Planning & Code Services

CITY OF SUGAR LAND

Official Policies and Procedures for Development Review

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I. Introduction & Pre-Development Meetings

The purpose of this document is to establish the procedures and requirements for the submittal, review and action by City staff, Planning and Zoning Commission, and City Council of the subdivision and development of land in the City of Sugar Land and its extraterritorial jurisdiction (ETJ) as authorized under the Development Code of the City of Sugar Land. These procedures shall be followed by all applicants involved in submittal of subdivision plats, general land plans, public infrastructure construction plans, site plans, rezonings, and conditional use permits (CUP).

Any general land plan, plat, site plan package, public infrastructure plans, traffic impact analysis, or development related submittals shall be turned in with the appropriate application form to the Building Permits & Inspections office at the 1st Floor of City Hall, 2700 Town Center Boulevard North, Sugar Land, Tx. 77479. Payment for the specific item shall be made to the Treasury Department at 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 Planning & Code Services Department can be contacted at (281) 275-2218 or at planning@sugarlandtx.gov and the Engineering Department at (281) 275-2780. A current fee schedule is included as Exhibit F of these Policies and Procedures.

The Development Review Committee (DRC) is the internal review staff committee that reviews the above submittals for compliance with these policies and City Codes. The DRC currently consists of staff from Planning & Code Services, Building Permits & Inspections, Engineering, Public Works, Utilities, Fire, and Parks. A weekly meeting is held on each Thursday at City Hall to discuss all the projects which is co-chaired by the Principal Planner and City Engineer's representative. Applicants will be contacted to come to the meetings when any major comments for a project are finalized.

City staff encourages applicants 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. These meetings can clarify submittal expectations and specific Code requirements.

II. Rezonings and Conditional Use Permits

The City of Sugar Land regulates land use through zoning, which was adopted soon after the City's incorporation in 1959. Current zoning regulations are included as Chapter 2 in the City's Development Code which was adopted in 1997 and has been amended from time to time since then. A copy of the City's zoning ordinance (Development Code) is available on the City's website at www.sugarlandtx.gov.

Zoning: The division of a community into districts, or zones, with different rules for different districts. Within each district, local governments typically regulate the use of land or buildings, the intensity of that use (regulated by lot size, height limits, and, in some cases, direct regulation of intensity through floor-area ratios or limits on the number of dwelling units per area), and height and bulk, or extent, of that use (regulated both directly and indirectly, through requirements that portions of the lot be maintained for yards or setbacks).[1]

Primary Zoning Districts for City of Sugar Land

Abbreviated Designation	District Name
R-1E	Residential Estate
R-1	Standard Single-Family Residential
R-1R	Restricted Single-Family Residential
HR-1	Hill Area Residential
R-1Z	Zero Lot Line Single-Family Residential
R-2	Two-Family Residential
R-3	Townhouse Residential
R-4	Multi-Family Residential
B-O	Business Office
B-1	Neighborhood Business
B-2	General Business
M-1	Restricted Industrial
M-2	General Industrial
MUC	Mixed Use Conservation District
BR	Brazos River Park and Conservation Zoning District

[1] Eric Damian Kelly and Barbara Becker, *Community Planning: An Introduction to the Comprehensive Plan* (Washington, D.C.: Island Press, 2000), 203.

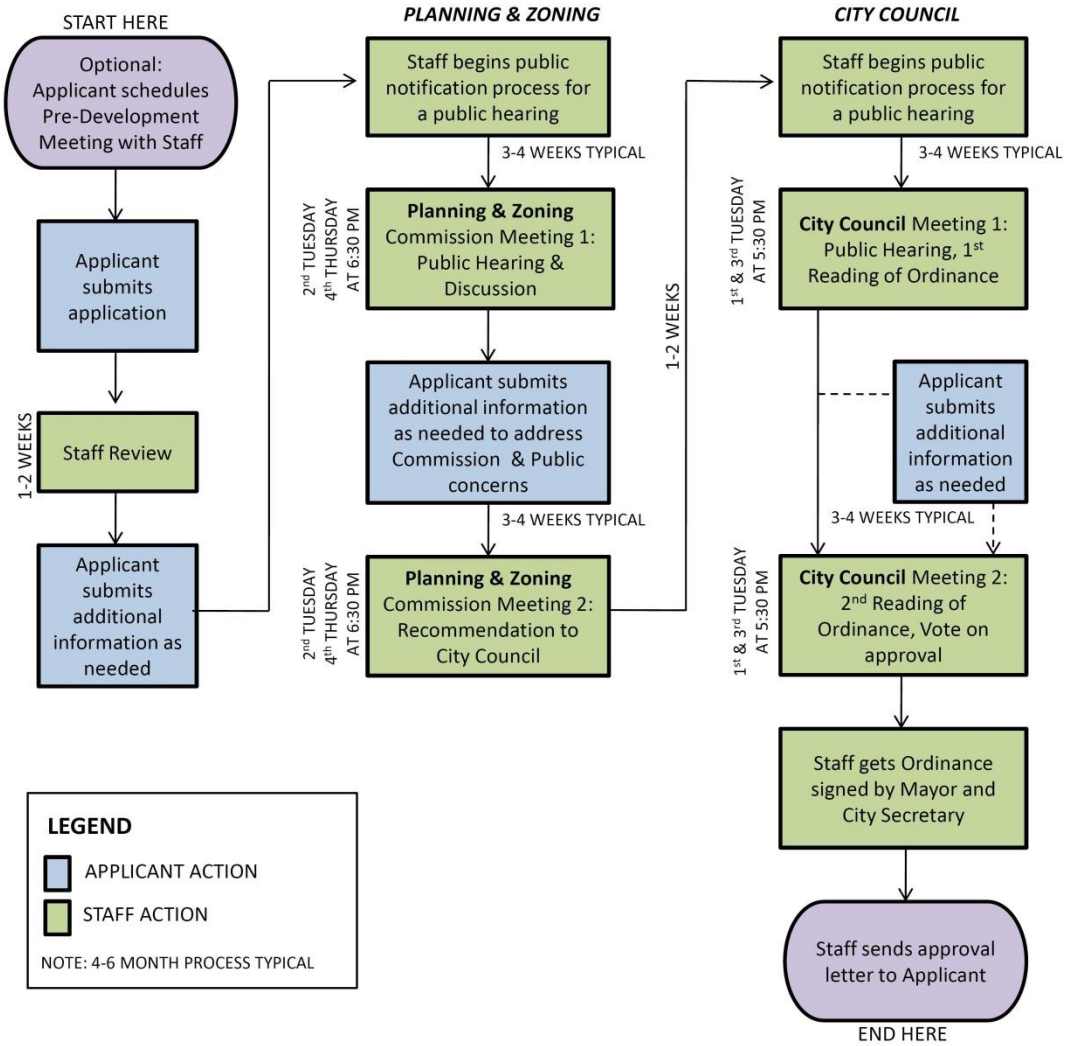
Official Zoning Map: The location and boundaries of the various zoning districts are shown on the official zoning map. The Planning & Code Services Department is responsible for custody and maintenance of the map. The provisions of an ordinance establishing a district, amending a district classification, amending a district boundary, or granting a conditional use permit, controls over any conflicting information shown on the official zoning map. Sugar Land's zoning map is available online at http://www.sugarlandtx.gov/sugarland/gis/index.asp.

Land Use Matrix: The Land Use Matrix defines which uses are permitted in each zoning district. The Land Use Matrix is based on business activities as contained in the 1987 Standard Industrial Classification (SIC) Manual, published by the Executive Office of the President, OMB. Some land uses included in the Matrix are not found in the SIC, and are, where necessary, defined by the Development Code. Land and structures in each zoning district may only be used for the listed uses specified as a permitted use in that district as shown in the Land Use Matrix. Land and Structures in each zoning district may not be used for a use that is shown as a prohibited use in that district in the Land Use Matrix. Wherever the Land Use Matrix shows that a use is allowed in a district with a conditional use permit, land and Structures in that district may not be devoted to that use unless a conditional use permit for the use has been granted as provided in the zoning regulations. A copy of the entire Land Use Matrix or a copy of the portion applicable in the commercial zoning districts is available online at http://www.sugarlandtx.gov/community_dev/planning/index.asp.

Conditional Use Permit (CUP): A Conditional Use Permit is a zoning permit that is granted to operate certain types of businesses in a specific zoning district. A CUP must be approved by the Planning & Zoning Commission, and the City Council before the business in question can legally operate within the city. This process takes approximately four to six months. CUP requirements and regulations can be found in Chapter Two (Zoning) under Article I.

CITY OF SUGAR LAND, TEXAS

REZONING & CONDITIONAL USE PERMITS



III. Plats and General Plans

A. MEETING DATES

The Planning and Zoning Commission is the final authority for platting per Chapter 5 of the Development Code and City Charter, unless a subdivision variance is sought, requiring the approval of City Council. The Commission makes recommendations to the Council for General Land Plans, and the Council is the final authority in the approval of General Land Plans. The Planning and Zoning Commission meets twice a month on the second Tuesday and fourth Thursday at 6:30 p.m. (with the exception of no Thursday meetings in November and December due to holidays). The City Council takes action on Planning items at their meetings twice a month on the first and third Tuesday at 5:30 p.m.

B. SUBMITTAL DATES and REVIEW SCHEDULE

NOTE: Flow charts showing review and approval processes are on the following pages:
General Land Plans, pg. 8
Plats (Preliminary, Final , Short Form Final), pg. 9
Administrative Plats (Minor, Amending), pg. 10

1. Submittal dates are on the first and third Monday of the month for plats with a deadline of 3:00 p.m. Staff will review application packets for completeness. If incomplete, notification will be provided within 48 hours of submittal.

2. After staff has determined the application packet is complete, staff will review submittals for compliance with all applicable codes and regulations. Anticipated staff review times are as for plats are included in the flow charts on pages 8-9. Review time for General Land Plans is approximately 45 working days.

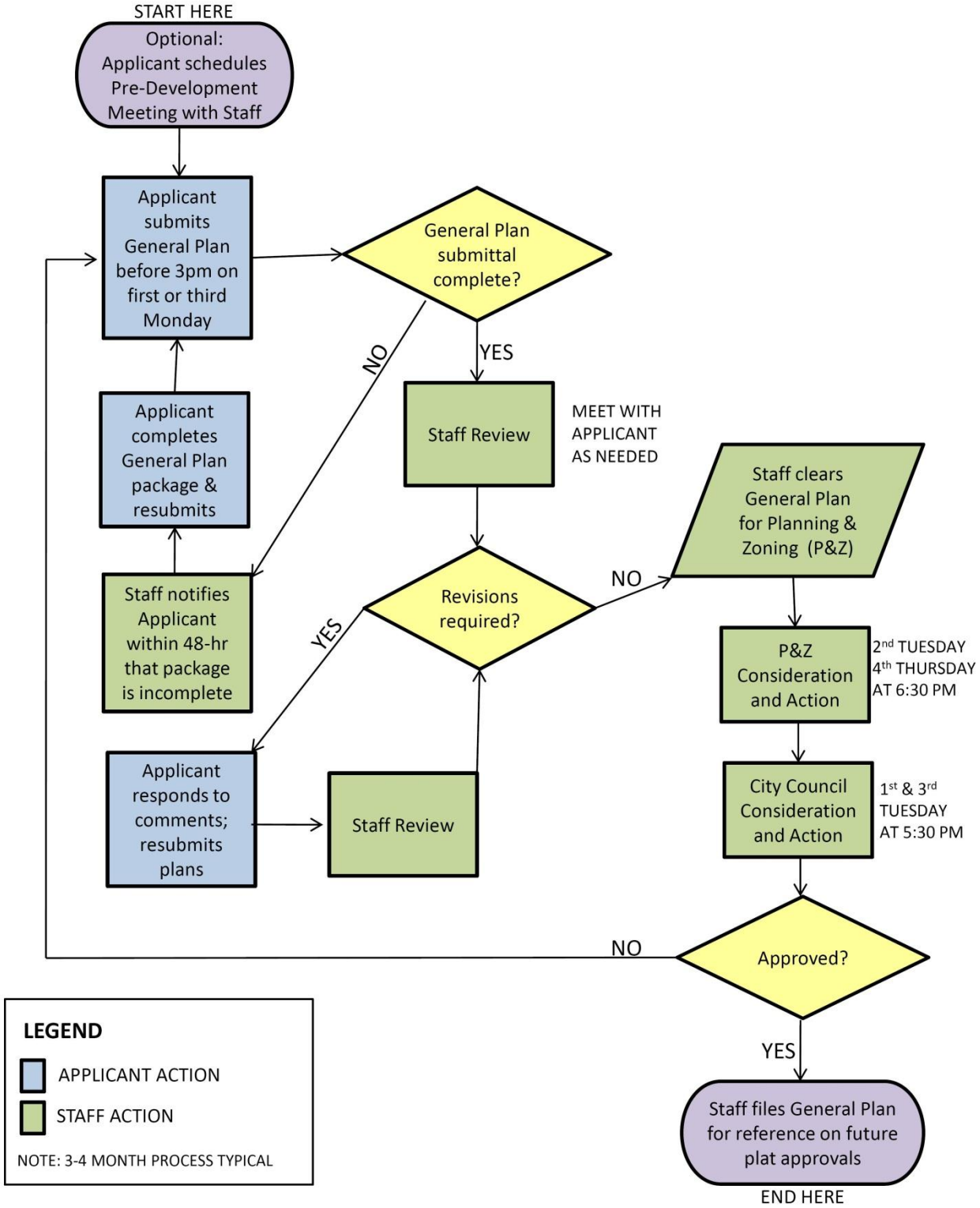
3. After review, staff prepares written comments. Prior to comment letters being sent out, staff invites the applicants to the weekly Development Review Committee (DRC) meeting (held on Thursdays) to allow for open communication and where comments from the reviewing Departments are discussed. Written comments are then sent to the applicant by Friday of the meeting week.

