COMMUNITY DEVELOPMENT
Planning

CITY OF SUGAR LAND

Official Policies and Procedures for Development Review

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Jim Callaway, Director of Community Development

Douglas P. Schomburg, AICP, City Planner

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I. Introduction & Pre-Development Meetings

The purpose of this document is to establish the procedures and requirements for the submittal, review and action by City staff, Planning and Zoning Commission, and City Council of the subdivision and development of land in the City of Sugar Land and its extraterritorial jurisdiction (ETJ) as authorized under the Development Code of the City of Sugar Land. These procedures shall be followed by all applicants involved in submittal of subdivision plats, general land plans, public infrastructure construction plans, site plans, rezonings, and conditional use permits (CUP).

Any general plan, plat, site plan package, public infrastructure plans, traffic impact analysis, or development related submittals shall be turned in with the appropriate application form to the Permits and Inspections office at the 1st Floor of City Hall, 2700 Town Center Boulevard North, Sugar Land, Tx. 77479. Payment for the specific item shall be made to the Treasury Department at the 1st Floor of City Hall. Treasury will validate payment of the fee on the application. The submittals will then be routed to the Development Review Coordinators for processing to the appropriate departments. The Planning Department can be contacted at (281) 275-2218 or at planning@sugarlandtx.gov and the Engineering Department at (281) 275-2780. A current fee schedule is included as Exhibit F of these Policies and Procedures.

The Development Review Committee (DRC) is the internal review staff committee that reviews the above submittals for compliance with these policies and City Codes. The DRC currently consists of staff from Planning, Permits and Inspections, Engineering, Public Works, Utilities, Fire, and Parks. A weekly meeting is held on each Thursday at City Hall to discuss all the projects which is co-chaired by the City Planner and City Engineer's representative. Applicants will be contacted to come to the meetings when any major comments for a project are finalized.

City staff encourages applicants to schedule pre-development meetings, which are held during DRC meetings on Thursdays. DRC staff are present for pre-development meetings. Applicants are given the opportunity to present their project to City staff, and then City staff will provide feedback to applicants on the project. These meetings can clarify submittal expectations and specific Code requirements.

II. Rezonings and Conditional Use Permits

The City of Sugar Land regulates land use through zoning, which was adopted soon after the City's incorporation in 1959. Current zoning regulations are included as Chapter 2 in the City's Development Code which was adopted in 1997 and has been amended from time to time since then. A copy of the City's zoning ordinance (Development Code) is available on the City's website at www.sugarlandtx.gov.

Zoning: The division of a community into districts, or zones, with different rules for different districts. Within each district, local governments typically regulate the use of land or buildings, the intensity of that use (regulated by lot size, height limits, and, in some cases, direct regulation of intensity through floor-area ratios or limits on the number of dwelling units per area), and height and bulk, or extent, of that use (regulated both directly and indirectly, through requirements that portions of the lot be maintained for yards or setbacks).[1]

Primary Zoning Districts

Abbreviated Designation	District Name
R-1E	Residential Estate
R-1	Standard Single-Family Residential
R-1R	Restricted Single-Family Residential
HR-1	Hill Area Residential
R-1Z	Zero Lot Line Single-Family Residential
R-2	Two-Family Residential
R-3	Townhouse Residential
R-4	Multi-Family Residential
B-O	Business Office
B-1	Neighborhood Business
B-2	General Business
M-1	Restricted Industrial
M-2	General Industrial
MUC	Mixed Use Conservation District
BR	Brazos River Park and Conservation Zoning District

