

2011 Guide to Development



Purpose of the Guide to Development in Azle

The purpose of this document is to provide a quick reference for surveyors, engineers, developers, builders, and property owners who may wish to prepare land for development in the City of Azle.

Because the City codes and ordinances were designed to implement the goals of Azle's citizenry by way of their City Council representatives, it is of utmost importance that you, as builder and/or developer, become familiar with the various personnel in the departments who are here to administer those documents.

The development process in Azle is very detailed in requirements for submission, review, and approval for a development project to be completed. The detail required has evolved from the desire to preserve the quality of life as established in the adopted planning documentation, the Comprehensive Master Plan, Thoroughfare Plan, Parks Plan, Capital Improvements Plan, and others.

Use of the City of Azle Development Guide

City of Azle Staff cannot over-emphasize the importance of their interaction with the developer, builder, contractor, and the Azle citizen. City personnel must first understand your project to be able to advise you how to best proceed and how to avoid unnecessary delays or expenses.

With this guide Azle City Staff hopes to provide a single source of information to achieve the following:

- To help you work with City Staff, City Council, the Planning and Zoning Commission, and various city agencies by describing the processes involved in building and development.
- To help you fulfill all requirements for your development or building program in a timely and economical manner.
- To promote economic development and sound growth within the City.

The Purpose of Azle's Comprehensive Master Plan

Long term plans and the resulting development policies are designed to promote the health, safety, and welfare of the general public – the most important functions of local government. The Master Plan for Azle is actually the set of documents listed on page 3 with the heading "Other Documents You May Need". These plans and policies have been designed to coordinate development with the provision of city services, prevent street congestion, secure buildings, and people from unnecessary risk of fire, ensure adequate light and air, prevent the overcrowding of land, facilitate the provision of water, sewer, parks, and other public structures, retain the city's rural character while encouraging development, and preserve property values for its citizens. Because the

needs of the city are continually evolving, the documents composing the Master Plan are and must be reviewed and amended as appropriate.

Pre-Application Meetings

The Development Review Committee (DRC) meets with potential applicants by appointment. All potential applicants are encouraged to meet with city staff prior to submitting applications in order to review the application process, timing, and information submittals required. To set an appointment or submit an application, call the Planning Department (817) 444-7084.

Application

After pre-application and DRC meetings and complete submittals are accepted by the City the meeting process generally requires a minimum of six (6) weeks, if all deadlines are met. This six (6) week period includes four (4) weeks for the Planning and Zoning Commission consideration process, and an additional two (2) weeks for City Council if a rezoning or specific use permit is being requested. The Planning and Zoning or City Council can table any application to request additional information, which can lengthen the approval process. Approval may be delayed on applications that are incomplete or which change substantially after submittal. Public hearings required by state law, for applications such as re-plats, zoning, and specific use permits or city ordinance revisions, will also lengthen the process.

Land Development Terms

Zoning - The first step in development is zoning the property for its appropriate use. Zoning is the delineation of districts and the establishment of regulations governing the use, placement, spacing, and size of land and buildings. Each zoning district has a list of allowed uses and specifications for the size and type of building permitted. The zoning districts have been designed to lessen street congestion, to secure public safety from fire, to ensure adequate light and air, to prevent the overcrowding of land, and to expedite the adequate provision of transportation, water, sewer, schools, parks, and other public facilities.

Plats - The next step is platting, which subdivides a parcel of land into lots on which homes and businesses can be built. Preliminary and final plats locate the boundaries of each lot, block, street, open space, easements, dedications, etc., planned for the parcel. Platting before development ensures orderly development patterns and enables City staff to be certain that appropriate drainage, streets, water, and sewer facilities will be available when the property is developed.

Site Plans - All construction requires the submittal of a site plan. This is the document which shows the development plan for one (1) or more lots. A site plan may be submitted with a plat or following approval of a plat. Site plans include topography, drainage and other natural features, landscaping, open spaces and screening devices, means of ingress and egress, circulation, utility services, structures, signs and lighting, surrounding development, and other information as requested. The purpose of the site plan review is to ensure efficient vehicular and pedestrian circulation,

parking and loading, adequate water supply, drainage and storm water management, sanitary facilities, and other utilities and services.

Construction Plans - These drawings must be submitted with the final plat. Construction plans detail the specific location and design of public and private improvements to be installed in the subdivision or addition. The review process was created to ensure that the improvements installed will comply with all applicable City codes and ordinances.

Development Agreements - For all subdivisions or additions requiring public improvements such as streets, drainage, water, and sewer facilities, the developer must enter into an agreement with the City to delineate responsibility for construction and expenditures. These agreements include a general contractor's maintenance bond, fees to be paid, and other information required by the Subdivision Ordinance and the Design and Technical Construction Standards Manual. A copy of a Development Agreement is located at www.cityofazle.org.

Building Permits - Building permits are the written permission from the City for the construction, repair, or alteration of, or addition to a structure. These permits are issued only after drainage, water, sewer, and street facilities have been completed and accepted, in order to ensure that the underlying infrastructure is available before building begins.

Certificates of Occupancy - The final step in non-residential construction is the issuance of a Certificate of Occupancy, which allows occupancy and use of a building, and certifies that it has been constructed and will be used in compliance with all applicable municipal codes and ordinances. Residential construction requires a final inspection prior to the occupancy and use of the residence.

Other Documents You May Need

Land Use Plan and Map lists the goals and objectives that govern community development decisions in Azle, describes the future land use plan, and contains analyses of demographics and physical factors that can influence development.

Thoroughfare Plan shows existing and future roadways, sized in accordance with the City's Master Plan.

Drainage Master Plan serves as a guide to the prevention of flooding in Azle through a detailed analysis of the City's topography.

Zoning Ordinance and Map describes in detail the uses that are allowed and the design requirements of each zoning category, and includes landscaping and landscape plan submittal requirements, as well as requirements for screening and parking.

Subdivision Ordinance sets procedures and standards for land development, layout, and design of subdivisions.

Flood Plain Ordinance is adopted to promote public health, safety, and welfare by minimizing flood-related losses. It restricts uses that might contribute to floods, requires buildings that are in a location susceptible to flooding be constructed with special flood protection elements, and controls the alteration of natural features that protect against flooding.

Standard Specifications for Public Works Construction presents specific criteria for the construction of roads, drainage facilities, water and sewer facilities, sidewalks, and driveways.

Note: A fee schedule for the information listed above is inserted in the back of this booklet. Copies of these documents may be obtained in the B.J. Clark Annex in the Public Services/Planning Department or online at www.cityofazle.org.

Departments and Processes Involved in Land Development

Development Review Committee (DRC) is composed of staff members who are involved in the development process as representatives of the Planning, Building Inspection, Fire, Parks and Recreation, and Public Services (Water, Wastewater, and Streets). The Planning Department is responsible for the coordination of all new development in the City of Azle, and therefore coordinates the meeting of the DRC. Each member of the DRC reviews all new development plans based on his or her area of expertise. The DRC then meets to discuss changes they recommend for these plans. The DRC also meets with developers and property owners by appointment to discuss areas of special concern. Developers must request this appointment two weeks prior to this meeting in order to allow staff reviews of the proposal.

Development Review Committee

	<u>Phone</u>	<u>Extension</u>
City Manager	817-444-2541	241
Building Official	817-444-2541	248
Planning and Zoning Coordinator	817-444-7084	
Fire Marshall	817-444-7093	
Planning Consultant	817-444-7084	
Engineering Consultant	817-444-7084	

Planning and Zoning Commission includes seven (7) volunteer residents appointed by the City Council. The Planning and Zoning Commission makes recommendations to the City Council on cases relating to land use and development, such as rezoning and amendments to the Zoning Ordinance, Land Use Plan, and Thoroughfare Plan. This commission also acts as the Capitol Improvements Advisory Committee and makes recommendations on Capitol Improvements Projects and Impact Fees. Planning and

Zoning meetings are held on the first and third Thursday of every month. The meetings are held in the council chambers at city hall located at 613 Southeast Parkway (Highway 199). Meetings begin at 7:00 p.m. and pre-meetings begin at 6:30 p.m.

