction.			
Copy of the engineer's estimate of probable costs for subdivision infrastructure (if applicable).			
Digital file for plan review (PDF format). Upon final approval a digital version of the plans must be submitted in the design software file format used to produce the plans (i.e. AutoCAD).			
Copy of deed showing current ownership.			
A current tax certificate showing that taxes have been paid.			
A cover letter providing an explanation of the proposed project including an explanation of any changes or deviations from the approved preliminary plat.			
A notification list of all property owners and mailing addresses, as identified on the latest approved tax roll of the Bastrop Central Appraisal District, within 200 feet of the subject property. One copy of the list must be submitted on mailing labels (Avery 5160 or similar).			
Three (3) copies the development agreement or Planned Development (PD) ordinance and a letter outlining how the requirements of the development agreement or PD are addressed on the final plat.			
Application fee – see Appendix A – Fee Schedule, of the City of Bastrop Code of Ordinances			
Total Application Fee Submitted			

Applications missing any required items above will be rejected

FINAL PLAT APPLICATION

The following shall be provided in accordance with the final plat details stated in Section 4.20.2 of the subdivision ordinance, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Note: references to standards required in other sections of the City’s development ordinances are provided to facilitate completion of the final plat application. However these references may not be inclusive of all regulations applicable to the proposed development. The applicant is encouraged to contact the Planning Department with any questions regarding the required information.

Written explanation must be provided for any requirement not submitted with the application or not addressed in accordance with the Zoning and Subdivision Ordinances.

Section 4.20.2. Final Plat Details					
To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 4.20.2.A	A title giving the name of the subdivision; the name of the land owner, or owners; the name of the licensed public surveyor and licensed Engineer (if required) responsible for the preparation of the plat; the scale north point, total acres in the subdivision and date.				
Section 4.20.2.B	The certificate of the licensed public surveyor who surveyed, mapped and monumented the land shall be placed on the face of the plat as indicated in Section 4.20.2.B.				
Section 4.20.2.C	A certificate of ownership and dedication to the public of all streets, easements, alleys, parks, playgrounds or other dedicated public uses, signed and acknowledged before a notary public by the owners and any holders of liens against the land.				
Section 4.20.2.D	An accurate on-the-ground boundary survey of the property with bearing and distances and showing the lines of all adjacent land, streets, easements and alleys with their names and width. (Streets, alleys and lot lines in adjacent subdivisions shall be shown dashed.) All necessary data to reproduce the plat on the ground must be shown on the plat.				
Section 4.20.2.E	A complete legal description by metes and bounds of the land being subdivided.				

FINAL PLAT APPLICATION

To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 4.20.2.F	A certificate of approval to be signed by the mayor shall be placed on the face of the plat. See Section 4.20.3.				
Section 4.20.2.G	The plat shall show width of streets, alleys, public utility easements and easements of record.				
Section 4.20.2.H	<p>Streets, alleys and easements that are to be dedicated shall be shown with the following engineering data:</p> <p>(1) For streets: Complete curve data (delta, length of curve, radius, point of reverse curvature, point of tangency, chord length and bearing) shown on each side of the street; length and bearing of all tangents; dimensions from all angle points of curve to an adjacent side lot line shall be provided.</p> <p>(2) For water courses and easement: Distances to be provided along the side lot lines from the front lot line or the high bank of a stream. Traverse line to be provided along the edge of all large water courses in a convenient location, preferably along a utility easement or drainage if paralleling the easement or stream. The 100 year flood plain easement shall be shown where applicable. A note shall be provided prohibiting construction within the 100 year flood plain except for public streets or roads and utilities.</p>				
Section 4.20.2.I	Lot and block lines and numbers of all proposed lots and blocks with complete dimensions for front, rear and side lot lines.				
Section 4.20.2.J	Building set back lines shall be shown for each lot. Refer to Section 530 [5.70] for set back dimensions if property is zoned.				

FINAL PLAT APPLICATION

To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 4.20.2.K	<p>Proposed Water and Sewer Lines. Two (2) copies of the proposed utility plan showing contours, proposed locations of water and sewer lines relative to street right-of-way, and dimensions of existing water and sewer lines. These proposed lines shall meet the requirements as set forth in Section 5.</p>				
Section 4.20.2.L	<p>Proposed Drainage System.</p> <p>(1) Two (2) copies of the proposed drainage plan, showing two foot contour intervals. All street widths and grades shall be indicated on the plan, and runoff calculations shall be provided for all storm sewers, drainage structures and at all points in the street at changes of grade or where the water enters another street or storm sewer or drainage structure. Drainage easements shall be indicated.</p> <p>(2) A general location map of the subdivision showing the entire watershed (a U.S.G.S. quadrangle map is satisfactory).</p> <p>(3) Calculations showing the anticipated storm water flow, including watershed area, runoff coefficient, and time of concentration. When a drainage structure or storm sewer is proposed, calculations shall be submitted showing basis for design.</p>				
Section 4.20.2.M	<p>A receipt showing that all taxes have been paid shall be submitted with the final plat.</p>				

FINAL PLAT APPLICATION

To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 4.20.2.O	<p>The City Council shall be satisfied that the subdivider will be in a financial position to install or cause to be installed at his own cost, risk and expense all of the improvements herein required. The City Council shall require such security as it in its sole and absolute discretion may deem best in order to insure the orderly development within any subdivision, specifically including, but not limited to, a performance bond equal to the estimated cost of the improvements; a bank letter of credit; a personal guarantee; or by requiring the subdivider to grant a lien upon the property contained in such subdivision in favor of the City of Bastrop to secure the estimated cost of such improvements. It is expressly understood that as a condition to the approval of said subdivision, no permanent City utilities shall be furnished to any lot within said subdivisions until all improvements required by this ordinance are completed within the block in which said lot is contained and all such improvements have been accepted by the City of Bastrop.</p>				
Section 4.20.3	<p>City Council approval format and text consistent with Section 4.20.3.</p>				
	<p>Supplemental requirements.</p> <p><i>(Other information and data as required by staff)</i></p>				



ADMINISTRATIVE PLAT APPLICATION
(For amending plats, minor plats, or replats meeting the conditions and requirements in accordance with Local Government Code Section 212.0065)

Please complete all of the following information (type or print):

Project Name: _____

Project Address/Location: _____

Legal Description: _____

Zoning District (if inside city limits): _____

Owner / Developer (applicant):

Contact Person: _____

Company: _____

Address: _____

City, State Zip: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Agent:

Contact Person: _____

Company Name: _____

Address: _____

City, State Zip: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Engineer / Surveyor (all plats must be prepared by a licensed engineer or land surveyor):

Contact Person: _____

Company Name: _____

Address: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Signature of Owner: _____

The signature of the Owner authorizes the City of Bastrop and its agents to visit and inspect the property for which this application is being submitted. The signature also indicates that the Owner or his Agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The Owner's signature designates the Agent as 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.**

(STAFF USE ONLY) Date Submitted: _____ Fee Paid: _____ Received by _____

ADMINISTRATIVE PLAT APPLICATION

PURPOSE:

The administrative procedure may be followed for the approval of an Amending Plat, replat or a subdivision when the land proposed to be subdivided or resubdivided meets the following conditions and requirements in accordance with Local Government Code Section 212.0065.

- (1) Amending plats described by Section 212.016;
- (2) Minor plats or replats involving four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of municipal facilities; or
- (3) A replat under Section 212.0145 that does not require the creation of any new street or the extension of municipal facilities.

INSTRUCTIONS:

Step 1 – Pre-Application Process.

Make an appointment to schedule a pre-application project meeting with the Planning and Development Department (512) 332-8840 prior to plan submission. The purpose of this meeting is to:

- allow the applicant to explain issues relating to the design of the project and to ask questions about the plat review application procedures,
- provide staff the opportunity to identify issues that may be addressed prior to the plans being completed and the application being finalized,
- identify policies and regulations that create opportunities or pose significant restraints for the proposed plat, and to
- identify special information and data needed in conjunction with the application.

This exchange of information often makes the remainder of the process more efficient and may reduce the time required to receive final plat approval. ***Please be aware that the pre-application meeting may not address all issues related to the development process, and decisions/discussions during the pre-application process are subject to change based on information submitted at the time the application is filed.***

Step 2 – Complete the Application and Checklist.

These items must be fully completed prior to submission.