4. Once the applicant has resubmitted a plat or plan that addresses and satisfies all staff comments, the plat shall be "filed" and placed on the next available Planning and Zoning Commission meeting agenda. Administrative Plats (Minor and Amending) do not go to the Commission. The plats are reviewed for all technical requirements by staff, comments are addressed in a revised package submitted by the applicant, and a recordation package can then be sent to the City for signatures prior to recordation.

5. The 30 day statutory review period for plats commences on the date the plat is certified as "filed." *All staff comments must be addressed and the plat stamped "CLEARED FOR PLANNING & ZONING COMMISSION".*

CITY OF SUGAR LAND, TEXAS

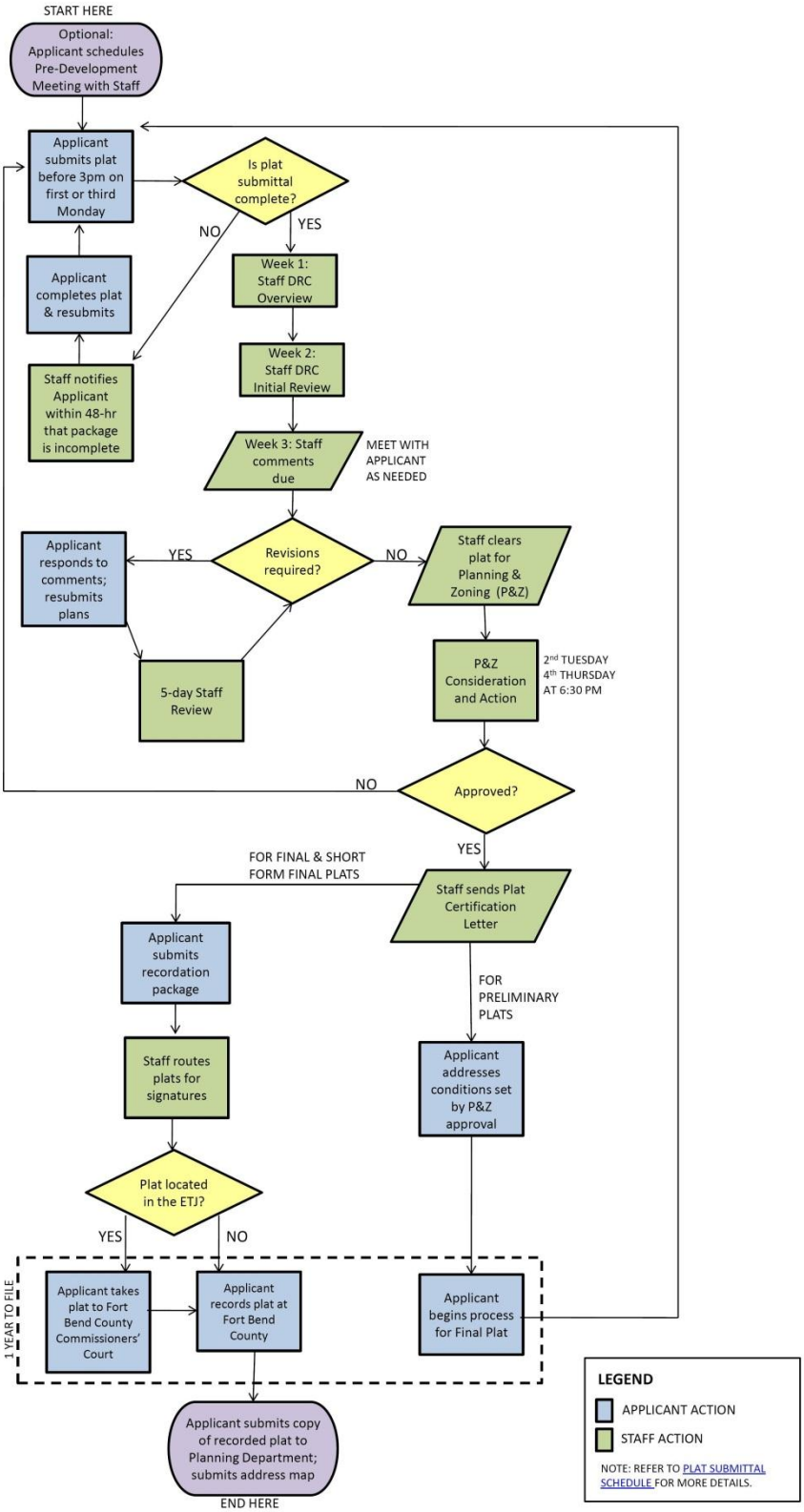
GENERAL PLAN PROCESS



CITY OF SUGAR LAND, TEXAS

PLAT PROCESS FOR PLANNING & ZONING

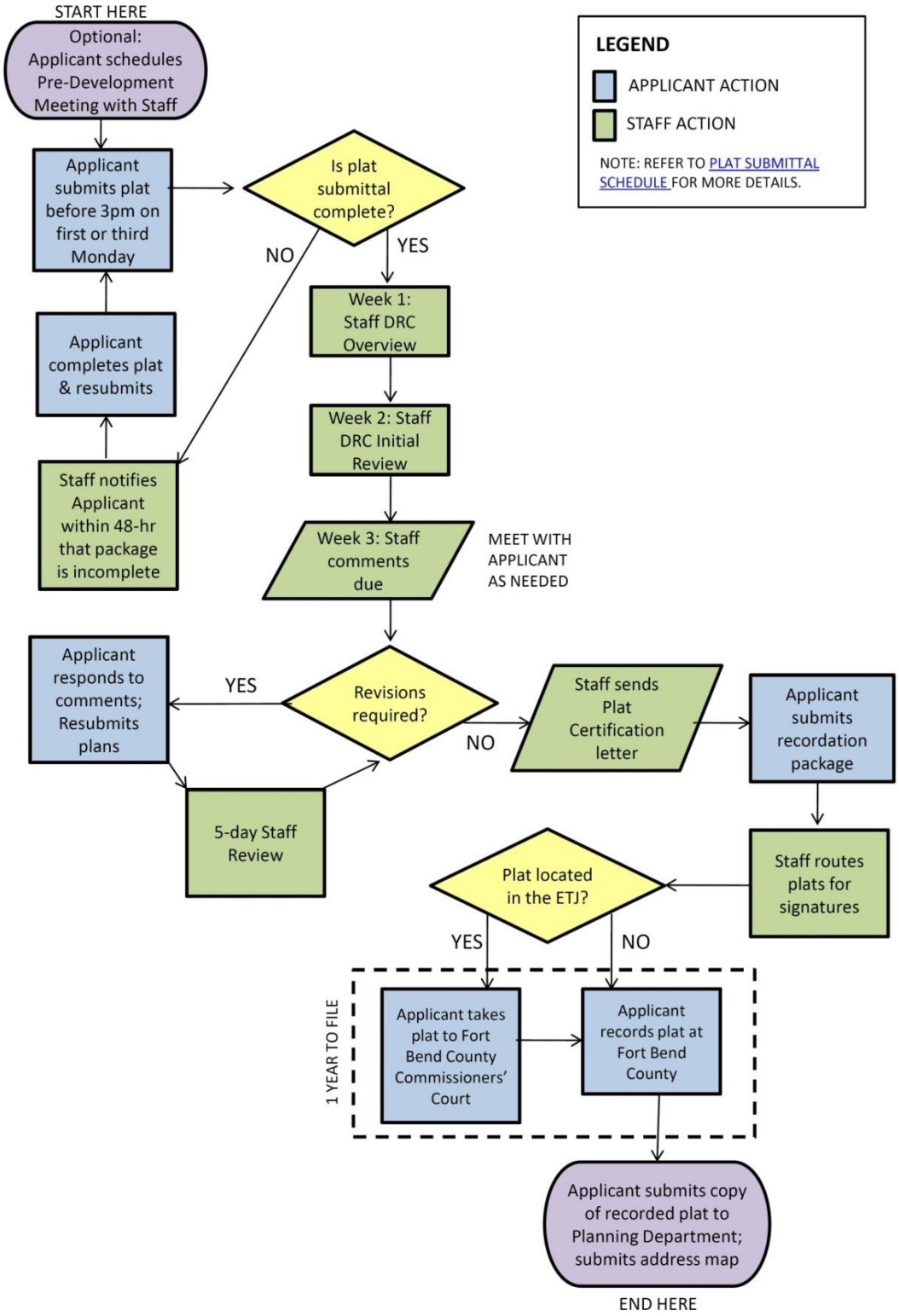
FOR PRELIMINARY, FINAL, AND SHORT FORM FINAL PLATS



CITY OF SUGAR LAND, TEXAS

ADMINSTRATIVE PLAT PROCESS

FOR MINOR AND AMENDING PLATS



C. SUBMITTAL AND GRAPHIC REQUIREMENTS (Deadline is Monday at 3:00 p.m.)

General Land Plan

1. Submittal Requirements

   (a) *Pre-development meetings are recommended prior to submittal of all general land plans.*

   (b) Ten (10) copies of the completed application and applicable fees (see Exhibit F)

   (c) Ten (10) copies of the general land plan 24" x 36" folded into 8½" x 14" with a pdf of the plan by disc or emailed in.

   (d) One traffic impact analysis (TIA), if determined applicable by the traffic engineer at the pre-development meeting. Three copies of the final TIA, including addendums, should be provided once the general plan is approved by City Council.

   (e) Two sets of conceptual service plans (one-lines) for water, wastewater and drainage showing coordination with the City's master plans.

   (f) Written information regarding fire service if in the extraterritorial jurisdiction.

   (g) Park calculations showing that City park requirements are being met (applies to residential only)

   (h) A conceptual plan or information showing the general order in which the tract is planned to be developed.

   (i) If the applicant is submitting a revised general land plan, ten copies of the previously approved general plan must be submitted, as well.

2. Graphic Requirements

   (a) Plan shall be drawn to such scale as needed to be easily read. A scale shall be shown on the plan.

   (b) A title block within the lower right-hand corner of the land plan that includes legible name and address of owner and design firm, name of development, date, and scale information indicating the scale at which the drawing is prepared.

   (c) A vicinity map in the upper right hand corner that delineates the site, major thoroughfares, freeways, watercourses and ditches.

(d) The legal description of the tract according to the abstract and survey records of Fort Bend County, Texas. A metes and bounds description is not necessary.

(e) North clearly indicated to the top or left of the study.

(f) The perimeter of the boundary shall be drawn in bold solid line.

(g) The location, width, and names of all existing or platted streets or other public rights-of-way within 200 feet of the tract.

(h) Railroad rights-of-way (if in the area)

(i) Existing drainage channels or creeks, and other important natural features with topography

(j) Any existing pipelines, fee strips, and easements.

(k) All applicable jurisdictional and district boundaries such as Municipal Utility Districts (MUDs), Levee Improvement Districts (LIDs), corporate limits, airport zones, and special districts.

