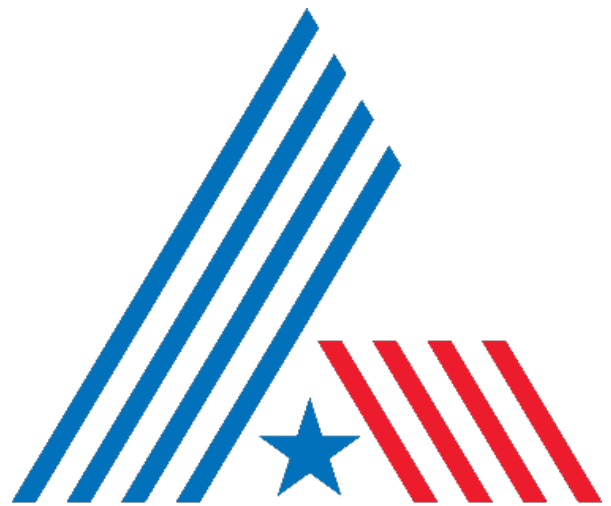


# Development Plan Review

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## Plats



CITY OF ABILENE

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A city grows by constant land subdivision and development, which beneficially influences the economic conditions of an area. The City of Abilene is committed to providing the best service in all municipal government functions to its citizens and to being a partner in the economic development of the community. This guide will provide a general overview of the development review process for the City of Abilene.

## PLANNING & DEVELOPMENT SERVICES

The Planning & Development Services Department serves as an information resource and as the point for coordinating development functions for the public and other City departments. The Planning staff provides expertise and policy advice to citizens and staff alike and also works to create new standards for community enhancement. The Department serves a unique role in balancing the needs of the development industry with the interests of the public. For your added convenience and service, it is co-located with the Building Inspection Division in the Development Service Center on the first floor of City Hall located at 555 Walnut Street.

Land development works best when all parties (e.g. owners, developers, professionals, neighbors, etc.) and Planning & Development Services staff communicate openly about the nature of the proposal and the regulations that affect it. To provide you with the best service possible, we highly recommend that you take the time to review city plans, ordinances, and mapping (available online), and meet with a planner in advance of submitting your application. Please call 325-676-6237 to make an appointment with one of our staff members.

## PLANNING & ZONING COMMISSION

The members of the Planning & Zoning Commission are appointed by the City Council. In making appointments to the Commission, the City Council seeks to ensure broad representation and expertise among the membership.

The Planning & Zoning Commission makes the final decision on all plats, with the exception of those approved by the Planning Director. Nonetheless, a Preliminary Plat or Final Plat may be approved by the Planning & Zoning Commission while a Site Plan for the same development is being reviewed by the Development Review Committee (DRC) and considered for approval by the Planning Director if the property being developed is properly zoned for the proposed use.

## DEVELOPMENT REVIEW COMMITTEE

The Development Review Committee (DRC) is organized to ensure that certain applications are in compliance with the LDC and other codes, resolutions and plans of the City. It also functions to coordinate these applications with City departments and outside agencies to reduce conflicts and ensure their policies, requirements and needs are met.

The DRC consist of a variety of departments and divisions or their duly authorized representatives. All members may or may not be present at any meeting, and shall attend on an as-needed basis.

The Development Review Committee reviews each plat and site plan submittal. All meetings of the DRC shall be open to any applicant who submitted an application that is being considered at that DRC meeting. The DRC meets on a weekly basis, unless no applications or resubmittals have been submitted that need to be considered.

Departments	Contact
<b>Planning &amp; Development Services</b>	
• Building Inspections	(325) 676-6273
• Planning	(325) 676-6237
<b>Fire Department</b>	
• Fire Marshal	(325) 676-6435
<b>Public Works</b>	
• Engineering/Floodplain Management	(325) 676-6282
• Solid Waste Services	(325) 676-6053
• Stormwater	(325) 676-6280
• Traffic Services	(325) 676-6279
<b>Utilities</b>	
• Water Utilities	(325) 676-6425
<b>Information Technology</b>	
• Geographic Information System	(325) 676-6415
• Addressing	(325) 676-6412

## SUBMITTAL GUIDELINES

To ensure a comprehensive review, a completed application, applicable documentation, completed checklist and fee are required for submittal for all plats and site plan review. Please check the applicable boxes within the designated checklist for all criteria points for compliance of each department/division's requirements. If there are any questions or comments regarding items in this guides, please contact the appropriate department. Incomplete applications will not be accepted.