- Place a check mark in the appropriate box on each line indicating if the submitted plans have complied with that item. Indicate with N/A if the item does not apply to your application. ***This checklist is a guide for meeting local and state development requirements.*** Please refer to the City of Bastrop Subdivision Ordinance to ensure all requirements are addressed appropriately for the proposed development. You may contact the Planning and Development Department staff anytime to discuss applicable requirements.
- All requirements must be addressed by the application, unless otherwise approved by City staff depending on the scope and complexity of the project. Any requirements not required to be addressed should be so noted on the checklist.
- A supporting summary and explanation must be provided for each item in the checklist marked “not submitted” or “not met”. The application will be considered incomplete and will not be accepted without the summary and such explanation. This explanation will help facilitate staff review and help reduce the time required to receive plat approval.

ADMINISTRATIVE PLAT APPLICATION

Step 3 – Project Evaluation by Staff.

City staff will evaluate the final plat for compliance with the requirements provided in Section 4.40.3. and the conditions and requirements in accordance with Local Government Code Section 212.00654.20.2. Staff will determine if the application is complete and will return incomplete submittals to the applicant without review. If the staff determines the application is complete and complies with the standards set forth by the Local Government Code and the City's development ordinances and policies, the Director of Planning and Development will accept and review the application.

Any proposed plat may be removed from the administrative process and placed in either the short form or standard process at the sole discretion of the Director of Planning and Development.

Step 4 – Appeal Process.

Applicants may appeal administrative decisions denying their proposed plat to the City Council by filing a request for such appeal with the Planning Director on or before the 30th day following the date of administrative denial.

Step 5 – Filing of the Final Plat.

After approval of the final plat and only after the approval statement set forth in paragraph 4.20.3 has been executed, the City shall cause the original of the plat to be recorded in the Bastrop County Clerk's office with the developer/subdivider providing the City with the actual amount of the filing fee and any other documents as required prior to filing. Contact the Planning and Development Department for a current list of fees and required documents.

One (1) mylar of the approved plat shall be provided the Director of Planning and Development for filing. The final plat shall be drawn in ink on mylar or comparable substitute, on sheets twenty-four inches by thirty-six inches (24" x 36") and to a scale of one inch to one hundred feet (1" = 100'). Where more than one (1) sheet is required, an index sheet shall be used. In addition to the mylar, one digital copy of the final plat shall also be submitted.

Step 6 – Site Development Plans and/or Building Permit Application.

Upon acceptance and recordation of the plat, the applicant may submit either a site development plans application or building permit application depending upon the nature and type of development that is proposed within the subdivision. Additional details and application materials for these applications are available from the Planning and Development Department or on the City's web site.

ADMINISTRATIVE PLAT APPLICATION

The following shall be provided with the administrative plat application, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Unless an item is determined by the Director to be not applicable, written explanation must be provided for any requirement not submitted with the application. **Only plats meeting the conditions and requirements in accordance with Local Government Code Section 212.0065 are allowed by administrative procedures.**

Application Type	Check one of the following
Amending Plat (described by Section 212.016 of the Local Government Code)	
Minor Plats or replats involving four or fewer lots fronting on an existing street and not requiring the creation of any new street or extension of municipal facilities	
A replat under Section 212.0145 of the Local Government Code that does not require the creation of any new street or the extension of municipal facilities	

Administrative Plat Submittal Checklist (This form must be completed and submitted with application)			
Submittal Requirements	Submitted		
	Yes	No	N/A
Completed and signed application and checklist.			
A cover letter providing an explanation of the proposed project.			
Copy of deed showing current ownership.			
A current tax certificate showing that taxes have been paid.			
Five (5) 24" x 36" copies (collated and folded) of the final plat to a scale of one inch to one hundred feet (1" = 100') and one 11" x 17" reduction.			
The subdivider wishing to amend or replat property must provide a complete copy of the original plat and a signed written statement stating which features of the plat are to be changed			
Digital file for plan review (PDF format). Upon final approval a digital version of the plans must be submitted in the design software file format used to produce the plans (i.e. AutoCAD).			
Application fee – see Appendix A – Fee Schedule, of the City of Bastrop Code of Ordinances.			
Total Application Fee Submitted			

Applications missing any required items above will be rejected

ADMINISTRATIVE PLAT APPLICATION

The following shall be provided in accordance with the final plat details stated in Section 4.40.3 of the subdivision ordinance, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Note: references to standards required in other sections of the City’s development ordinances are provided to facilitate completion of the administrative procedures application. However these references are not inclusive of all regulations applicable to the proposed development, and must conform to the conditions and requirements in accordance with Local Government Code Section 212.0065.

The applicant is encouraged to contact the Planning Department with any questions regarding the required information. Written explanation must be provided for any requirement not submitted with the application or not addressed in accordance with the Zoning and Subdivision Ordinances.

Section 4.40 Administrative Procedures Plat Details					
To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 4.40.1.C	The topography of the tract and the surrounding lands is such that no regard need be given in such subdivision to drainage. If drainage facilities are required, this administrative process cannot be used.				
Section 4.40.1.D	Each lot meets the minimum lot requirements as set forth in Section 5.50 and 6.110.4 and does not require any variance or exception to regulations. The resubdivision of any lot, tract or parcel of land within a rural subdivision shall not be permitted if the proposed lot (s) size will be less than one (1) acre.				
Section 4.40.1.E	The perimeter of the tract being subdivided has been surveyed and marked on the ground, and each corner of each lot of such proposed subdivision has been marked on the ground, and is tied to a corner of the tract being subdivided. A plat thereof shall be filed with the City as outlined in Section 4.30.2 and 4.30.3.				
Section 4.40.3.A	The name of the land owner or owners - the name of the licensed public surveyor responsible for the preparation of the plat; the scale and location of each lot with reference to an original corner of the original subdivision or tract of which said land is a part; the date, north point and total acres in the proposed subdivision or lots.				
Section 4.40.3.B	The certificate of the licensed public surveyor and/or licensed engineer who surveyed, mapped and monumented the land shall be placed on the face of the plat as described in Section 4.40.3.B				

ADMINISTRATIVE PLAT APPLICATION

To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 4.40.3.C	A certificate of ownership acknowledged before a notary public by the owners and any holders of liens against the land.				
Section 4.40.3.D	An accurate on-the-ground boundary survey of the property showing bearing and distances and the lines of all adjacent land, streets, easements and alleys with their names and width. (Streets, alleys and lot lines in adjacent subdivisions shall be shown dashed.) All necessary data to reproduce the plat on the ground must be shown on the plat.				
Section 4.40.3.E	A certificate of approval to be signed by the mayor shall be placed on the face of the plat. See Section 4.20.3.				
Section 4.40.3.F	The plat shall show all existing features within the area being subdivided, amended or replatted such as existing drainage, easements, width of adjacent streets and alleys and existing utility easements.				
Section 4.40.3.G	Lot lines and numbers of all lots proposed to be created with complete dimensions for front, rear and side lot lines.				
Section 4.40.3.H	Building setback lines shall be shown for each lot created. Refer to Section 5.70 for set back dimensions.				
Section 4.40.3.I	Existing Utilities and Drainage. Five (5) copies of the proposed plat marked to show locations and size of dimensions of existing utilities, drainage and streets.				
Section 4.40.3.J	A receipt showing that all taxes have been paid shall be submitted with the plat.				

Section 3
Zoning Related
Applications



REZONING APPLICATION

Please complete all of the following information (type or print):

Project Name: _____

Project Address/Location: _____

Legal Description: _____

Existing Zoning District: _____ Proposed Zoning District: _____ Acreage: _____

Land Use Category: _____

Owner (applicant):

Contact Person: _____

Company: _____

Address: _____

City, State Zip: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Agent:

Contact Person: _____

Company Name: _____

Address: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Land Planner / Engineer / Surveyor:

Contact Person: _____

Company Name: _____

Address: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Signature of Owner or Agent: _____

The signature of the Owner authorizes the City of Bastrop and its agents to visit and inspect the property for which this application is being submitted. The signature also indicates that the Owner or his Agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The Owner's signature designates the Agent as 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.**

(STAFF USE ONLY) Date Submitted: _____ Fee Paid: _____ Received by _____

REZONING APPLICATION

PURPOSE:

The purpose of the rezoning review is to ensure a proposed variance from the design standards and regulations maintain an efficient and safe land development project that is a harmonious use of land and does not adversely impact vehicular and pedestrian circulation, parking and loading, adequate water supply, wastewater facilities, drainage and storm water management, and other utilities and services.

