



APPLICATION TO THE
CITY OF GRANBURY
PLANNING & ZONING COMMISSION
FOR

PRE-APPLICATION PROPOSAL

AS AUTHORIZED BY THE GRANBURY SUBDIVISION ORDINANCE
(AMENDED ORD. NO. 07-233) & AS AUTHORIZED BY
THE TEXAS LOCAL GOVERNMENT CODE, CHAPTER 212

CITY OF GRANBURY, TEXAS

City of Granbury

Processing Procedures for a Pre-Application Proposal

Submittal Requirements: The pre-application proposal shall be prepared in accordance with the City of Granbury Subdivision Ordinance. The pre-application proposal shall clearly state the ‘type’ of plat application in the title block (i.e., Replat, Minor Plat, Amending Plat, Preliminary Plat, Final Plat, Development Plat, etc.) All proposed developments shall be in accordance with that property’s zoning district regulations and the City of Granbury’s Subdivision Ordinance. **The subdivider shall submit a completed application form with the property owner’s signature on the pre-application proposal, pay the review fee and include all pertinent information for each plat type, on 25 blue/black line copies (18” x 24”), folded to 8 1/2" by 11", and a digital copy in JPG or PDF form of the plat drawing to the Community Development Department.** The submittal shall also include one reduced 8 1/2" x 11" copy of the plat drawing. It shall be the applicant’s responsibility to coordinate with appropriate utility companies for placement of utility easements. Applications must be submitted to the Community Development Department, City of Granbury, 116 West Bridge Street, Granbury, Texas 76048, by 5:00 p.m. on the deadline as shown on the Planning & Zoning calendar. The Planning & Zoning Commission meets on the 3rd Monday of each month, at 6:00 P.M., in the Council Chambers of City Hall.

Application Fee: The Pre-Application Proposal fee includes **both the staff review fee and appropriate engineering review fee** based on the type of plat submitted. Both fees are included below.

| | | |
|--------------------------------|--------------------------------|--------------------------------|
| Staff Review | All Plats | \$100 |
| Engineering Review Fees | Preliminary/Development | \$600 plus \$25 per lot |
| | Final/Minor | \$600 plus \$25 per lot |
| | Replat/Amending | \$400 plus \$25 per lot |
| | Vacating | \$400 plus \$25 per lot |

Both fees are required in order for a Pre-Application Proposal to be considered complete and reviewed by staff. These fees do not include the formal plat application fee required for placement on the public hearing agenda. All application fees are not refundable to the owner/applicant regardless of the action taken on the Plat by the Planning & Zoning Commission.

Completeness of Submission: The pre-application proposal shall not be reviewed unless the application fee is paid and the necessary information, drawings, plans and attachments are deemed complete for staff review. Failure to provide any necessary material by the deadlines indicated may result in the delay or denial of the pre-application proposal.

Processing: The Community Development Department will set up a Development Review Committee (DRC) for their review and comments. If there are any changes to be made to the pre-application proposal, these comments will be summarized after the DRC meeting and faxed to the applicant after the DRC Meeting.

The revised drawing, additional information requested and a response letter addressing the DRC comments must be submitted by 5:00 P.M. on the DRC Comment Deadline as shown on the Planning & Zoning Calendar. If all requirements are completed and corrections made, a plat application may be filed (with fees paid) and the P&Z shall act on the Plat at the regularly scheduled meeting. Failure to attend the regularly scheduled meeting may result in the item being either tabled or denied.

If you are extending/adding water, sewer, streets, sidewalks and/or storm drainage, you must have a Public Improvements Agreement executed before Plat approval. If any additional engineering information is required as part of the plat submittal, the developer will be required to pay appropriate engineering review fees as defined in the adopted fee schedule. Engineering fees are required to be paid by the DRC Comment Deadline.

City of Granbury
Application for a Pre-Application Proposal

Name of Applicant: _____ Date Received by City: _____ Fee: _____

Name of Subdivision: _____

Legal Description: (Previously Unplatted property) _____ acres
 Tract(s) _____ out of the _____ Survey, Abstract # _____,

Being platted as:
 Lot(s) _____, Block(s) _____ of the _____ addition to the City of Granbury. (include the phase number, if any).

Please check the type of Plat application to be reviewed under the pre-application proposal submittal:
 Preliminary Plat Final Plat Replat Development Plat Minor Plat Amending Plat Vacating Plat

Pre-Application or Project Scoping Meeting

The undersigned are the owner(s) or authorized agent(s) of the owner(s) of a tract of land located within the City of Granbury or its Extra-Territorial Jurisdiction (ETJ), more particularly described above. The undersigned requested to meet with City representatives on the date noted above for the sole purpose of obtaining information from the City about the development process. The undersigned does not intend this meeting and the information presented at the meeting to constitute the filing of a plan for development for the subject tract or a platting, zoning or other permit application as set forth in the Tex. Local Government Code 245.002(a-1) or for any statutory review deadlines to commence at this time. The undersigned owners understand and agree that a separate application process on forms provided by the City and payment of fees are required to process a plan for development.

| Owner: | | Developer: | |
|---|---------------------|-------------------------------------|---------------------|
| <i>(Signature) I hereby certify all information is true and correct</i> | | <i>(Signature)</i> | |
| <i>(Printed name)</i> | | <i>(Printed name)</i> | |
| <i>(Company name)</i> | | <i>(Company name)</i> | |
| <i>(Street Address)</i> | | <i>(Street Address)</i> | |
| <i>(City, state & zip code)</i> | | <i>(City, state & zip code)</i> | |
| <i>Telephone number)</i> | <i>(FAX number)</i> | <i>Telephone number)</i> | <i>(FAX number)</i> |

| Surveyor: | | Land Planner / Engineer | |
|-------------------------------------|---------------------|-------------------------------------|---------------------|
| <i>(Signature)</i> | | <i>(Signature)</i> | |
| <i>(Printed name)</i> | | <i>(Printed name)</i> | |
| <i>(Company name)</i> | | <i>(Company name)</i> | |
| <i>(Street Address)</i> | | <i>(Street Address)</i> | |
| <i>(City, state & zip code)</i> | | <i>(City, state & zip code)</i> | |
| <i>Telephone number)</i> | <i>(FAX number)</i> | <i>Telephone number)</i> | <i>(FAX number)</i> |