Zoning Board of Adjustment hears requests for variances and special exceptions (on a limited basis) concerning the Zoning Ordinance of the City of Azle. Variances are granted only when the resulting development will still be in harmony with the purpose and intent of the regulations and literal enforcement of the regulations will cause the property owner unnecessary hardship when developing the property. Five (5) volunteer resident members and two (2) alternates are appointed to the Zoning Board of Adjustment by the City Council. This board meets on an as needed basis, generally on the fourth Thursday of the month. Decisions of the Board are final and may only be appealed through district court. The meetings are held in the City Council chambers at City Hall located at 613 Southeast Parkway (Highway 199).

City Council of Azle has six (6) members and a mayor all elected at large. The City Council is involved in every phase of the development process. It approves ordinances, policies and procedures, including all zoning requests, specific use permits, and changes in any portion of the Comprehensive Master Plan. City Council meetings are held the first and third Tuesdays of every month. The meetings are held in the City Council chambers at City Hall located at 613 Southeast Parkway (Highway 199). Meetings begin at 7:00 p.m.

Utility Companies Serving the City of Azle

Updated November 6, 2007

Tim Dolan
TXU Energy
2502 Urban Drive
Fort Worth, TX 76106
817-624-6063
817-624-6093 FAX
Large projects and sub-divisions

AT&T Utility Coordination
1116 Houston Street Suite 1401
Fort Worth, TX 76102
Gary Tilory
817-338-6202
Penny Moore
817-338-5037

Carolyn Dimas
2501 Urban Drive
Fort Worth, TX 76106
817-624-6063
817-624-6093 FAX
Small projects

Verizon
Colleen Holden
2094 McGee Lane
Lewisville, TX 75077
972-318-3412
David Mielkey – City Rep.
972-718-3435

Tri-County Electric
Mr. David Moore
600 NW Parkway
Azle, TX 76020
817-444-3201

Charter Communication
Franchising Administration
15100 Trinity Blvd. Suite 500
Fort Worth, TX 76155
Terry Hassell – City Rep.
817-298-3532 x3306

Azle Post Office
Postmaster
409 Commerce
Azle, TX 76020
FAX 817-444-9445

ATMOS – Gas delivery
Bobby Oney – Small Developments
100 W Morningside Drive
Fort Worth, TX 76110
817-215-4986
817-215-4757 FAX
Sharon Tucker – Large Developments
940-696-7630
FAX 940-696-7609

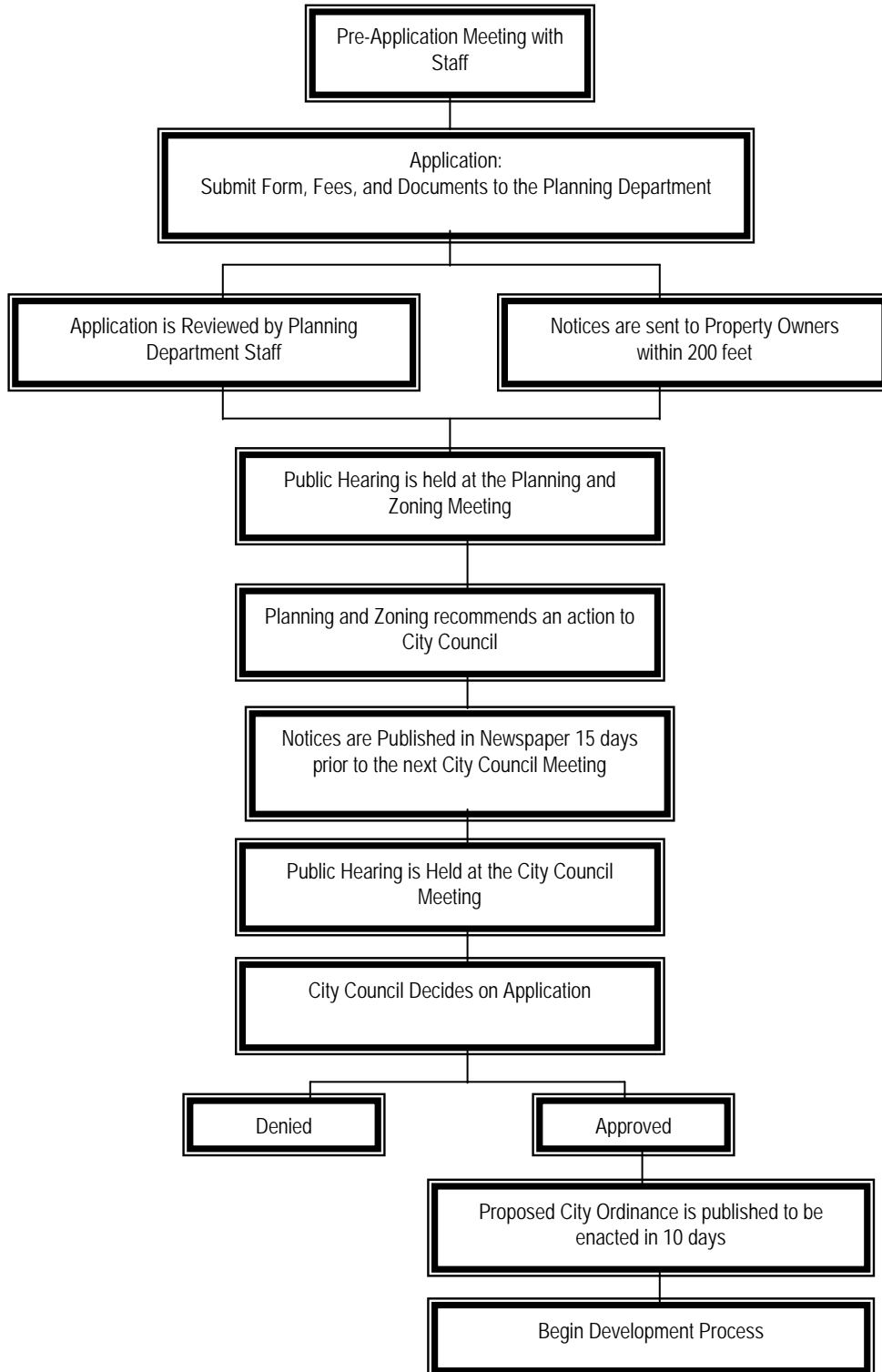
TXDOT
North Tarrant County Area Office
2501 Eules Blvd.
Eules, TX 76040
Oscar Chavez – City Rep.
817-399-4302
817-399-4343 FAX
ochavez@dot.state.tx.us

Azle ISD
300 Roe Street
Azle, TX 76020
817-444-3235

Prior to any digging or excavation call 1-800-DIGTESS (1-800-344-8377) for utility line locations. For water and sewer line locations, call 817-444-4128.