(l) The proposed layout and classifications of all proposed collectors, arterials and higher and their relationship to adjoining sections showing coordination with the City's Thoroughfare Plan.

(m) A general arrangement of land use cells, including residential tracts, multifamily tracts, commercial development, private open space, flood plains, drainage ways, and any public tracts (if public tracts are included).

(n) The estimated phasing of development or the order of platting (if multiple phases)

(o) Conceptual utility plan, water, wastewater, and drainage.

Preliminary Plat Checklist

Plat Name:	**Reviewer:**
Plat Type:	
☐ **In COSL** **Zoning District:**	☐ **In ETJ***

Submittal Requirements – The following shall be included with the plat submittal:

- ☐ Seven (7) copies of completed application form
- ☐ Required fee paid
- ☐ Seven (7) copies of the plat 24" x 36" folded into 8½" x 14"
- ☐ Two (2) copies of utility one-line drawings with pipe sizes shown
- ☐ Letters verifying that the plat has been sent to the following entities for review:

  For all plats:
  - ☐ CenterPoint Energy
  - ☐ MUD
  - ☐ LID
  - ☐ Appropriate ISD (Fort Bend or Lamar Consolidated)
  - ☐ Any other applicable district or entity with jurisdiction in the area to verify adequate capacities and applicable fees. Provide name(s) here: _____ _____

  Additional letters required for plats in COSL ETJ*
  - ☐ FB County Drainage District
  - ☐ FB County Engineer
- ☐ Box Exhibit, **Residential Plats only**
- ☐ One (1) 11" x 17" copy of the approved general land plan with proposed section shown, **if applicable**
- ☐ Two copies of each existing easement filed by separate instrument, **if applicable**
- ☐ Two copies of each abandoned easement filed by separate instrument, **if applicable**
- ☐ Variance request, **if applicable:** request must include justification based on variance criteria in Chapter Five, Article VI, Sec. 5-42 of the Development Code
- ☐ Specific Approval Request Form, **if applicable:** request must include justification based on the criteria found in Division 1.8.2 of the Design Standards

*** ETJ plats require Fort Bend County Commissioner's approval following City of Sugar Land approval**

Plat Submittal Schedule can be found on the Planning & Code Services Services page on the City's website.

Graphic Requirements – The following items shall be shown on the face of the plat:

Complete		***Items Required on Preliminary Plat***
1.	☐	All information provided is legible and easily read
2.	☐	Title block in the lower right-hand corner with the following elements: ☐ Type of plat (Preliminary Plat of...) ☐ Name of plat ☐ Name and address of both owner and developer ☐ Name of development ☐ Date ☐ Location ETJ or COSL ☐ Total Acreage ☐ County ☐ Survey and Abstract # ☐ Prepared by:
3.	☐	North Arrow, Date, and other pertinent data oriented to the top of the sheet
4.	☐	Scale – 1”:10’, 1”:20’, 1”:30’, 1”:40’, 1”:50’, 1”:60’, 1”:100’ or as approved by the Director
5.	☐	Vicinity map located in the upper right-hand corner of the sheet (delineates the location of the proposed subdivision with respect to major thoroughfares, freeways, watercourses and ditches)
6.	☐	Plat boundary is solid bold line (all other boundary lines should be a solid thin line)
7.	☐	Contours or spot elevations (Contours with intervals of one foot or less shown for the area with all elevations on the contour map referenced to the latest NAVD. If no contours exist on-site or immediately adjacent to the site, spot elevations may be used as a substitute for contour lines. Spot elevations shall be no farther apart than five hundred feet)
8.	☐	The following are shown and labeled**, when applicable**: ☐ Sugar Land City Limits ☐ ETJ Limits (Sugar Land & others) ☐ All special district boundaries ☐ Abstract lines ☐ Survey lines ☐ Existing easements, in italics, including recordation information ☐ Public access easements ☐ Existing or proposed highways and streets, including proposed street names (Street names shall be shown and shall not duplicate existing street names in the City or the extraterritorial jurisdiction. Extensions of streets shall have the same name as the existing street. Similar spelling or pronunciations should be avoided to prevent confusion. Street names must be finalized by the time of Final Platting) ☐ 100-year flood plain according to Federal Emergency Management Agency information ☐ Watercourses/ditches ☐ Railroad ROWs
9.	☐	The name and location of the following if within 200 feet of the plat boundary (drawn to the same scale and shown in dotted lines): ☐ All subdivision boundaries and recordation information, if land within 200 feet unplatted provide deed information including name of owners, size in acres, and instrument number ☐ Corporate city limits (Sugar Land & others) ☐ ETJ Limits (Sugar Land & others) ☐ All special district boundaries ☐ Abstract lines ☐ Survey Lines

		☐ Existing easements, including recordation information ☐ Existing or proposed streets & alleys ☐ 100-year flood plain according to Federal Emergency Management Agency information ☐ Watercourses/ditches ☐ Railroad ROWs
10.	☐	Land uses consistent with General Land Plan and/or zoning
11.	☐	Proposed arrangement of residential blocks: ☐ 500’ minimum block length ☐ 1200’ maximum block length
12.	☐	Single-family residential lot details (per zoning district if in City, per subdivision regulations if in ETJ): ☐ Lot and block numbers ☐ Lot dimensions **(to the nearest whole number)** ☐ Minimum lot depth ☐ Minimum lot width – corner lots require extra 10’ ☐ Minimum lot area
13.	☐	Single-family building setbacks (per zoning district if in City, per subdivision regulations if in ETJ): ☐ Front building lines ☐ Street side building lines ☐ Rear building lines on lots directly adjacent to arterials, with no landscape reserve, shall have front building lines on both frontages and shall include Master Note 34 regarding access to double frontage lots
14.	☐	Proposed arrangement of **all non-single-family reserves**, including commercial, multifamily & all types of open space reserves: ☐ Labeled using letters ☐ Reserve dimensions **(to the nearest whole number)** ☐ For reserves intended for structures, include the minimum building lines along all streets
15.	☐	If reserves are present, provide a Reserve table that depicts designation by letters, states allowed uses and if no restrictions are applied, label as unrestricted **(see example below):** **Reserve** / **Land Use** / **Size (Acres)** A / Commercial / 1.09 B / Landscape/drainage / .13 C / Unrestricted / .59
16.	☐	Parkland dedicated as required by Development Code and/or General Land Plan
17.	☐	Major streets in compliance with: ☐ Master Thoroughfare plan ☐ Transportation Impact Analysis (TIA) ☐ General Land Plan
18.	☐	All streets and other ROW dedications in compliance with: ☐ Street Centerline radius ☐ Maximum cul-de-sac length (1200’ for residential streets, 500’ for commercial streets) ☐ Intersections at 90° angles ☐ Minimum right-of-way widths ☐ Intersection spacing
19.	☐	Access to a collector street for every 75 lots

20.	☐	Dead end streets are temporary in nature; if over 150 feet, a temporary turnaround is provided (per Fire Code)
21.	☐	One-foot buffer reserve along ROW adjacent to unplatted land
22.	☐	Legend showing only those abbreviations found on the plat **(see example below)**:

Abbreviation Legend	
B.L.	Building Line
C.P.E.	CenterPoint Energy Easement
D.E.	Drainage Easement
F.B.C.O.P.R.	Ft. Bend County Official Public Records
F.B.C.P.R.	Ft. Bend County Plat Records
P.L.	Property Line
S.S.E.	Sanitary Sewer Easement
STM. S.E.	Storm Sewer Easement
U.E.	Utility Easement
W.L.E.	Water Line Easement

23.	☐	The following are not shown: ☐ Proposed easements **(unless providing a public access easement)** ☐ Master notes ☐ Certification blocks

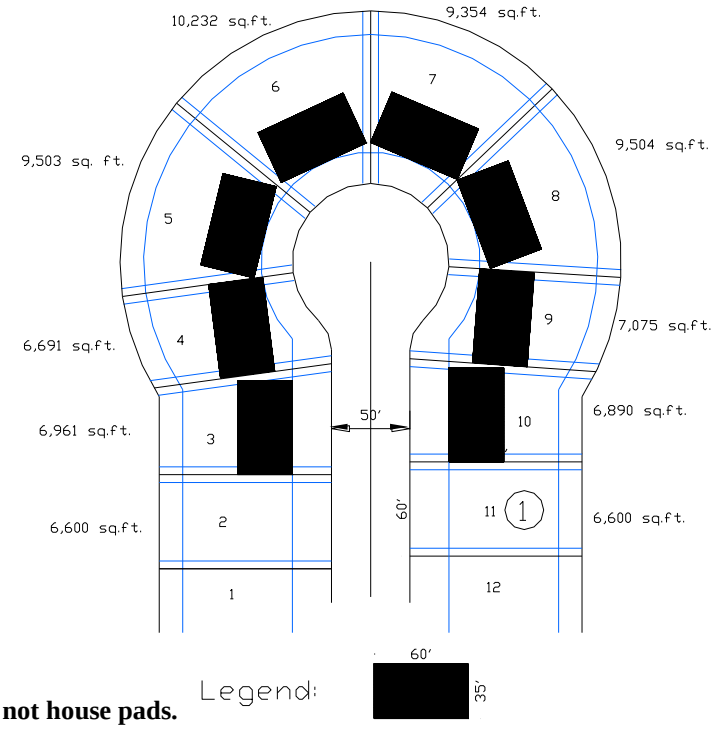
Disclaimer:
Plats are required to comply with all applicable Development Code & Design Standard regulations regardless of whether said regulations are found on this checklist.

Separate Exhibit – The* following item shall be included with residential plats*:

24.	☐	Box Exhibit information (**see additional information & example below**): ☐ Required building line shown per Zoning District or Subdivision Regulations ☐ Boxes situated directly on required building lines ☐ Table showing square footage for all lots not comprised of right angles

Box Exhibit: On residential plats, the applicant shall provide a *separate exhibit* showing the graphic portion of the plat only. This exhibit shall be dimensioned and plotted at the same scale as the preliminary plat itself. It shall include the area, in square feet, of each lot. On each non-perpendicular lot (lots on any curved street or cul-de-sac), it shall include a box that fits between the side *lot lines* and is equal to the minimum lot requirements. Note that corner lots will be larger in most zoning districts and shall have a different box size, as necessary. The box shall be placed along the shortest tangent to the *required front building line* of the lot (see Section 5-24 of the City of Sugar Land Subdivision Regulations). The box is for graphical purposes only, and does not represent the proposed building footprint. (The box exhibit example shown below represents those lots located in the R-1 or the HR-1 districts in the City and the minimum lot width required in the ETJ.)

Box Exhibit:



NOTE: The boxes are not house pads.

Final Plat Checklist

(Includes Short Form Final, Amending, & Minor Plats)

Plat Name:	**Reviewer:**
Plat Type:	
☐ **In COSL** **Zoning District:**	☐ **In ETJ***

Submittal Requirements: The following shall be included with plat submittal:

- ☐ Seven (7) copies of completed application form
- ☐ Required fee paid
- ☐ Seven (7) copies of the plat 24" x 36" folded into 8½" x 14"
- ☐ Two (2) signed & sealed closure reports that meet the Texas Board of Professional Land Surveying requirements
- ☐ One (1) recent copy of title report/city planning letter
- ☐ Public Infrastructure Requirements
  - ☐ **Final & Short Form Final Plats:** Construction Plans:
    - ☐ Included with Final Plat **OR**:
    - ☐ Submitted at an earlier time:
      - Name of plan & Date Submitted:

        _____
  - ☐ **Amending & Minor Plats:** two (2) copies of utility one-lines showing existing public utilities
- ☐ No objection letters from all applicable entities:

  For all plats:
  - ☐ CenterPoint Energy
  - ☐ MUD
  - ☐ LID
  - ☐ Appropriate ISD (Fort Bend or Lamar Consolidated) (only for plats containing residential land use)
  - ☐ Any other applicable district or entity with jurisdiction in the area to verify adequate capacities and applicable fees. Provide name(s) here:

    _____

  Additional letters required for plats in COSL ETJ*
  - ☐ FB County Drainage District
  - ☐ FB County Engineer

    Note: If staff has not received all required approval letters by the date of the Planning and Zoning Commission meeting, the plat will be pulled from the agenda without notifying the owner or applicant.
- ☐ One (1) 11" x 17" copy approved general land plan with the proposed section shown, **if applicable**
- ☐ Two copies of each existing easement filed by separate instrument, **if applicable**
- ☐ Two copies of each abandoned easement filed by separate instrument, **if applicable**
- ☐ Variance application, **if applicable:** request must include justification based on variance criteria in Chapter Five, Article VI, Sec. 5-42 of the Development Code
- ☐ Specific Approval Request Form, **if applicable:** request must include justification based on the criteria found in Division 1.8.2 of the Design Standards
- ☐ **Replats:** seven (7) copies of the original plat
- ☐ **Replats:** one (1) separate exhibit showing existing facilities & utilities

*** ETJ plats require Fort Bend County Commissioner's approval following City of Sugar Land approval**
Plat Submittal Schedule can be found on the Planning & Code Services page on the City's website.

