



City of Friendswood – Community Development

910 S. Friendswood Drive
Friendswood, TX 77546
Phone: 281-996-3201 Fax: 281-996-3260
ww.ci.friendswood.tx.us

APPLICATION FOR REVIEW OF MASTER PLAN

CURRENT ZONE OF PROPERTY: _____

PROPERTY IDENTIFICATION:

Proposed Subdivision Name: _____

Acres: _____ Sections: _____ Lots: _____ Reserves: _____

Unplatted Land – Attach a certified metes and bounds description

OWNER NAME: _____ Phone: _____

Owner's Mailing Address: _____

City: _____ State: _____ Zip: _____ Fax: _____

Owner's Email Address: _____

AGENT'S NAME : _____ Phone: _____

Agent's Mailing Address: _____

City: _____ State: _____ Zip: _____ Fax: _____

Agent's Email Address: _____

SUBMITTAL REQUIREMENTS: See checklist on Page 2 for details.

- Plans shall be scaled and printed to fit 24" x 36" pages; folded sheets

In authorizing an agent to represent the owner, the owner attests that his/her agent may make verbal or written representations and/or declarations on the owner's behalf and the owner understands and acknowledges that the City of Friendswood shall rely upon the agent's representations in matters pertaining to the above-described property.

The undersigned hereby request approval by the City Council on the above identified zone change.

Owner's Signature: _____ Date: _____

Agent's Signature: _____ Date: _____

Received By: _____ Application Number: _____
Received Date: _____
Application Fee \$200.00 Receipt Number: _____

MASTER PLAN CHECKLIST

Developer shall attend a Development Review Committee meeting prior to the submission of a Master Plan.

The master plan shall be submitted to the planning department with the following:

- (1) Completed application.
- (2) Review fees (non-refundable).
- (3) Overall map of total property, showing blocks, lots, reserves, street layouts, etc. **5 copies**
- (4) Stormwater drainage overlay or plan view with existing topographic contours, areas to be filled, if any, and drainage areas outlined, major drainageways, etc. **2 copies**
- (5) Wastewater overlay or plan view indicating the proposed ultimate capacity needs. **2 copies**
- (6) Water main overlay or plan view indicating the proposed ultimate capacity needs. **2 copies**
- (7) Tree preservation, mitigation, and maintenance plan.
- (8) Traffic study, if required per the Design Criteria Manual.
- (9) Original boundary and topographic data shall be certified by a registered professional land surveyor. Also, any area to be filled will be shown, with approximate proposed elevations.
- (10) The number of copies of the plat specified on the application and accompanying documents shall be submitted concurrently to the office of the city planner or designee in the planning department via hand delivery, mail or courier. The cover of the submittal package shall be properly addressed to the attention of the "City of Friendswood Planning Department", clearly labeled with the type of submittal, and include the name of the applicant. The city will not be responsible for submittals that are not addressed and labeled with the correct information.
- (11) The appropriate city department may waive one or more of the above items it deems unnecessary due to the size of the parcel, the number of lots being created, the proposed use and the adequacy of existing infrastructure servicing the location.

The master plan shall be subject to approval by the planning and zoning commission in concept only.

The master plan shall expire after two years from the date of submittal, unless one of the following occur:

- (1) An application for a permit (including a plat) necessary to begin or continue towards completion of the project is submitted;
- (2) Costs have been incurred for developing the project including, without limitation, costs associated with roadway, utility, and other infrastructure facilities designed to serve, in whole or in part, the project (but exclusive of land acquisition) in the aggregate amount of five percent of the most recent appraised market value of the real property on which the project is located; or
- (3) Fiscal security is posted to ensure performance of an obligation required by the regulatory agency.

All master plans that are associated with planned unit developments ("PUDs") are also subject to the requirements in the zoning ordinance.