ZONING CHANGES

Specific Use Permit and Zoning Change Process



Zoning Change/Specific Use Permit Application and Approval Process

The zoning of all property within Azle is reflected on the City's current zoning map which is located in the Planning Department. The process described in this section applies when a property owner or a person who has written authorization to act for the owner wishes to change the property's zoning. In making a determination regarding a requested zoning change, the Planning and Zoning Commission and City Council consider the following factors:

1. Appropriateness of the uses permitted by the proposed change of the immediate area concerned and the relationship of the proposed uses to the general area, the Comprehensive Master Plan, and to the City as a whole.
2. Agreement of the proposed change with the City's Comprehensive Master Plan and existing or proposed plans for providing public schools, streets, water supply, sanitary sewers, and other utilities to the area.
3. The amount of vacant land currently classified for similar development in the City and any special circumstances which may make a substantial part of such vacant land unavailable for development.
4. The rate at which land in the same zoning classification has recently been developed particularly in the vicinity of the proposed change.
5. Effect on other areas designated for similar development if the proposed amendment is approved.
6. Any other factors which will substantially affect the health, safety, morals, or general welfare of the citizens of Azle.

Application

A copy of the application may be found at www.cityofazle.org. The following items must be submitted to the Planning Department.

1. A completed application form.
2. Application fee.
3. The property's legal description. (Metes and bounds if property is not platted or lot, block, and subdivision name if platted.)
4. An exhibit showing the location of the property.
5. Any drawings the applicant considers necessary to demonstrate the case for rezoning. (Drawings of the site should be to scale.)

Public Hearing Process

Public hearings prior to the Planning and Zoning Commission decision and the City Council decision are required for all zoning change cases in order to give citizens who may be affected by the proposed change an opportunity to voice their support, opposition, or other concerns. When applications are submitted, they are reviewed by the Planning Staff for completeness. At this time the staff determines how many notices of the proposed change are to be sent to all property owners within 200 feet of the property on the application. According to State law, notices must be mailed ten (10) days prior to the Planning and Zoning meeting. Meanwhile, staff prepares a report to the Planning and Zoning Commission. This report is delivered to the Planning and Zoning Commission and available to the applicant on the Friday prior to the Planning and Zoning meeting at which the case will be heard. The report is available to the public the Monday before the public hearing. After the public hearing is held at the Planning and Zoning meeting, the Commission determines their recommendation to the City Council which is based on the staff report and public input.

The updated staff report with the Planning and Zoning Commission recommendation and public response to the proposed zoning change are then made available to the public. An additional public hearing with the City Council is scheduled typically within thirty (30) working days of the initial hearing. This public hearing, by law, must be advertised in the newspaper fifteen (15) working days before it is held. The second public hearing is then conducted at a City Council meeting, after which Council makes the final decision on the request.

It is recommended that the applicants prepare a brief presentation on their proposal to be given at each public hearing. Maps, slides, and handouts are also helpful. Applicants may want to include in their presentation:

1. Present and proposed zoning or use.
2. Compatibility of proposed zoning with surrounding zoning and land uses.
3. Important physical features such as topography, roadways, or creeks.
4. A statement of the need for the proposed zoning change.
5. Descriptions that show in what ways the proposal is consistent with the City's Comprehensive Master Plan.
6. Evidence of support from adjacent landowners.

The applicant should make the presentations and it is recommended that the property owner, if different from the applicant, also be present at the hearing to answer questions, if necessary.

Required Signs

The City is responsible for placing a notification of requested zoning change/SUP sign on the property for which the change has been proposed. The sign is placed along the street frontage of the subject site prior to the public hearing at the Planning and Zoning Commission meeting.

Types of Applications

Straight Zoning Change for a District within the Zoning Ordinance

A “straight” zoning change is one which involves only a change from one type of zoning district to another type of zoning district. This does not include a request for planned development zoning or a specific use permit.

Planned Development District Zoning

A Planned Development District (PD) is a district which accommodates planned association of uses developed and operated as integral land use units by a single owner or a combination of owners. A minimum land area of two (2) acres may be designated as a PD for non-residential uses and a minimum land area of five (5) acres may be designated as a PD for residential uses. The PD ordinance designates specific designs, development standards, and combinations of uses that are unique to the site. Uses within the PD shall be measured against the standards and regulations of the base zoning district to which the use is first permitted by right. Some uses are allowed in the City of Azle only with the approval of a PD designation.

Additional information must be included with the initial application for a Planned Development District. See the zoning ordinance for detailed descriptions on what must be submitted. In brief, documents required are:

1. A Concept Plan or Detailed Site Plan as described in the zoning ordinance.
2. A written proposal describing the uses, concept, and development standards.

All plans submitted following the approval of the zoning change and concept plan must substantially comply with the concept plan. Either the concept plan or the detailed site plan must be approved at a public hearing held by the Planning and Zoning Commission and a public hearing held by the City Council. If a concept plan is submitted, public hearings held for its consideration will suffice if the concept plan and application are detailed enough to determine the appropriateness of the proposed uses. Deviation from the concept plan may require new public hearings.

Specific Use Permits

Specific Use Permits (SUP's) are approved to allow uses that with special conditions and development restrictions may be considered compatible in a district in which they are not allowed by right. SUP's are zoning map amendments. The City Council, after receiving a recommendation from the Planning and Zoning Commission, may approve the permit based on its determination that the uses requested are in general conformance with the Master Plan and objectives of the City, and that the permit contains the requirements and safeguards that are necessary to protect adjoining property. In granting an SUP, the City Council may impose conditions to which the property must comply before the building permit and/or certificate of occupancy may be issued by the Building Official.

The following must be submitted with an SUP request, as described in the zoning ordinance:

1. A separate written proposal outlining all special conditions and additional requirements for the property controlled by the SUP.
2. A site plan drawn according to the instructions for site plans. The City Planner/Administrator, Planning and Zoning Commission, or City Council may require additional information or drawings, operations data, or expert evaluation when considering the application.

If the SUP is approved, the applicant must secure a building permit or Certificate of Occupancy within six (6) months, otherwise, the SUP expires and the applicant must go through the entire process again to obtain another specific use permit, if desired. The City Council may grant a one (1) time six (6) month extension if requested prior to the expiration date.

Preliminary Plat Application and Approval Process

A preliminary plat is a proposed overall plan for developing a tract of land, created by superimposing a scale drawing of the proposed land division on a topographic map and adding other pertinent details. A preliminary plat must be prepared by a Texas Registered Civil Engineer. An approved preliminary plat is required prior to submission of a final plat.

The purpose for a preliminary plat is to allow the Planning and Zoning Commission to review the property's proposed major thoroughfares and collector street patterns, land use, environmental issues, availability of utilities, conformance to the Master Plan, and relationship to adjoining subdivisions and properties.

A preliminary plat shall include all contiguous property that is under the ownership or control of the applicant. It may contain more than one phase, but each phase must contain improvements that do not depend on future construction in order to meet City Standards.

Preliminary and final plats MAY NOT BE submitted simultaneously. No construction shall begin prior to approval of the final plat by the Planning and Zoning Commission.

The applicant is responsible for obtaining any necessary easements from electric, telephone, gas, and cable companies.

Application

A copy of the application for preliminary plat may be found at the end of this booklet. A complete application includes the application form, fee, seven (7) copies of the preliminary plat including one 8 ½" x 11" reproducible copy, and an approved drainage and utility plan. When a complete application is accepted for final review prior to the Planning and Zoning Commission to which it will be scheduled, the preliminary plat and accompanying documents are distributed to Development Review Committee (DRC) members with comments due from staff the in one (1) week. The applicant must then return revised copies along with those marked by staff to the Planning Department by Friday at noon two (2) weeks prior to the desired Planning and Zoning meeting. The DRC will review the revised documents and provide comments by Monday. This review-and-comment process will repeat until the plat is in a form that could be approved by the Planning and Zoning as submitted. Any changes or alternatives to the City's requirements must be noted on the plat, to be considered by the Planning and Zoning.