Graphic Requirements – The following items shall be shown on the face of the plat:

Complete		***Items Required For Plat***
1.	☐	All information provided is legible and easily read.
2.	☐	Title block in the lower right-hand corner with the following elements: ☐ Type of plat ("Final Plat" shall not be included in the title, but Replat & Amending Plat shall be included when applicable), **for example:** **Correct:** Shady, Acres, Section One, A Replat **Correct:** Shade Acres, Section One, An Amending Plat **Incorrect:** Shady Acres, Section One, A Final Plat **Incorrect:** A Final Plat of Shady Acres, Section One ☐ Name of plat ☐ Name and address of both owner and developer ☐ Name of development ☐ Date ☐ Location ETJ or COSL ☐ Total Acreage ☐ County ☐ Survey and Abstract # ☐ Prepared by: ☐ Reason for replat or amending plat, **if applicable**
3.	☐	North Arrow, Date, and other pertinent data oriented to the top of the sheet
4.	☐	Scale – 1":10', 1":20', 1":30', 1":40', 1":50', 1":60', 1":100' or as approved by the Director
5.	☐	All dimensions shown to the hundredth decimal point
6.	☐	Vicinity map located in the upper right-hand corner of the sheet (delineates the location of the proposed subdivision with respect to major thoroughfares, freeways, watercourses and ditches)
7.	☐	Plat boundary is solid bold line (all other boundary lines should be a solid thin line)
8.	☐	Contours or spot elevations (Contours with intervals of one foot or less shown for the area with all elevations on the contour map referenced to the latest NAVD. If no contours exist on-site or immediately adjacent to the site, spot elevations may be used as a substitute for contour lines. Spot elevations shall be no farther apart than five hundred feet)
9.	☐	The following are shown and labeled**, when applicable**: ☐ Sugar Land City Limits ☐ ETJ Limits (Sugar Land & others) ☐ All special district boundaries ☐ Abstract lines ☐ Survey lines ☐ Existing easements, in italics, including recordation information ☐ Existing or proposed highways and streets, including street names (Street names shall be shown and shall not duplicate existing street names in the City or the extraterritorial jurisdiction. Extensions of streets shall have the same name as the existing street. Similar spelling or pronunciations should be avoided to prevent confusion. Street names must be finalized by the time of Final Platting) ☐ 100-year flood plain according to Federal Emergency Management Agency information ☐ Watercourses/ditches ☐ Railroad ROWs

10.	☐	The name and location of the following if within 200 feet of the plat boundary – (drawn to the same scale and shown in dotted lines): ☐ All subdivision boundaries and recordation information, if land within 200 feet unplatted provide deed information including name of owners, size in acres, and instrument number ☐ Corporate City limits (Sugar Land & others) ☐ ETJ Limits (Sugar Land & others) ☐ All special district boundaries ☐ Abstract lines ☐ Survey Lines ☐ Existing easements, including recordation information ☐ Existing or proposed streets & alleys ☐ 100-year flood plain according to Federal Emergency Management Agency information ☐ Watercourses/ditches ☐ Railroad ROWs
11.	☐	Land uses consistent with General Land Plan and/or zoning
12.	☐	Proposed arrangement of residential blocks: ☐ 500’ minimum block length ☐ 1200’ maximum block length
13.	☐	Single-family residential lot details (per zoning district if in City, per subdivision regulations if in ETJ): ☐ Lot and block numbers ☐ Lot dimensions (dimensions required to the decimal point) ☐ Minimum lot depth ☐ Minimum lot width – corner lots require extra 10’ ☐ Minimum lot area
14.	☐	Single-family building setbacks (per zoning district if in City, per subdivision regulations if in ETJ): ☐ Front building lines ☐ Street side building lines ☐ Rear building lines on lots directly adjacent to arterials, with no landscape reserve, shall have front building lines on both frontages and shall include Master Note 34 regarding access to double frontage lots
15.	☐	Proposed arrangement **of all non-single-family reserves**, including commercial, multifamily & all types of open space reserves: ☐ Labeled using letters ☐ Reserve dimensions (dimensions required to the decimal point) ☐ For reserves intended for structures, include the minimum building lines along all streets
16.	☐	If Reserves are present, provide a Reserve table that depicts designation by letters, states allowed uses and if no restrictions are applied, label as unrestricted **(see example below)**: **Reserve** / **Land Use** / **Size (Acres)** A / Commercial / 1.09 B / Landscape/drainage / 0.13 C / Unrestricted / 0.59
17.	☐	Parkland dedicated as required by Development Code and/or General Land Plan
18.	☐	Major streets and other ROW dedications in compliance with: ☐ Master Thoroughfare plan

		☐ Transportation Impact Analysis (TIA) ☐ General Land Plan
19.	☐	All streets in compliance with: ☐ Street Centerline radius ☐ Maximum cul-de-sac length (1200’ for residential streets, 500’ for commercial streets) ☐ Intersections at 90° angles ☐ Minimum right-of-way widths ☐ Intersection spacing
20.	☐	Access to a collector street for every 75 lots
21.	☐	Dead end streets are temporary in nature; if over 150 feet, a temporary turnaround is provided (per Fire Code)
22.	☐	One-foot buffer reserve along ROW adjacent to unplatted land
23.	☐	Line and curve tables **(see examples below):** **Curve Table:** Curve | Radii | Arc Length | Chord Direction | Chord Length | Central Angle **C1** **C2** **Line Table:** Line | Bearing | Length **L1** **L2**
24.	☐	Legend showing only those abbreviations found on the plat **(see example below):** **Abbreviation Legend** B.L. — Building Line C.P.E. — CenterPoint Energy Easement D.E. — Drainage Easement F.B.C.O.P.R. — Ft. Bend County Official Public Records F.B.C.P.R. — Ft. Bend County Plat Records P.L. — Property Line S.S.E. — Sanitary Sewer Easement STM. S.E. — Storm Sewer Easement U.E. — Utility Easement W.L.E. — Water Line Easement
25.	☐	Benchmark description: Provide a permanent benchmark and description shown as part of the City of Sugar Land Geodetic Survey Control. The control map and descriptions can be found on the Engineering web page. In addition, provide the description of the Temporary Benchmark utilized for the site and confirm (via description) it was tied to SGR14R. The permanent benchmark should be used to set the temporary benchmark **(see example below):** City of Sugar Land Geodetic Control Station, SGR-14R, located at the intersection of Brooks Street (Spur 58) and Brooks Lake, from the intersection of SH6 and Brooks Street, North 0.2 miles to the benchmark on the right. Elev. =79.1700’

26.	☐	Metes & bounds legal description, including: ☐ Ownership ☐ Deed Reference ☐ Survey, abstract, county and state ☐ Metes and Bounds (Matching the graphic) ☐ Total area in Acres and square feet
27.	☐	Metes & bounds description is consistent with the closure report
28.	☐	Label controlling monuments
29.	☐	Label Point of Beginning (POB) and Point of Commencement (POC) with state plane coordinate as required
30.	☐	State basis of bearing, **for example**: Basis of bearing is the North Line of XYZ Road (insert recorded bearing) as recorded by plat in Vol. 1234, page 567, plat records of Fort Bend County
31.	☐	The minimum slab elevation shall be labeled on each individual lot that back up to creeks, channels, ponds, ditches, SFHA, drainage easement, etc., **for example:**. FF = 74.5 ft (per Sec. 8.2 of Design Standards)
32.	☐	Certification & dedication blocks: ☐ City of Sugar Land Plat Certification Blocks (Planning and Zoning Commission Approval, Administrative Approval- Amending Plat, Administrative Approval- Minor Plat) ☐ County Clerk's Certification Block ☐ Owner's Dedication Block & Notary Block ☐ A signature block for Lien holder's certification (include printed name & title)and notarization (if applicable) ☐ Surveyor's Certification Block ☐ Adequate space for clerk's certificate information including: "Filed in Plat No._____ of the Plat Records of Fort Bend County, Texas" County Engineer & Commissioners' Court certification block **(only on plats in COSL ETJ)**
33.	☐	Master Notes are matched to the correct note numbers; If a note is omitted, label as **"Master Note N/A" (all omitted notes shall be removed from mylars, see instructions on Master Notes List)**
34.	☐	All Planning & Zoning Commission conditions of approval from Preliminary Plat have been met

Additional Requirements:

35.	☐	For any easement that crosses or overlaps another easement, documentation has been provided stating whether the easement is exclusive or non-exclusive
36.	☐	Title report/city planning letter is consistent with easements shown on the plat

Disclaimer:

Plats are required to comply with all applicable Development Code & Design Standard regulations regardless of whether said regulations are found on this checklist.

Extension of Approval

1. Submittal Requirements for an extension of Planning and Zoning Commission approval-

   (a) Letter of request 30 days prior to expiration date of approval of final plat.

   (b) Seven 11" x 17" copies of the approved final plat.

   (c) Reason for the extension request.

D. APPROVAL PROCEDURES

NOTE: Flow charts demonstrating the review and approval processes for these submittals are on the following pages:

General Land Plans, pg. 8
Plats (Preliminary, Final, Short Form Final), pg. 9
Administrative Plats (Minor, Amending), pg. 10

General Land Plan

1. Staff (including the Parks & Recreation Director when the plan has residential component or parks component) has 45 days to review the general land plan. In most cases, this review will include a general utility layout and a Traffic Impact Analysis (TIA) for the property (as determined by applicable City regulations).

2. Once comments have been sent to and addressed by the applicant, the general land plan is presented to the Planning and Zoning Commission, for a recommendation to the City Council.

3. The general land plan is presented to Council, along with the recommendations of the *Parks and Recreation Director* and the Planning and Zoning Commission for final approval.

4. Digital or scanned copy in PDF, DWG, JPEG format is required ***once the general land plan has been approved by City Council*.**

Preliminary, Final, Short Form Final, Replats, and Vacation Plats

1. Once staff has certified a plat as "filed", the plat will be placed on the next Planning and Zoning agenda for action. The applicant will be furnished with a copy of the written recommendation.

2. The Planning and Zoning Commission will consider the plat and the written recommendation at the regularly scheduled meeting and may take one of the following actions:
   - Approval
   - Denial

3. The applicant has the option to withdraw the plat.

4. The Development Coordinator will furnish the applicant a letter indicating the outcome of the Planning and Zoning Commission Meeting as to plat status. This letter will serve as the "Plat Certificate" under state law if the plat is approved.

Administrative Plats: Amending Plats and Minor Plats

Staff, by recommendation to the City Manager, may review an amending plat or minor plat that complies with Section 5-15 or 5-16 as appropriate, and the City Manager and Mayor sign the plat for recordation. Staff may elect to present the amending plat to the Planning and Zoning Commission for approval or disapproval, as in the case of other plats. The City staff will not disapprove an amending or minor plat. If the City does not administratively approve the plat, it will be referred to the Planning and Zoning Commission for action under Chapter 5 and Chapter 212 of the Local Government Code.

E. PLAT RECORDATION

1. Following the approval of the Planning and Zoning Commission or City approval of a standard plat, amending or minor plat, the following procedures apply to recordation:

Plat Recordation Checklist

The following items shall be submitted to the Development Review Coordinator for processing of plat recordation packages. If any items are missing, the plat will not be processed until missing items are provided.

