



DEVELOPMENT PLAT REVIEW APPLICATION

SUMMARY OF DEVELOPMENT PLAT REVIEW APPLICATION REQUIREMENTS

Application Review Requirements:

1. Meet with Development Services Staff to review the application requirements for your specific request.
2. Make sure you have everything on the attached Check List.
3. Completed application with signatures of owners and/or applicant
4. Submit the 30 day review time waiver.
5. Application Fees are established in the Fee Schedule as adopted.
6. Must have the address and/or the lot, block and subdivision name or legal description of the subject property.
7. It is the applicant's responsibility to provide evidence or proof that all taxes, assessments, debts or obligation directly attributable to said property and owed by the owner or previous owner thereof shall have been paid at the time of application submittal.
8. Submit any drawing, plans, exhibits, information about proposed uses in order to ensure that the request is understood. Development Services Staff will let you know if additional copies are needed and what size they need to be.
9. Digital set of plans will need to be copied on a usb drive and submitted with the application. The usb drive will not be returned and can contain all sets to be reviewed.
10. This application and/or payment will not be accepted if it is incomplete. Staff will not retain partial packets.

Application must be signed by the property owner before the request can be scheduled with the Planning and Zoning Commission and City Council.

DELIVERY ADDRESS:

DEVELOPMENT SERVICES DEPARTMENT
CITY OF KAUFMAN
209 S. WASHINGTON
KAUFMAN, TEXAS 75142

**DIRECT QUESTION TO DEVELOPMENT SERVICES STAFF AT
(972)-932-2216
FAX NUMBER (972)-932-6288**



DEVELOPMENT PLAT CHECK LIST

ITEMS REQUIRED		
Development Plat Check list		
Application for Development Plat		
Development Plat Fee of \$100.00 plus \$10.00 per lot		
Tax Certificate certified by Kaufman County Tax Office showing all taxes have been paid.		
30 Day Waiver		
Development Plat to be reviewed		
Proposed plans to be reviewed (3 full size sets of 24"x36" and 1 set of 11"x17")		
Digital copy on a usb drive (the drive will not be returned and can contain all sets)		
Engineering Plans		
Civil Plan Review Application		
Proposed plans to be reviewed (3 full size sets of 24"x36")		
Digital copy on a usb drive (the drive will not be returned and can contain all sets)		
Development Plat to be filed at Kaufman County Courthouse by staff		
Approved Plat will need to be printed in the sizes listed below.		
Size 18" x 24"	Mylar – 1 Copy	Paper – 2 Copies
Size 22"x34"	Mylar – 1 Copy	Paper – 5 Copies
Size 11"x17"	Mylar – Not required	Paper – 1 Copy
All Plat sizes must be signed by the owner and notarized.		
All Plat sizes must be signed by the surveyor.		
Staff will get the signatures of the P&Z Chairman, City Secretary, Mayor or City Manager.		
All City of Kaufman engineering fees must be paid in full.		
A check made out to Kaufman County for filing fees of the plat and tax certificate.		
Kaufman County charges \$61.00 per page for each plat.		
Example: 1 page plat is \$61, 2 page plat is \$122, 3 page plat is \$183, 4 page plat is \$244, etc.		
Kaufman County charges \$26 for the 1st page and \$4 for each additional page.		
Example: 1 page tax is \$26, 2 page tax is \$30, 3 page plat is \$34, 4 page plat is \$38, etc.		
Land Study for properties over 25 acres		
Traffic Impact Analysis (TIA) Section 3.1.c.3 and Section 3.1.e		
The information below is for staff regarding notifications.		
Assign case number: DP-		
Address plat if it is not already addressed.		



DEVELOPMENT PLAT REVIEW APPLICATION

1. Site Location:

General Street Location: _____ PID: _____

Street Address: _____

Lot, Block, & Subdivision Name: _____

2. Applicant:

Name: _____

Address: _____

City/State: _____ Zip: _____

Office #: _____ Cell #: _____ Fax #: _____

Email Address: _____

3. Property Owner:

Name: _____

Address: _____

City/State: _____ Zip: _____

Office #: _____ Cell #: _____ Fax #: _____

Email Address: _____

4. Summarize the proposed development. If necessary, use a separate sheet.

5. **Present Zoning:** _____ **Present Land Use:** _____

Future Land Use Designation: _____

6. **Attach:** any additional maps, exhibits, drawings or pictures necessary to help explain the request.