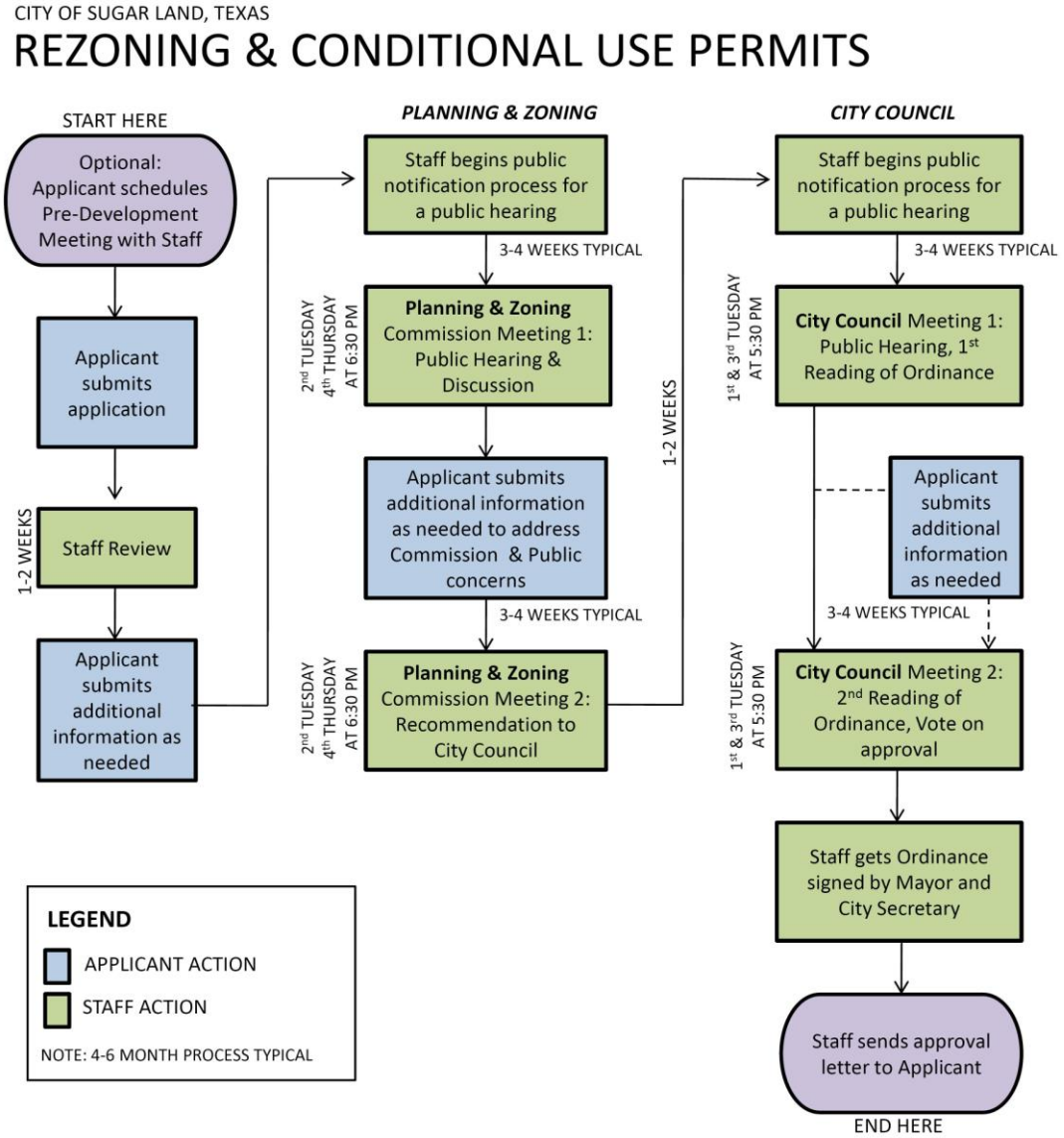
Official Zoning Map: The location and boundaries of the various zoning districts are shown on the official zoning map. The Planning Department is responsible for custody and maintenance of the map. The provisions of an ordinance establishing a district, amending a district classification, amending a district boundary, or granting a conditional use permit, controls over any conflicting information shown on the official zoning map. Sugar Land's zoning map is available online at http://www.sugarlandtx.gov/sugarland/gis/index.asp.