The procedures for considering a change in zoning designation are outlined by Section 10 of the City of Bastrop Zoning Ordinance. In making a determination regarding a requested zoning change, the Planning and Zoning Commission and City Council must consider the following factors:

1. Whether the uses permitted by the proposed change will be appropriate in the immediate area concerned and their relationship to the general area and the City as a whole.
2. Whether the proposed change is in accord with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers, and other utilities to the area, and shall note the findings.
3. The amount of vacant land currently classified for similar development in the vicinity and elsewhere in the City, and any special circumstances which may make a substantial part of such vacant land unavailable for development.
4. The recent rate at which land is being developed in the same zoning classification as the request, particularly in the vicinity of the proposed change.
5. How other areas designated for similar development will be, or are unlikely to be, affected if the proposed amendment is approved.
6. Any other factors which will substantially affect the public health, safety, morals, or general welfare.

INSTRUCTIONS:

Step 1 – Pre-Application Process.

Make an appointment to schedule a pre-application project meeting with the Planning and Development Department (512) 332-8840 prior to plan submission. The purpose of this meeting is to:

- allow the applicant to explain issues relating to the design of the project and to ask questions about the approval process and procedures,
- provide staff the opportunity to identify issues that may be addressed prior to the application being finalized,
- identify policies and regulations that create opportunities or pose significant restraints for the proposed development, and to
- identify special information and data needed in conjunction with the application.

This exchange of information often makes the remainder of the process more efficient and may reduce the time required to receive approval. ***Please be aware that the pre-application meeting may not address all issues related to the development process, and decisions/discussions during the pre-application process are subject to change based on information submitted at the time the application is filed.***

Step 2 – Complete the Application and Checklist.

These items must be fully completed prior to submission.

- Place a check mark in the appropriate box on each line indicating if the submitted plans have complied with that item. Indicate with N/A if the item does not apply to your application. ***This checklist is a guide for meeting local and state development requirements.*** Please refer to the City of Bastrop Zoning Ordinance to ensure all requirements are addressed appropriately for the proposed development.

REZONING APPLICATION

You may contact the Planning and Development Department staff anytime to discuss applicable requirements.

- All requirements must be addressed by the application, unless otherwise approved by City staff depending on the scope and complexity of the project. Any requirements not required to be addressed should be so noted on the checklist.
- A supporting summary and explanation must be provided for each item in the checklist marked “not submitted” or “not met”. The application will be considered incomplete and will not be accepted without the summary and such explanation. This explanation will help facilitate staff review and help reduce the time required to receive approval.

Step 3 – Approval Process and Procedure.

The complete process for consideration and approval of a rezoning application is found in Section 10 of the Zoning Ordinance. A summary of the process is described below.

- The completed application must be received by one of the application deadlines published for each calendar year by the Planning and Development Department.
- Upon acceptance of the completed application the Planning and Development Department will schedule the application for public hearing and consideration by the Planning and Zoning Commission in accordance with the published calendar and provide the legally required notice to surrounding property owners.
- The Planning and Zoning Commission will make a recommendation to the City Council for approval or denial of the application and the City Council shall hold a public hearing on the application and consider an ordinance making the zoning change on two readings in accordance with the published calendar.

REZONING APPLICATION

The following must be provided with the application to rezone property, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Unless an item is determined by the Director to be not applicable, written explanation must be provided for any requirement not submitted with the application.

Rezoning Application Checklist			
(This form must be completed and submitted with application)			
Submittal Requirements	Submitted		
	Yes	No	N/A
Completed and signed application and checklist.			
A cover letter providing an explanation of the appropriateness for the proposed change in zoning classification given the six factors outlined in Section 10.1.			
Legal description of property, including clear and legible copy of field notes (metes and bounds) describing the tract of land (when not subdivided).			
A location map identifying the property to be rezoned and identifying the uses on the surrounding properties within a minimum of 200 feet.			
A notification list of all property owners and mailing addresses, as identified on the latest approved tax roll of the Bastrop Central Appraisal District, within 200 feet of the subject property. One copy of the list must be submitted on mailing labels (Avery 5160 or similar).			
Copy of deed showing current ownership.			
A current tax certificate showing that taxes have been paid.			
Application fee – see Appendix A – Fee Schedule, of the City of Bastrop Code of Ordinances			
Total Application Fee Submitted			

Applications missing any required items above will be rejected



CONDITIONAL USE PERMIT (CUP) APPLICATION

Please complete all of the following information (type or print):

Project Name: _____

Project Address/Location: _____

Legal Description: _____

Zoning District: _____ Land Use Category: _____

Owner (applicant):

Contact Person: _____

Company: _____

Address: _____

City, State Zip: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Agent:

Contact Person: _____

Company Name: _____

Address: _____

City, State Zip: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Land Planner / Engineer / Surveyor:

Contact Person: _____

Company Name: _____

Address: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Signature of Owner: _____

The signature of the Owner authorizes the City of Bastrop and its agents to visit and inspect the property for which this application is being submitted. The signature also indicates that the Owner or his Agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The Owner's signature designates the Agent as 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.**

(STAFF USE ONLY) Date Submitted: _____ Fee Paid: _____ Received by _____

CONDITIONAL USE PERMIT (CUP) APPLICATION

PURPOSE:

The purpose of this district is to allow uses in districts that under most circumstances would not be compatible with other permitted uses but with certain conditions and development restrictions may be compatible. The City Council by an affirmative vote may, after public hearing and proper notice to all parties affected, and after recommendations from the Planning and Zoning Commission that the uses are in general conformance with the Comprehensive Plan and general objectives of the City and containing such requirements and safeguards as are necessary to protect adjoining property, authorize certain uses by a Conditional Use Permit (CUP or C).

When considering the appropriateness of a Conditional Use Permit the City must determine if the proposed use(s) are *harmonious and adaptable to building structures and uses of abutting property and other property in the vicinity of the premises under consideration*, and must make recommendations as to requirements for:

- paving of streets, alleys and sidewalks,
- means of ingress and egress to public streets,
- provisions for drainage,
- adequate off-street parking,
- screening,
- open space,
- heights of structures, and
- compatibility of buildings.

In approving a requested CUP, the Planning and Zoning Commission and City Council may consider the following:

1. The use is harmonious and compatible with surrounding existing uses or proposed uses;
2. The activities requested by the applicant are normally associated with the permitted uses in the base district;
3. The nature of the use is reasonable;
4. Any negative impact on the surrounding area has been mitigated;
5. That any additional conditions specified ensure that the intent of the district purposed are being upheld.

In granting a Conditional Use Permit, the Planning and Zoning Commission and Council may impose conditions which shall be complied with by the owner or grantee before a Certificate of Occupancy may be issued by the Building Official for use of the building on such property pursuant to such Conditional Use Permit and such conditions precedent to the granting of the Certificate of Occupancy. Any special conditions shall be set forth in writing by the City Council prior to issuance of the Certificate of Occupancy.

No Conditional Use Permit shall be granted unless the applicant, owner and grantee of the Conditional Use Permit shall be willing to accept and agree to be bound by and comply with the written requirements of the Conditional Use Permit, as attached to the site plan drawing (or drawings) and reviewed by the Planning and Zoning Commission and approved by the City Council.

The application for Conditional Use Permit must be accompanied by a site plan (see Section 42) drawn to scale and showing the general arrangement of the project, together with essential requirements such as off-street parking facilities; size, height, construction materials, and locations of buildings and the uses to be permitted; location and construction of signs; means of ingress and egress to public streets; the type of visual screening such as walls, plantings and fences; and the relationship of the intended use to all existing properties and land uses in all directions to a minimum distance of two hundred feet (200').

See attached submittal information and checklist.

CONDITIONAL USE PERMIT (CUP) APPLICATION

INSTRUCTIONS:

Step 1 – Pre-Application Process.

Make an appointment to schedule a pre-application project meeting with the Planning and Development Department (512) 332-8840 prior to plan submission. The purpose of this meeting is to:

- allow the applicant to explain issues relating to the design of the project and to ask questions about the approval process and procedures,
- provide staff the opportunity to identify issues that may be addressed prior to the site plans being completed and the application being finalized,
- identify policies and regulations that create opportunities or pose significant restraints for the proposed development, and to
- identify special information and data needed in conjunction with the application.

This exchange of information often makes the remainder of the process more efficient and may reduce the time required to receive approval. ***Please be aware that the pre-application meeting may not address all issues related to the development process, and decisions/discussions during the pre-application process are subject to change based on information submitted at the time the application is filed.***

Step 2 – Complete the Application and Checklist.

These items must be fully completed prior to submission.