A complete preliminary plat application which is ready to be scheduled for Planning and Zoning Commission includes the application form, fee, fifteen (15) copies of the preliminary plat which conform to the Subdivision Ordinance and to Staff comments, including one 8 ½" x 11" reproducible copy and an approved Drainage and Utility Plans. If the comments and ordinance are not complied with, a letter explaining which comments or ordinance are not being complied with and the reason for non-compliance.

Approval Process

Preliminary plat applications will be scheduled for a Planning and Zoning meeting if they are in final form by Friday noon (12:00) fourteen (14) working days prior to the meeting. Based on the DRC's review, staff will prepare a report and recommendation for the Planning and Zoning Commission. A copy of this information and an agenda for the Planning and Zoning meeting at which the application will be discussed will be available to the applicant on the Friday prior to the Planning and Zoning meeting. At the meeting, the Planning and Zoning votes on a recommendation of action, either to approve the application, to deny the application, or to conditionally approve the application with changes. In the event that the Planning and Zoning votes to deny the application, the applicant must begin the application process over.

Alternatively, the Planning and Zoning may table the request and ask the applicant to make revisions and/or provide additional information on the preliminary plat. However, this may only occur based on a letter requesting such tabling action. The applicant must submit this letter at or prior to the Planning and Zoning Commission meeting. The letter should include a date specific to which the plat will be placed on the Planning and Zoning agenda. In such cases, the Planning Department must receive fourteen (14) revised copies of the document(s) at least fourteen (14) working days prior to the next Planning and Zoning meeting. Staff will provide to the applicant a copy of the staff report and recommendations, according to the review-and-comment process described above, and the approval process will begin again.

Approval of a preliminary plat is effective for one (1) year unless reviewed by the Planning and Zoning Commission in light of new or significant information which necessitates the revision of the plat. At the end of one (1) year, if no development or change in requirements which affects the plat has occurred, the Planning and Zoning Commission may, at the request of the applicant, extend its approval another year without the submission of a new preliminary plat. No filing fee is required for such extensions.

Information to Be Submitted with Preliminary Plat

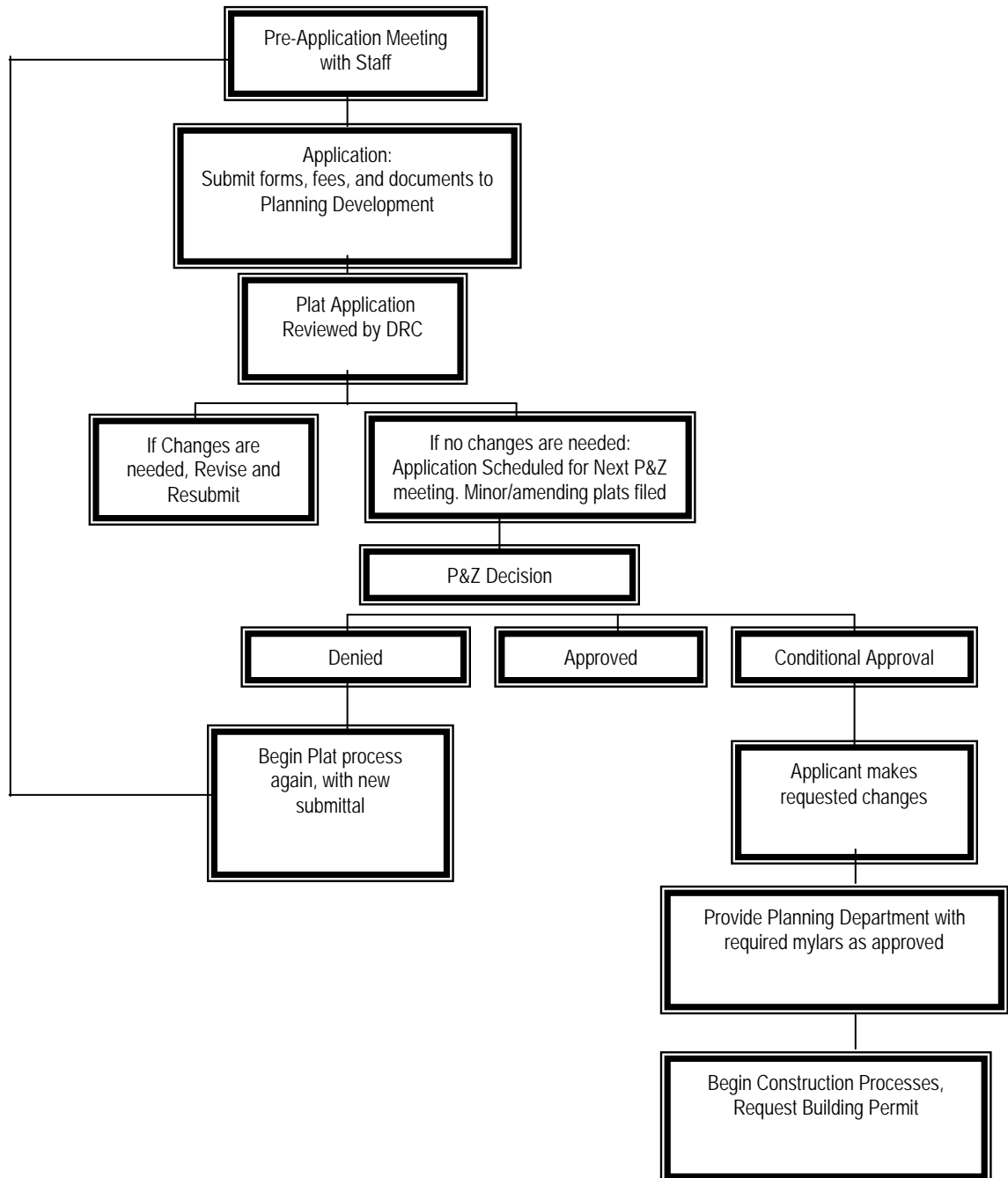
The review process will not begin until a plat that includes at least the information on the following list is submitted with a completed application form and filing fee. Preliminary plats must be prepared by a Texas Registered Surveyor/Professional Engineer and shall be drawn on 24" x 36" sheets. The scale used should be 1" = 100' or larger.

The following list of items must be included on the plat:

1. Names and addresses of the developer/sub-divider owner, engineer, and/or surveyor.
2. Proposed name of the subdivision, which shall not have the same spelling as or be pronounced similar to the name of any other subdivision located within the City of within five (5) miles of the City.
3. Names of contiguous subdivisions and the owners of contiguous parcels of un-subdivided land, and an indication of whether or not contiguous properties are replatted.
4. Description, by metes and bounds, of the subdivision.
5. Primary control points or descriptions, and ties to such control points to which all dimensions, angles, bearings, blocks, and similar data shall be referenced.
6. Subdivision boundary lines, indicated by heavy lines and the computed acreage of the sub-division.
7. The exact location, dimension, name, and description of all existing or recorded streets, alleys, reservations, easements, or other public or private right-of-ways within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries.
8. The exact location, dimensions, descriptions, and name of all existing or recorded residential lots, parks, public areas, permanent structures, and other sites within or contiguous with the sub-division.
9. The exact location, dimensions, description, and the flow line of existing water courses and drainage structures within the subdivision or on contiguous tracts.
10. Regulatory flood elevations and boundaries of flood-prone areas, including floodways.
11. The exact location, dimensions, name, and description of all proposed public or private streets, alleys, parks, and other public or private areas, reservations, easements, or other right-of-ways, blocks, lots, and other sites within the subdivision.
12. A preliminary plan for on-site sewage disposal systems, including disposal site for lands subject to flooding or sanitary sewer with grade, pipe size, and points of discharge.
13. A preliminary plan for proposed fills or other structure elevating techniques, levees, channel modifications, seawalls, and other methods to overcome flood or erosion-related hazards.