Land Use Matrix: The Land Use Matrix defines which uses are permitted in each zoning district. The Land Use Matrix is based on business activities as contained in the 1987 Standard Industrial Classification (SIC) Manual, published by the Executive Office of the President, OMB. Some land

[1] Eric Damian Kelly and Barbara Becker, *Community Planning: An Introduction to the Comprehensive Plan* (Washington, D.C.: Island Press, 2000), 203.

uses included in the Matrix are not found in the SIC, and are, where necessary, defined by the Development Code. Land and structures in each zoning district may only be used for the listed uses specified as a permitted use in that district as shown in the Land Use Matrix. Land and Structures in each zoning district may not be used for a use that is shown as a prohibited use in that district in the Land Use Matrix. Wherever the Land Use Matrix shows that a use is allowed in a district with a conditional use permit, land and Structures in that district may not be devoted to that use unless a conditional use permit for the use has been granted as provided in the zoning regulations. A copy of the entire Land Use Matrix or a copy of the portion applicable in the commercial zoning districts is available online at http://www.sugarlandtx.gov/community_dev/planning/index.asp.

Conditional Use Permit (CUP): A Conditional Use Permit is a zoning permit that is granted to operate certain types of businesses in a specific zoning district. A CUP must be approved by the Planning & Zoning Commission, and the City Council before the business in question can legally operate within the city. This process takes approximately four to six months. CUP requirements and regulations can be found in Chapter Two (Zoning) under Article I.



III. Plats and General Plans

A. MEETING DATES

The Planning and Zoning Commission is the final authority for platting per Chapter 5 of the Development Code, unless a subdivision variance is sought, requiring the approval of City Council. The Commission makes recommendations to the Council for General Plans, and the Council is the final authority in the approval of General Plans. The Planning and Zoning Commission meets twice a month on the second Tuesday and fourth Thursday at 6:30 p.m. (with the exception of no Thursday meetings in November and December due to holidays). The City Council takes action on Planning items at their meetings twice a month on the first and third Tuesday at 5:30 p.m.

B. SUBMITTAL DATES and REVIEW SCHEDULE

NOTE: Flow charts demonstrating the review and approval processes for these submittals are on the following pages:

General Plans, pg. 7
Plats (Preliminary, Final , Short Form Final), pg. 8
Administrative Plats (Minor, Amending), pg. 9

1. Submittal dates are on the first and third Monday of the month for plats with a deadline of 3:00 p.m. Staff will review application packets for completeness. If incomplete, notification will be provided within 48 hours of submittal.

2. After staff has determined the application packet is complete, staff will review submittals for compliance with all applicable codes and regulations. Anticipated staff review times are as for plats are included in the flow charts on pages 8-9. Review time for General Land Plans is approximately 45 working days.