## LIMITATION OF AUTHORITY

The City's approval of an application under the standards and procedures of this Land Development Code does not guarantee or assure that development of the property in accordance with the standards will prevent, minimize or mitigate harm to adjoining property. A person who undertakes development activities shall not rely on the City's approval of an application as ensuring that the development activities will not result in harm to adjoining property.

The regulations contained in the effective codes constitute an exercise of the City's governmental authority, and approval of an application shall not give rise to any liability on the part of the City or its officers, agents and employees, nor will an approval release the applicant from any liability for harm arising out of development of the property under applicable law.

## DEVELOPMENT CODES

The City of Abilene The dedicated staff ensures that all structures and systems are constructed in accordance with all applicable codes, standards and regulations. National, state and local codes have been adopted and/or amended to ensure quality development that does not harm the public safety, health and welfare of the citizens of Abilene.

The complete City of Abilene Code of Ordinances (COO) is available online through [Franklin Legal Publishing](#). The Code informs all aspects of City government, including those areas under the purview of the Development Review Committee. Local amendments to the codes are available in booklet form on-line as printable versions and for purchase from Building Inspections.

Below is a listing of other development codes utilized by the various departments/divisions regarding development within the City:

- City of Abilene Land Development Code (LDC)
- City of Abilene Swimming Pool & Spas Code
- City of Abilene Fire Code 2009
- International Existing Building Code 2012
- International Building Code 2012
- International Fuel Gas Code 2012
- International Mechanical Code 2012
- International Plumbing Code 2012
- International Residential Building Code 2012
- International Energy Conservation Code 2015
- Manual on Uniform Traffic Control Devices (MUTCD)
- National Electrical Code 2014
- Texas Accessibility Standards 2012
- Texas Commission on Environmental Quality (TCEQ)
- Texas Department of Licensing and Regulation (TDLR)

## SUBDIVISION PLATS

A plat is an official map or chart representing a tract of land showing the boundary of that tract and its division into one or more separate parcels. Plats indicate the placement and length of property lines and easements within a particular subdivision and must be prepared by a licensed land surveyor in the state of Texas. Plats are filed for permanent record with the County Clerk in the courthouse and with the Planning Department.

### Plat Requirement

A plat is required if the landowner wishes to divide the property into more than one tract of land in order to sell or transfer property ownership where any of the resulting tracts is 20 acres or less within the City of Abilene, or 10 acres or less within the Extra Territorial Jurisdiction (ETJ).

A plat is required if the landowner wishes to build a new commercial or residential structure or to gain City water and sewer service on a tract of land where no previous plat exists. The only cases where this will not be required are when the landowner has obtained a Farmland Exception to build a single-family residence on a parcel that is at least 20 acres or for an addition or accessory building on a parcel with an existing structure.