- Place a check mark in the appropriate box on each line indicating if the submitted plans have complied with that item. Indicate with N/A if the item does not apply to your application. ***This checklist is a guide for meeting local and state development requirements.*** Please refer to the City of Bastrop Zoning Ordinance to ensure all requirements are addressed appropriately for the proposed development. You may contact the Planning and Development Department staff anytime to discuss applicable requirements.
- All requirements must be addressed by the application, unless otherwise approved by City staff depending on the scope and complexity of the project. Any requirements not required to be addressed should be so noted on the checklist.
- A supporting summary and explanation must be provided for each item in the checklist marked “not submitted” or “not met”. The application will be considered incomplete and will not be accepted without the summary and such explanation. This explanation will help facilitate staff review and help reduce the time required to receive approval.

Step 3 – Preparation of Site Plan and Review by Staff.

A site plan must be prepared for consideration during the public hearing process. City staff will review the site development plan for compliance with the items stipulated in Section 33.1.

- City staff will conduct a review of the submitted site plan and prepare written comments of any issues to be addressed.
- A meeting may be required with the applicant to review the site plan review comments.
- If modifications to the site plan are required, a revised plan may be submitted by the applicant to address the staff review comments prior to consideration during the public hearing process.
- A written report will be prepared by the Director of Planning and Development which discusses the merits of the application. In addition, written comments from applicable public agencies (such as the school district and utility companies) may be submitted to the Planning and Zoning Commission prior to the Commission making any recommendations to the City Council.

Step 4 – Approval Process and Procedure. The procedure for establishing a Conditional Use Permit are the same as those for zoning amendments as set forth in Section 10.

CONDITIONAL USE PERMIT (CUP) APPLICATION

The following must be provided with the Conditional Use Permit application, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Unless an item is determined by the Director to be not applicable, written explanation must be provided for any requirement not submitted with the application.

Conditional Use Permit Submittal Checklist (This form must be completed and submitted with application)			
Submittal Requirements	Submitted		
	Yes	No	N/A
Completed and signed application and checklist.			
A cover letter providing an explanation of the proposed conditional use(s) and the appropriateness given the considerations outlined in Section 33.2.			
Legal description of property, including clear and legible copy of field notes (metes and bounds) describing the tract of land (when not subdivided).			
A site plan including the information described in the Site Plan Details section of this application.			
Three (3) 24" x 36" copies <u>collated and folded</u> of all plans and one 11" x 17" reduction.			
Digital file for plan review (PDF format). Upon final approval a digital version of the plans must be submitted in the design software file format used to produce the plans (i.e. AutoCAD).			
Copy of deed showing current ownership.			
A current tax certificate showing that taxes have been paid.			
A notification list of all property owners and mailing addresses, as identified on the latest approved tax roll of the Bastrop Central Appraisal District, within 200 feet of the subject property. One copy of the list must be submitted on mailing labels (Avery 5160 or similar).			
Application fee – see Appendix A – Fee Schedule, of the City of Bastrop Code of Ordinances			
Total Application Fee Submitted			

Applications missing any required items above will be rejected

CONDITIONAL USE PERMIT (CUP) APPLICATION

Conditional Use Permit Site Plan Details
(This form must be completed and submitted with application)

The following information shall be provided for all site plans that accompany a Conditional Use Permit (CUP) application, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Unless an item is determined by the Director to be not applicable, written explanation must be provided for any requirement not submitted with the application.

Section 33.1 Conditional Use Site Plan Details				
To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff
	Yes	No	Comments	Reviewed By:
A plan, drawn to scale, showing the general arrangement of the project and including the items listed below.				
Off-street parking facilities.				
Size, height, construction materials, and locations of buildings and the uses to be permitted.				
Location of signs.				
Means of ingress and egress to public streets.				
The type of visual screening such as walls, plantings and fences.				
The relationship of the intended use to all existing properties and land uses in all directions to a minimum distance of two hundred feet (200’).				
All supplemental requirements including studies, information, and data as identified by staff during the pre-application meeting.				

Section 4
Site Development
Related Applications



SITE DEVELOPMENT PLANS APPLICATION

Please complete all of the following information (type or print):

Project Name: _____

Project Address/Location: _____

Legal Description: _____

Zoning District: _____ Land Use Category: _____

Owner / Developer (applicant):

Contact Person: _____

Company: _____

Address: _____

City, State Zip: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Agent:

Contact Person: _____

Company Name: _____

Address: _____

City, State Zip: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Engineer / Surveyor (all site development plans must be prepared by a licensed engineer or land surveyor):

Contact Person: _____

Company Name: _____

Address: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-mail Address _____

Signature of Owner: _____

The signature of the Owner authorizes City of Bastrop staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the Owner or his Agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The Owner's signature designates the Agent as 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.**

(STAFF USE ONLY) Date Submitted: _____ Fee Paid: _____ Received by _____

SITE DEVELOPMENT PLANS APPLICATION

PURPOSE:

The purpose of the site development plan review is to ensure efficient and safe land development, harmonious use of land, compliance with appropriate design standards, safe and efficient vehicular and pedestrian circulation, parking and loading, and adequate water supply, drainage and storm water management, sanitary facilities, and other utilities and services.

Site development plan review and approval is required for new construction or the significant enlargement or alteration of any exterior dimension of any building, structure, or improvement involving nonresidential development, multi-family development (duplex and single-family attached) or manufactured / mobile home park, developments with two (2) or more buildings per platted lot, and any planned development district or conditional use permit.

See Section 42 of the City of Bastrop Zoning Ordinance for more information about the site development plan requirements and review process.

INSTRUCTIONS:

Step 1 – Pre-Application Process. Make an appointment to schedule a pre-application project meeting with the Planning and Development Department (512) 332-8840 prior to plan submission. The purpose of this meeting is to:

- allow the applicant to explain issues relating to the design of the project and to ask questions about the plan review application procedures,
- provide staff the opportunity to identify issues that may be addressed prior to the plans being completed and the application being finalized,
- identify policies and regulations that create opportunities or pose significant restraints for the proposed development, and to
- identify special studies or other information and data needed in conjunction with the application. Such supplemental requirements are stated in Section 42.1.D.

This exchange of information often makes the remainder of the process more efficient and may reduce the time required to receive site development plan approval. It is not necessary to have detailed plans drawn prior to the pre-application meeting. However, the more information provided at the meeting (even in sketch form), the more thorough and specific the staff can be in response. ***Please be aware that the pre-application meeting may not address all issues related to the development process, and decisions/discussions during the pre-application process are subject to change based on information submitted at the time the application is filed.***

Step 2 – Complete the Application and Checklist. These items must be fully completed prior to submission.

- Place a check mark in the appropriate box on each line indicating if the submitted plans have complied with that item. Indicate with N/A if the item does not apply to your application. ***This checklist is a guide for meeting local and state development requirements.*** Please refer to the City of Bastrop Zoning Ordinance to ensure all requirements are addressed appropriately for the proposed development. You may contact the Planning and Development Department staff anytime to discuss applicable requirements.
- All requirements must be addressed by the application, unless otherwise approved by City staff depending on the scope and complexity of the project. Any requirements not required to be addressed should be so noted on the checklist.

SITE DEVELOPMENT PLANS APPLICATION

- A supporting summary and explanation must be provided for each item in the checklist marked “not submitted” or “not met”. The application will be considered incomplete and will not be accepted without the summary and such explanation. This explanation will help facilitate staff review and help reduce the time required to receive site development plan approval.

Step 3 – Project Evaluation. City staff will evaluate the site development plan as set forth by the site plan details provided in Section 42.1.E, items 1-13.

- City staff will conduct a review of the submitted site development plan and prepare written comments of any issues to be addressed.
- If modifications to plans are required, revised plans may be submitted by the applicant to address the staff review comments.
- The applicant shall schedule a meeting with City staff to review the corrections to their plans to address the staff comments.
- Based on review the staff may approve, conditionally approve, request modifications, or deny the site development plan.
- Any decision on a site development plan with which the applicant disagrees may be appealed to the Planning and Zoning Commission as set forth by Section 42.2.B.

Step 4 – Building Permit Application. Upon receiving approval of the site development plan, the applicant may submit an application for a building permit. The building permit may be submitted simultaneously with the site development permit, however it is at the applicant’s risk as changes necessitated by the site development plan review process may impact the building plans and require modifications to those plans. Prior to making application for building permit any modifications required with conditional approvals shall be completed to the appropriate plans. Applications for building permit and related site improvements shall include all required information for such applications and are submitted to the Building Official.