Submittal Requirements:

- ☐ 1 Plat mylar (Note: the City will keep the plat mylar. If the applicant wishes to maintain an original copy, submit additional original mylars.)
  - Verify Title Report Note is completed (typ. Master Note 6)
  - Verify all outside signatures (Owner, Surveyor, Notary, etc.) are completed and legible (not blurred)
  - Verify all conditions of approval have been addressed
- ☐ Plat in DXN/DGN format (on disk or via email)
- ☐ 1 original Title Commitment or City Planning Letter, not more than 30 days old
- ☐ 1 Taxing Entity Letter listing applicable taxing entities
- ☐ 2 sets of original Tax Certificates for each applicable taxing entity
  - City/County/School District (one from FBCAD)
  - MUD
  - LID
  - Other: _____
- ☐ Park dedication fees, if applicable
- ☐ Transportation fees, if applicable (ex. Riverstone)
- ☐ Utility connection fees, if applicable
- ☐ Public infrastructure addressed, if applicable
  - Security to guarantee public infrastructure; OR
  - Public infrastructure is complete (City has issued Initial Acceptance Letter)
- ☐ Copy of the draft Covenants, Conditions, and Restrictions (per Ch. 5) to ensure maintenance of private streets and common areas by HOA

For plats requiring Planning and Zoning Commission Chair signature, recordation packages shall be submitted at least 2 days (for Tuesday meetings, Friday by 5 pm; for Thursday meetings, Tuesday by 5 pm) prior to the Planning and Zoning Commission meeting at which the applicant wishes to have the mylars signed. Please allow one week after Chair signature for internal processing.

For administrative plats, please allow 2 weeks for internal processing.

IV. Site Plan Packages

A. SUBMITTAL DATES and REVIEW SCHEDULE

NOTE: A flow chart demonstrating the review and approval processes for Site Plan submittals is on the next page (pg. 27).

1. Site plan package submittals will be accepted by the Development Review Coordinator every Monday from 8:00a.m. until 3:00p.m. for a three week review. If a holiday falls on Monday, site plans will be accepted the following Tuesday. A two-week review is possible if submitted by 10:00am on Monday with all items included.

2. Staff will review application packets for completeness. If incomplete, notification will be provided within 48 hours of the time of submittal.

3. Once the application packet is complete, the Development Coordinator will route the packet to staff for review for compliance with all applicable codes and regulations.

4. Staff may take two to three weeks to review the initial submittal. At the end of staff review, comments will be sent to the applicant. Please note the following schedules for a complete submittal that meets the 10:00am Monday deadline:

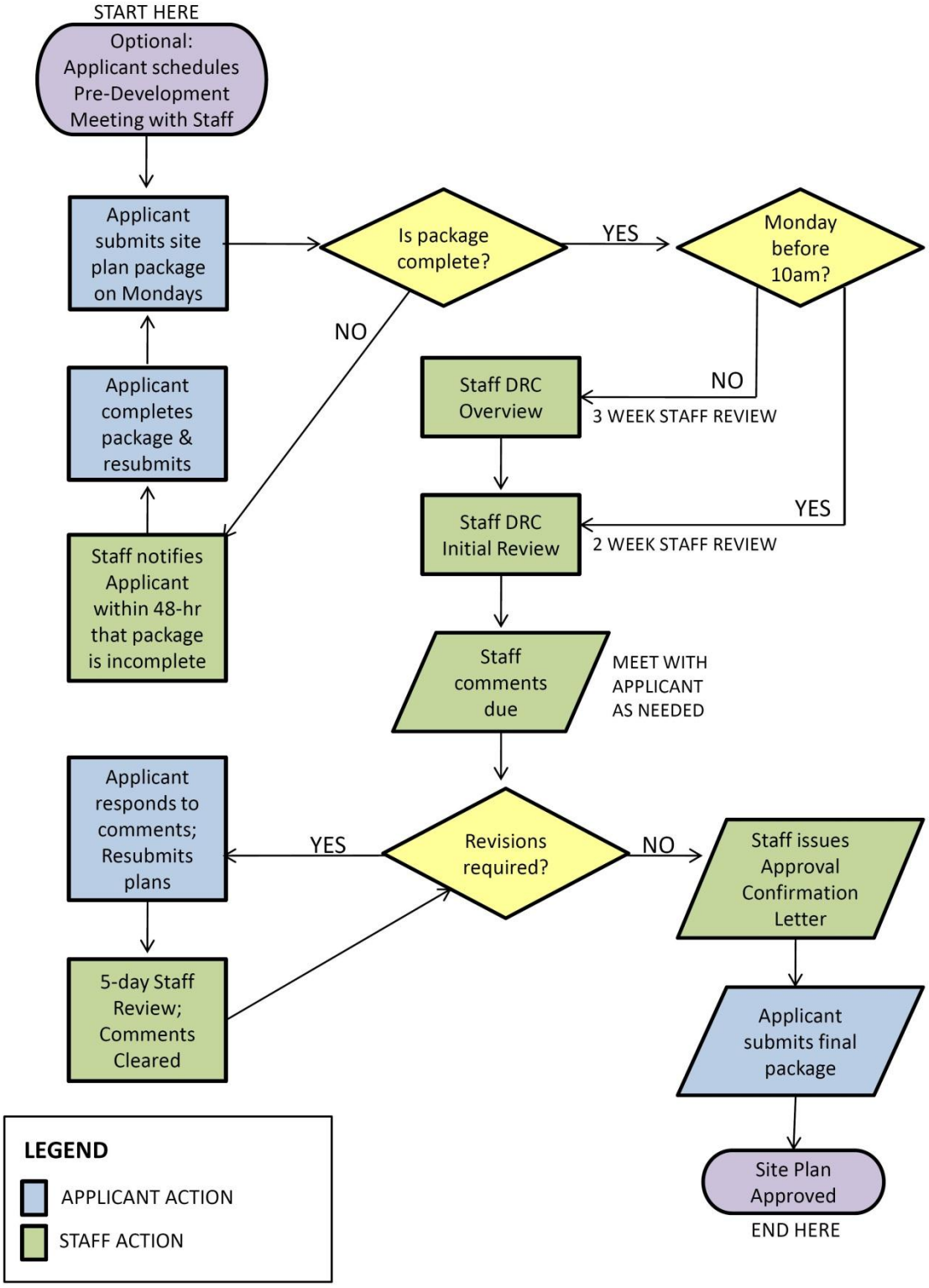
   i. Week 1 (Initial Review with DRC –staff only)
   ii. Week 2 (Comments due and DRC group meet with applicants on Thursday to go over comments prior to sending out by Friday)
   iii. Once Site Plan package is resubmitted, comments are cleared out (approx. 5 days)

5. Once the applicant has resubmitted a site plan that addresses and satisfies all staff comments, the plan will be stamped approved. If the property is being platted concurrently with the site plan package review, the plat will need to be recorded prior to approval of the package. The applicant and the Building Permits & Inspections Dept. will be notified by letter confirming approval of the site plan. The Building Permits & Inspections Dept. issues building permits for the City of Sugar Land.

6. If a conditional use permit, rezone, or variance is requested for a specific site, site plans will not be approved until the CUP, rezone or variance is approved by Council.

CITY OF SUGAR LAND, TEXAS

SITE PLAN PROCESS



SUBMITTAL REQUIREMENTS

(Items 4 & 6 only required in ETJ if specified in a Development Agreement)

1. Cover Sheet
2. Recorded Plat or a Plat Submittal (Site plan will not be approved without a *recorded* plat)
3. Overall Site Layout
4. Building Elevations and Square Footage
5. Engineering Civil Designs including Paving & Drainage, Water & Sanitary Sewer Layout
6. Landscaping and Irrigation Plan (Include Tree Inventory for existing protected trees- as applicable)
7. City of Sugar Land standard engineering detail drawings, if applicable
8. Proposed traffic trip generation for site, if applicable
9. Traffic Control Plan, in conformance with TX-MUTCD standards
10. Storm Water Pollution Prevention Plan (SWPPP), in conformance with Texas Commission on Environmental Quality (TCEQ) standards
11. Traffic Impact Analysis (TIA), if applicable
12. Photometric Plan for exterior lighting, in compliance with Chapter 2, Article XII of the Development Code, if applicable

C. GRAPHIC REQUIREMENTS

1. Cover Sheet

a) Name of project

b) Address of project

c) Name, address, and phone number of applicant

d) Name, address, and phone number of owner

e) Vicinity map

2. Overall Site Layout

(For questions, contact the Planning & Code Services Dept. at (281) 275-2218 or planning@sugarlandtx.gov)

a) Site plans should include the following:
   - Entire platted lot

- Street layout including driveways, medians and median breaks within 200 feet of the site, including those on the opposite side of the street
- All adjacent land uses and zoning within 200 feet of the site, showing all property lines

b) Proposed land use for the site (in detail)

c) Proposed and existing easements, building lines, or other restrictions recorded by separate instrument. Fort Bend County recording information must be shown.

d) City of Sugar Land required setbacks (parking and building)

e) Proposed and existing structures and accessory uses, including, but not limited to, parking lots, fences, refuse containers, a/c units and outdoor storage.

f) Parking calculations (parking required v. parking provided) including "accessible spaces"

g) Delivery truck and vehicle circulation plan including aisle width and parking depth dimensions and directional arrows showing traffic flow.

h) Driveway widths and curb radii

i) Sidewalks, clearly labeled and dimensioned

j) North arrow

k) Standard scale

l) Zoning District, if within City Limits

m) Square footage of buildings

n) Building slab elevations

3. Building Elevations

(For questions, contact the Planning & Code Services Department. at (281) 275-2218 or planning@sugarlandtx.gov)

a) Show correct building heights in compliance with Chapter 2 of the Development Code of the City of Sugar Land.

b) Include all rooftop-mounted equipment extending above the roof line. Rooftop equipment must be screened from public view.

c) Include information regarding type of exterior finishes on each wall of the building. For the B-O, B-1, and B-2 Districts, as well as non-residential construction in a residential District, exterior finishes must meet Chapter 2, Article X of the Development Code.

4. Engineering Civil Designs including Paving & Drainage
(For questions, contact the Engineering Department at (281) 275-2780.)

a) Letters of approval from the appropriate Municipal Utility District, Levee Improvement District, and other jurisdictional agencies, if applicable.

b) Drainage calculations for the three and 100 year events signed and sealed by a registered professional engineer indicating compliance with Fort Bend County Drainage Criteria Manual.

c) Size, type, and slope of pipe and connection to public system. *The actual connection to the public system must comply with the City of Sugar Land Design Standards.*

d) Overall area and drainage area boundaries, ponding depths, and flow per inlet

e) Existing elevations and enough adjoining property elevations to ascertain the general drainage pattern and tie-in methods. Show top of pavement and curb elevations as needed.

f) Address any adjoining property drainage issues that may be affected by the proposed improvements. For example if the adjoining property is affected show how this will be handled.

g) Storm sewer lines, manholes and inlets existing and proposed. Show proposed lines bolder than existing and label as well

h) Detention pond, if applicable, to be designed by a registered professional engineer and shall be in accordance with the Fort Bend County Drainage Criteria Manual *or methodology approved by the City of Sugar Land*. Prior to the certificate of occupancy being issued by the City, a signed sealed letter of completion by the engineer is required stating that the private detention and related drainage facilities (if applicable) were constructed in accordance with the City approved construction plans and specifications.

i) Type of pavement to be used

j) Slab elevation

k) All paving and drainage plans shall comply with City of Sugar Land Design Standards.

l) If easements are required, they shall comply with Chapter 5, Section 5-21 of the Sugar Land Development Code.

m) Driveways shall be spaced in accordance with Chapter 5, Article VII of the Sugar Land Development Code.

n) Improvements shall comply with Chapter 8 and 11 of the Sugar Land Development Code and Ordinance No. 1661.

5. **Engineering Civil Designs including Water and Sanitary Sewer**
(For questions, contact the Engineering Department at (281) 275-2780.)

a) Size and location of proposed and existing water lines and fire hydrants. Show the meter vault easement if needed. Bold line for proposed and lighter lines for existing.

b) Size, type, and grade of the sanitary sewer lines and manholes and any existing and proposed manholes. Show proposed lines bolder than existing and label, as well.

c) Notify City 24 to 48 hours prior to connecting to public infrastructure.

d) All public water and sanitary sewer, or connections to public utilities must comply with all City of Sugar Land Design Standards. *The actual connection to the public system must comply with the City of Sugar Land Design Standards; however, the pipe connecting to the public system can be the size and type chosen by the registered professional engineer.*

e) Include all applicable City of Sugar Land Design Standard Details that pertain to connections to public utilities.

f) Show the location of the irrigation meter.

g) Show and label the fire line, if required.

h) All water main intersections shall have a minimum of one (1) less valve than the number of water mains at the intersection.

i) The minimum commercial sewer services lead shall be a minimum 6" pipe or larger and shall not serve more than one commercial connection. In addition, the connection shall be made at a manhole.

j) All water and sanitary sewer plans shall comply with the City of Sugar Land Design Standards.