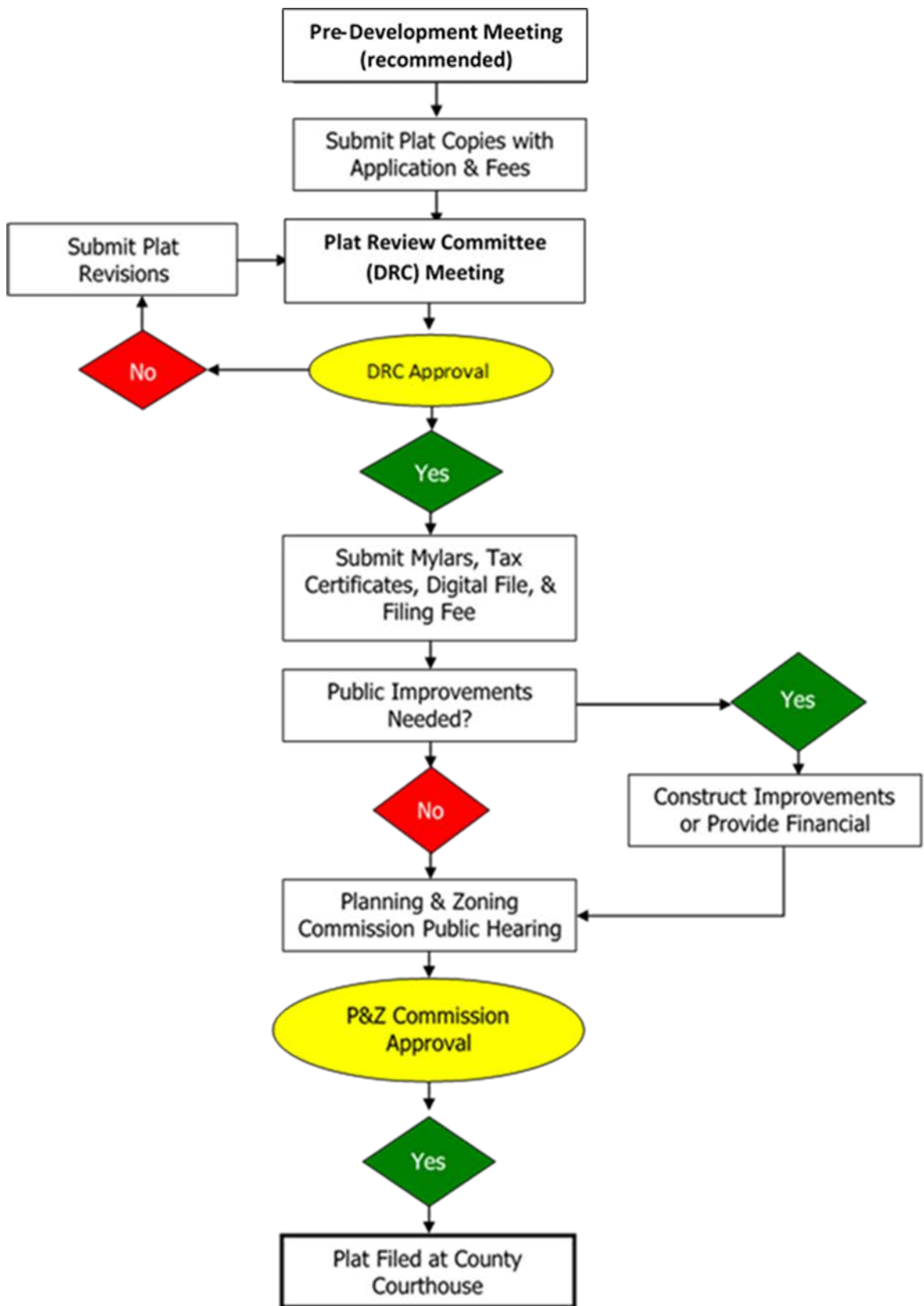
### Plat Review Process

There are four (4) plat procedures: preliminary, minor, final and replat.

- Prior to any application submittal, it is recommended that the subdivider request a meeting with development staff to discuss the procedures, policies, specifications, and standards required by the City. Based on the information provided, Staff will try to indicate any potential issues that will need to be addressed as part of the approval process.
- A plat must be prepared by a licensed professional surveyor. A licensed professional engineer will also be needed if any public infrastructure is required. The surveyor will prepare the plat document and submit the appropriate application, application fee, the required number of blue-line or black-line copies of the plat, an electronic copy of the plat in AutoCAD format, field notes, a title opinion, and any other associated documents & plans. The plat must be prepared per the submittal requirements found within the Subdivision Ordinance and submitted by the deadline per the Subdivision Calendar. Incomplete submittals will be returned and will not be reviewed.
- The Development Review Committee meeting is held on the Wednesday afternoon, nine (9) days after the submittal deadline. The purpose of the meeting is to assemble the applicant, City staff, affected utility companies, and other interested parties to "troubleshoot" your plat and development plans. While attendance is not mandatory, we encourage the applicant/agent to attend to help be a part of the discussion. After the meeting, a formal set of all comments that must be addressed on the submittal will be generated. If needed, drawings should be modified using these comments.
- Prior to being placed on an agenda for the Planning & Zoning Commission, **two (2) mylar and four (4) paper copies** of the corrected plat must be submitted along with an electronic copy of the corrected plat in AutoCAD format, financial guarantees (if applicable), filing fees, current original tax certificates, and field notes. The final plat is to be signed by the owner(s) and notarized. It also must be signed and sealed by the Registered Professional Land Surveyor licensed in the State of Texas. Additionally, documentation that the Drainage Plan and any Construction Plans have already been approved by the City Engineer or his designee must be provided. All corrected plats that have been submitted with all the necessary documents will be placed on the next Planning & Zoning Commission agenda.
- Once approved by the Planning & Zoning Commission, staff will acquire final signatures from City officials and file the plat at the appropriate County Clerk's Office when required.