SITE DEVELOPMENT PLANS APPLICATION

The following shall be provided with the site development plan application, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Unless an item is determined by the Director to be not applicable, written explanation must be provided for any requirement not submitted with the application.

Site Development Plan Submittal Checklist (This form must be completed and submitted with application)			
Submittal Requirements	Submitted		
	Yes	No	N/A
Completed application form with names and addresses of developer, owner, engineer and/or architect.			
Site development plan was prepared by a licensed and registered professional land surveyor, and / or a licensed professional engineer.			
Seven (7) 24" x 36" copies <u>collated and folded</u> of all plans and one 11" x 17" reduction.			
Digital file for plan review (PDF format). Upon final approval a digital version of the plans must be submitted in the design software file format used to produce the plans (i.e. AutoCAD).			
Copy of deed showing current ownership.			
A current tax certificate showing that taxes have been paid.			
A cover letter providing an explanation of the proposed project.			
Three (3) copies of the development agreement and a letter outlining how the development agreements requirements are addressed on the Plan (if project is part of an approved development agreement).			
Application fee – see Appendix A – Fee Schedule, of the City of Bastrop Code of Ordinances			
Total Application Fee Submitted			

Applications missing any required items above will be rejected

SITE DEVELOPMENT PLANS APPLICATION

Plan Review Checklist

(This form must be completed and submitted with application)

The following shall be provided on a cover sheet and included as appropriate on all supporting plan sheets, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Unless an item is determined by the Director to be not applicable, written explanation must be provided for any requirement not submitted with the application.

Submittal Requirements	Submitted		
	Yes	No	N/A
Brief description of the project.			
Boundary lines of the area included in the site plan, including bearings, dimensions and reference to a section corner, quarter corner or point on a recorded plat.			
North arrow and scale (standard engineer for site Development Plan and standard architectural for building elevations/details). Minimum scale 1"=50 feet unless otherwise approved by the Director.			
Small key map indicating the location of the property within the City.			
Date of preparation of the plan.			
Legend with all acronyms defined.			
Name and address of the architect, landscape architect, planner, engineer, surveyor, or other person involved in the preparation of the plan.			
Label the zoning district of the development and all adjacent properties.			
Schedule indicating total floor area, dwelling units, land area, parking spaces, land use intensity and all other quantities relative to the submitted plan that are required to determine compliance with the City's Zoning Ordinance.			
Name and location of existing or proposed easements, right-of-way, streets, pipelines, water courses, etc. within or abutting the lot where development is proposed.			
All supplemental requirements including studies, information, and data as identified by staff during the pre-application meeting.			

SITE DEVELOPMENT PLANS APPLICATION

The following shall be provided in accordance with the site details stated in Section 42.1.C of the Zoning Ordinance, unless otherwise approved by the Planning and Development Director in coordination with the City Manager. Note: references to standards required throughout the Zoning Ordinance and Subdivision Ordinance are provided to facilitate completion of plans and the site development plan application. However these references may not be inclusive of all regulations applicable to the proposed development. The applicant is encouraged to contact the Planning Department with any questions regarding the required information.

Written explanation must be provided for any requirement not submitted with the application or not addressed in accordance with the Zoning and Subdivision Ordinances.

Section 42.1.C. Site Plan Details					
To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 42.1.C.1	Location of existing and proposed building(s), structure(s) or other improvement(s), as well as proposed modifications of the external configuration of the building(s), structure(s) or improvement(s).				
Section 42.1.C.2	Required front, side and rear setbacks from property lines. <i>(See Sections 15 thru 31 for required setbacks of the applicable zoning district or Section 32 as allowed by planned development requirements. See also Illustrations 6, 7, and 8. If not otherwise specified, see Section 5.70 of the Subdivision Ordinance*.)</i>				
Section 42.1.C.3	Existing or proposed easements or right-of-way, within or abutting the lot where development is being proposed. <i>(See the Subdivision Ordinance for easement requirements)</i>				
Section 42.1.C.4	The dimensions of any street, sidewalk, alley or other part of the property intended to be dedicated to public use. These dedications must be made by separate instrument and referenced on the site plan. <i>(See the Subdivision Ordinance for required dimensions and design requirements.)*</i>				
Section 42.1.C.5	On and off-site circulation (including truck loading and pickup areas) and fire lanes. <i>(See Section 45 for outdoor lighting standards)</i>				

SITE DEVELOPMENT PLANS APPLICATION

*Applicable standards for rural and suburban areas are provided in Section 6 and Section 7 of the Subdivision Ordinance.

To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 42.1.C.6	<p>Required parking with dimensions given for layout. <i>(See Section 38)</i> For parking space configuration, location, arrangement, size, and circulation see Illustration 10.</p>				
Section 42.1.C.7	<p>Topography.</p>				
Section 42.1.C.8	<p>Grading.</p>				
Section 42.1.C.9	<p>Landscape plan. <i>(See Section 39)</i> See Appendix A-4 for plant materials that conform to the standards of the approved plant list for the City of Bastrop and the American Standard for Nursery Stock.</p>				
Section 42.1.C.10	<p>The location and size of existing public water and wastewater lines, fire hydrants and manholes available to service the proposed development; or, if public service is unavailable, the location and size of existing private on site water and wastewater facilities; and any proposed water and wastewater lines, fire hydrants and manholes required to serve the project.</p>				
Section 42.1.C.11	<p>Location of screening with dimensions and material used. <i>(See Section 41 for fencing, wall and screening requirements)</i></p>				
Section 42.1.C.12	<p>Engineering for streets and utilities. <i>(See the Subdivision Ordinance)*</i></p>				

SITE DEVELOPMENT PLANS APPLICATION

*Applicable standards for rural and suburban areas are provided in Section 6 and Section 7 of the Subdivision Ordinance.

To Be Completed By Applicant Indicate Below Compliance With The Following.				To Be Completed By Staff	
		Yes	No	Comments	Reviewed By:
Section 42.1.C.13	The location of the 100 year flood plain and the proposed development site, if any.				
Section 42.1.C.14	Calculations, prepared by a licensed professional engineer, showing the storm water flow (e.g. rate, velocity, location) before and after the proposed construction. Calculations must take into account storm water that currently enters and exits the site. <i>(See Section 1.40 and 5.90 of the Subdivision Ordinance)*</i>				
Section 42.1.C.15	Building elevations. <i>(See Section 37 for exterior construction requirements)</i>				
Section 42.1.C.16	The location and ownership of adjacent properties.				
Section 42.1.C.17	If it is the intent to use groundwater under the land, a licensed engineer registered to practice in Texas must certify that adequate groundwater is available to serve the development.				
Section 42.1.C.18	Location of dumpster and screening for it. <i>(See Section 38.3.G, Illustration 12, and Section 41.2.E)</i>				
Section 42.1.D	Supplemental requirements. <i>(See Section 45-Outdoor Lighting Standards)</i> <i>(May include other information and data as required by staff)</i>				

SITE DEVELOPMENT PLANS APPLICATION

*Applicable standards for rural and suburban areas are provided in Section 6 and Section 7 of the Subdivision Ordinance.

Section 5
Fee Schedules



DEVELOPMENT MANUAL FEE SCHEDULES

The following pages include development, construction and utility related fee schedules from the City of Bastrop Code of Ordinances. These fee schedules are subject to change by action of the City Council of the City of Bastrop. The original schedules from which these excerpts were taken are found in Appendix A – Fee Schedules of the Bastrop Code of Ordinances maintained by Franklin Legal Publishing and available on the City’s web site at:

http://www.cityofbastrop.org/departments/city_secretary/index.html

CHAPTER 3 BUILDING REGULATIONS

ARTICLE A3.01 GENERAL PROVISIONS

Sec. A3.01.005 Work commencing prior to permit issuance

Penalty for commencing work before obtaining necessary permits: 100% of usual permit fee in addition to required permit fee or a minimum of \$200.00, whichever is greater. (1995 Code, app. A, sec. 3.100; Ordinance adopting Code)

ARTICLE A3.04 BUILDING CODE

Sec. A3.04.005 Amendment to schedule of permit fees

(a) B102. Moving fees will be divided into two categories:

- (1) For the moving of a portable building or structure, the fee shall be \$25.00.
- (2) For the moving of a permanent building or structure, the fee shall be \$100.00.

(1995 Code, app. A, sec. 3.200)

ARTICLE A3.05 ELECTRICITY

Sec. A3.05.035 Electrician licensing fees

Electrical licenses and annual renewal fees shall be as follows:

- (1) Master electrician: \$25.00.
- (2) Journeyman electrician: \$15.00.