14. Date of preparation, scale of plat, and north arrow.
15. Topographical information shall include contour lines on a basis of five (5) vertical feet in terrain with a slope of six percent (6%) or more, and on a basis of two (2) vertical feet in terrain with a slope of less than six percent (6%).
16. A number or letter to identify each lot or site and each block.
17. Front building setback lines on all lots and sites; side yard building setback lines at street intersections and crosswalk ways.
18. Location of City limits line, the outer border of the City's extraterritorial jurisdiction, and zoning district boundaries, if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary.
19. Vicinity sketch or map at a scale of not more than 100 feet to an inch which shall show existing subdivisions, streets, easements, right-of-ways, parks and public facilities in the vicinity, the general sewer, water, gas, electric, and sanitary sewer connections by arrows.
20. All utility companies shall sign off on the plat prior to its submittal to the City.

Preliminary, Final, Re-plat, and Administrative Plat Process



Final Plat Application and Approval Process

A final plat is the one official and authentic map of a subdivision of land, prepared from actual field measurements and staking of all identifiable points, with the subdivision location referenced to a survey corner. All boundaries, corners, and curvatures of the land division are sufficiently described so that they can be reproduced without additional references. In accordance with the Local Government Code, Section 212.004, when the owner of a tract of land that is located within a City's limits or extra-territorial jurisdiction divides the tract into two (2) or more parts, the owner must make a final plat based on the City's development ordinances and the Local Government Code. A final plat is also required prior to building permit application, or prior to or at the time of submission of a site plan for tracts which conform to dimensions shown in current City Tax Department records but which have not been formally platted.

No plat or re-plat shall create a non-conforming use according to City regulations. If a lot or tract with existing structures is later subdivided, a site plan may be required to ensure that the subdivision of property does not create a non-conforming use.

Application

A final plat application consists of the application form, fee, original tax certificates, and seven (7) copies of the final plat, along with two (2) sets of Detailed Engineering Civil Construction Plans (when applicable). Applicable fees include all engineering fees charged to the City by the City's engineer and filing fees. When a complete application is submitted, the final plat and accompanying documents are distributed to Development Review Committee (DRC) members with comments due from staff in one (1) week. These comments and requested revisions are forwarded to the applicant. The applicant must then return revised copies along with those marked by staff to the Planning Department by Friday at noon (12:00) fifteen days prior to the desired Planning and Zoning meeting. The DRC will review the revised documents and provide comments by Monday. Any changes or alternatives to the City's requirements must be noted on the plat to be considered by the Planning and Zoning Commission. The applicant is responsible for obtaining any necessary easements from electric, telephone, gas, cable, and solid waste disposal companies. These must be on the plat when it is submitted for approval.

A complete final plat application which is ready to be scheduled for Planning and Zoning Commission includes the application form, fee, original tax certificate, and fourteen (14) copies of the final plat which conform to the Subdivision Ordinance and to Staff comments, including one (1) 8 ½" x 11" reproducible copy and also including approved Drainage and Utility Plans. If the comments and ordinance are not complied with, a letter explaining which comments or ordinance are not being complied with and the reason for non-compliance.

Final Plats

Final plat applications will be scheduled for a Planning and Zoning meeting when they are in final form. Fourteen (14) copies of the plat and two (2) copies of the set of Construction Plans are needed for the Planning and Zoning meeting.

Based on the DRC's review, staff will prepare a report and recommendation for the Planning and Zoning Commission. One (1) copy of this information and an agenda for the Planning and Zoning meeting at which the application will be discussed will be sent to the applicant prior to the meeting. The Planning and Zoning Commission will vote on a recommendation of approval, approval with conditions, or disapproval.

After the final plat is formally filed, the Commission shall approve or disapprove the final plat. If the Commission votes to deny the final plat, the applicant must submit a new final plat application reflecting the reasons for denial by the Commission to the Planning Department and start the process from the beginning.

Final File Copies

Within thirty (30) working days of the final plat's approval by the Planning and Zoning Commission, the applicant must provide to the Planning Department, one (1) full size Mylar copy and one (1) 8 1/2" x 11" reduction of the plat exactly as it was approved by the Planning and Zoning Commission. A Development Agreement for the subdivision may not be executed if Mylar copies of the approved final plat have not been received by the City.

All applications must be approved by the Planning & Zoning Commission. The review process will not begin until a plat contains at least the information on the following list is submitted with a completed application form and filing fee. Final plats must be prepared by a Texas Registered Professional Land Surveyor. The applicant must submit to the Planning Department fourteen (14) 24" x 36" copies of the plat and one (1) reproducible copy 8 1/2" x 11" in size. Construction Plans, if required, must be submitted with the final plat. When more than one (1) sheet is required to show a subdivision, a 24" x 36" index sheet must be filed showing the entire subdivision and all dedications, attests, dates, titles, and seals on one (1) sheet. The scale used should be 1" = 100" or larger.

1. Title or name of the subdivision preceded by the words "Final Plat" and to include the location of the plat by the City, County and State.
2. Subdivision boundary lines, indicated by heavy lines, a number or letter to identify each lot or site and each block, and the computed gross acreage of the subdivision.
3. Name of contiguous property owners on parcels of un-subdivided land and lot patterns and lot and block numbers and subdivision name(s) shown by dashed or dotted lines for platted property.
4. The location name and/or purpose of all lots, streets, highways, alleys, easements, emergency access easements, parks, play grounds, and other such features, with accurate dimensions given in feet and decimals of a foot and accurate bearings, showing the length of radii, deflection angles, and all curves: tangent distance and tangent bearings shall be given for each street, all such data being complete and precise enough to permit accurate location on the ground.
5. Location of all existing and proposed fire hydrants.
6. Location of all proposed security gates.

7. The boundary of the area being subdivided shall be shown in heavy lines, and shall include all necessary bearings and distances to describe the exact limits of the subdivision.
8. The location of all permanent monuments and control points in which all dimensions and bearings shall be referred.
9. Owner's certificate of deed of dedication.
10. Certification of the surveyor responsible for surveying the subdivision area and preparing the final plat.
11. Approval block in the form provided by the City of Azle Subdivision Regulations relating to final plat preparation and approval. The approval block shall have a signature line for the Planning and Zoning Chairperson and the Planning and Zoning Secretary.
12. Minimum building setback lines.
13. All existing easements on the land being subdivided and on the adjoining tracts and subdivisions.
14. If adjacent to a creek, channel, or any other form of tributary, the final plat shall establish and show on the face of the drawing, the minimum floor elevation for each tract or lot adjacent to the creek, channel, or tributary.
15. If restricted by covenants, such covenants should be attached.
16. If desired by the sub-divider and approved by the Commission, the final plat may constitute only a portion of the approved preliminary plat which he/she proposes to immediately develop. However, the configuration of the portions selected for such incremental final platting shall not affect adjacent land, whether owned by the sub-divider or others, in such a way as to render said land un-developable in accordance with its current zoning district classification.
17. A letter fully outlining any alterations from the preliminary plat approved under this Ordinance must accompany the final plat.
18. Original Tax Certificate(s) indicating taxes have been paid.
19. A copy of the plat signed by all utility companies indicating their review and any comments they have regarding the need for easements.

