



# Development Plan Process Subdivisions

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## Getting Started

Prior to beginning a new subdivision project, the applicant should insure the subject property is properly zoned and no variances are required to zoning, subdivision, or development regulations, or if a zoning change or variance is required.

When the applicant has determined that all necessary zoning and/or variance approvals have been secured, a Development Application must be submitted to the City Clerk for approval prior to commencing design and/or construction of a proposed development project.

This document serves as a general guide and checklist for developers to use when planning a new subdivision. Please make sure that you review all of the checklists provided on the City of Van Alstyne website ([www.cityofvanalstyne.us](http://www.cityofvanalstyne.us)) for specific requirements for each stage of development.

## Project Contact

Each applicant must designate a single individual who will act as the primary contact person for City staff during the Development Review process. This person's name and contact information must be provided on all required application forms.

## Submittal Deadlines

Submissions are due 20 days before the Planning and Zoning Commission Meeting during which you would like to have your plans (preliminary plat, final plat, etc.) considered.

## Planning and Zoning Commission Meetings

The Planning and Zoning Commission generally meets on the third Wednesday of each month at 6:30 PM at the Community Center, 262 N. Preston Street, Van Alstyne, TX, 75495. The project contact is required to attend the Planning and Zoning Commission meeting at which the project is to be considered.

## Pre-Application Process

Subdivider of property shall:

1. Consult early and informally with the Zoning Administrator
2. Avail himself of the advice and assistance of the Zoning Administrator
3. For property located outside the corporate limits of the City of Van Alstyne but within its extraterritorial jurisdiction, consult with the Zoning Administrator or his designated appointee in relation to those requirements established by the County for the property located outside the corporate limits of the City of Van Alstyne.

The Zoning Administrator shall:

1. Informally confer with Subdivider.
2. Advise and assist the Subdivider in procedure for approval of plats and on regulations and policies of the City regarding development either within the corporate limits of the City or its extraterritorial jurisdiction.

## Preliminary Plat Submittal

The Preliminary Plat must conform to the standards outlined in the Preliminary Plat Checklist, provided on the City of Van Alstyne website. Once the developer has determined that plans have been designed in accordance to the Checklist, the plans may be submitted according to the regulations listed below.

Subdivider shall submit to the City of Van Alstyne no later than twenty (20) days prior to the Commission meeting at which it is to be considered:

1. Filing Fee

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## Preliminary Plat Submittal Continued

2. Ten (10) copies of plat stamped "Preliminary Plat"
3. Ten (10) copies of a letter of transmittal, stating briefly the type of street surfacing, drainage, sanitary facilities, and water supply proposed, and the name and address of the owner or agent, engineer, and surveyor.
4. Supplementary materials as applicable in other sections of these regulations

## Preliminary Plat Approval Process

If the complete Preliminary Plat package is submitted before the deadline, the review process will begin. For a Preliminary Plat, the following approval process will occur:

The Zoning Administrator shall:

1. Conduct a study of plats and materials submitted.
2. Request written reports from departments and utilities if deemed necessary.
3. Make available plats and reports to the Planning and Zoning Commission for review.
4. Consult with the City's consulting engineer, Subdivider's engineer, private utility companies, and school district.
5. Schedule preliminary review with the Subdivider.

The Planning and Zoning Commission shall:

1. Act within thirty (30) days after the filing of the preliminary plat.
2. Submit one of the following recommendations to the City Council:
  - a. Approve
  - b. Approve with Conditions
  - c. Disapprove
3. Make notes on two (2) copies of preliminary plat as to action taken.

The City Council shall, within thirty (30) days after the Planning and Zoning Commission has submitted its recommendation, conclude one of the following:

1. Preliminary plat approved.
2. Preliminary plat approved with conditions.
3. Preliminary plat not approved but may be returned for further consideration by the Planning and Zoning Commission.
4. Preliminary plat not approved. The developer may prepare a new concept and resubmit.

## Conditions for Preliminary Plat Approval

Conditional approval shall be considered to be the approval of a plat or replat until such conditions are complied with. All objections made to the preliminary plat, or conditions imposed, shall be furnished to the Subdivider in writing. If no decision is rendered by the Commission within the thirty (30) day period described above, or such longer period as may have been agreed to by the Subdivider and the Commission, the preliminary plat, as submitted, shall be deemed recommended for approval by the City Council.

