



**CITY OF HEDWIG VILLAGE**

**Multi-Use Plan Submittal Application**

*(Please type or print legibly, blue or black ink only)*

**Applicant/General Contractor:** \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Valuation: \_\_\_\_\_

**Owner:** \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Property Address: \_\_\_\_\_

**Engineer/Developer/Planner:** \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Subdivision/Development Name:** \_\_\_\_\_

**Legal Description/Geographical Location/Zoning District:** \_\_\_\_\_

\_\_\_\_\_  
(List specific address, major streets, bayous, creeks, and adjacent subdivisions) Use additional paper as necessary

**Survey/Abstract No.:** \_\_\_\_\_

**Fees:** Board of Adjustment (BOA) - \$700.00      Specific Use Permit Application - \$700

Plat or Re-plat Application - \$500 (\$250 for Preliminary and \$250 for Final)  
Planned Unit Development (PUD) Application - \$10,000

**Submittal Type:**     Preliminary Plat                     Final Plat                     Amending Plat  
                          Preliminary Re-plat                     Final Re-plat                     CUP (Small node)  
                          Specific Use Permit                     PUD                     BOA Hearing  
                          Right-of-way Use Permit

**Submittal Requirements Checklist:**

Fifteen (15) packets for each of the following permit types:

- Preliminary Plat or Re-Plat – refer to Hedwig Village Code of Ordinance Section 74, Article III
- Final Plat or Re-Plat – refer to Hedwig Village Code of Ordinance Section 74, Article III
- Specific Use Permit – refer to Hedwig Village Code of Ordinance Appendix A, Planning & Zoning Code, Article V, Section 508
- PUD – refer to Hedwig Village Code of Ordinance Appendix A, Planning & Zoning Code, Article V, Section 509
  - list of variances requested
- CUP – refer to Hedwig Village Code of Ordinance Chapter 70 – Streets, Sidewalks, and other places.
- BOA Hearing
  - Variance requested     Appeal     Special Exception
- Right-of-way Use permit

**Type of Plat:**     Single Family Residential                     Planned Unit Development  
                          Amendment to Planned Unit Development                     Commercial

Reason for Re-plat or Amending Plat:

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**Plat/PUD Data:**

Total Acreage: \_\_\_\_\_ Typical Lot Size: \_\_\_\_\_

Number Lots: \_\_\_\_\_ Number of Streets: \_\_\_\_\_

Numbers and Types of Reserves: \_\_\_\_\_ Total Acres in Reserve: \_\_\_\_\_

Zoning District: \_\_\_\_\_

**Authorization:**

My signature below certifies that I am authorized to submit this application and that the information on the application is COMPLETE, TRUE, and CORRECT. **Furthermore, I understand that I am responsible for all engineering and miscellaneous fees incurred by the City.**

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**Applicant's Signature**

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**Date**

**Preliminary Plat, Re-plat, or Amending Plat requirements:**

**All applications must be submitted to the Planning & Zoning (P&Z) Commission for approval.**

All preliminary plats submitted to the commission must be in the form required, and contain fully all information and/or language required, as follows:

- (1) The proposed name of the subdivision or development, which must not be a duplicate of any subdivision or development of record within the county.
- (2) The legal description of the property proposed to be subdivided including the name of the county, survey and abstract number, together with reference to at least one established corner of a nearby recorded subdivision or the nearest public street right-of-way intersection.
- (3) The total acreage and total number of lots, blocks and reserves.
- (4) The name of the owner of the property. If other than a natural person, the name of the principal officer or owner of the entity responsible for the subdivision must be provided. If the applicant is not the record title owner, their identifying information shall be included. Clear authority to act on behalf of the owner shall also be submitted in a form satisfactory to the city.
- (5) The name of the person or firm who prepared the plat.
- (6) The date on which the plat was drawn.
- (7) The drawing of the subdivision must be oriented with north to the top of the drawing.
- (8) The scale must be drawn numerically and a graphic scale must be provided. The scales acceptable for a preliminary plat shall be either one inch equals 100, 200, 300 or 400 feet, or for small projects (less than ten acres) one inch equals 20, 30, 40, 50 or 60 feet.
- (9) A scale vicinity map must be provided and made a part of the plat indicating the general location of the subdivision and its relationship with well-known streets, railroads, watercourses and similar features in all directions from the subdivision to a distance not less than one-half mile. The scale of the vicinity map shall be to legible scale and shall be oriented with north to the top of the drawing which shall also be the same direction as the detailed subdivision drawing.
- (10) The plat boundaries must be drawn with heavy lines to indicate the subdivided area with overall survey dimensions and bearings. Lines outside the plat boundary should be drawn as dashed lines.
- (11) The adjacent areas outside the plat boundaries must be identified indicating the name of adjacent subdivisions (including recording information), the names of the recorded owners of adjacent parcels of land, churches, schools, parks, bayous, and drainageways, acreage, and all existing streets, easements, pipelines and other restricted uses.
- (12) The location and approximate width of existing and proposed watercourses, ravines, and drainage easements, topographical elevations, and the boundaries of designated flood zones as provided in the then latest edition of the federal insurance rate map. All such information required in this chapter shall be certified by a registered professional land surveyor and/or a registered professional engineer.
- (13) Contours with intervals of five-tenths foot, referred to sea level (U.S. Coast and Geodetic Survey) datum, as required to show at least two contours within and adjacent to the subdivision. If the change in elevation throughout the property to be subdivided is less than one foot, then the plat is to clearly show the outfall drainage plan. Identify basis of control and temporary benchmark set within the subdivision.