7. Local Government Code 212.010 Standards for Approval

- a. The municipal authority responsible for approving plats shall approve a plat if:
 - i. It conforms to the general plan of the municipality and its current and future streets, alleys, parks, playgrounds, and public utility facilities;
 - ii. It conforms to the general plan for the extension of the municipality and its roads, streets, and public highways within the municipality and in its extraterritorial jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities;
 - iii. A bond required under Section 212.0106, if applicable, is filed with the municipality; and
 - iv. It conforms to any rules adopted under Section 212.002.
- b. However, the municipal authority responsible for approving plats may not approve a plat unless the plat and other documents have been prepared as required by Section 212.0105, if applicable.

I UNDERSTAND THAT IT IS NECESSARY FOR ME OR MY AGENT TO BE PRESENT AT BOTH THE PLANNING AND ZONING COMMISSION MEETING AND CITY COUNCIL MEETING.

I hereby authorize the undersigned applicant to act as my agent for the representation and/or presentation of the request.

Applicant Name (print or type): _____

Applicant signature: _____

Owner Name (print or type): _____

Owner signature: _____

FAILURE TO APPEAR before the Planning and Zoning Commission or City Council for more than one (1) hearing without an approved delay by the City Manager or his designee shall constitute sufficient grounds to table or deny the request unless the City is notified at least 72 hours prior to the hearing.

DENIALS BY THE PLANNING AND ZONING COMMISSION shall be forwarded to City Council, along with the Commission’s reasons for denial and will require a ¾ favorable vote of all members of City Council (6 votes).

TABLED BY THE PLANNING AND ZONING COMMISSION: The Commission may not defer its report for more than 90 days from the time it was posted on the agenda, or until it has had an opportunity to consider other proposed changes, which may have a direct bearing, unless a postponement is requested by the applicant.

Date Received _____ Date Paid _____ Receipt Number _____

30 DAY WAIVER

Date: _____

Ms. Marcy Ratcliff, Director of Development Services
City of Kaufman
P.O. Box 1168
Kaufman, Texas 75142

Site Location: _____

Lot, Block & Subdivision Name: _____

Dear Ms. Ratcliff:

We hereby waive the 30-day review time imposed by State law for plats and development applications. It is our understanding that our application will be scheduled for the next available Planning & Zoning Commission meeting after City staff, including the Director of Development Services and the City's Engineer, determine that it is a "complete" application and that it is in substantial conformance with the City's Subdivision Ordinance and other applicable development regulations.

Please contact us, or our duly authorized representative, regarding additional documents, items and/or revisions needed for our application to be scheduled for Planning & Zoning Commission consideration.

Sincerely,

Signature: _____

Name Printed: _____

Address: _____

City/State: _____ Zip: _____

Office #: _____ Cell #: _____ Fax #: _____

Email Address: _____

SETS TO BE FILED AT KAUFMAN COUNTY

2	Paper	18 x 24	1	Mylar	18 x 24
5	Paper	22 x 34	1	Mylar	22 x 34
1	Paper	11 x 17			

The fee, for filing a single page plat, at Kaufman County, is \$61.00. Additional pages of a plat, is an additional \$61.00 per page (4 page plat would be \$244.00). It is preferred to have the tax certification placed on the plat. If the tax certificate is on a separate page, please add \$24.00 for the 1st page and \$4.00 for each additional page.

You will need to have the following original signatures on all of the plat pages before it is delivered to Development Services:

1. Property Owner(s)
2. Surveyor
3. Kaufman County Tax Assessor.

Please make your check payable to Kaufman County. Bring the check made out to Kaufman County and all the plat pages **signed** to Development Services. After it is brought to Development Services, the staff will obtain the signatures of the Mayor, Chairman of Planning & Zoning, and City Secretary.

Staff will take the plats and check to the courthouse, file the plats and mail you one stamped original.

Kaufman Subdivision Regulations:

Section 2.7: Development Plats

- 2.7 a. Authority. This section is adopted pursuant to Texas Local Government Code, Chapter 212, Subchapter B, Sections 212.041 through 212.050, as amended.
- b. Applicability. For purposes of this section, the term "development" means the construction of any building, structure or improvement of any nature (residential or nonresidential), or the enlargement of any external dimension thereof. This section shall apply to any land lying within the City or within its extraterritorial jurisdiction in the following circumstances:
1. The development of any tract of land which has not been platted or replatted prior to the effective date of this Ordinance, unless expressly exempted herein;
 2. The development of any tract of land for which the property owner claims an exemption from the City's Subdivision Ordinance, including requirements to replat, which exemption is not expressly provided for in such regulations;
 3. The development of any tract of land for which the only access is a private easement/street;
 4. The division of any tract of land resulting in parcels or lots each of which is greater than five (5) acres in size, and where no public improvement is proposed to be dedicated.