**IMPORTANT NOTE:** Changes made to subdivision plat may require additional information and/or comments to adequately evaluate. Changes may also reveal new issues or conflicts not previously identified resulting in new "Required Corrections."

SUBDIVISION PLAT FLOW CHART



## FEE SCHEDULE

<b>Filing/Application Fees</b>	
Board of Adjustment	\$400
<b>Zoning</b>	
Zone Change/Conditional Use	\$1,500
Planned Development District	\$2,000
Planned Development District, Amendment	\$1,000
Site Plan	\$500
Minor Site Plan	\$250
Zoning Determination/Verification Letter	\$100
Voluntary Annexation	\$600
Landmarks Commission Application	\$50
Appeal to City Council	\$250
Sidewalk Waiver or Deviation (Site Plan)	\$250
Misc. Zoning-related Application <sup>1</sup>	\$100
<b>Subdivision</b>	
Plats (the applicant will also be responsible for actual filing costs)	\$500+ <sup>2</sup>
Easement Release	\$400
Thoroughfare Abandonment (based on land value)	\$1,500+ <sup>3</sup>
Street Name Change (applicant also responsible for notification costs)	\$800
Proportionality Appeal	\$500
Sidewalk Waiver or Deviation (Plat)	\$250
Sidewalk Deferral Agreement	\$100
<b>Signs</b>	
Sign Permit – Billboard (based on sign value)	\$500+ <sup>4</sup>
Sign Permit – Non-Billboard <sup>5</sup> (based on sign value)	\$200+ <sup>4</sup>
Sign Permit – Portable	\$50
<b>Documents &amp; Maps</b>	
Ordinances, Minutes	See below
Publications, Reports, Other Documents	See below
Maps	See below
<b>Engineering</b>	
Drainage Plan Review	\$25
Driveway Permit	\$35 per approach
Floodway Development Permit	\$150
Sidewalk Permit	\$35+ <sup>6</sup>

**Notes:**

<sup>1</sup>Misc. permit fee is for new permits/processes/applications established by ordinance to be applied until such time that a specific fee is established.

<sup>2</sup>Plat fees are \$500 for first 4 lots, plus \$20 per lot thereafter. See [RECORDING FEES](#) for actual filing costs with Taylor County Clerk's Office.

<sup>3</sup>Thoroughfare Abandonment Fee 10% of the calculated land value of the ROW area to be abandoned, based on the average square footage value of adjacent properties, per the most recent official Appraisal District valuation. Minimum fee is \$1,500. *Any portion over the minimum fee is refundable if the abandonment is not approved.*

<sup>4</sup>Sign Permit Fee, other than for portable signs, is 2% of the sign value OR the minimum fee noted above, whichever is greater.

<sup>5</sup>Multiple wall signs submitted as a single application will only be assessed one fee for all signs. However, each freestanding sign requires an individual permit.

<sup>6</sup>Sidewalk Permit Fee, \$35 base, first 100-feet is \$.06.