(1995 Code, app. A, sec. 3.300)

ARTICLE A3.18 MOBILE HOME PARKS

Sec. A3.18.002 Permit for construction, alteration or extension; construction or occupancy of permanent structures

(d) Permit fee. \$5.00. (1995 Code, app. A, sec. 3.400; Ordinance adopting Code)

Sec. A3.18.003 License

(e) Fee. Original license applications or renewals thereof shall be accompanied by a fee of five dollars (\$5.00), plus five dollars (\$5.00) for each mobile home space in the mobile home park.

(g) Transfer fee. All applications for license transfer shall be accompanied by a fee of five dollars (\$5.00).

(1995 Code, app. A, sec. 3.500)

ARTICLE A3.20 SIGNS

Sec. A3.20.053 Fees

All sign permit application fees shall be fifty dollars (\$50.00) for the first sign and five dollars (\$5.00) per sign thereafter up to a maximum of one hundred dollars (\$100.00).

Billboard application fees shall be one hundred dollars (\$100.00) each. If the building official determines that an engineering review is required, the required fee shall increase by an additional four hundred dollars (\$400.00).

(1995 Code, app. A, sec. 11.100)

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CHAPTER 10 SUBDIVISIONS

ARTICLE A10.03 SUBDIVISION ORDINANCE

Sec. A10.03.002 Filing fees and charges

The schedule of fees and charges referred to in section 11.10 of Ordinance 99-23 in exhibit A to chapter 10 of the Code of Ordinances shall be as follows:

Preliminary plat	\$800.00, plus \$40.00 per lot, and/or \$25.00 each acre not designated as lots, exclusive of streets.
Final plat	\$300.00, plus \$40.00 per lot, and/or \$25.00 each acre not designated as lots, exclusive of streets.
Amended plat	\$450.00
Replats	\$500.00
Short form plat	\$500.00
Site development plan	\$800.00
Variances	\$300.00 each
Plat recordation with the county	\$50.00, plus fees charged by the county

The above fees shall be charged on all plats regardless of the action taken by the city council.

(1995 Code, app. A, secs. 9.100, 9.200)

Sec. A10.03.003 Subdivision and development escrow fees

(a) Escrow required. Following approval of the subdivision and development plans and specifications, the city shall require an escrow deposit in the amount shown in subsection (b) of this section, to be put on deposit with the city. No notice to proceed shall be issued until the escrow amount has been deposited as required. The purpose of the escrow amount is to cover the costs of inspections and testing materials within the subdivision and development.

(b) Escrow amount. An escrow amount of the following appropriate percentage of the total estimated construction cost shall be put on deposit as required by subsection (a) of this section, above:

Total Construction Cost	Escrow Deposit Required
\$1.00 to \$200,000.00	4.0%, with minimum of \$2,000.00
\$200,001.00 to \$400,000.00	\$8,000.00 for the first \$200,000.00, plus 3% of any amount over \$200,000.00
\$400,001.00 to \$600,000.00	\$14,000.00 for the first \$400,000.00, plus 2.75% of any amount over \$400,000.00
\$600,001.00 and over	\$19,500.00 for the first \$600,000.00, plus 2.50% of any amount over \$600,000.00

(c) Minimum escrow amount; short form plats. The minimum escrow amount, excluding short form plats, shall be \$2,500.00. Short form plats shall have an escrow deposit of \$500.00.

(d) Escrow adjustments. Any unused amount of the escrow deposit shall be returned to the developer after final acceptance of the subdivision by the city. Should the escrow deposit be inadequate, the city council may require an additional sum to be deposited.

(1995 Code, app. A, secs. 10.100–10.400)

CHAPTER 13 UTILITIES

ARTICLE A13.02 WATER AND WASTEWATER RATES AND CHARGES

Sec. A13.02.002 Wastewater service charge

(a) These rates are applicable to all residential, multifamily and commercial retail wastewater customers within the corporate limits of the city who have metered water connections and to whom city wastewater service has actually been connected, except for customers who have a city approved, on-site sewer system, septic system or other on-site wastewater system, and have not connected to the city's wastewater system, or customers who have a water meter for irrigation use only, as long as the irrigation meter does not provide water to plumbing fixtures.

Minimum Charge: \$26.06

Plus the following charges for consumption per 1,000 gallons:

0–5,000 gallons	\$2.36
5,001–10,000 gallons	\$2.68
10,001–20,000 gallons	\$2.85
20,001–50,000 gallons	\$3.07
Over 50,000 gallons	\$3.35

(Ordinance 2014-21 adopted 9/23/14)

(b) In order to meet critical needs of the city's wastewater system, it is the city's intention to increase these rates, by separate ordinances, by not less than 3.5% each year, starting in December 2012, and each succeeding December until December 2020, consistent with the recommendations of the city's staff, K* Friese and Associates and Rimrock Consulting. The intended future rate increases are as follows:

December 2013 – Minimum and volume charges not less than 6.3% higher than those shown adopted in 2012;

December 2014 – Minimum and volume charges not less than 3.5% higher than those shown adopted in 2013;

December 2015 – Minimum and volume charges not less than 3.5% higher than those shown adopted in 2014;

December 2016 – Minimum and volume charges not less than 4.5% higher than those shown adopted in 2015;

December 2017 – Minimum and volume charges not less than 4.5% higher than those shown adopted in 2016;

December 2018 – Minimum and volume charges not less than 4.0% higher than those shown adopted in 2017;
and

December 2019 – Minimum and volume charges not less than 3.5% higher than those shown adopted in 2018.

(Ordinance 2012-25, pt. 3, adopted 12/11/12)

Sec. A13.02.003 Sewer connection and tapping fees

4" connection: \$300.00.

6" connection or larger: Cost plus 25%.

(1995 Code, app. A, sec. 7.200)

Sec. A13.02.004 Water service charges

These rates will be applicable to all sales or service of water within the corporate limits of the city.

(1) Residential - In city limits.

Meter Size	Minimum Charge
3/4" (or smaller)	\$26.78
1"	\$45.54
1-1/2"	\$76.78
2"	\$114.28
3"	\$214.28
4"	\$246.44
6"	\$639.30

Plus the following charges for consumption per 1,000 gallons:

0–3,000 gallons	\$2.75
3,001–5,000 gallons	\$2.94
5,001–10,000 gallons	\$3.11
10,001–20,000 gallons	\$3.30
20,001–50,000 gallons	\$3.57
Over 50,000 gallons	\$3.74

Commercial - In city limits.

Meter Size	Minimum Charge
3/4" (or smaller)	\$26.78

1"	\$45.54
1-1/2"	\$76.78
2"	\$114.28
3"	\$214.28
4"	\$246.44
6"	\$639.30

Plus the following charges for consumption per 1,000 gallons:

0–3,000 gallons	\$2.75
3,001–5,000 gallons	\$2.94
5,001–10,000 gallons	\$3.11
10,001–20,000 gallons	\$3.30
20,001–50,000 gallons	\$3.57
Over 50,000 gallons	\$3.74

(2) Residential and commercial - Outside city limits.

Meter Size	Minimum Charge
3/4" (or smaller)	\$40.18
1"	\$68.30
1-1/2"	\$115.19
2"	\$171.43
3"	\$321.43
4"	\$490.19
6"	\$958.92

Plus the following charges for consumption per 1,000 gallons:

0–3,000 gallons	\$3.99
3,001–5,000 gallons	\$4.27
5,001–10,000 gallons	\$4.54
10,001–20,000 gallons	\$4.81
20,001–50,000 gallons	\$5.21
Over 50,000 gallons	\$5.47

(Ordinance 2014-21 adopted 9/23/14)

(3) In order to meet critical needs of the city's water system, it is the city's intention to increase these rates, by separate ordinances, by not less than 3.5% each year, starting in December 2012, and each succeeding December until December 2020, consistent with the recommendations of the city's staff, K* Friese and Associates and Rimrock Consulting. The intended future rate increases are as follows:

December 2013 – Minimum and volume charges not less than 6.3% higher than those shown adopted in 2012;

December 2014 – Minimum and volume charges not less than 3.5% higher than those shown adopted in 2013;

December 2015 – Minimum and volume charges not less than 3.5% higher than those shown adopted in 2014;

December 2016 – Minimum and volume charges not less than 4.5% higher than those shown adopted in 2015;

December 2017 – Minimum and volume charges not less than 4.5% higher than those shown adopted in 2016;

December 2018 – Minimum and volume charges not less than 4.0% higher than those shown adopted in 2017;
and

December 2019 – Minimum and volume charges not less than 3.5% higher than those shown adopted in 2018.