- c. Exceptions. No development plat shall be required, where the land to be developed has received final plat or replat approval prior to the effective date of this Ordinance. The City Council may, from time to time, exempt other development or land divisions from the requirements of this section.
- d. Prohibition on Development. No development shall commence, nor shall any building permit, utility connection permit, electrical connection permit or similar permit be issued, for any development or land division subject to this section, until a development plat has been approved by the Planning and Zoning Commission and City Council and filed with the City Secretary.
- e. Standards of Approval. The development plat shall not be approved until the following standards have been satisfied:
 - 1. The proposed development conforms to all City plans, including but not limited to, the Comprehensive Plan, Thoroughfare Plan, Land Use Plan, Park and Open Space Master Plan, utility plans and applicable capital improvements plans;
 - 2. The proposed development conforms to the requirements of the Zoning Ordinance;
 - 3. The proposed development is adequately served by public facilities and services, parks and open space in conformance with City regulations;
 - 4. Appropriate agreements for acceptance and use of public dedications to serve the development have been tendered; and
 - 5. The proposed development conforms to the design and improvement standards contained in this Ordinance and in the TCSS manuals.
- f. Conditions. The City may impose such conditions on the approval of the development plat as are necessary to assure compliance with the standards in subsection (e) above.
- g. Land Study Requirement. Whenever a property owner proposes to divide land into tracts or lots each of which is greater than five (5) acres, and for which no public improvements are proposed, he shall submit a land study together with his application for approval of a development plat in accordance with Section 2.3 of this Ordinance.
- h. Approval Procedure. The application for a development plat shall be approved, conditionally approved, or denied by the City Council following review and recommendation by the Planning and Zoning Commission. Upon approval, the development plat shall be filed with the County by the City Secretary.
- i. Submittal requirements - Each development plat shall:
 - 1. Be prepared by a registered professional land surveyor;
 - 2. Clearly show the boundary of the development plat;
 - 3. Show each existing or proposed building, structure or improvement or proposed modification of the external configuration of the building, structure or improvement involving a change therein; and
 - 4. Show all easements and rights-of-way within or adjacent to the development plat.

Section 2.3: Procedures and Submission Requirements for Land Study Approval

- 2.3 a. Applicability. A land study shall be submitted to the Planning and Zoning Commission and the City Council for review, evaluation and approval in the following circumstances:
1. In conjunction with an application for preliminary plat approval for any tract of land over twenty-five (25) acres in size, or for a smaller tract, where the land is part of a larger parcel over twenty-five (25) acres in size, which is ultimately to be developed under the City's Subdivision Ordinance;
 2. In conjunction with a development plat; or
 3. In any case where a road is to be realigned.
- b. Purpose. The purpose of the land study is to allow the Planning and Zoning Commission and City Council to review the proposed major thoroughfare and collector street patterns, land use, environmental issues, conformance to the Comprehensive Plan, Zoning Ordinance, Future Land Use Plan, Thoroughfare Plan and other applicable plans, and the property's relationship to adjoining subdivisions or properties (also see Section 3.1[e]), and to assist in evaluating the impacts of developing the land to be platted on provision of supporting public facilities and services, the environment, provision of open space and recreational opportunities and the general health, safety and general welfare of the community.
- c. Extent of Area Required for Land Study. When the preliminary plat or development plat designates the land to be developed in phases, the land study area shall include the entire property from which the phase is being subdivided and an approximate development schedule. Where the applicant can demonstrate that natural or manmade features, such as thoroughfares and creeks, make inclusion in the land study of the entire property unnecessary to adequately review the items listed in the preceding paragraph, he may request approval from the City Manager or City Planner for a smaller land study area. Boundaries such as thoroughfares (existing or proposed), creeks, political subdivisions, or other such natural or man-made features may be used to delineate the smaller study area.
- d. The land study shall be prepared at a scale no smaller than of 1" = 200' and shall show the following:
1. A title block within the lower right hand corner of the land study with the proposed name of the addition, the name and address of the developer and the land planner, engineer or surveyor responsible for the design or survey, the scale of the drawing, the date the drawing was prepared, and the location of the tract according to the abstract and survey records of Kaufman County, Texas;
 2. The limits of the tract and scale distances with north clearly indicated;
 3. The names of adjacent additions or subdivisions or the name of the owners of record of adjoining parcels on unplatted land. The land study shall include a depiction of all contiguous holdings of the property owners, the uses of adjacent property, a general arrangement of future land uses, including the approximate number of lots and any non-residential uses anticipated, and a generalized circulation plan;
 4. The existing zoning and proposed uses on adjoining land, the location, width and names of all existing or platted streets or other public ways within or adjacent to the tract, existing permanent buildings, railroad rights-of-way, and topography with existing drainage channels or creeks, and other important natural features, all substantial natural vegetation, adjacent political subdivisions or corporate limits, and school district boundaries;

