



Development Application Submittal Guidelines & Requirements

Community Development Services Department

The following items must be received **no later than 3:00 PM on the submittal deadline date** (refer to schedule) and are **required** in order to be deemed a complete submittal. **If the application is deemed incomplete, a formal letter shall be provided to the applicant / agent no later than 3 business days following the initial submittal date. Incomplete submittals will automatically be pushed to the next submittal rotation and all missing items shall be required.** Please submit **5 Folded** hard copies along with a pdf electronic file of all items.

PP - Preliminary Plat; FP - Final Plat; RP - Replat; MP - Minor Plat; AP - Amended Plat;
CSP - Commercial Site Plan; Z/SUP - Zoning / Specific Use Permit

P P	F P	R P	M P	A P	C S P	Z / S U P	ITEM REQUIRED IF NOTED X = Required O = Strongly Encouraged
X					X		<i>Preliminary Water, Sewer and Drainage Plan</i> prepared, sealed, signed, and dated by a certified engineer.
	X	X					<i>Final Construction Plans (1-full size, 1-11x17", electronic)</i> prepared, signed, sealed, and dated by a professional engineer. Plans shall include all applicable notes and details to be considered complete. Staff shall have 20 working days to review and provide comments. Final Construction Plans are required if there are proposed public improvements. If no public improvements are proposed, then a utility/ drainage exhibit is required
		X	X	X			<i>Utility and Drainage Exhibit- Must be provided on SEPARATE copy of submitted plat.</i>
		X	X	X			<i>Letter from water company providing service to property with size(s) and location(s) of water line(s) and approximate location of nearest fire hydrant</i>
		X	X	X			<i>Letter from fire department providing fire protection to property</i>
X					O		<i>Connectivity Plan</i>
X	X				X	O	<i>Traffic Impact Analysis -TIA (See Threshold Worksheet) – Submittals shall be deemed incomplete if a TIA is required and not submitted.</i>
					X	O	<i>Landscape Plan and Building Elevations</i>
X	X	X	X	X			<i>Current Tax Certification showing a zero balance</i>
X	X	X	X	X	X	X	<i>CD containing all plans .pdf format; all plans must be based on State Plan surface coordinate system, if possible use NAD83'</i>
X	X	X	X	X		X	<i>A clear and legible metes and bounds description of the property</i>
						X	<i>Conceptual Site Plan</i>
X	X	X	X	X	X	X	<i>Payment per the schedule on the second page</i>
X	X	X	X	X	X	X	<i>Application signed by Applicant, Owner or Authorized Agent</i>

Additional documents may be required once staff has reviewed the submittal which may result in a delay of the case moving forward for consideration by the Planning and Zoning Commission and the City Council. These documents may include but are not limited to: detention study, flood study, LOMR preparation, additional information regarding a TIA, etc.

A plat may not be considered a Minor Plat unless all proposed lot(s) front an existing public street. Any plat proposing access to lot(s) through a private access easement shall be considered a Final Plat and will require all documents above if warranted.

Any proposed development located within Johnson County Special Utility District (JCSUD) jurisdiction requires all lot(s) to have direct access to a public street. JCSUD will not provide water services via a private access easement.

Any development proposing drive connections to a TxDOT state highway or drainage improvements affecting or discharging into TxDOT's drainage system; shall require at a minimum, conceptual approval from TxDOT prior to forwarding the case to the Planning and Zoning Commission for consideration. City staff will forward all submittals to TxDOT on behalf of the developer.



City of Burleson Development Application

Type of Request:

Please check the appropriate box to indicate the type of development request below:

<input type="checkbox"/> Final Plat (\$500 + \$10/lot Residential) (\$500 + \$15/acre Non-Residential)	<input type="checkbox"/> Zoning Change/SUP
<input type="checkbox"/> Replat (\$500 + \$10/lot)	<input type="checkbox"/> (\$500) less than 3 acres
<input type="checkbox"/> Preliminary Plat (\$500 + \$10/lot Residential) (\$500 + \$15/acre Non-Residential)	<input type="checkbox"/> (\$750) 3.1 - 10 acres
<input type="checkbox"/> Minor Plat (\$400.00)	<input type="checkbox"/> (\$1000) 11 - 29 acres
<input type="checkbox"/> Amending Plat (\$350.00)	<input type="checkbox"/> (\$1200) 30 + acres + \$10 acre over 30 (max \$2500)
<input type="checkbox"/> Vacating Plat (\$300.00)	<input type="checkbox"/> Zoning Variance Request (\$250.00)
<input type="checkbox"/> Waiver Request (\$250)	<input type="checkbox"/> Planned Development (\$800.00 + \$5.00 per acre)
Specify Type: _____ (Ex: fence, landscape, etc.)	<input type="checkbox"/> Commercial Site Plan (\$400.00)
	<input type="checkbox"/> Sign Variance (\$250.00)
	<input type="checkbox"/> Shopping Center Sign Plan (\$250.00)
	<input type="checkbox"/> Masonry Ordinance Waiver Request (\$250.00)
	<input type="checkbox"/> Subdivision Ordinance Waiver Request (\$250.00)