(14) The location and identification of all tracts not designated as lots within the boundaries of the plat. Such tracts, if not restricted for specific uses, shall be identified as "unrestricted reserve." The tracts designated as "restricted reserves" shall be indicated on the plat and shall be designated for their intended future use, in accordance with the zoning classifications.

(15) The location, widths, and names of all existing or platted streets, roads, alleys, and easements, either existing or proposed, within the plat boundaries or immediately adjacent thereto, the location of all existing permanent buildings within the plat boundaries, and all existing easements and other important features, such as section lines, political subdivision or corporate lines on all sides for a distance of not less than 200 feet.

(16) The names of all existing and proposed streets located within the plat boundaries or immediately adjacent thereto.

(17) The location of all lots, blocks, building setback lines and other features within the plat boundaries with approximate dimensions.

(18) Existing sewers, water and gas mains, culverts, bridges, pipelines, structures, or public utilities within the tract and immediately adjacent thereto with pipe sizes, grades, and locations indicated.

(19) The proposed layout of the subdivision, showing streets, blocks, lots, alleys, easements, building lines, and parks with principal dimensions, as well as the intended use of the lots.

(20) A letter from the Memorial Villages Water Authority to the commission stating they have examined the preliminary plat being submitted and will certify their approval of the easements shown thereon for water and sanitary sewer services on the final plat if submitted in the same form, and, further, that such authority will provide such water and sanitary sewer services to the lots indicated thereon.

(21) Notice to utilities. Evidence of notice to all utility companies that provide service to the area encompassed by the proposed subdivision, whether public or private, shall accompany each application for plat approval. Such notice shall contain a statement of the intent to subdivide, the intended use of the property within the subdivision, and shall have attached to such notice a copy of the plat which is filed with the city.

**Additional requirements can be found in the Hedwig Village Code of Ordinance Section 74.**

**Final Plat, Re-plat, or Amending Plat requirements:**

**All applications must be submitted to the Planning & Zoning (P&Z) Commission for approval.**

All final plats shall incorporate all of the provisions relating to preliminary plats in [section 74-52](#) and, where appropriate, reflect any conditions and requirements of final approval previously imposed by the commission together with the following additional requirements:

(1) The final plat must be drawn on linen tracing cloth or stable plastic film or positive photographic film with black lines and image and shall be suitable for the reproduction of direct positive prints and reproductions.

(2) Scale for a final plat drawing may be any of the following: one inch equals 100, 60, 50, 40, 30 or 20 feet.

(3) All engineering and surveying data must be shown on the final plat sufficient to locate all of the features of the plat on the ground. This data must include, but not be limited to, full dimensions along all boundaries of the plat, street and alley rights-of-way, easements and drainage ways, gullies, creeks, and bayous together with the location of the high bank of such drainage ways and watercourses, lots, blocks, reserves, out tracts or any other tracts designated separately within the plat boundaries, fee strips, or any other physical or topographical features necessary to be accurately located by surveying methods. Such information must include line dimensions, bearings of deflecting angles, radii, central angles and degrees of curvature, length of curves and tangent distances, all of which are to be shown in feet and decimal fractions thereof.

(4) The name and address of the current record owner and the applicant. If the record owner is a company or corporation, the name of the responsible individual, such as the president or vice-president.

(5) The name and seal of the registered professional land surveyor and/or registered professional engineer responsible for preparing the plat.

(6) The date of submittal, and the date of submittal of each subsequent revision.

(7) All streets and alleys with street names, widths measured at right angles or radially (where curved), complete curve data (R, L, P.C., P.R.C., and P.T.) length and bearing all tangents between curves.

(8) Building lines and easements shall be shown and shall be defined by dimensions. All principal lines shall have the bearing given and deviation from the norm indicated. The plat must provide a note stating that all existing pipelines or pipeline easements through the subdivision have been shown or that there are no existing pipeline easements within the limits of the subdivision.