RE-PLATS

A re-plat replaces part or all of an officially recorded final plat. Requirements for the re-platting process are the same as the process for approval of a final plat, except that a public hearing may be required for re-platting if the previous plat has not been formally vacated. Property vacation procedure is described in Section 212.023 of Vernon's Texas Local Government Code. If the previous plat is not vacated using this procedure AND within the preceding five (5) years the area was zoned (or deed restricted) for two (2) or fewer single family residential units per lot, the following public hearing process must be used for re-plats of the property:

1. Notice must be published in the newspaper fifteen (15) days prior to the hearing.
2. Notice must be sent to all property owners within a two-hundred (200) foot radius of the property to be re-platted (within the originally filed plat of the subdivision).
3. If the re-plat is protested as described in the Subdivision Ordinance, an affirmative vote by three-fourths of all members of the municipal planning commission, or governing body, or both. For a legal protest, written instruments signed by the owners of at least twenty percent (20%) of the area of the lots or land immediately adjoining the area covered by the proposed re-plat and extending two-hundred (200) feet from that area, and within the original subdivision, must be filed with the municipal planning commission or governing body, or both, prior to the close of the public hearing.

Administrative Plats

Amending Plats

Amending plats can be filed to correct an error in real property description on part or all of an officially recorded plat. The amending plat is approved through the same review process as a final plat, except it is approved administratively. Once filed with the County it legally replaces the plat or portion of the plat that it amends. Amending plats can be filed only to correct errors specifically listed in the Subdivision Ordinance. Public hearings are not required. The approval block shall have a signature line for the City Manager and the Planning and Zoning Secretary.

Minor Plats

The Minor Plat is approved through the same review process as a final plat, except it is approved administratively by the City Manager or his/her designee. All minor plats shall meet the requirements of Texas Local Government Code Section 212.016 as amended. They may include up to four (4) lots, no more than three (3) acres of land. The property cannot require the extension of public utilities or streets. The property must have frontage on a public street and no variances to any ordinances can be requested. Public hearings are not required for minor plats. The approval block shall have a signature line for the City Manager and the Planning and Zoning Secretary.

IMPORTANT NOTICE

Letters from City Secretary and County Tax Office must be attached verifying that no liens against property exist. Your application will not be processed until this information is provided.

Development and Concept Plans

Requirements for Development Plans

Application completed and signed by the owner, lessee, or developer of the property.

Site plan showing the following:

1. Plan identified as preliminary or final development plan legibly on the drawing.
2. Location of each structure and minimum distance between structures.
3. Minimum distance between structures and the property line, street line, and/or alley line.
4. All existing structures adjacent to and within twenty-five (25) feet of all property lines.
5. Drawn to a suitable scale.
6. Proposed streets, drives, and alleys.
7. Proposed structure sites or structure lots.
8. Any proposed dedications or reservations for parks, parkways, playgrounds, utility or garbage easements, school sites, street widening, street changes, and points of ingress, egress, and egress from public streets.
9. Topographical features with contour interval of not less than two (2) feet.
10. For multi-floor structures (except single and two family structures) drawings showing elevations and/or perspectives shown.
11. Height, number of floors and exposures for access, light, and air shown.
12. Plan indicating provision, arrangement, and dimensions of off street parking and off street loading.
13. Any special traffic regulation facilities proposed or required.
14. Designation of maximum structure coverage of the site indicated on site plan.
15. Required screening or landscaping shown.

Additional Information Required

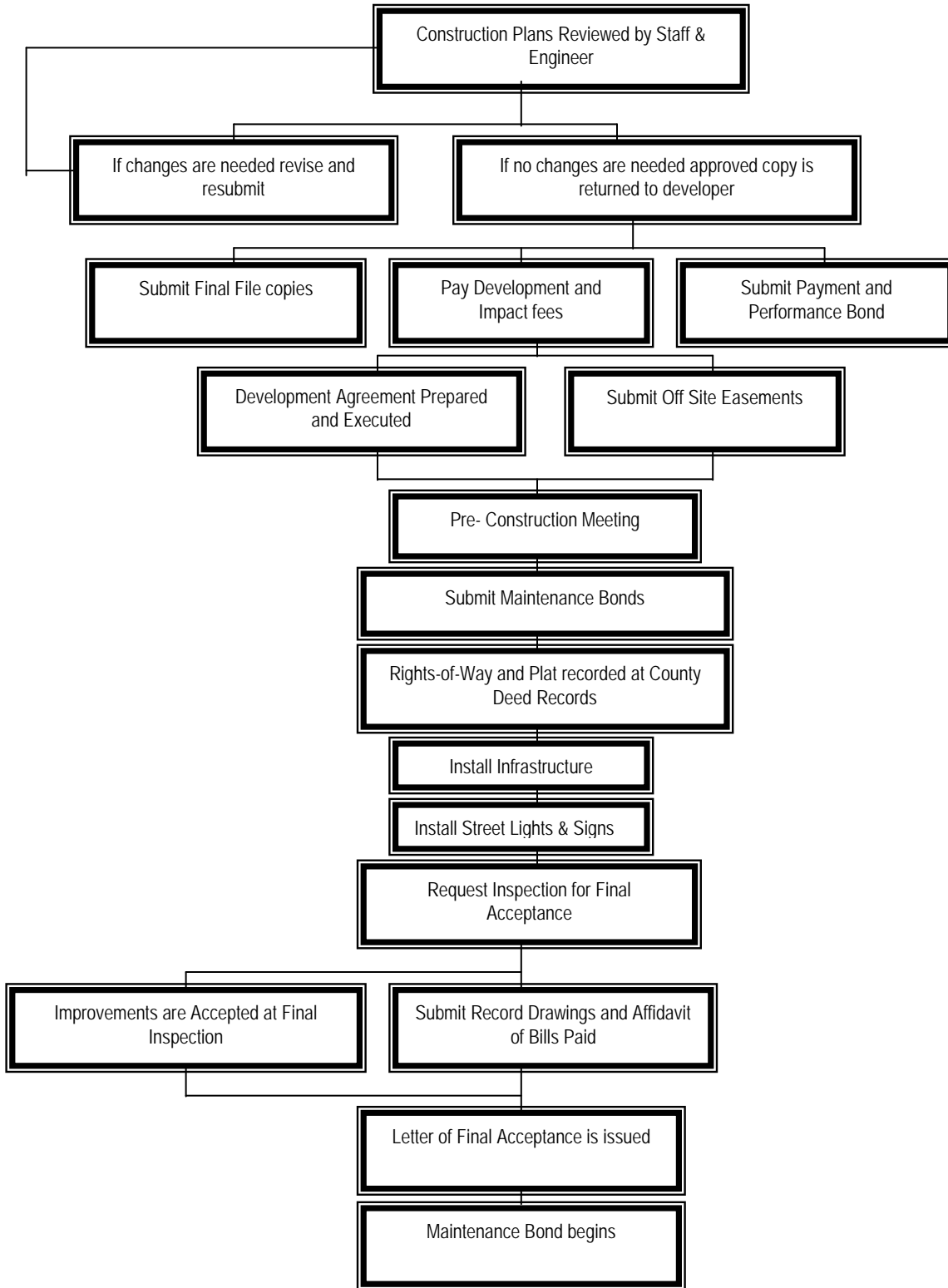
1. (Multiple type use only) Land use plan delineating specific areas to be devoted to various uses is required.
2. Graphic rendering of existing site conditions showing:
 - a. Significant natural, topographical, and physical features.
 - b. Existing contours.
 - c. Location and extent of tree cover.
 - d. Location and extent of water courses, marshes, and floodplains.
 - e. Existing drainage patterns.
3. Specific amount of park or open space area or improvements, school site(s), landscaping, greenbelt development, or other items to be dedicated or constructed for each acre of property within the development.
4. Maximum residential density, commercial, or industrial intensity.
5. Any agreements on cost sharing for over sizing utility systems, roadways, or street systems.
6. Agreement by developer to maintain all open spaces, if applicable.