Purpose of Request **(REQUIRED OR APPLICATION WILL NOT BE PROCESSED)**

Site Information:

Address: _____ Zip Code: _____

Adjoining Streets and/or Nearest Intersection: _____

Plat and Subdivision Information:

Proposed / Existing Subdivision Name: _____ #Lot(s): _____ #Open Space Lots: _____

Total Acreage: _____ Acres

Commercial Site Plan / Zoning / SUP Applications:

Current Zoning: _____ Proposed Zoning: _____

Proposed Use: _____ **(Required or Application may not be processed)**

I hereby certify that this application is in conformance with the requirements of the City's Subdivision Ordinance, as amended and other ordinances, maps, and codes of the City of Burleson that pertain to this submittal. I further certify that all required documents listed on this application have been provided and if the application is deemed incomplete, understand the case may be forwarded to the next submittal date. I understand that it is my responsibility to have the Applicant, Owner or other authorized agent present at the Planning and Zoning Commission and City Council meetings. Should an authorized person not be at the meeting to represent the application, I understand that this item may be continued to a future date to allow for questions regarding the case by the Commission or Council. I further understand that this request will be placed on the appropriate Planning & Zoning Commission and City Council agendas or other appropriate boards in accordance with the City's current ordinances.

Signature of Applicant, Owner, or Authorized Agent _____ Date: _____

Print Name _____



City of Burleson Development Application

Applicant Information:

Applicant / Authorized Agent

Owner*

Contact: _____

Contact: _____

Company: _____

Company: _____

Address: _____

Address: _____

Street: _____

Street: _____

City/State/Zip: _____

City/State/Zip: _____

Telephone: _____

Telephone: _____

Email:* _____

Email:* _____

*Attach additional sheet(s) if necessary

PRIMARY CONTACT: _____ Telephone: _____

Email Address*: _____

NOTE: If no authorized representative/agent is listed, all correspondence will be sent directly to property owner, and the property owner will be responsible for coordinating requested information/documentation accordingly. *Staff strongly recommends the property owner to list the Surveyor, Architect, Engineer, or coordinating agent as the authorized agent.*

Required documents needed for plat filing:

Tax certificate showing no delinquent taxes due

3 mylars/ blackline copies and filing fee as shown below

TARRANT COUNTY

Three (3) **blackline** paper copies with original signatures and seals.

- \$46/first sheet (Small 18x24) + \$4/each additional sheet
- \$61/first sheet (Large 24x36) + \$4/each additional sheet

JOHNSON COUNTY

Three (3) **blackline** mylars (18" x 24") or (24" x 36") All mylars and all prints must have original signatures and seals. Mylars for all plats will not be accepted if anything has been erased on the mylars or if any original ink is on the mylars other than signatures and seals.

- \$50/first sheet (Small 18x24) + \$25/each additional sheet
- \$80/first sheet (Large 24x36) + \$25/each additional sheet