6. **Landscaping and Irrigation Plan and Protected Tree Information**
(For questions, contact Planning & Code Services Department at (281) 275-2218 or planning@sugarlandtx.gov)

a) Landscape plan as per Development Code Chapter 3 is required.

b) Show location of all existing landscaped areas to remain and proposed landscaped areas to be installed including all plant materials with height at planting and mature crown spread of new and existing plants.

c) Location of all Protected Trees that will be preserved and any to be removed or relocated. A Protected Tree means a hardwood tree having a minimum caliper size of eight inches or greater, as measured four-and-a-half feet above ground level. Illustrate Tree preservation procedures. Ex. Tree protection fencing

d) Area (square feet) of all interior landscaped islands to be used toward interior parking lot landscaping requirements. Ratio of interior landscaping to parking (square feet of

interior landscaping per 20 parking spaces)

e) Screening materials for all accessory structures, including refuse containers

f) Screening materials for all outdoor storage areas

g) Fencing materials

h) A complete landscape summary including the amount of landscape required versus the amount of landscaping provided plus a landscape schedule

i) An irrigation plan

7. Traffic

(For questions, contact the Engineering Department at (281) 275-2780.)

a) Proposed improvements per phase
b) Traffic Impact Analysis, if applicable. Complete TIA worksheet on site plan package application.
c) Traffic Control Plans for construction
d) Right-of-way use permit if applicable
e) Site generated trips

V. Public Infrastructure Construction Plans

SUBMITTAL REQUIREMENTS:

- **FIVE (5) Sets of 24 x 36 prints**
- **FIVE (5) copies of Application**
- **TWO (2) Specification Manuals**
- **FEE: (**1% of the total cost to construct the public infrastructure. The fee must be submitted with the request for the city's initial acceptance of the public infrastructure.") Per Code of Ord., Ch.2, Section 2-136 (4) q.

(Note: Planning Dept. coordinates plan review for Engineering, Utilities, and Public Works departments.)

CONSTRUCTION PLAN REQUIREMENTS:
(Note: The following are examples of items to be including in Construction Plans. See the City of Sugar Land Design Standards for detailed requirements).

<u>What is required in the Engineering Civil Design?</u>

- Water lines and fire hydrants, existing and proposed. Show proposed lines bolder than existing and label.
- Sanitary sewer lines and manholes existing and proposed. Show proposed lines bolder than existing and label as well.
- Storm sewer lines, manholes and inlets existing and proposed. Show proposed lines bolder than existing and label as well. Acknowledge storm sewer connection to public conveyance and note where the detail of the connection can be found.
- Detention pond, if applicable. Additional detail sheets will be required if detention is warranted. Additional sheets would include plan and profile of the facility and details describing the inlet and outfall appurtenances.
- All applicable notes to the contractor pertaining to water, sanitary, storm and paving

<u>What is required on the Water and Sanitary Sewer Sheet?</u>

- Size and location of existing water lines and fire hydrants. Show the meter vault easement if needed. Bold line for proposed and lighter lines for existing.
- Size, type, and grade of the sanitary sewer lines and any existing and proposed manholes

<u>What is required on the Paving and Drainage Sheet?</u>

- Drainage calculations for the three and 100 year events signed and sealed by a registered professional engineer.
- Drainage system must comply with Fort Bend County Drainage Criteria Manual.
- Size, type, and slope of pipe and connection to public conveyance. Note the installation will conform to City of Sugar Land Design Standards.
- Overall area and drainage area boundaries and flow per inlet
- Existing elevations and enough adjoining property elevations to ascertain the general drainage pattern. Show top of pavement and curb elevations as needed.
- Address any adjoining property drainage issues that may be affected by the proposed improvements. For example if the adjoining property is affected show how this was handled.
- Driveway width and radius and include sidewalks

Note: To reduce possible clutter on all sheets, turn off any layers of the overall project that are *not* needed to describe the items being displayed. For example turn off the water and sanitary sewer layers when presenting the paving and drainage sheets.

What is required on the City of Sugar Land Construction Detail Drawings?
Please refer to the rear of the Sugar Land Design Standards for requirements for Construction Detail Drawings. *** Located on website at www.sugarlandtx.gov**

VI. Building Permits

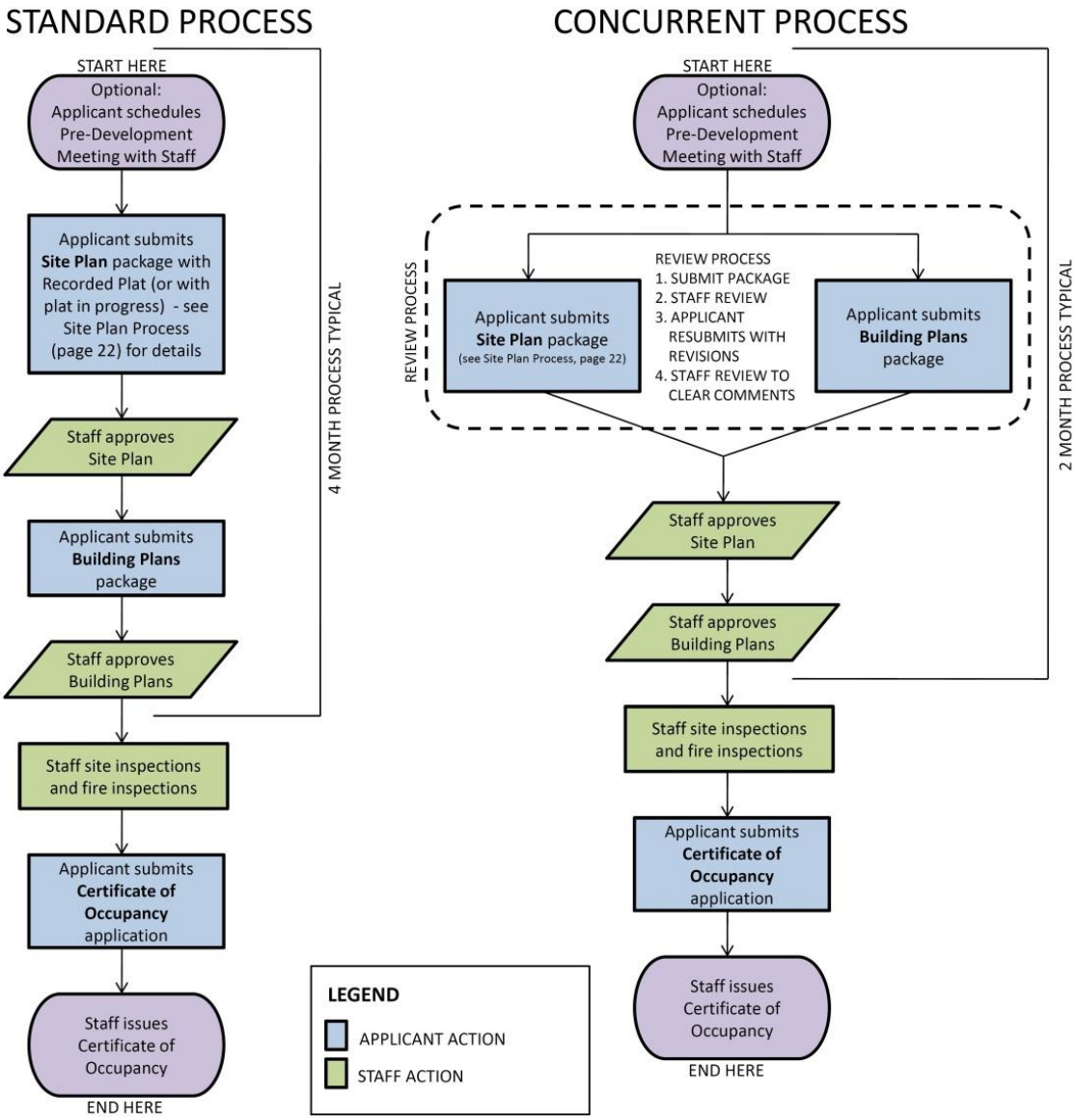
As of August of 2010, the City has adopted the following: International Building Code of 2009, International Plumbing, Mechanical, Fuel Gas, Fire and Energy Codes (along with references from these codes) and the 2008 National Electrical Code. Local amendments to the Codes above can be found in Chapter 7 of the Development Code. If additional information is needed, please call Building Permits & Inspections at (281) 275-2270.

Ground-up construction on private property requires that the property be platted according to Chapter 5 of the Development Code, unless the property is plat-exempt. Staff can review a site plan package if a plat is submitted and "in-process". Once the plat is recorded and comments on the site plan package are addressed, the Site Plan package can be approved by the City. Building plans can also be submitted and reviewed concurrently with platting and site plan review. However, a Building Permit cannot be issued until platting and site plan approval have been obtained.

Utility connection fees are required in certain parts of the City prior to obtaining building permits. Contact the Engineering Department at 281-275-2780 for additional information.

CITY OF SUGAR LAND, TEXAS

NEW DEVELOPMENT FOR VACANT LAND



Revised April 2013

MASTER NOTES LIST FOR PLATS IN THE ETJ AND CITY LIMITS OF SUGAR LAND

The following Master Notes are intended to create consistency amongst plats filed within the City of Sugar Land City Limits and Extraterritorial Jurisdiction. The plat preparer should use professional judgment, in coordination with City Staff, to determine which notes apply and are to be utilized on each plat. Any language below in bold typeface or italics indicate a clarifier provided to the plat preparer, and is not intended to be placed on the face of the plat. **All notes shall be shown on the plat in the order they appear, using the number assigned in the following Master Note List. Prior to preparation of plat mylars, all Master Notes listed as "Master Note N/A" shall be removed from the face of the plat; however, remaining notes shall not be renumbered.**

Required Notes:

Note: Notes 1 - 35 shall not be modified unless Staff indicates otherwise.

1.) Elevations used for delineating contour lines are based upon NAVD 1988 datum, 2001 adjustment.

2.) All bearings referenced to the Texas State Plane coordinate system, south central zone.

3.) This plat was prepared to meet City of Sugar Land and Fort Bend County requirements.

4.) This plat was prepared from information furnished by _____, g.f. no._____ , effective date _____ . The surveyor has not abstracted the above property.

5.) This plat lies wholly within Municipal Utility District No. _____, Levee Improvement District No. , Fort Bend Subsidence District, Fort Bend County Drainage District, Fort Bend Independent School District **(or)** Lamar Consolidated Independent School District, and the ETJ of the City of Sugar Land **(or)** City limits of Sugar Land, and Fort Bend County.

6.) *Use the following note for plats requiring Planning and Zoning Commission approval:*
Approval of this plat will expire one year from Planning and Zoning commission approval if not recorded in the Real Property Records of the county of Fort Bend.

OR

Use the following note for plats requiring administrative approval:
Approval of this plat will expire one year from City approval if not recorded in the Real Property Records of the county of Fort Bend.

7) There are no pipelines or pipeline easements within the limits of the subdivision

OR

The pipelines and/or pipeline easements within the limits of the subdivision are as shown.

8.) All landscaping and structures, including fences, at intersections shall conform to the City of Sugar Land and AASHTO site distance requirements for motorists.

9.) No owner of the land subject to an easement may place, build or construct any permanent building, structure or obstruction of any kind over, under or upon the easement, provided that such owner may cross or cover the easement with a paved driveway/parking lot under the following conditions. The driveway shall be jointed at the boundary line of the easement to limit the amount of paving that must be removed to provide access, and there shall be no obligation of the City to replace/repair any paving removed in the exercise of this easement.

10.) Wood shingles are hereby prohibited within this subdivision.

SIDEWALK NOTES:

11.) *Use the following note for residential plats:*
Sidewalks shall be constructed as required by Section 7.8 of the Design Standards of the City of Sugar Land. Prior to the acceptance of streets within the subdivision by the City of Sugar Land, sidewalks shall be constructed by the developer along all streets where houses will not front or side. (Does not apply to US59 and Grand Parkway) Homebuilders shall construct sidewalks along streets on which homes front and along streets on which homes side before certificates of occupancy will be issued.

