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INTRODUCTION

Purpose

The purpose of this document is to establish the procedures and requirements for the submittal, and review of the subdivision and development of land in the City of Sugar Land and its extra-territorial jurisdiction (ETJ) as authorized the Development Code of the City of Sugar Land. These procedures shall be followed by all applicants involved in submittal of rezonings, and conditional use permits (CUP), general land plans, subdivision plats, site plans, public infrastructure construction plans, and variances and special exceptions.

Overview of the Development Process

For property in the City Limits, the first step in the development process is to ensure that the proposed use is permitted by the zoning on the property. If the use is not permitted “by right,” a rezoning or conditional use permit may be required. The next step is to confirm that the property is platted. If not, the property must be platted. A subdivision plat lays out streets, property lines, and utilities for development. For detached single-family residential development, the next step in the process is to submit a building permit package. For property in the extra-territorial jurisdiction the uses shall be consistent with that shown in the general land plan.

For all other development types (i.e. commercial, multi-family, townhomes), the next step is to submit a site plan package. A site plan package is an accurately scaled development plan set that illustrates the details of proposed development and existing conditions on a parcel of land. The site plan package must be approved before building permits can be issued. Building permit plans can be submitted and reviewed concurrently with the plat and the site plan package. However, a building permit cannot be issued until the plat is recorded and the site plan package is approved. For more details on each step of the development process, please see the flow charts and associated information provided in the following chapters of this Handbook.

Pre-Development Meetings

The Development Review Committee (DRC) is the internal staff committee that reviews development submittals for compliance with these policies and City Codes. The DRC currently consists of staff from Planning & Development Services including Permits & Inspections, Engineering, Public Works, Economic Development, Fire, and Parks. A weekly meeting is held each Thursday at City Hall to discuss all the projects and is co-chaired by the Principal Planner and Senior Engineering Manager. When review of a new application results in significant comments, applicants are contacted to attend to the meeting to discuss comments with the DRC.

Applicants are encouraged to schedule pre-development meetings, which are held during DRC meetings on Thursdays. DRC staff are present for pre-development meetings. Applicants are given the opportunity to present their project to City staff, and then City staff will provide feedback to applicants on the project to clarify submittal expectations and specific Code

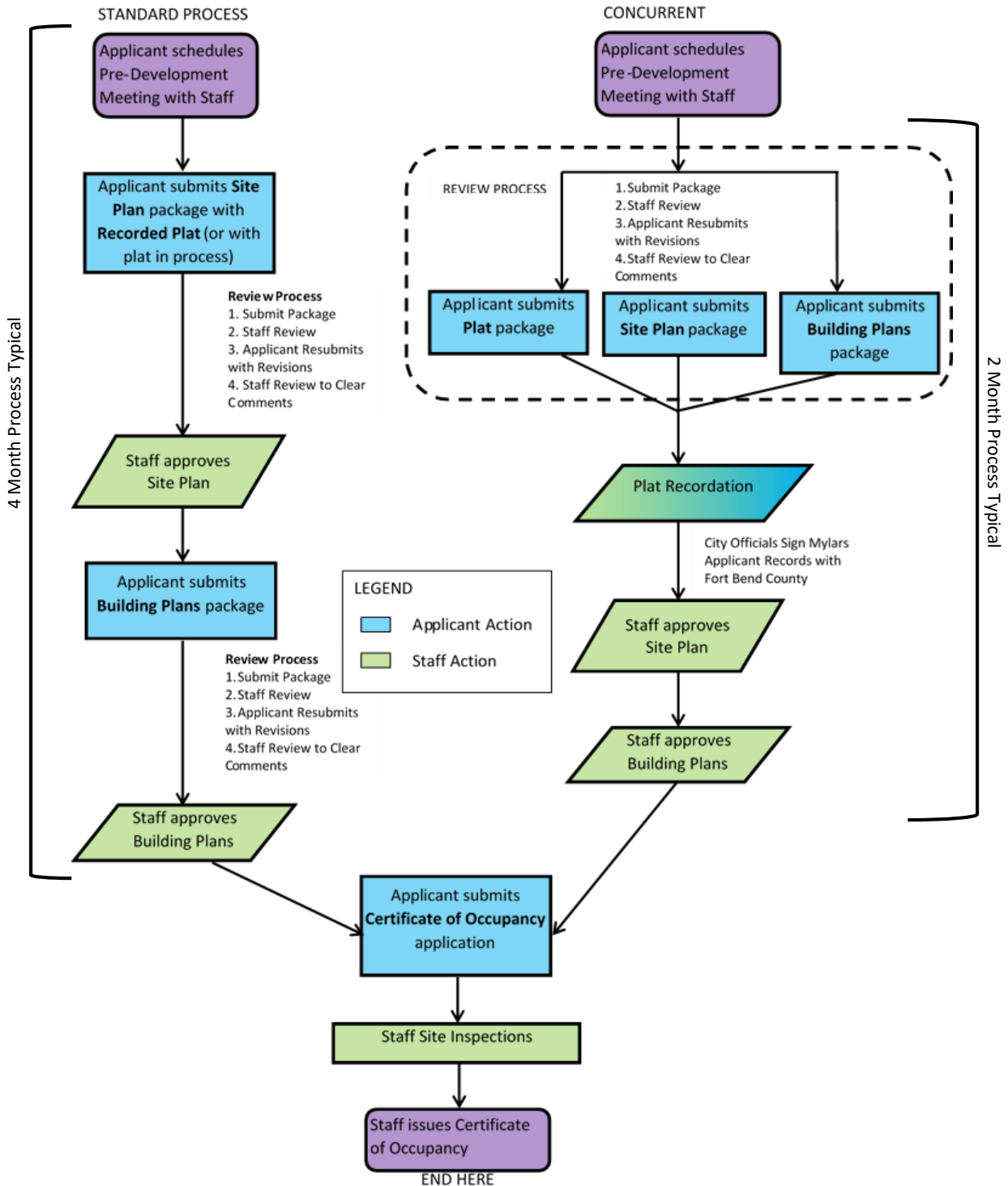
requirements. Contact the Development Review Coordinator on Mondays by 5pm to schedule a pre-development meeting for Thursday of that week. Pre-Development meetings are scheduled on a first-come first-serve basis, and a maximum of two are scheduled per week.

Submittal Procedures

All development related submittals shall be turned in with the appropriate application form on Monday by 3 pm to the Permits & Inspections office in the 1st Floor of City Hall, 2700 Town Center Boulevard North, Sugar Land, TX. 77479. All application materials must be in digital format and submitted via CD or USB. The application must be included on the CD or USB and a paper copy must also be provided. Payment for the specific item shall be made to the Treasury Department in the 1st Floor of City Hall. Treasury will validate payment of the fee on the application. The submittals will then be routed to the Development Review Coordinators for processing to the appropriate departments. The Development Planning Office can be contacted at 281-275-2218 or at planning@sugarlandtx.gov and the Engineering Department at 281-275-2780.



FLOW CHART: DEVELOPMENT PROCESS- COMMERCIAL





FLOW CHART: DEVELOPMENT PROCESS- RESIDENTIAL