MEETING DIRECTORY

Planning & Zoning Commission 2018

PD Application Deadline	Zoning Application Deadline	PZC Regular Meeting*	PZC Workshop (as Needed*)	City Council (1st Reading)	City Council (2nd Reading)*
17-Nov-17	04-Dec-17	02-Jan-18		25-Jan-18	08-Feb-18
22-Dec-17	08-Jan-18	06-Feb-18		22-Feb-18	08-Mar-18
19-Jan-18	05-Feb-18	06-Mar-18		22-Mar-18	12-Apr-18
16-Feb-18	05-Mar-18	03-Apr-18		26-Apr-18	10-May-18
16-Mar-18	02-Apr-18	01-May-18		24-May-18	14-Jun-18
20-Apr-18	07-May-18	05-Jun-18		28-Jun-18	12-Jul-18
18-May-18	04-Jun-18	03-Jul-18		26-Jul-18	09-Aug-18
22-Jun-18	09-Jul-18	07-Aug-18		23-Aug-18	13-Sep-18
20-Jul-18	06-Aug-18	04-Sep-18		27-Sep-18	11-Oct-18
17-Aug-18	03-Sep-18	02-Oct-18		25-Oct-18	08-Nov-18
21-Sep-18	08-Oct-18	06-Nov-18		20-Nov-18	13-Dec-18
19-Oct-18	05-Nov-18	04-Dec-18		27-Dec-18	10-Jan-19
17-Nov-18	04-Dec-18	02-Jan-19		24-Jan-19	14-Feb-19

PD – Planned Development PZC – Planning & Zoning Commission

Development Review Committee

The Committee meets every Wednesday at 2:30 p.m. for pre-development meetings and plan review. Plan submittal is due the prior Tuesday before 5 p.m. to be placed on the Planning & Zoning Commission agenda.

Subdivision 2018

Deadline for Subdivision Plats**	Plat Review Committee Meeting	Final Draft Due ***	Agenda Posted	P&Z Meeting
04-Dec-17	12-Dec-17	28-Dec-17	29-Dec-17	02-Jan-18
08-Jan-18	16-Jan-18	01-Feb-18	02-Feb-18	06-Feb-18
05-Feb-18	13-Feb-18	01-Mar-18	02-Mar-18	06-Mar-18
05-Mar-18	13-Mar-18	29-Mar-18	30-Mar-18	03-Apr-18
02-Apr-18	10-Apr-18	26-Apr-18	27-Apr-18	01-May-18
07-May-18	15-May-18	31-May-18	01-Jun-18	05-Jun-18
04-Jun-18	12-Jun-18	28-Jun-18	29-Jun-18	03-Jul-18
09-Jul-18	17-Jul-18	02-Aug-18	03-Aug-18	07-Aug-18
06-Aug-18	14-Aug-18	30-Aug-18	31-Aug-18	04-Sep-18
03-Sep-18	11-Sep-18	27-Sep-18	28-Sep-18	02-Oct-18
08-Oct-18	16-Oct-18	01-Nov-18	02-Nov-18	06-Nov-18
05-Nov-18	13-Nov-18	29-Nov-18	30-Nov-18	04-Dec-18
04-Dec-18	12-Dec-18	28-Dec-18	29-Dec-18	02-Jan-19

All Planning and Zoning Commission Meetings are on Mondays, except when they fall on a holiday when they will be held the following Tuesday.

\* These meetings require public hearings and the applicant or a representative must be present.

\*\* Deadline for Final/Minor/ Preliminary Plat Application, Construction Plans, and Drainage Plans. Prior to going to PZC, the plans, including Public Improvements or Financial Guarantee, shall be accepted and/or approved by the City Engineer or his designee (LDC 3.2.11.4 and 3.2.7).

\*\*\* Final draft of Plats and all other documents due by 5 p.m.





# Development Plan Review Application

**Plats**

Non-Residential

Residential

Amending Plat/Plat Vacation

Replat

Minor Plat

Preliminary Plat

Final Plat

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_ No. of lots: \_\_\_\_\_ Acreage: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning (if applicable): \_\_\_\_\_

**ENGINEER/SURVEYOR**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**OWNER AND AUTHORIZATION**

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Agent Company Name: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby certify that I am the owner or agent of the property and further certify that the information provided on this development application is true and correct. By signing below, I agree that the City of Abilene (the "City") is authorized and permitted to provide information contained within this application, including the email address, to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Signature Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Received Date: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Case No.: \_\_\_\_\_