5. The layout and width of proposed thoroughfares, collector streets and intersections, and a general configuration of proposed non-residential and residential streets;
 6. A general arrangement of land uses, including but not limited to park and school sites, public facilities, private open space, flood plains and drainage ways, phasing plan, and proposed non-residential and residential densities and building heights; and
 7. The phasing of development or the order of platting.
- e. Procedures and Conditions. The Planning and Zoning Commission and the City Council shall review and evaluate the land study to determine whether the proposed development conforms to the Comprehensive Plan and applicable development regulations of the City. The City Council or the Planning and Zoning Commission may require additional information to be submitted to supplement the initial study. Based upon the land study, the Planning and Zoning Commission may recommend, and the City Council may require as a condition of preliminary plat or development plat approval, that the land to be platted be developed in phases, that the proposed phases be developed in a different sequence or include more or less land, or that all phases designated be accompanied by a schedule of public improvements to adequately serve the development under the development standards of the City's Subdivision Ordinance.

A land study may be submitted for review concurrently with a preliminary plat. If the preliminary plat cannot be reviewed by the City Planner in time to schedule it on the same agenda as the land study, the preliminary plat shall be delayed and scheduled on the next agenda after appropriate review has occurred.

- f. Effect of Review. The land study shall be used only as an aid to determine the sufficiency of the preliminary plat or development plat proposed. Any proposed use or development depicted in the land study shall not be deemed authorized or approved unless the development is part of the approved preliminary plat or development plat. If the applicant chooses to plat only the initial phase or phases of a multi-phase project designated in the land study, a new land study may be required for plat approval of subsequent phases, if proposed development or conditions affecting the development have substantially changed. The land study shall be valid for two (2) years unless specifically extended by the City Council.

Section 3.1: Streets

- 3.1 a. The arrangement, character, extent, width, grade, and location of all streets shall conform to the City of Kaufman Thoroughfare Plan, the TCSS manual, and shall be considered in their relation to existing and planned streets or driveways, to topographical conditions, to public safety and in their appropriate relation to the proposed uses of the land to be served by such streets. Reserve or residual strips of land controlling access to or egress from other property, or to or from any street or alley, or having the effect of restricting or damaging the adjoining property for subdivision purposes or which will not be taxable or accessible for special improvements shall not be permitted in any subdivision. All streets shall be constructed in accordance with Section 5.
- b. Proposed streets shall provide a safe, convenient and functional system for vehicular and pedestrian circulation and shall be properly related to the Thoroughfare Plan and any amendments thereto, and shall be appropriate for the particular traffic characteristics of each proposed subdivision or development. All streets shall be open and unobstructed at all times.

c. Adequacy of Streets and Thoroughfares.

1. Responsibility for Adequacy of Streets and Thoroughfares. The property owner shall assure that the subdivision is served by adequate streets and thoroughfares, and shall be responsible for the costs of rights-of-way and street improvements, in accordance with the following policies and standards, and subject to the City's participation in the costs of oversize facilities.
2. General Adequacy Policy. Every subdivision shall be served by streets and thoroughfares adequate to accommodate the vehicular traffic to be generated by the development. Proposed streets shall provide a safe, convenient and functional system for traffic circulation, and shall be properly related to the City's Thoroughfare Plan, road classification system, Comprehensive Plan and any amendments thereto, and shall be appropriate for the particular traffic characteristics of each development.
3. Road Network. New subdivisions shall be supported by a road network having adequate capacity, and safe and efficient traffic circulation. The adequacy of the road network for developments of 50 or more dwelling units, or for developments generating 500 or more "one-way" trips per day, or for developments involving collector and/or arterial streets not appearing on the City's adopted Thoroughfare Plan, shall be demonstrated by preparation of a traffic impact analysis prepared in accordance with "F" (Traffic Impact Analysis) which takes into consideration the need to accommodate traffic generated by the development, land to be developed in common ownership and other developed property. In the event that the property to be developed is intended as a phase in a larger development project, or constitutes a portion of the land to be ultimately developed, the City Council may require a demonstration of adequacy pursuant to this section for additional phases or portions of the property as a condition of approval for the proposed plat. In the event that the applicant submits a traffic impact analysis for an entire phased development project, the City may require an update of the study for later phases of the development. If the plat is in conformance with the Thoroughfare Plan a Traffic Impact Analysis is not required.