(Ordinance 2012-25, pt. 3, adopted 12/11/12)

Sec. A13.02.005 Water connection and tapping fees

(a) Inside city limits.

3/4"	\$300.00
1"	\$400.00
1-1/2"	\$800.00
2"	\$1,950.00
3"	\$2,450.00
4"	\$3,450.00

All service connections larger than 4" and all non-routine service connections shall be billed at actual cost plus twenty-five (25) percent.

(b) Outside city limits.

3/4"	\$400.00
1"	\$500.00
1-1/2"	\$900.00

2"	\$2,050.00
3"	\$2,550.00
4"	\$3,550.00

All service connections larger than 4" and all non-routine service connections shall be billed at actual cost plus twenty-five (25) percent.

(Ordinance 2003-38, pt. 3 (sec. 7.400), adopted 11/11/03)

Sec. A13.02.006 Reconnect fees and service fees for delinquent accounts

(b) Service fee or reconnect fee:

Within city limits:

During regular working hours: \$25.00.

After-hours calls: \$40.00.

Outside city limits:

During regular working hours \$40.00.

After-hours calls: \$50.00.

Service charge for all returned checks: \$25.00.

Administration fee for all utility transfer requests: \$20.00.

(1995 Code, app. A, sec. 7.500; Ordinance adopting Code)

Sec. A13.02.008 Billing; discontinuance of service

Reset fee: \$100.00. (1995 Code, app. A, sec. 7.600; Ordinance adopting Code)

Sec. A13.02.009 Deposit

Customer deposit: \$50.00. (1995 Code, sec. 11.209)

Sec. A13.02.010 Bulk water sales

(b) Bulk metering and meter deposit. Minimum deposit per bulk meter requested: \$500.00.

(c) Sales for small quantities and short durations. Small quantity/short duration purchase of bulk water per one thousand (1,000) gallons or a fraction thereof: \$5.00.

(Ordinance 2003-38, pt. 2 (11.210), adopted 11/11/03)

Sec. A13.02.011 Acceptance and treatment of wastes from on-site sewage facilities or septic systems

(d) Annual license fees.

Vehicles, Transports or Tanks Capable of Containing: Fee

From 0 to 500 gallons:	\$75.00
From 501 to 1500 gallons:	\$125.00
From 1501 to 2500 gallons:	\$150.00
From 2501 to 3500 gallons:	\$175.00
From 3501 and greater:	\$250.00

(Ordinance 2005-21, pt. 2 (7.110), adopted 5/10/05)

(e) Wastewater treatment plant septic unloading fees.

Gallons	Rates
0–1,000	\$62.50
1,001–1,500	\$93.75
1,501–2,000	\$125.00
2,001–2,500	\$156.26
2,501–3,000	\$187.50
3,001–3,500	\$218.75
3,501–4,000	\$250.01
4,001–4,500	\$281.26
4,501–5,000	\$312.50
5,001–5,500	\$343.75
5,501–6,000	\$375.01
6,001–6,500	\$406.26
6,501–7,000	\$437.50
7,001–7,500	\$468.76
7,501–8,000	\$500.01
8,001–8,500	\$531.25
8,501–9,000	\$562.51
9,001–9,500	\$593.76
9,501–10,000	\$625.01

(Ordinance 2014-21 adopted 9/23/14)

(f) In order to meet critical needs of the city's acceptance and treatment of wastes from on-site sewage facilities or septic systems, it is the city's intention to increase these rates, by separate ordinances, by not less

than 3.5% each year, starting in December 2012, and each succeeding December until December 2020, consistent with the recommendations of the city's staff, K* Friese and Associates and Rimrock Consulting. The intended future rate increases are as follows:

December 2013 – Minimum and volume charges not less than 6.3% higher than those shown adopted in 2012;

December 2014 – Minimum and volume charges not less than 3.5% higher than those shown adopted in 2013;

December 2015 – Minimum and volume charges not less than 3.5% higher than those shown adopted in 2014;

December 2016 – Minimum and volume charges not less than 4.5% higher than those shown adopted in 2015;

December 2017 – Minimum and volume charges not less than 4.5% higher than those shown adopted in 2016;

December 2018 – Minimum and volume charges not less than 4.0% higher than those shown adopted in 2017;
and

December 2019 – Minimum and volume charges not less than 3.5% higher than those shown adopted in 2018.

(Ordinance 2012-25, pt. 3, adopted 12/11/12)

ARTICLE A13.04 ON-SITE SEWAGE FACILITIES

Sec. A13.04.010 Permit fees

On-Site Sewage Facility Activity	Fee
Standard system	\$250.00
Designed system	\$400.00
Modification to standard permit	\$100.00
Modification to designed permit	\$100.00
Adjustment from standard to designed	\$100.00
Holding tank	\$200.00
Septic tank replacement	\$125.00
Reinspection (failed installation inspection)	\$125.00

Maintenance contract renewal \$25.00

(Ordinance 2005-44 adopted 11/22/05)

ARTICLE A13.05 CREATION OF WATER DISTRICTS

Sec. A13.05.005 Filing fee for applications

(a) Filing fee for application to create water control improvement district or municipal utility district: \$10,000.00. (1995 Code, app. A, sec. 7.1200; Ordinance adopting Code)

ARTICLE A13.07 ELECTRICAL SERVICE

Sec. A13.07.001 Residential service

(b) Monthly rate schedule.

Monthly customer charge \$10.00

Wires charge \$0.0328 per KWH

Generation charge This rate, which may vary from month to month, is set by the city's wholesale power provider, and is passed directly through to the customer.**

(Ordinance 2005-46 adopted 12/13/05)

(c) Security deposit. \$150.00.

(f) Reconnect fees and service fees.

Within city limits:

During regular working hours: \$25.00.

After-hours calls: \$40.00.

Outside city limits:

During regular working hours: \$40.00.

After-hours calls: \$50.00.

(g) Relocation of service. Transfer fee, per meter: \$20.00.

(h) Temporary service. Nonrefundable charge:

New temporary service single-phase connection: \$50.00.

New three-phase connection, if available: \$100.00.

(j) Security lights. Installation charge and flat monthly rate:

Installation	\$70.00
Monthly rate:	100 watt hps bulb - \$6.35

Installation	\$185.00
Monthly rate:	250 watt hps bulb - \$12.50

Installation	\$215.00
Monthly rate:	400 watt hps bulb - \$18.00

(k) Line extension fee. Minimum charge per extension of new service line: \$300.00.

(1995 Code, app. A, sec. 7.700; Ordinance adopting Code)

(l) Returned checks. Charge of \$30.00. (Ordinance 2004-2, pt. 1, app. A (7.700), adopted 1/13/04; Ordinance adopting Code)

Sec. A13.07.002 Commercial service

(b) Monthly rate schedule.

Monthly customer charge	\$16.00
Wire charge	\$0.0326 per KWH
Generation charge	This rate, which may vary from month to month, is set by the city's wholesale power provider, and is passed directly through to the customer.**

(Ordinance 2005-46 adopted 12/13/05)

(f) Reconnect fees and service fees.

Within city limits:

During regular working hours: \$25.00.

After-hours calls: \$40.00.

Outside city limits:

During regular working hours: \$40.00.

After-hours calls: \$50.00.

(g) Relocation of service. Transfer fee, per meter: \$20.00.

(h) Temporary service. Nonrefundable charge:

New temporary service single-phase connection: \$50.00.

New three-phase connection, if available: \$100.00.

(j) Security lights. Installation charge and flat monthly rate:

Installation \$70.00

Monthly rate: 100 watt hps bulb - \$6.35

Installation \$185.00

Monthly rate: 250 watt hps bulb - \$12.50

Installation \$215.00

Monthly rate 400 watt hps bulb - \$18.00

(k) Line extension fee. Minimum charge per extension of new service lines: \$300.00.

(1995 Code, app. A, sec. 7.800; Ordinance adopting Code)

(l) Returned checks. Charge of \$30.00. (Ordinance 2004-2, pt. 1, app. A (7.800), adopted 1/13/04; Ordinance adopting Code)

Sec. A13.07.003 Key accounts

(b) Rate schedule.

Monthly customer charge \$16.00

Wires charge \$0.0318 per KWH

Generation charge This rate, which may vary from month to month, is set by the city's wholesale power provider, and is passed directly through to the customer.**

(Ordinance 2005-46 adopted 12/13/05)

(f) Reconnect fees and service fees.