Reviewed By: \_\_\_\_\_





Case No. \_\_\_\_\_

Y	N	NA	Requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation, scale of plat (written & graphic), and north arrow.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Names, addresses, and phone numbers of the subdivider, engineer, and/or surveyor. If there are separate lots with separate ownership, be sure it is noted which ones belong to which owner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description by metes and bounds of the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, block numbers, and similar data shall be referred.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subdivision boundary lines, indicated by heavy line.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computed acreage of the entire subdivision, including public dedications.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identifying numbers for each lot or site. Identifying letters for each block.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The exact location, dimensions, name, and description of all existing and proposed lots, parks, public areas, and other sites within or contiguous with the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Names of adjacent subdivisions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjacent unplatted or unsubdivided lands, so designated by owner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of City limits line or the outer border of the City's extraterritorial jurisdiction, if they traverse the subdivision or form part of its boundary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The exact location, dimensions, name, and description of all existing and proposed streets, alleys, reservations, easements, or other public rights-of-way within, intersecting, or contiguous with subdivision boundaries. Existing streets within a distance of at least four hundred (400) feet beyond the subdivision boundary must be depicted. (LDC 3.2.22.9)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory floodplain elevations as well as boundaries of the 100-year floodplain and floodway areas. Flood zone boundary tied dimensionally to property corner (if applicable). (LDC 3.2.11.3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The exact location, dimensions, description, and flow line of all existing water courses, as well as all existing and proposed drainage structures, within or adjacent to the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building setback lines from all lot boundaries adjacent to street rights-of-way, as set forth below: <ol style="list-style-type: none"> <li>a. Front building setback lines on all lots;</li> <li>b. Side yard setback lines for corner lots at street intersections.</li> <li>c. Rear yard setback lines for lots with rear yard adjacent to street.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designation of all land to be reserved or dedicated for open space, floodway, or recreation use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data on all lots in the subdivision, certifying compliance with minimum width required by Section 3.2.15, as applicable, where said measurement is not readily discernible from platted dimensions of front lot line.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accompanying data illustrating the location of existing exterior building wall(s) situated within fifteen (15) feet of any proposed lot boundary, including such building walls that may fall outside the boundaries of the subdivision.



# Development Plan Review Application

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>* Standard Monuments</p> <ul style="list-style-type: none"> <li>a. Every block corner.</li> <li>b. Every point of curvature (P.C.) and point of tangency (P.T.) of a block boundary.</li> <li>c. Every angle of a block boundary.</li> <li>d. In the event there is an existing non-standard monument or the position for the monumentation is not feasible, a Standard Monument shall be set at a distance of not less than 10 feet and not more than 150 feet, as a reference monument</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>* Permanent Markers</p> <ul style="list-style-type: none"> <li>a. Every lot corner.</li> <li>b. Every point of curvature (P.C.) and point of tangency (P.T.) of a lot boundary.</li> <li>c. Every angle of a lot boundary.</li> <li>d. Minor Replats of two (2) or less interior lots, if sufficient standard monumentation exists within the Block, and within 300 feet on a common line, the City Surveyor, may approve the use of Permanent Markers.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>* Centerline Marker shall be set by the Surveyor at the following locations:</p> <ul style="list-style-type: none"> <li>a. Every street centerline intersection with intersecting street centerlines.</li> <li>b. Every street centerline point of curvature (P.C.) and point of tangency (P.T.).</li> <li>c. Every street centerline angle point.</li> <li>d. Every street centerline and projected subdivision boundary line intersection. The specifications for Standard Monuments, Permanent Markers and Centerline Markers shall be as set out in Exhibit B, a copy of which shall be available at the Engineering Division of the City of Abilene. The inspection of monuments will coincide with the final inspection of other improvements. In the event there is an existing non-standard monument, a "Standard Monument" shall be set at a distance of 10 feet +/- along the line as a reference monument.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Proposed name of the subdivision (should follow City of Abilene naming policy for labeling lots, blocks, replats, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Proper signature blocks for P&Z, Planning Director, Public Works Director, and County Clerk.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Owner's Certificate and Dedication statement with both portions of text and signature spaces for all owners.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Acknowledgement blocks for notarization of each of the owner's signatures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*General Notes block with all information filled in correctly.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Certification of the surveyor responsible for surveying the subdivision area, attesting to its accuracy and/or a certificate by the engineer responsible for its preparation and supporting data, also attesting to its accuracy.

\* Minor and Final Plats Only

### LDC – City of Abilene Land Development Code

I hereby certify that I am the owner or agent of the property and further certify that the information provided on this development application is true and correct. By signing below, I agree that the City of Abilene (the "City") is authorized and permitted to provide information contained within this application, including the email address, to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