e. Any land study or plat involving a significant change to a proposed roadway alignment from that shown on the City of Kaufman's Thoroughfare Plan must be preceded by submission and approval of a traffic impact analysis as specified in subsection "f" below. Failure to provide for such approval prior to submission of a land study or plan shall be grounds for automatic denial.

f. Traffic Impact Analysis. Whenever these regulations require a traffic impact analysis, the following elements shall be included:

1. General Site Description. The traffic impact analysis shall include a detailed description of the roadway network within one (1) mile of the site, a description of the proposed land uses, the anticipated states of construction, and the anticipated completion date of the proposed land development shall be provided. This description which may be in the form of a map, shall include the following items: (1) all major intersections; (2) all proposed and existing ingress and egress locations; (3) all existing roadway widths and rights-of-way; (4) all existing traffic signals and traffic-control devices; and (5) all existing and proposed public transportation services and facilities within a one (1) mile radius of the site.
2. Proposed Capital Improvements. The traffic impact analysis shall identify any changes to the roadway network within one (1) mile of the site that are proposed by any government agency or other developer.

This description shall include the above items as well as any proposed construction project that would alter the width and/or alignment of roadways affected by the proposed development.

3. Roadway Impact Analysis.

(a) **Transportation Impacts:**

(1) *Trip Generation.* The average weekday trip generation rates (trip ends), the average weekend trip generation rates (uses other than residential or institutional), the highest average a.m. and p.m. hourly weekday trip generation rates, and the highest hourly weekend generation rates (uses other than residential or institutional) for the proposed use shall be determined based upon the trip generation rates contained in the most recent edition of the Institute of Transportation Engineers, Trip Generation Manual; or shall be based upon data generated by actual field surveys of area uses compatible to the proposed use and approved by the City Engineer of the City of Kaufman.

(2) *Trip Distribution.* The distribution of trips to arterial and collector roadways within the study area identified in subsection 3.1f.1 (General Site Description) above shall be in conformity with accepted traffic engineering principles, taking into consideration the land use categories of the proposed development; the area from which the proposed development will attract traffic; competing developments (if applicable); the size of the proposed development; development phasing; surrounding existing and anticipated land uses, population and employment; existing and projected daily traffic volumes; and existing traffic conditions identified pursuant to subsection 3.1f.1 above.

(b) **Adequacy Determination.** The roadway network included within the traffic impact analysis shall be considered adequate to serve the proposed development if existing roadways identified as arterials and collectors can accommodate the existing service volume, and the service volume of the proposed development, and the service volume of approved but unbuilt developments holding valid, unexpired building permits at a level of service "C" or above.

4. Intersection Analysis.

(a) **Level of Service Analysis.** For intersections within the roadway traffic impact analysis area described in subsection 3.1f.1 herein, a level of service analysis shall be performed for all arterial/arterial, arterial/collector, collector/collector intersections and other intersections identified by City staff. Also, level of service analyses will be required on all proposed site driveway locations for all non-residential developments. The City may waive analysis of minor intersections and site driveway locations within the one-mile radius. The level of service analysis shall be based upon the highest hourly average a.m. or p.m. peak weekday volume or highest average hourly peak weekend volume as determined from a two-day survey of weekday volumes and, where necessary, a one-day survey of weekend volumes. The level of service analysis shall take into consideration the lane geometry, traffic volume, percentage of right-hand turns, percentage of left-hand turns, percentage of trucks, intersection width, number of lanes, signal timing and progression, roadway grades, pedestrian and bicycle flows, school routes, number of accidents, and peak hour factor.

(b) **Adequacy Analysis.** The intersections included within the traffic impact analysis shall be considered adequate to serve the proposed development if existing intersections can accommodate the

existing service volume, the service volume of the proposed development, and the service volume of approved but unbuilt developments holding valid, unexpired building permits at level of service "C" or above.

5. Effect of Adequacy Determination. If the adequacy determination for roadways and intersections indicates that the proposed development would cause a reduction in the level of service for any roadway or intersection within the study area identified in subsection 3.1f.1 herein that would cause the roadway to fall below the level of service required hereto, the proposed development shall be denied unless the developer agrees to one of the following conditions:
 - (a) The deferral of building permits until the improvements necessary to upgrade the substandard facilities are constructed;
 - (b) A reduction in the density or intensity of development;
 - (c) The dedication or construction of facilities needed to achieve the level of service required herein;
or
 - (d) Any combination of techniques identified herein that would ensure that development will not occur unless the levels of service for all roadways and intersections within the traffic impact analysis study are adequate to accommodate the impacts of such development.