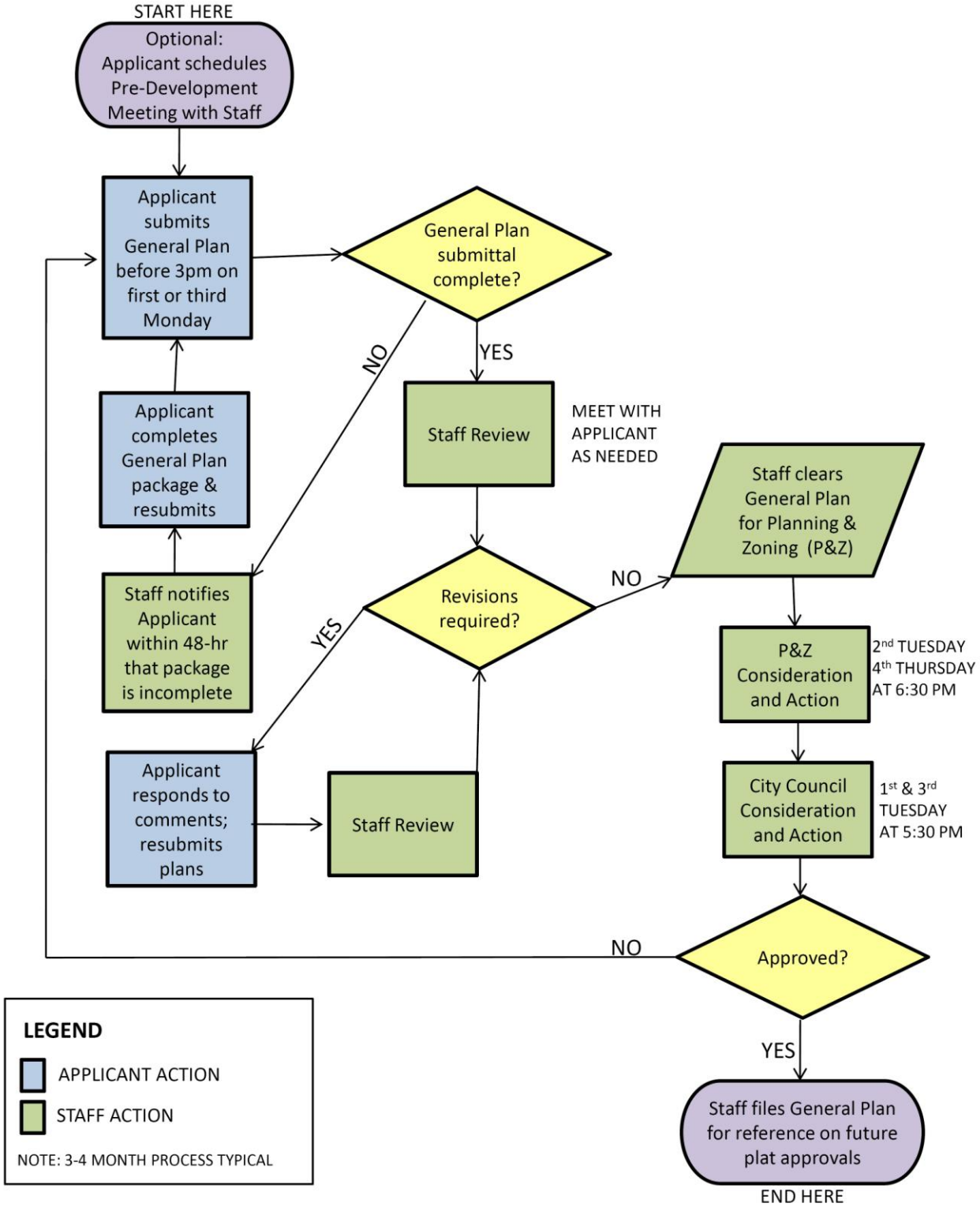
3. After review, staff prepares written comments. Prior to comment letters being sent out, staff invites the applicants to the weekly Development Review Committee (DRC) meeting (held on Thursdays) to allow for open communication and where comments from the reviewing Departments are discussed. Written comments are then sent to the applicant by Friday of the meeting week.

4. Once the applicant has resubmitted a plat or plan that addresses and satisfies all staff comments, the plat shall be "filed" and placed on the next available Planning and Zoning Commission meeting agenda. Administrative Plats (Minor and Amending) do not go to the Commission. The plats are reviewed for all technical requirements by staff, comments are addressed in a revised package submitted by the applicant, and a recordation package can then be sent to the City for signatures prior to recordation.

5. The 30 day statutory review period for plats commences on the date the plat is certified as "filed." *All staff comments must be addressed and the plat stamped "CLEARED FOR PLANNING & ZONING COMMISSION".*