Approval of the preliminary plat shall be deemed an expression of approval of the layout only and shall not constitute acceptance of the final plat.

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## Conditions for Preliminary Plat Approval Continued

Preliminary approval will expire six (6) months after the approval by the City Council of the preliminary plat or sections thereof. The Subdivider may apply in writing for an extension prior to the end of such six (6) month period. This period may be extended for six (6) months but not beyond a total of one (1) year.

## Final Plat Submittal

Once the Preliminary Plat has been approved, the developer may move on to the Final Plat stage. The Final Plat must conform to the standards outlined in the Final Plat Checklist, provided on the City of Van Alstyne website. Once the developer has determined that plans have been designed in accordance to the Checklist, the plans may be submitted according to the regulations listed below.

Subdivider shall:

1. Conform to the preliminary plat as approved
2. Incorporate all changes, directions, and additions imposed by the City.
3. Submit to the City of Van Alstyne no later than twenty (20) days prior to the Commission meeting at which it is to be considered
  - a. Three (3) sets of detailed plans signed by a Registered Professional Engineer showing details of streets, alleys, culverts, bridges, storm sewers, water mains, sanitary sewers and other engineering details
  - b. Ten (10) copies and one (1) sepia of the final plat with all conditional changes and proper signatures, prepared and signed by a Registered Public Surveyor.

## Final Plat Approval Process

If the complete Final Plat package is submitted before the deadline, the review process will begin. For a Final Plat, the following approval process will occur:

The Zoning Administrator shall:

1. Make a study of the plats, engineering plans and reports, and submit plans to the City Consulting Engineer for written recommendation.
2. Request written reports from departments and utilities if deemed necessary.
3. Make available plats and reports to Planning and Zoning Commission for review.

The Planning and Zoning Commission shall:

1. Act with thirty (30) days after the submittal of the final plat and engineering plan.
2. Submit one of the following recommendations to the City Council:
  - a. Approve
  - b. Approve with Conditions
  - c. Disapprove
3. Make notes on two (2) copies of the final plat as to action taken.

The City Council shall, within thirty (30) days after the Planning and Zoning Commission has submitted its recommendation, conclude one of the following:

1. Final plat approved
2. Final plat approved with conditions
3. Final plat not approved but may be returned for further consideration by the Planning and Zoning Commission
4. Final plat not approved

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## Conditions of Final Plat Approval

No final plat shall be filed unless and until all requirements of the subdivision regulations have been complied with and until such stipulations as may be set by the City Council have been met. At the discretion of the City Council, recommendation of approval for a final plat may be deferred to the Planning and Zoning Commission where the tract of land is to be subdivided to affect no more than one (1) lot.

Final approval will expire in six (6) months after approval by the City Council unless the plat has been filed for record. The Subdivider may apply in writing prior to the end of such six (6) month period for an extension. This period may, at the discretion of the City Council, be extended but not beyond a total of two (2) years.

## Approved Plans

Once the Final Plat has been approved, The City Secretary shall, within thirty (30) days after City Council Approval:

1. Take action on plats as follows:
  - a. For plats located within the corporate limits of the City of Van Alstyne, review the file plat for proper signature and approval, and record at the County Clerk's office
  - b. For plats located outside the corporate limits of the City of Van Alstyne but within its extraterritorial jurisdiction, review the final plat for proper signature and approval, and forward copies to the County Judge for action and approval by the Commissioner's Court prior to recording at the County Clerk's office.
2. Retain three (3) copies of plat recorded in the County Records for the City files.
3. Distribute copies as directed.

Subdivider shall:

1. Direct his engineer to design, stake and supervise the construction (to be inspected by the city) of facilities in accordance with approved plans and specifications and these regulations.
2. Direct his contractor(s) to construct all improvements as identified in the approved engineering plans and to provide the City of Van Alstyne a two (2) year maintenance bond in the amount of 100 (100%) percent of the contract price, along with three (3) blue line sets and one (1) sepia set of "AS-BUILT" plans, checked and corrected by the Engineer.

The Zoning Administrator shall, upon completion of said improvements and compliance with these regulations, receive and cause the project to be considered for acceptance by the City Council for approval by the City of Van Alstyne, including the title, use, and maintenance of the improvements.