Application Submittal Deadline Mon. 3 pm	Notice of Disapproval or Approval to Applicant Friday 5 pm	P&Z Agenda Posted / Memo to Applicant Fri. 5 pm	P&Z Meeting Tuesday 6:30 pm	City Council Meeting Monday 7 pm
10/17/19	10/28/19	11/08/19	11/12/19	12/09/19
10/31/19 ¹	11/11/19	12/06/19	12/10/19	01/06/20
11/14/19	11/25/19	12/06/19	12/10/19	01/06/20
11/28/19 ¹	12/02/19 *	01/10/20	01/14/20	02/03/20
12/09/19	12/20/19	01/10/20	01/14/20	02/03/20
12/30/19	01/10/20	01/24/20	01/28/20	02/17/20
01/13/20	01/24/20	02/07/20	02/11/20	03/02/20
01/27/20	02/07/20	02/21/20	02/25/20	03/16/20
02/10/20	02/21/20	03/06/20	03/10/20	04/06/20
02/24/20	03/06/20	03/20/20	03/24/20	04/20/20
03/09/20	03/20/20	04/10/20	04/14/20	05/04/20
03/23/20	04/03/20	04/24/20	04/28/20	05/18/20
04/06/20	04/17/20	05/08/20	05/12/20	06/01/20
04/20/20	05/01/20	05/22/20	05/26/20	06/15/20
05/04/20	05/15/20	06/05/20	06/09/20	07/06/20
05/18/20	05/29/20	06/19/20	06/23/20	07/20/20
06/01/20	06/12/20	07/10/20	07/14/20	08/03/20
06/15/20	06/26/20	07/10/20	07/14/20	08/03/20
06/29/20	07/10/20	07/24/20	07/28/20	08/17/20
07/13/20	07/24/20	08/07/20	08/11/20	09/08/20
07/27/20	08/07/20	08/21/20	08/25/20	09/21/20
08/10/20	08/21/20	09/04/20	09/10/20	10/05/20
08/24/20	09/04/20	09/18/20	09/22/20	10/19/20
09/08/20 *	09/18/20	10/09/20	10/13/20	11/09/20
09/21/20	10/02/20	10/23/20	10/27/20	12/14/20
10/05/20	10/16/20	11/06/20	11/10/20	12/14/20
10/19/20 ¹	10/30/20 *	12/04/20	12/08/20	01/04/21
11/02/20	11/13/20	12/04/20	12/08/20	01/04/21
11/16/20 ¹	11/30/20	01/08/21	01/12/21	02/01/21
11/30/20	12/11/20	01/08/21	01/12/21	02/01/21
12/14/20	12/28/20 *	01/08/21	01/12/21	02/01/21
12/28/20	01/08/21	01/22/21	01/26/21	02/15/21

*Date Adjusted due to holiday or other event. ¹ Final plat and replat applications will not be accepted on this date. Applications "disapproved" shall be moved to the next submittal rotation as outlined on calendar. Official filing date shall be the date of "Approval to Applicant" Appendix A, Subdivision and Development, Section 2.5(B.3).

Please note that not all applications require notices to the newspaper and surrounding property owners.

Proposed buildings and development plans located in the "Burleson Old Town Overlay District" must be reviewed by the "Burleson Old Town Development Standards Review Committee" prior to being scheduled for the Planning and Zoning Commission and City Council agenda's.

For additional information, contact 817 426 9611 or visit our web page at <http://www.burlesontx.com/24/Development-Services>



Development Services Minor and Amending

Application Submittal Deadline Mon. 3 pm	Minor & Amending Plat Comments Mon. 5 pm	Due Date for Revisions
10/07/19	10/14/19	10/21/19
10/21/19	10/28/19	11/04/19
11/04/19	11/11/19	11/18/19
11/18/19	11/25/19	12/02/19
12/09/19	12/16/19	12/23/19
12/30/19	01/06/20	01/13/20
01/13/20	01/21/20	01/28/20
01/27/20	02/03/20	02/10/20
02/10/20	02/17/20	02/24/20
02/24/20	03/02/20	03/09/20
03/09/20	03/16/20	03/23/20
03/23/20	03/30/20	04/06/20
04/06/20	04/13/20	04/20/20
04/20/20	04/27/20	05/04/20
05/04/20	05/11/20	05/18/20
05/18/20	05/26/20 *	06/02/20
06/01/20	06/08/20	06/15/20
06/15/20	06/22/20	06/29/20
06/29/20	07/06/20	07/13/20
07/13/20	07/20/20	07/27/20
07/27/20	08/03/20	08/10/20
08/10/20	08/17/20	08/24/20
08/24/20	08/31/20	09/07/20
09/08/20 *	09/14/20	09/21/20
09/21/20	09/28/20	10/05/20
10/05/20	10/12/20	10/19/20
10/19/20	10/26/20	11/02/20
11/02/20	11/09/20	11/16/20
11/16/20	11/23/20	11/30/20
11/30/20	12/07/20	12/14/20
12/14/20	12/21/20	12/28/20
12/28/20	01/04/21	01/11/21

*Date Adjusted due to holiday or other event.

Applications "disapproved" shall be moved to the next submittal rotation as outlined on calendar.

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