Concept Plan Requirements

Whenever a development plan is required, a concept plan may be submitted for discussion purposes. A concept plan will be neither approved nor disapproved. A concept plan shall contain the following information:

1. Legal description and a survey or plat certified by a registered land surveyor, showing date, scale, north arrow, property boundary lines, dimensions.
2. Completed application indicating applicant's legal interest in the subject property.
3. Signed consent of owner, if different from applicant.
4. Zoning classification and present use of property.
5. Land use designation as contained in the Comprehensive Plan.
6. Conceptual representation of proposed use.
7. Conceptual representation of points of connection to the public right-of-way.
8. Computation of proposed number of dwelling units and the total acreage for residential use and the approximate square footage of building, by type, for non-residential use.
9. Conceptual landscaping and buffer plan.
10. Description of how essential public services, including water, sewer, drainage, and solid waste will be provided.
11. Description of any proposed grading, re-grading, or fill that is proposed on the subject site.
12. Number of parking spaces required and provided.
13. Other information the applicant and/or owner may wish to include.
14. Street address or common description of the property.
15. Vicinity map indicating the area in which the property is located.

Subdivision Construction Process



Information To Be Submitted With Subdivision Construction Plans

Three (3) complete sets of construction plans must be submitted when the final is submitted. The final plat will not be released for filing until the complete set of plans has been approved by the Public Works Director. The set of plans must conform to the requirements listed in the City of Azle Subdivision Ordinance, Design and Technical Construction Standards (DTCS) Manual, and Zoning Ordinance. A complete set of construction plans includes detailed engineering construction plans, trench safety plan, screening wall and landscaping plans, irrigation plan, and utility plans for electric, gas, telephone, and cable.

Detailed Engineering Construction Plans

Detailed engineering construction plans must be prepared as described in the DTCS Manual by a Texas Registered Professional Civil Engineer. Scale used should be 1" = 40' or 50' horizontally and 1" = 4', 5' or 10' vertically. At least the following information must be included:

1. Paving and design details of
 - a. Streets and alleys.
 - b. Culverts and bridges.
 - c. Storm sewers, water mains, and sanitary sewers.
 - d. Perimeter sidewalks.
2. Cost estimates.

Screening Wall and Landscaping Plans (if applicable)

Two (2) 24" x 36" sets of screening wall and landscaping plans must be submitted with the final plat as part of the construction plans. Plans for private park improvements, pools, and clubhouses must be submitted independently to Azle's Building Inspection Division. The review process will not begin until plans with at least the following information are submitted. Scale used must be 1" = 50' or larger.

1. Title block with name, address, and telephone number of the preparer.
2. North arrow oriented to the top or right of the sheet.
3. Date of preparation and dates of revisions, if any. (As plats are revised, add dates of revision to each submittal).
4. A typical section showing the lot, street, parkway, sidewalk, wall easement, landscaping, and screening wall.
5. Paving and design detail.
6. A typical elevation of the wall including landscaping.
7. Structural design of the wall, including column and footing design, and stamped by a structural engineer.
8. Description of maintenance provisions and an irrigation plan containing the layout and description of irrigation, sprinkler, or water systems and the placement of water sources.

9. Plan view that includes dimensions and indicates the rights-of-way (both existing and proposed), lots, screening wall easement, and the location of the screening wall(s) within the easement(s).
10. Location of required sidewalks to be constructed within and adjacent to the subdivision. Sidewalks are required along all thoroughfares and are to be located at the property line or one (1) foot from the property line. Other sidewalk locations must be approved by the Planning and Public Works Departments.
11. Location, size, and species of all trees to be preserved.
12. Location, type, and number of required trees.
13. Location, size, species, and spacing of all plant material to be used.
14. Location of all other landscaping material to be used, including paving, benches, screens, fountains, statues, earthen berms, and ponds (marked with water depth).
15. Additional landscaping amenities provided by the developer or required as part of a planned development zoning request.
16. Topography lines of the site at two (2) foot intervals.

Trench Safety Plans

For projects in which trench excavation will exceed a depth of five (5) foot, a trench safety plan that complies with all Occupational Safety and Health Administration standards and State of Texas regulations must be submitted prior to any utility construction.

Development Process Application

Construction plans must be submitted for review with the final plat and must detail the specific location and design of public improvements to be installed in the subdivision or addition. This review process was created to ensure that the improvements installed comply with all applicable City Codes and Ordinances. Three (3) sets of construction plans, including screening wall, landscaping, and irrigation plans (if applicable), and all applicable fees should be submitted to the Planning Department with any single family residential final plat and will be reviewed accordingly. The Planning Staff forwards the plans to Public Services for review. The plans must be approved before a pre-construction meeting will be scheduled.

If the Director of Public Works approves the plans, he/she will mark them approved and return one set to the developer for use during construction. If the Director does not approve the plans, he/she will mark objections on the plans and return them to the developer for correction. The developer must then provide Public Services with three (3) sets of corrected plans, and if they are acceptable, the Public Services Director will mark them approved and return one (1) set to the developer for use during construction. The approved set of construction plans will be valid for one (1) year, after which they must be approved again by the Public Services Director before their use will be allowed.

Planning and Public Services will provide preliminary approval of proposed street names, and will address the lots.

Pre-Construction Meeting

Prior to beginning construction of public works improvements, the contractor or owner will contact the City of Azle Public Services Director to schedule a pre-construction meeting. The meeting will be scheduled by the Public Services Director or his representative and must be held prior to the beginning of construction.

Required Submittals

Prior to scheduling a pre construction meeting the following must be completed:

- Development contracts submitted to the Public Services Department
- Three (3) sets of approved construction plans submitted to the Public Services Department
- Three (3) sets of material submittals submitted
- Traffic control plan submitted
- Excavation Protection Plan submitted

Types of Meetings

There are two types of pre construction meetings which are as follows:

- **Formal**
Developments with public improvements where the total value of the public improvements is over \$15,000.00 are required to have a formal pre construction meeting. A formal pre construction meeting will be held in a meeting room and will require attendance by all required personnel. In some instances, developments with a total value of public improvements under \$15,000.00 may also be required to have a formal pre construction meeting based on the opinion of the Director of Public Services.
- **Informal**
Developments with public improvements where the total value of the public improvements is under \$15,000.00 may be required to have an informal pre construction meeting. Generally, an informal pre construction meeting can be held at the site and requires an abbreviated list of attendees. Required attendees for an informal meeting will be determined by the Director of Public Services and will be based on the type, location and nature of the improvements.

Required Attendees

The attached Pre Construction List of Attendees identifies all persons required to be present at pre construction meetings unless otherwise directed. It is the responsibility of the owner/ developer to establish contact with all required attendees to see that they are present at the pre construction meeting.

Scheduling the Pre Construction Meeting

The owner/developer is responsible for scheduling the pre construction conference. The owner/developer must contact the Director of Public Services or his designee to determine a date that is satisfactory to all attendees. Normally, the Director will provide the owner/developer three (3) separate dates to choose from. The owner/ developer must select one of the dates given however, another date that is mutually agreed upon by both the Director and the owner/ developer may be selected.

Meeting Location

Formal pre construction meetings are normally held at the BJ Clark Annex building located directly behind city hall at 613 S.E. Parkway. Meetings in which a large group will be present may be held at city hall in the City Council meeting room.

Informal pre construction meetings will be held at a mutually agreed upon location chosen at the time the meeting is scheduled.

Discussion Topics

The following topics will be discussed at the pre construction meeting. Additional topics may be added as needed.