OR

Use the following note for non-residential plats:
Sidewalks shall be constructed as required by Section 7.8 of the Design Standards of the City of Sugar Land. Prior to the acceptance of streets within the subdivision by the City of Sugar Land, sidewalks shall be constructed by the developer along all streets non-residential construction will not front or side. (Does not apply to US59 and Grand Parkway) Commercial building developers shall construct sidewalks along streets on which non-residential construction front and along streets on which non-residential construction side before certificates of occupancy will be issued.

SIDEWALK NOTE MODIFICATION ON ETJ PLATS:
For ETJ plats, replace "acceptance of streets" with "certification of compliance of streets" and remove "before certificates of occupancy will be issued"

DRAINAGE NOTES:

12.) **(Subdivision name)** lies within **(shaded or unshaded)** zone _____ as per flood insurance rate map, map number _____, dated _____.

OR

If a Letter of Map Revision (LOMR) has been issued for the area to be platted, the applicant shall create a custom note to be approved by the City of Sugar Land Engineering Department.

ADDITIONAL NOTES:

Note: If any notes are not applicable, please indicate "Master Note N/A" next to the applicable note number (Example: 14. "Master Note N/A")

DRAINAGE NOTES:

*Notes 13 & 14 are **only** for properties within the area bounded by the intersections of U.S. Highway 90A, U.S. Highway 59, and Commerce Green Boulevard that have drainage requirements established by Ordinance No. 1129 (in 1998).*

13.) The drainage system for this property shall be designed to meet the requirements of the City of Sugar Land and the Fort Bend County drainage criteria manual. This property is subject to the drainage requirements imposed by City of Sugar Land Ordinance No. 1129 effective June 15, 1998 which specifies drainage requirements for this area.

14.) Prior to any construction on subject lots or non-residential tracts, the City of Sugar Land shall review and approve drainage calculations performed by a registered Professional Engineer.

Include note 15 for all plats not subject to notes 13 & 14. If there are no residential lots, include notes 15 & 16.

15.) The drainage system for this subdivision shall be designed to meet the requirements of the City of Sugar Land and the Fort Bend county drainage criteria manual which allows street ponding during intense rainfall events.

16.) Prior to any construction on subject lots or non-residential tracts, the City of Sugar Land shall review and approve drainage calculations performed by a registered professional engineer illustrating available outfall and/or detention capacity.

NOTES REQUIRED ONLY FOR PLATS IN THE CITY OF SUGAR LAND:

17.) *Use the following note for plats located in a primary zoning district:*
This property is subject to zoning by City of Sugar Land ordinance and all regulations set forth therein.

OR

Use the following note for plats located in a Planned Development (PD) zoning district:
This property is subject to zoning by City of Sugar Land ordinance and all regulations set forth therein. This property is also subject to Planned Development Ordinance No. _____ and all regulations set forth therein.

18.) *Use the following note for plats located in a primary zoning district:*
All lots and reserves shall have minimum side and rear setbacks as specified in Chapter Two, Article II of the Development Code of the City of Sugar Land, as prescribed by the applicable Zoning District regulations.

OR

Use the following note for plats located in a Planned Development (PD) zoning district:
All lots and reserves shall have minimum side and rear setbacks as defined by Planned Development Ordinance No. _____ or as specified in Chapter Two, Article II of the Development Code of the City of Sugar Land, as prescribed by the applicable Zoning District regulations.

19.) As required by Chapter Five, Article V, Section 5-35(f) of the Development Code, the City shall not issue any permits for construction within the subdivision within the corporate limits, except permits to construct public improvements, until such time as all public improvements of the subdivision have been constructed and accepted by the City or a certified check, performance bond or letter of credit is provided to and accepted by the City.

NOTE FOR SUBDIVISION PLATS (RESIDENTIAL OR NON-RESIDENTIAL) WITH STREET RIGHT-OF-WAY ABUTTING UNPLATTED PROPERTY:

20.) One-foot reserve dedicated for buffer purposes to the public in fee as a buffer separation between the side or end of streets where such streets abut adjacent property. The condition of such dedication being that when the adjacent property is subdivided or re-subdivided in a recorded plat, the one-foot reserve shall thereupon become vested in the public for street right-of-way purposes and the fee title thereto shall revert to and revest in the dedicator, their heirs, assigns or successors.

NOTES FOR NON-RESIDENTIAL PLATS:

21.) *Use one of the following notes for plats within the City Limits:*

For plats in a primary zoning district:
Building height restrictions shall apply when non-residential property abuts residential property as specified in the Development Code of the City of Sugar Land.

OR

For plats in a Planned Development (PD) zoning district:
Building height restrictions shall apply when non-residential property abuts residential property as defined by Planned Development Ordinance No. _____ or as specified in the Development Code of the City of Sugar Land

22.) *The following note or a similar note should be placed only on plats where it is determined cross access or joint access is appropriate:*
Cross access **(or joint access)**, is provided for the reserves as noted within the separate instrument of FBCC File No. _____.

NOTES FOR NON-RESIDENTIAL PLATS:

23.) Site plans shall be submitted to the City of Sugar Land for staff review and approval prior to construction. Driveway requirements for the locations, widths and offset from an intersection and any existing driveways or proposed driveways, shall conform to the standards in Chapter Five, Article VIII of the Development Code of the City of Sugar Land.

NOTES FOR RESIDENTIAL PLATS:

24.) All building line transitions shall be at 45 degree angles to the straight side lot line where the transition occurs.

25.) Driveway requirements for the locations, widths and offset from an intersection and any existing driveways or proposed driveways, shall conform to Chapter Five, Article VIII of the Development Code of the City of Sugar Land.

NOTES FOR PLATS WITH PRIVATE COMMON SPACES:

26.) All lake/detention tracts, easements, open space, or other common areas within the boundaries of this plat shall be maintained by the applicable homeowners' association, Levee Improvement District, or other perpetual private entity. Homeowners' associations shall be established in accordance with Chapter Five, Article IV, Section 5-34 of the Development Code of City of Sugar Land.

NOTE REQUIRED FOR PLATS CONTAINING STREETS: (CITY ONLY)

27.) Street light design plans, in accordance with the City of Sugar Land Design Standards, shall be submitted to the City of Sugar Land for staff review and approval prior to installation of street lights.

NOTES REQUIRED ONLY FOR PLATS IN THE ETJ:

28.) All lots and reserves shall have minimum side and rear building setbacks as specified in Chapter Five, Article III, Section 5-25 Building Lines, of the Development Code of the City of Sugar Land.

29.) *Use the following note for residential plats in the ETJ:*
Within Sugar Land's ETJ, all garages shall be set back a minimum of twenty (20) feet from the street right-of-way on corner lots, when said lot is a side loading lot. A side loading lot is a corner lot with a side loading garage or carport.

NOTES REQUIRED FOR PLATS WITHIN THE BOUNDARIES OF THE SUGAR LAND REGIONAL AIRPORT LAND USE ZONING MAP:

30.) This property is located within the boundaries of the Sugar Land regional airport land use zoning map and is subject to Sugar Land regional airport zoning regulations as contained within Chapter Nine of the Development Code of the City of Sugar Land.

OTHER NOTES REQUIRED IN SPECIAL CIRCUMSTANCES:

31.) *Use the following note when property has avigation-related easements with City of Sugar Land filed for record. Ex. Telfair & Imperial:*
This property is subject to an avigation and noise intrusion easement granted to the City of Sugar Land, as recorded in F.B.C.C.F. No. _____.

32.) *Use the following note when private streets are included in a plat (to provide emergency access and maintenance):*
Private street reserve "**(street name)**" shall provide access to police, fire, emergency vehicles, utility operations and maintenance, and other municipal personnel as needed.

33.) *Use the following note for zero lot line residential subdivisions (a.k.a. patio homes) to provide maintenance access to the side of the building at the zero property line:*
► indicates zero lot line side of the lot and a 3 foot maintenance access easement is dedicated in the abutting lot along the side property line of each zero lot line indicated.

34.) *Use the following note when a double frontage lot fronts on an arterial street as identified in the Master Thoroughfare Plan:*
Lot(s**) (lot # - lot #)** of Block _____ shall not have direct access to **(arterial name)**.

Required Note:

35.) All numbers omitted above are City of Sugar Land Master Notes that do not apply to this property and were intentionally omitted.

All Custom Notes Shall be in Chronological Order Starting with Note 36.

City of Sugar Land Plat Certification Blocks

Planning and Zoning Commission Approval

This is to certify that the Planning and Zoning Commission of the City of Sugar Land, Texas has approved this plat and subdivision of _____ in conformance with the laws of the State of Texas and the ordinances of the City of Sugar Land as shown hereon and authorizes the recording of this plat this _____ day of _____, 20___.

_____ _____

Kathy Huebner, Chair Glenda Gundermann, City Secretary

Administrative Approval- Amending Plat

This is to certify that this plat is an amending plat under the provisions of the Texas Local Government Codes Section 212.0065 and meets all the requirements of the Subdivision Regulations Section 5-15 Chapter 5 of the Subdivision Regulations of the City of Sugar Land. The City of Sugar Land has approved and authorizes the recording of this plat this _____ day of _____, 20 ____.

_____ _____

James A. Thompson, Mayor Glenda Gundermann, City Secretary

_____

Allen Bogard, City Manager

Administrative Approval- Minor Plat

This is to certify that this plat is a minor plat under the provisions of the Texas Local Government Codes Section 212.0065 and meets all the requirements of the Subdivision Regulations Section 5-16 Chapter 5 of the Subdivision Regulations of the City of Sugar Land. The City of Sugar Land has approved and authorizes the recording of this plat this _____ day of _____, 20 ____.

_____ _____

James A. Thompson, Mayor Glenda Gundermann, City Secretary

_____

Allen Bogard, City Manager

County Clerk Approval Block

I, Dianne Wilson, County Clerk in and for Fort Bend County, do hereby certify that the foregoing instrument with its certificate of authentication was filed for recordation in my office on _____, 20, ___, at _____ o'clock __.M., in Plat No. _____ of the plat records of said county.

Witness my hand and seal of office, at Richmond, Texas, the day and date last above written.

_____
Dianne Wilson, County Clerk
Fort Bend County, Texas

By:_____
Deputy

Owner' Dedication Block

The Undersigned, _____, a **(state)** Corporation (herein called "Owner"), Owner of the property subdivided in the above and foregoing plat of _____ does hereby make subdivision of said property according to the lines, streets, lots, building lines, and easements shown thereon and designate said subdivision as _____ , _____ acres, located in the _____ League, Abstract Number ____, Fort Bend County, Texas, and hereby dedicates to public use as such, the streets and easements shown thereon forever and does hereby waive any claims for damages occasioned by the establishing of grades as approved for the streets dedicated or occasioned by the alteration of the surface of any portion of streets to conform to such grades, and does hereby bind itself, its successors and assigns to warrant and defend forever the title to the land so dedicated.

In testimony, whereof, _____, has caused these presents to be signed by _____, and its common seal hereunto affixed this _____ day of _____, 20 ____.

_____

Notary Public in and for the state of _____

My commission expires:_____

Lienholder's Acknowledgement and Subordination Statement

I **(or we)**, **(name of mortgagee or names of mortgagees)**, owner and holder **(or owners and holders)** of a lien **(or liens)** against the property described in the plat known as _____, against the property described in instrument of record in Volume _____, Page _____, of the Official Records **(or Deed of Trust Records)** of Fort Bend County, Texas, do hereby in all things subordinate to said plat said lien**(s)** and I **(or we)** herby in all things subordinate to said plat said lien**(s)** and I **(or we)** hereby confirm that I am **(or we are)** the present owner **(or owners)** of said lien**(s)** and have not assigned the same nor any part thereof.

This _____ day of _____, 20__.

By: _____

Name: _____

Title: _____

Note: Repeat as necessary and provide additional Notary Public Block.

Notary Public Acknowledgement for all Signatures

State of _____

County of _____

Before me, the undersigned authority, on this day personally appeared **(names of persons signing the plat, owners, corporation officers and lienholder), (corporation titles if appropriate)**, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledge to me that they execut3ed the same for the purposes and considerations therein expressed **(for corporations add:** "and in the capacity therein and herein set out, and as the act and deed of said corporation"**)**.