CITY OF SUGAR LAND, TEXAS

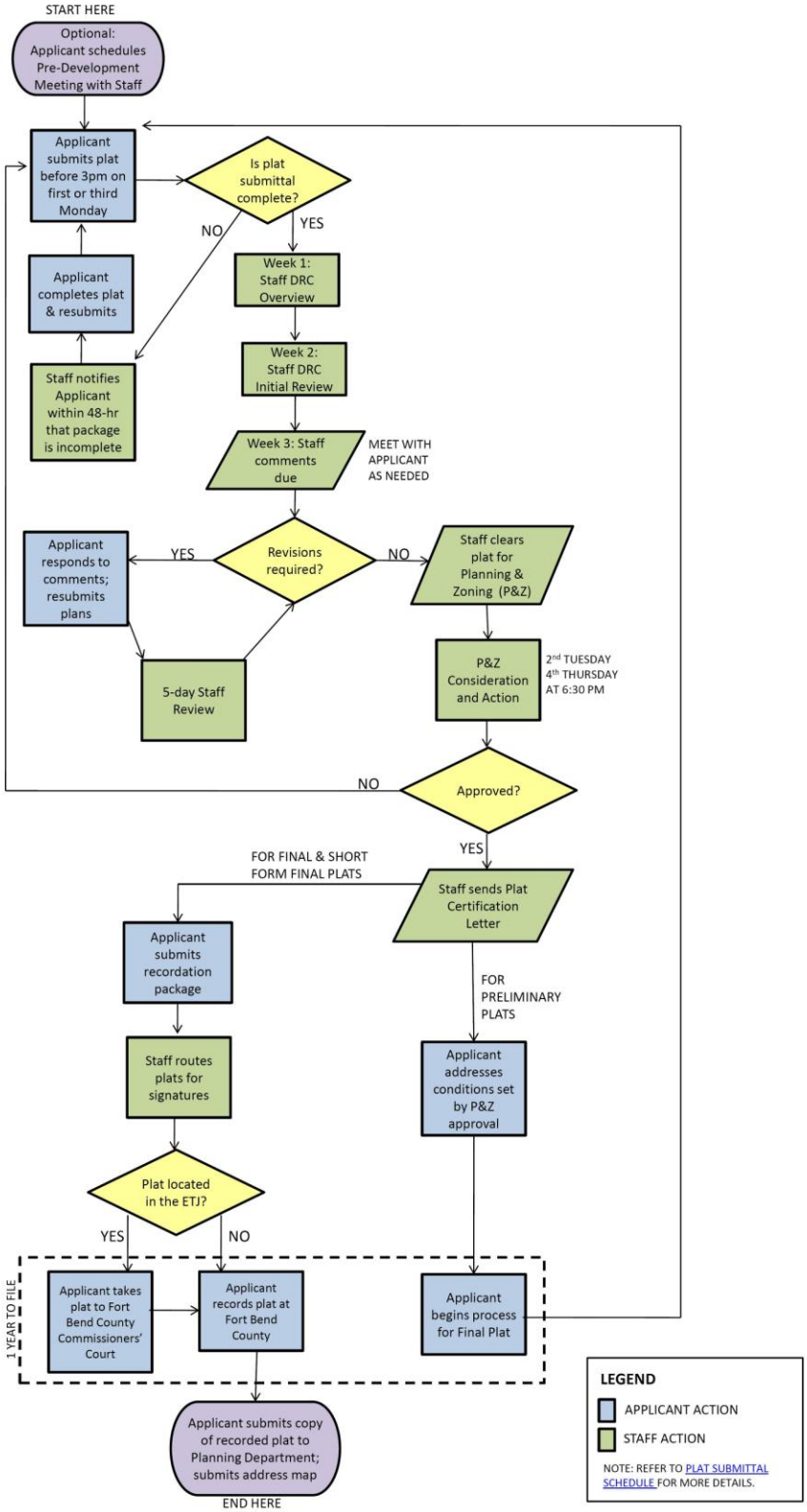
GENERAL PLAN PROCESS



CITY OF SUGAR LAND, TEXAS

PLAT PROCESS FOR PLANNING & ZONING

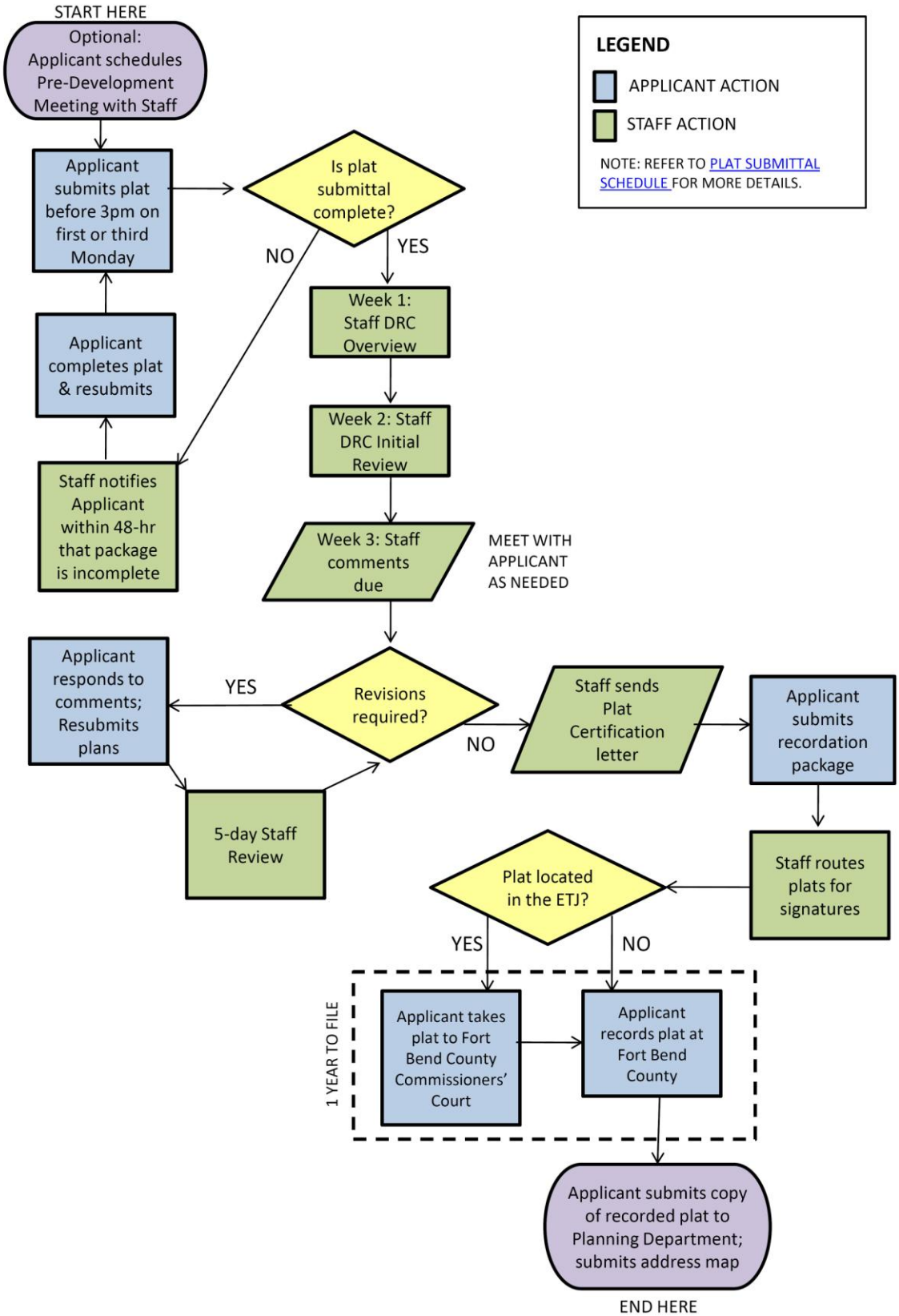
FOR PRELIMINARY, FINAL, AND SHORT FORM FINAL PLATS



CITY OF SUGAR LAND, TEXAS

ADMINSTRATIVE PLAT PROCESS

FOR MINOR AND AMENDING PLATS



C. SUBMITTAL AND GRAPHIC REQUIREMENTS (Deadline is Monday at 3:00 p.m.)

General Land Plan

1. Submittal Requirements

   (a) *Pre-development meetings are recommended prior to submittal of all general plans.*

   (b) Ten (10) copies of the completed application and applicable fees (see Exhibit F)

   (c) Ten (10) copies of the general land plan 24" x 36" folded into 8½" x 14" with a pdf of the plan by disc or emailed in.

   (d) One traffic impact analysis (TIA), if determined applicable by the traffic engineer at the pre-development meeting. Three copies of the final TIA, including addendums, should be provided once the general plan is approved by City Council.

   (e) Two sets of conceptual service plans (one-lines) for water, wastewater and drainage showing coordination with the City's master plans.

   (f) Written information regarding fire service if in the extraterritorial jurisdiction.