- Proposed Start Date
- Required notifications
- General review of Azle construction specifications
- Review of the status of any supplementary information/documents required by the owner/contractor
- Chain of command for both the contractor/owner and City of Azle interest
- Page by page review of the construction plans

General Notes

1. All mark ups on approved construction plans by the developer/owner/contractor or sub contractors will be made using green colored ink.
2. All mark ups on approved construction plans by the city/city's engineers/ construction inspector will be made using red colored ink.
3. Only approved, signed plans will be used on the construction site. The owner/ developer may submit additional sets of plans for signature.
4. Changes and modifications to the approved plans will require up to ten (10) days review and approval by the city staff and city engineer.
5. The owner/developer/contractor/subcontractors and all other persons performing work at the location shall familiarize themselves with the City of Azle Design Criteria Manual and must comply with its requirements to prevent delays in completion of the project.
6. The contractor must notify the inspector at least 48 hours in advance of beginning construction of the project.
7. All property owners/residents that are directly adjacent to the construction must be notified by the contractor that construction will begin at least 48 hours prior to the beginning of construction. The Director of Public Services or his/her

designee may require notification of additional property owners/residents depending on the scope, type, location, or nature of the construction.

8. If in the opinion of the Director of Public Services or his/her designee, the construction will have a regional impact including but not limited to disruption of traffic on an arterial or collector street, the contractor may be required to give longer than 48 hour notice to the project inspector so that the proposed construction may be listed in the Azle News newspaper prior to the start of construction.

Development Agreements

For all subdivisions or additions which require public improvements such as streets, drainage, water, and sewer facilities, the developer must enter into an agreement with the City to delineate responsibility for construction and expenditures. These agreements are required in order to ensure proper construction and completion of the subdivision. A Development Agreement usually contains the following elements:

1. Street and drainage participation.
2. Oversizing agreements.
3. Fee amounts- inspections, impact, parks, street signs.
4. Assurance of construction of water and sewer facilities, streets, drainage, street lights and street signs.
5. Construction phasing.
6. General contractor's performance bond amount.
7. Contractor's maintenance bond amount one-hundred percent (100%) of construction cost.
8. Stipulation of the amounts for which the developer must require the contractors to obtain public liability, bodily injury, and property damage insurance.
9. Requirement that the contractor provide workers compensation insurance in accordance with the most recent Texas Workers Compensation Commission Requirements.
10. Any off site easements required.

Construction Sequence

Detailed construction specifications can be found in the City of Azle Design and Technical Construction Standards Manual (DTCS), the Standard Specifications for Public Works Construction, and the Subdivision Ordinance. Private utilities are not to be installed until all other utility features have been installed. Construction should follow this sequence of events:

1. Begin cut and fill procedures.
2. Install water and sewer mains.
3. Install underground storm drainage facilities.
4. Complete utilities installation.
5. Install streets, curb inlets, and sidewalks.
6. Install street lights.
7. Install street signs.
8. Install screening walls, irrigation systems, and seasonal landscaping (if applicable).

9. Contact the Construction Inspection Department to schedule a final inspection.

Formal Acceptance

A contractor must be present at the final inspection and prepared to pull all manhole covers, meter lids, valve covers, and clean-out covers. The contractor must be prepared to open valves, curb stops, and fire hydrants. City Staff will conduct a final inspection after the Public Services Department is notified by the contractor that all of the following apply:

1. Infrastructure has been completed according to approved plans and specifications.
2. Street lights and regulatory signs have been installed.
3. Retesting and fire hydrant meter fees have been paid.

After final inspection, the City will formally accept ownership of water, sanitary sewer, drainage, and street facilities by issuing a Letter of Acceptance signed by the Director of Public Services to the contractor if all work has been completed as specified and the City has received the following:

1. Two (2) year one-hundred percent (100%) maintenance bond from each contractor.
2. Three (3) sets of blue line or black line construction plans and one (1) set of mylar construction plans showing the project "as built". The project engineer must sign, date, and certify that these plans show the project as it has actually been constructed.
3. Computer Aided Design (CAD) .DWG or .DXF formatted drawings (or approved equivalent) of the plat and the water and sewer layout on a 3 ½ " disk for a personal computer, submitted by the design engineer.
4. A letter stating the contractor's compliance with City of Azle regulations.
5. Affidavit of bills paid.

Issuance of Building Permit

As a general rule, the subdivision must be fully completed and accepted before any building permit is issued. An exception may be granted if all infrastructure improvements (i.e. water, sanitary sewer, drainage, paving, street lights, and regulatory signs) except the screening wall, landscaping, and irrigation system are ready for final acceptance. In such a situation, the developer may request a final inspection from the Construction Inspection Office for the infrastructure improvements. The Director of Public Services may issue a letter of acceptance on the infrastructure improvements and notify the Community Development Department of the acceptance. The Director of Community Development may then authorize the release of up to ten percent (10%) of the building permits within the subdivision upon receipt of the letter of acceptance. The Community Development Department will release the remaining ninety percent (90%) of the building permits when the screening wall, landscaping, and irrigation system are installed and accepted by the City.

Development Process Deadlines and Meetings

Submittal Date	Planning and Zoning Meeting Date
December 23, 2010	January 20, 2011
January 6, 2011	February 3, 2011
January 20, 2011	February 17, 2011
February 3, 2011	March 3, 2011
February 17, 2011	March 17, 2011
March 10, 2011	April 7, 2011
March 24, 2011	April 21, 2011
April 7, 2011	May 5, 2011
April 21, 2011	May 19, 2011
May 5, 2011	June 2, 2011
May 19, 2011	June 16, 2011
June 2, 2011	July 7, 2011
June 23, 2011	July 21, 2011
July 7, 2011	August 4, 2011
July 21, 2011	August 18, 2011
August 4, 2011	September 1, 2011
August 18, 2011	September 15, 2011
September 8, 2011	October 6, 2011
September 22, 2011	October 20, 2011
October 6, 2011	November 3, 2011
October 20, 2011	November 17, 2011
November 3, 2011	December 1, 2011
November 17, 2011	December 15, 2011
December 8, 2011	January 5, 2012
December 22, 2011	January 19, 2012

Development-Related Fee Schedule

Rezoning:	\$425.00
Re-plats, Amending Plats, Minor Plats:	\$325.00 per application plus \$5.00 per lot or \$10.00 per acre whichever is greater, plus filing fees
Preliminary Plats:	\$250.00 per application plus \$5.00 per lot or \$10.00 per acre whichever is greater
Final Plats:	\$325.00 per application plus \$5.00 per lot or \$10.00 per acre whichever is greater, plus filing fees
Planned Development	\$1,000.00 per application plus \$5.00 per lot or \$10.00 per acre whichever is greater
Specific Use Permit	\$425.00
Variance	\$250.00
Certificate of Occupancy Permit:	\$40.00
Right-of -Way or Easement Vacation:	No Fee

Note: Parker County requires the mylar to be 18" X 24" in size.

Construction Fees

Water and Sewer Inspection	4% of construction costs
Street and Drainage Inspection	4% of construction costs

Engineering Fees

The City shall collect from all applicants for plat approval and commercial building permits, prior to final approval of any such plat and/or prior to the issuance of any such building permit, all expenses incurred by the City in connection with the review of such plans by the engineering consultants of the City.

Water and Wastewater Impact Fee Schedule

Meter Size	Water Impact Fee	Wastewater Impact Fee
¾" x 5/8"	\$1,200.00	\$1,140.00
1"	\$2,004.00	\$1,904.00
1 ¼"	\$3,324.00	\$3,158.00
1 ½"	\$3,996.00	\$3,796.00
2"	\$6,396.00	\$6,076.00
3"	\$12,000.00	\$11,400.00
4"	\$20,004.00	\$19,004.00
6"	\$39,996.00	\$37,996.00
8"	\$63,996.00	\$60,796.00
10"	\$92,004.00	\$87,404.00

Water and Wastewater Tap Fees

Water Tap Fee (¾" x 5/8")	\$690.00
Wastewater Tap Fee (4")	\$450.00
All other taps sizes	Actual Cost