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

_____

Notary Public in and for the state of _____

My commission expires: _____

Registered Surveyor's Block

"I, **(full name)**, a Registered Professional Land Surveyor of the State of Texas, hereby certify that this subdivision is true and correct; was prepared from an actual boundary survey of the property made on the ground under my supervision according to the standards of practice of the Texas Board of Professional Land Surveyors; that the plat boundary corners have been tied to the nearest street intersection; that the (optional: perimeter) boundary corners, angle points, points of curvature/tangency and other points of reference were marked on the ground before I signed and sealed this document; and that all previously existing property markers are sufficiently described on this document as found and all set markers are a minimum 5/8-inch diameter iron rod with surveyor's cap."

If only perimeter corners are set at the time the plat is signed and sealed, add the following statement:
"The interior corners of this subdivision were not set at the time this plat was signed and sealed by me. These corners are expected to be set after construction of the public infrastructure and final grading within the subdivision."

_____ _____

(Surveyor's Name), R.P.L.S. Date
Texas Registration No._____

Additional Certification Block for Plats in the ETJ

County Engineer and Commissioners' Court Approval Block

I, _____, Fort Bend County Engineer, do hereby certify that the plat of this subdivision complies with all of the existing rules and regulations of this office as adopted by the Fort Bend County Commissioners' Court. However, no certification is hereby given as to the effect of drainage from this subdivision on the intercepting artery or parent stream or on any other area or subdivision within the watershed.

_____
Fort Bend County Engineer

Approved by the Commissioners' Court of Fort Bend County, Texas, this _____ day of _____, 20__.

_____
Precinct 1, County Commissioner

_____
Precinct 2, County Commissioner

_____
Precinct 3, County Commissioner

_____
Precinct 4, County Commissioner

_____
County Judge

EXHIBIT D

CURRENT FEES AS OF JANUARY 1, 2013 under Ordinance No. 1874

Code Of Ordinances excerpt, Chapter 2, Article V, Division 4, Sec. 2-136

(5)

Planning, development and ROW fees:

a.

Plats:

1.

Preliminary-cost for review and consideration of a preliminary plat within the city or extra-territorial jurisdiction (ETJ), per submittal 1,075.00

2.

Final-cost for review and consideration of a final plat within the city or extra-territorial jurisdiction (ETJ), per submittal 1,075.00

3.

In addition to the base preliminary and final plat fee, the following fees per lot and per acre include:

Per each lot 3.00

Per each acre and/or fraction of an acre in reserves 15.00

b.

Replats:

1.

Preliminary-cost for review and consideration of a preliminary replat within the city or extra-territorial jurisdiction (ETJ), per submittal 1,000.00

2.

Final-cost for review and consideration of a final replat within the city or extra-territorial jurisdiction (ETJ), per submittal 1,000.00

3.

In addition to the base preliminary and final replat fee, the following fees per lot and per acre include:

Per each lot 3.00

Per each acre and/or fraction of an acre in reserves 15.00

c.

Amending or minor plat/replat. Cost for review and consideration of approval of amending plat or replat within the city or the ETJ, per submittal 475.00

d.

Zoning variances—Zoning board of adjustment (ZBA). Zoning variances (cost for consideration of a variance request by the city, including zoning board of adjustment, for variances submitted separately from the platting process. The fee will be charged prior to placing the item on the zoning board of adjustment agenda for consideration. The fee will not be applicable when a variance is considered as part of a plat approval), per separate request 690.00

e.

Subdivision variances. Subdivision variances (cost for consideration of a variance request by the city, including the planning and zoning commission or city council for variances submitted separately from the platting process. The fee will be charged prior to placing the item on the commission or council agenda for consideration. The fee will not be applicable when a variance is considered as part of a plat approval), per separate request 695.00

f.

Zoning re-notification. Due when a zoning hearing is rescheduled as a result of an action by the applicant for publication in the city's official newspaper. Alternate publication requires a $235.00 fee plus $2,225.00 deposit, additional amount owed or refund based on actual cost of publication, plus $5.00 per each property owner notified within 200 feet of the area to be considered for rezoning or conditional use permit 235.00

g.

Zoning appeal fee 440.00

h.

Site plan review. Cost for review and consideration of approval of any site plan, either in-city or in the ETJ. The fee will be charged upon submittal of the site plan for development of non-single-family sites on platted reserves or lots. The fee will be charged to site plans both in the city limits and in the ETJ. Fee charged per each set of plans 590.00

i.

Site development permit within the mixed use conservation (MUC) district 440.00

j.

Development agreement 2,625.00

k.

Annexation petition 3,500.00

l.

Special exception application fee, per separate request 565.00

m.

Construction variances. Cost for consideration of a variance requested of the city, including council action, for individual and blanket variances. The fee will be charged prior to placing the item on the agenda for council consideration), per each separate request 470.00

n.

Flood zone development permit fee 100.00

(fee required to be paid unless otherwise exempt by state or federal law)

o.

Row permit fee. A permit fee is required to be paid for any work done in city-owned rights-of-way. The ROW permit fee does not apply to the city's existing utility franchisees or to entities exempt by law from payment of a ROW permit fee (including their contractors) 75.00

p.

District fees:

1.

Process petition to create district 30,000.00

2.

Process petition to acquire or annex land 30,000.00

q.

Infrastructure plan review and inspection fee .....2% of cost to construct public infrastructure.

r.

Standard rezoning fee. Cost for review and consideration of approval of a standard rezoning request in accordance with the zoning ordinance. The nonrefundable fee will be collected at the submission of the rezoning, per request 1,075.00

s.

Conditional use permit. Cost for review and consideration of approval of a conditional use permit in accordance with the zoning ordinance. The nonrefundable fee will be collected at the submission of the request, per request 1,600.00

t.

Planned development (PD) district fee. Cost for review and consideration of approval of a planned development in accordance with the zoning ordinance. The nonrefundable fee will be collected at the submission of the general development plan request and again for a final development plan request if applicable. In addition to the base fee of $1,600.00, a fee of $20.00/acre or fraction of an acre will also be required. No single initial or final fee, including the per-acre component, will exceed $3,000.00 .....1,600.00 + $20.00/acre or fraction of an acre.

u.

Administrative amendment to planned development 200.00

v.

General plan review. Cost for review and consideration of approval of a general plan within the city or the ETJ. In addition to the base fee of $2,475.00, a fee of $10.00/acre or fraction of an acre will also be required. No single general plan review fee will exceed $3,500.00 .....2,475.00 + $10.00/acre or fraction of an acre.

w.

General plan minor amendment (no new or revised impact analysis required) 650.00

x.

General plan major amendment (new or revised impact analysis required). Cost for review and consideration of approval of a general plan major amendment within the city or the ETJ. In addition to the base fee of $1,600.00, a fee of $10.00/acre or fraction of an acre will also be required. No single general plan major amendment fee will exceed $3,500.00 .....1,600.00 + $10.00/acre or fraction of an acre.

NOTE:
Fees relating to building permits can be found on the applications for those permits at www.sugarlandtx.gov, then Departments, then Permits and Inspections, then Forms and Applications

EXHIBIT E

REFERENCE: BENCHMARK EXAMPLE INFORMATION IN CORPORATE LIMITS:

City of Sugar Land Geodetic Control Station

Project Name: City of Sugarland 2008 Elevation Reference Resurvey	**Floodplain RM No.:** SGR-RM020 **Designation Number:** TSC# 080406-SGR-RM020
County: Fort Bend **State:** Texas **Key Map No.:** 607H	**Established By:** Thompson Surveying Co. **Date Established:** 10/21/2008
NGS Classification (1)**:** RANGE VI	**Watershed:** Oyster Creek
RM's Directly Tied: SGR-14R, SGR-1 **Units of Measure:** U.S. Survey Foot	**Survey Method Hor.:** GPSOBS-STATIC (NOS 58) **Survey Method Vert.:** GPSOBS-STATIC (NOS 58)
Horizontal Datum: NAD83 **Horizontal Adj.** (2)**:** Adjusted 2001 **Projection Zone:** Texas South Central 4204	**Vertical Datum:** NAVD88 **Vertical Adjustment** (3)**:** Adjusted 2001 **Geoid Model Used:** GEOID 99
Station Name: SGR-RM020	**Contractor PID:** 20
Marker: 3" Brass Disk	**Rod Depth:** Surface
Stamping: RM020	**Sleeve Depth:** N/A
Mark Logo: N/A	**Geoid Height:** -89.0431' -27.1404m
Latitude: 29°34'31.59222"N	**Northing (grid):** 13,772,030.2307'
Longitude: 95°38'56.05718"W	**Easting (grid):** 3,033,511.5015'
Ellipsoid Height: -5.4530m = -17.8903'	**Elevation** (4)**:** 71.4059' 21.7646m
Convergence: 1°38'30"	**Scale Factor:** 0.999872022
Satellite Observable: Yes	**Elevation Factor:** 1.000003415449
NGS PID (If applic.):	**Combined Factor:** 0.999868607

General Location

Entrance to University of Houston Sugar Land & University Blvd.

To Reach Description

From the Entrance to University of Houston Sugar Land & University Blvd., west along the Entrance to University of Houston Sugar Land 0.15 miles to a drive, go south 0.05 miles to a drive for the south parking lot then go east 0.05 miles to most N.E. corner of parking lot to the benchmark on top of concrete for a lift station.

Notes: Positional information shown hereon are the results of GPS observations utilizing the NGS OPUS system on three (3) different days with differing satellite geometry, five (5) second epoch five (5) hours continuous data, fifteen (15) degree mask angle, HOPFIELD (Ionospheric Model).

Notes:

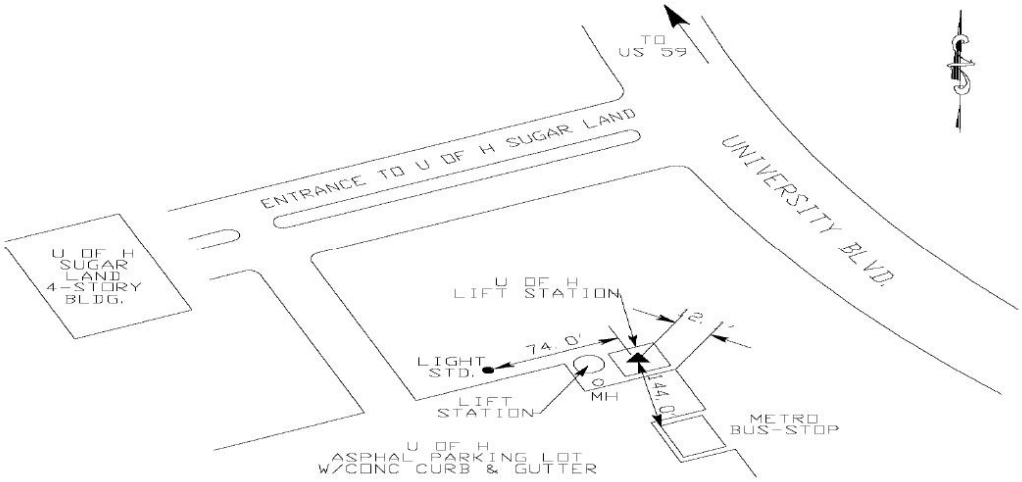
(1) This is NGS' new classification system. Range VI indicates that this position meets the 0.02m-0.05m Accuracy Standard for Horizontal Position, Ellipsoidal Height, and Orthometric Height (elevation) at the 95% confidence level (m = meters).
(2) Horizontal Adjustment – This survey is constrained to the NGS Published Horizontal positions of the geodetic stations adjusted by NGS in 2001.
(3) Vertical Adjustment – This survey is constrained to the NGS Published Elevation for Northeast 2250 CORS ARP adjusted by NGS in 2001 and as published in PID AJ6430. Epoch Date 1997.00.
(4) The elevation shown equals the Ellipsoid Height minus Geoid Height (from GEOID99) plus a constant of 0.253 feet.

Point Information Disclaimer: This data has been supplied by the City of Sugar Land. No expressed or implied warranties are made by Sugar Land for the accuracy, completeness, reliability, usability, or suitability of the point data. The City of Sugar Land assumes no responsibility for incorrect results or damages resulting from use of the data.

City of Sugar Land Geodetic Control Station

Project Name City of Sugarland 2008 Elevation Reference Resurvey	GPS Control Station 10-01-2008	RM No. Number:	SGR-RM020 TSC# 080406-SGR-RM020

Station Sketch:



MARKER RM 020

Photo 1-Station Detail:

Photo 2-Station Area Picture:

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