(9) All field surveys shall be accurate to, and performed in accordance with, the appropriate provisions of the current edition of the Manual of Practice for Land Surveying in the State of Texas, as periodically published by the Texas Society of Professional Surveyors. Linear dimensions shall be expressed in feet and decimals of a foot; angular dimensions may be shown by bearings in degrees, minutes, and seconds. Curved boundaries shall be fully described and all essential information given. Circular curves shall be defined by actual length of radius and not by degree of curve.

(10) The intended use of all lots within the subdivision shall be identified on the plat. All tracts not designated as lots within the boundaries of the plat shall be identified as provided in subsection [74-52](#)(14).

(11) All dedication statements and certificates must be made a part of the final plat drawing and must conform in form and content to the form of statements and certificates required by the city and which are incorporated herein and made a part hereof for all purposes.

**Additional requirements can be found in the Hedwig Village Code of Ordinance Section 74.**

### **Specific Use Permit requirements**

**All applications must be submitted to the Planning & Zoning (P&Z) Commission for approval.**

Applications for specific use permits shall be made by the property owner or certified agent thereof to the planning and zoning commission. The application shall include the following information:

1. The applicant's name and address;
2. The actual shape and dimensions of the lot to be built upon;
3. The lines within which the proposed buildings and structures are to be built or erected;
4. The intended use of each building or part of each building.
5. Site conditions plan. This map or plot plan or series thereof, drawn to an acceptable scale as may be determined by the planning and zoning commission, shall indicate:
  - (a) Scale, date, north arrow, and general location map showing relationship of the site to such external facilities as highways, shopping areas, cultural complexes, and adjacent land uses;
  - (b) Boundaries of the subject property, all existing streets, buildings, watercourses, easements, section lines, zoning district boundary lines, and other important physical features within and adjacent to the proposed development; and
  - (c) The location and size (as appropriate) of all existing drainage, water, sewer, and other utility provisions.

6. Site development plan. This plan shall be prepared at the same scale as the above site conditions plan and shall indicate:

(a) The number and type of buildings involved in the overall site, dwelling unit per acre calculations, if any, along with population projections for each; and

(b) The establishment of minimum design standards which shall govern the site development such as pedestrian ways, internal streets, open space provisions, off-street parking, visual screens, general buffer and landscaped areas, and building height and setback limits.

7. Development schedule. The application shall be accompanied by a development schedule indicating the approximate date on which construction will commence and the date of completion. A development schedule, if adopted and approved by the city council, shall become part of the development plan and shall be adhered to by the owner, developer, or his successors in interest. Upon the recommendation of the planning and zoning commission and for good cause shown by the owner and developer, the city council may extend the development schedule as may be supported by the facts and circumstances of the case.

8. Such other information with regard to the lot and neighboring lots as may be necessary to determine and provide for the enforcement of this planning and zoning code.

**Additional requirements can be found in the Hedwig Village Code of Ordinance Appendix A, Planning & Zoning Code, Article V, Section 508.**

**Conditional Use Permit (CUP) requirements:**

The following shall constitute the process for obtaining advance written consent of City Council or land use approval for installation of any structures required to obtain such approval by this Design Manual.

(1) *Application.* The User shall submit an application for conditional use permit, in addition to any other Permits required for construction of structures and use of the Public Rights-of-way. This conditional use permit application shall include documentation for the following:

- i. plans or design specifications compliant with specific design criteria for an area;
- ii. a conditional use permit fee, provided the total fees paid by a Provider for a Facility do not exceed the maximum allowed construction permit fee in Chapter 70, Article VI of the City Code;
- iii. the locations of all other buildings, structures, Facilities and Poles located within 1,000 feet of the proposed location; and
- iv. at least one photo of the nearest Pole to the proposed location.

**Planned Unit Development (PUD) requirements:**

**All applications must be submitted to the Planning & Zoning (P&Z) Commission for approval.**

***Application requirements/Procedure.***

1. *General.* The steps necessary for creation of a PUD are as follows:

- a. Pre-application conference between the applicant and the city administrator or his or her designee.
- b. Submission of the formal application with all required material.
- c. Public hearings held in accordance with the requirements of this code.

2. *Pre-application conference.* An applicant for a PUD shall schedule a pre-application conference with the city administrator or his or her designated representative prior to the formal submission of the application materials.

At the pre-application conference, the applicant shall provide preliminary drawings or documents that include, but are not limited to the following:

- a. Delineation of site boundaries;
- b. General site layout and conditions indicating relationship of proposed land uses, parking, and street layout(s);
- c. Project renderings, project description and/or narrative demonstrating compliance with the design guide; and
- d. A traffic study as requested by the city.

Based on the information provided by the applicant, the city administrator or his or her designee shall provide initial comments to the applicant concerning the merits of the proposed development and provide any other information necessary to process the application.