Within city limits:

During regular working hours: \$25.00.

After-hours calls: \$40.00.

Outside city limits:

During regular working hours: \$40.00.

After-hours calls: \$50.00.

(g) Relocation of service. Transfer fee, per meter: \$20.00.

(h) Temporary service. Nonrefundable charge:

New temporary service single-phase connection: \$50.00.

New three-phase connection, if available: \$100.00.

(j) Security lights. Installation charge and flat monthly rate:

Installation \$70.00

Monthly rate: 100 watt hps bulb - \$6.35

Installation \$185.00

Monthly rate: 250 watt hps bulb - \$12.50

Installation \$215.00

Monthly rate 400 watt hps bulb - \$18.00

(k) Line extension fee. Minimum charge per extension of new service line: \$300.00.

(l) Returned checks. Charge of \$25.00.

(1995 Code, app. A, sec. 7.900; Ordinance adopting Code)

Sec. A13.07.004 Municipal electric rates

(b) Rate schedule.

Wires charge \$0.0048 per KWH

Generation charge This rate, which may vary from month to month, is set by the city's wholesale power provider, and is passed directly through to the customer.**

(Ordinance 2005-46 adopted 12/13/05)

Sec. A13.07.005 Billing and terms of service

(d) Theft of service.

Service fee or reconnect fee:

Within city limits:

During regular working hours: \$25.00.

After-hours calls: \$40.00.

Outside city limits:

During regular working hours: \$40.00.

After-hours calls: \$50.00.

Reset fee: \$100.00.

(1995 Code, app. A, sec. 7.1100; Ordinance adopting Code)

** Generation charge is equal to the amount per KWH that is calculated monthly to reflect the amounts charged the city by its power provider that is not covered in the monthly customer and wires charges listed in this fee schedule. This calculation will be made by the city on an ongoing basis, from month to month, and the generation charge passed through to the consumer will be based on the city's cost. Generation charge is equal to the total charges billed by the city's wholesale power provider divided by the total KWH measured/metered by all customers except "key account customers" for the ensuing month times the electric consumption for each customer. (Ordinance 2005-46 adopted 12/13/05)

ARTICLE A13.09 UTILITY FEES, RATES, AND DEPOSITS

Sec. A13.09.001 Application of rates

Rates shall be applied in accordance with the city fee schedule set forth in this appendix.

Sec. A13.09.002 Applicant pays city fees, deposit, etc.

The applicant shall pay city fees, deposits, and other necessary costs, as required by the rules, regulations or ordinances of the city.

Sec. A13.09.003 Presence of responsible person for connection

Failure to have a responsible person at a location where utility service is to be provided will result in a return trip by the city and a charge of \$25.00 for the return trip and any subsequent trip thereafter.

Sec. A13.09.004 Credit check

Any charges incurred by the city to perform a credit check, whether conducted by the city or an outside agency, will be passed through to the customer.

Sec. A13.09.005 Deposits

(a) Amount of deposit for residential service. The amount of deposit for residential services shall be one of the following:

- (1) None. A deposit for residential services may be waived if the applicant is in good standing with the city or another qualifying utility company.

- (2) Electric deposit: \$200.00.
- (3) Water deposit: \$75.00.
- (4) At the discretion of the city and as above, if the account or customer is not in good standing.

(b) Amount of deposit for commercial service. The amount of deposit for commercial service shall be one of the following:

- (1) None. A deposit for commercial services may be waived if the customer is in good standing with the city or another qualifying utility company.
- (2) Equivalent to twelve (12) months billing average, times two (2), plus fifteen percent (15%).
- (3) At the discretion of the city and as stated above if the account becomes not in good standing.
- (4) A reevaluation of deposit amounts shall occur after each 12 month period to determine if the deposit amount must be decreased or increased.

(c) Amount of deposit for temporary service. Involving temporary meter loop or location of service:

Deposit requirements are as set in 306.1 or 306.2 [sic] and a nonrefundable fee of \$50.00.

(d) Amount of deposit after disconnection for nonpayment. Residential and commercial accounts:

- (1) New or additional deposit required. Twelve (12) month billing average, times two (2), plus fifteen percent (15%).
- (2) Solid waste (garbage) only accounts: \$50.00 deposit.

(e) Amount of deposit after delinquencies. Residential and commercial accounts:

- (1) Equivalent to twelve (12) months billing average, times two (2), plus fifteen percent (15%) due at the time of application and/or prior to connection due within 10 days of written notice.

Sec. A13.09.006 Deferred payment plan

The submission of a deferred payment plan shall cost an administration fee of \$25.00.

Sec. A13.09.007 Service fees

- (a) New application for service: \$50.00 billed to first bill.
- (b) Disconnection and reconnection fees.
 - (1) Disconnect fee: \$50.00.
 - (2) Reconnect fee: \$50.00.
 - (3) After hours reconnection fee: \$75.00.

(c) Trip fees.

- (1) Investigation fee regular business hours: \$50.00.
- (2) After hours investigation: \$100.00.
- (3) Miscellaneous service fee: \$50.00.
- (4) Meter rereading fee: \$25.00.
- (5) Meter inaccessible fee: \$25.00.

(d) Transfer of service fee: \$20.00 charge per account.

(e) Returned check fee. Applicable amount determined by the district attorney plus any charges assessed against the city by any financial institution for each payment instrument dishonored or returned to the city by the customers bank or financial institution.

(f) Meter test fee. Customer will be charged the actual cost of the meter test plus a \$25.00 fee. However, if any meter is found to be outside of the accuracy standards, or the city initiates the meter test, no charge will be made to the customer for the testing or associated costs.

(g) Reproduction of utility account information, rules and regulations.

- (1) Utility rules and regulations/policy/ordinance all or part. The reasonable cost of reproduction as per state law.
- (2) Open records request. The reasonable cost of reproduction as per state law.

(h) Temporary service connection. A one time, nonrefundable charge of \$50.00 will be charged per service location.

(i) Tampering with city's meters, equipment or other property, and unauthorized use or consumption of utility service. Any one or more of the following charges may apply to an individual who tampers with city meters, equipment or other property or, without authorization, uses or consumes utility service:

- (1) Minimum charge of \$500.00 or actual damages or both.
- (2) Actual cost of repairs and/or replacement of any damaged meters, equipment or other property, and the cost of installing protective facilities or relocation the meter, equipment or other property.
- (3) The cost of the estimated or actual amounts of service used without city authorization.
- (4) Trip fee of \$25.00 per city personnel to investigate, evaluate and correct the tampering or diversion.
- (5) All other costs associated with the investigation, evaluation and correction of the meter tampering or diversion, including personnel time, travel expenses, engineering expenses and legal expenses.
- (6) All fees must be paid in full prior to the reconnection of service.

(j) Miscellaneous customer billings. Other miscellaneous fees may apply as determined by the appropriate city department and payable in advance by the customer.

(k) Solid waste (garbage). The customer shall be charged for each receptacle provided by the solid waste collection provider. This costs is subject to change on a yearly basis.

(Ordinance 2010-3 adopted 1/26/10)

(l) Convenience fee. The city charges a 2.50% convenience fee to process debit/credit card payments. The fee is collected to attempt to offset any charges incurred by the city from the credit card companies and their interchange rates associated with the specific type of card used. (Ordinance 2010-28 adopted 10/26/10)

Sec. A13.09.008 Meters and meter reading

(a) Customer will be notified if their meter(s) become obstructed. If the customer fails to correct the problem, after notification by the city, the customer will be charged the cost incurred by the city in correcting the obstruction and a \$25.00 trip charge.

(b) Each time the city has to return to a location to attempt a meter reading, the customer will be charged \$25.00.

(Ordinance 2010-3 adopted 1/26/10)

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CHAPTER 14 ZONING

ARTICLE A14.01 GENERAL PROVISIONS

Sec. A14.01.001 Fees for review of zoning change and conditional use permit applications

Single-family or less intensive use: \$300/parcel + \$3/acre.

Multifamily use: \$300/parcel + \$5/acre.

Commercial or industrial use: \$300/parcel + \$5/acre.

(1995 Code, app. A, sec. 8.100)

Sec. A14.01.002 Fees for review of variance request or appeal of site plan

Single-family or less intensive use: \$300/parcel.

Multifamily use: \$300/parcel.

Commercial or industrial use: \$300/parcel.

(1995 Code, app. A, sec. 8.200)