3. *Application submission.* Any person, group of persons, or corporation having a legal or equitable interest in any property may file an application for a PUD. Such application shall be submitted and processed in accordance with the procedures of this section and shall include as a minimum:

- a. An application fee of \$10,000.00 or as set forth in the city's schedule of fees;
- b. Proof of ownership. If all land to be included with the PUD is not under common ownership by a date certain, applicant must provide an agreement executed by all owners consenting to the creation of the PUD and agreeing to abide by the terms of creation;
- c. A legal description of the PUD prepared by a Texas licensed surveyor including a map of the PUD area suitable for reproduction and a digital file of same;
- d. A site plan showing the layout of proposed building, parking, streets, walkways and green areas;
- e. Utility information detailing the projected utility needs of the PUD and the anticipated source for such utilities;
- f. A drainage plan showing the anticipated drainage needs of the PUD and the proposed mitigation for such drainage;
- g. A parking plan for the PUD;
- h. A traffic study, unless waived by the city, detailing traffic impacts and proposed mitigation; and
- i. A development schedule for completion of all construction.

**Additional requirements can be found in the Hedwig Village Code of Ordinance Appendix A, Planning & Zoning Code, Article V, Section 509.**

## **Board of Adjustment**

### ***Application Requirement/Procedure***

**All applications for a Board of Adjustment (BOA) hearing should be made by the property owner.**

1. Complete application to include:

- a. Permit application
- b. Rejection decision by the Building Official.
- c. Proof of ownership of the property in question or the owner's legal written permission to act as his agent.
- d. Staked survey/plat of the property showing all existing structures with dimensions and distances from property lines.
- e. Architectural scale drawings and project description.
- f. Rendition of the proposal in sufficient detail and dimension to allow the Board to make meaningful consideration.
- g. Deed restrictions.
- h. Section of the Code in question.
- i. Facts and reasons for variance/appeal and/or hardship.

Any necessary additional support documentation for the variance/appeal request.

**Right-of-way Use Permit requirements:**

**Additional requirements can be found in the Hedwig Village Code of Ordinance Chapter 70 Sec. 70-172-Registration and construction permits.**

(1) *Permit information required* . The person requesting a permit will provide the city administrator with documentation describing:

- a. The proposed, approximate location, route and type of all structures to be constructed, installed, or modified and the user's plan for right-of-way construction.
- b. Engineering plans provided on a drawing scale not smaller than one inch equals 100 feet unless otherwise approved by the city administrator.
- c. Description of all existing public and private utilities in close proximity to user's proposed route (within 300 feet).
- d. Description of plans to remove and replace pavement or drainage works in streets. Plans submitted must conform to City of Hedwig Village standard construction requirements and any other applicable law.
- e. Drawings of any bores, trenches, hand holes, manholes, switch gear, transformers, pedestals, etc., including depth.
- f. Three sets of engineering plans.
- g. The construction and installation methods to be employed for the protection of existing structures, fixtures, and facilities within or adjacent to the right-of-way.
- h. The name and address of the person to who notices are to be sent, a 24-hour per day contact number for the user in case of emergency.
- i. Location map that includes all other structures within 500 feet of the proposed location.
- j. When a new pole is proposed, an industry standard pole load analysis certified by a licensed engineer.



k. Soils test or geotechnical survey where required.

l. A complete application and supporting documents for land use approval where required.

m. Proof of payment of the construction permit fee and prorated right-of-way fee for the remaining portion of the current calendar year.

n. Complete legend of drawings submitted by user, which may be provided by reference to previously submitted documents.

o. The construction and installation methods to be employed for the protection of existing structures, fixtures, and facilities within or adjacent to the right-of-way, and the estimated dates and times work will occur, all of which (methods, dates, times, etc.) are subject to approval of the city administrator.

p. Proof of insurance.

*Insurance and bonds.*

a. A user must provide proof of liability insurance in the amount of \$2,000,000.00.

b. The coverage provided shall be on an "occurrence" basis and shall include coverage for personal injury, contractual liability, premises liability, medical damages, underground, explosion, and collapse hazards.

c. Each policy must include a cancellation provision in which the insurance company is required to notify the city in writing not fewer than 30 days before canceling, failing to renew, or reducing policy limits.

d. The user shall file the required certificate of insurance prior to any commencement of work. The certificate shall state the policy number; name of the insurance company; name and address of the agent or authorized representative of the insurance company; name, address and telephone number of insured; policy expiration date; and specific coverage amounts.

e. The user shall file a surety bond from a surety company authorized to do business in the State of Texas in the amount of \$15,000.00 to guarantee the restoration of the right-of-way in the event the user leaves a job site in the right-of-way unfinished, incomplete, or unsafe. Such requirement for a surety bond may be waived by the city administrator upon a showing of financial responsibility by the applicant.