   (g) Park calculations showing that City park requirements are being met (residential only)

   (h) A conceptual plan or information showing the general order in which the tract is planned to be developed.

   (i) If the applicant is submitting a revised general plan, ten copies of the previously approved general plan must be submitted, as well.

2. Graphic Requirements

   (a) Plan shall be drawn to such scale as needed to be easily read. A scale shall be shown on the plan.

   (b) A title block within the lower right-hand corner of the land plan that includes legible name and address of owner and design firm, name of development, date, and scale information indicating the scale at which the drawing is prepared.

   (c) A vicinity map in the upper right hand corner that delineates the site, major thoroughfares, freeways, watercourses and ditches.

   (d) The legal description of the tract according to the abstract and survey records of Fort Bend County, Texas. A metes and bounds description is not necessary.

   (e) North clearly indicated to the top or left of the study.

   (f) The perimeter of the boundary shall be drawn in bold solid line.

(g) The location, width, and names of all existing or platted streets or other public rights-of-way within 200 feet of the tract.

(h) Railroad rights-of-way (if in the area)

(i) Existing drainage channels or creeks, and other important natural features with topography

(j) Any existing pipelines, fee strips, and easements.

(k) All applicable jurisdictional and district boundaries such as Municipal Utility Districts (MUDs), Levee Improvement Districts (LIDs), corporate limits, airport zones, and special districts.

(l) The proposed layout and classifications of all proposed collectors, arterials and higher and their relationship to adjoining sections showing coordination with the City's thoroughfare plan.

(m) A general arrangement of land use cells, including residential tracts, multifamily tracts, commercial development, private open space, flood plains and drainage ways.

(n) The estimated phasing of development or the order of platting (if multiple phases)

(o) Conceptual utility plan, water, wastewater, and drainage.

<u>Preliminary Plat</u>

(1) Submittal Requirements

(a) Seven (7) copies of completed application form and applicable fees (see Exhibit D)

(b) Seven (7) copies of the plat 24" x 36" folded into 8½" x 14".

(c) Seven (7) 24" x 36" copies of the approved general plan, if applicable.

(d) Two (2) copies of utility one-line drawings with pipe sizes shown.

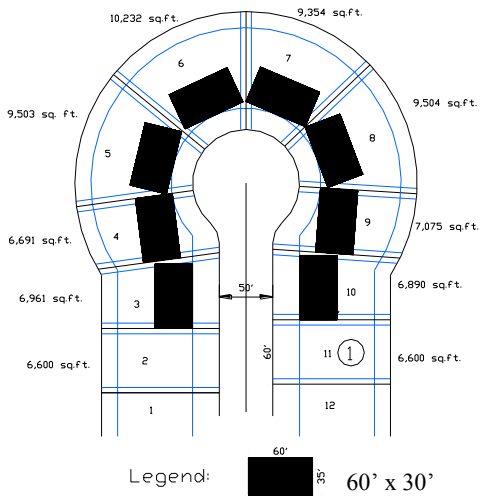
(e) The Development Review Coordinator shall be furnished with copies of letters verifying a copy of the plat has been sent to the following agencies for review to determine these agencies have no objections. A copy of the preliminary plat should be sent to the utility company at this time for the establishment of the easements.

- Fort Bend County Drainage District
- Appropriate school district official (FBISD east of Brazos River & LCISD west of Brazos River)
- All applicable utility companies including gas, electric and telephone

- Appropriate post office
- Appropriate Municipal Utility District and Levee Improvement District (if applicable)
- Fort Bend County Engineer (for ETJ plats only)
- Any other applicable district or entity with jurisdiction in the area to verify adequate capacities and applicable fees

(f) Variance request, if applicable. Request must include justification information based on variance criteria in Chapter Five, Article VI, Sec. 5-42 of the Development Code.

(g) Box Exhibit: On residential plats, the applicant shall provide a *separate exhibit* showing the graphic portion of the plat only. This exhibit shall be dimensioned and plotted at the same scale as the preliminary plat itself. On each non-perpendicular lot (lots on any curved street or cul-de-sac), the applicant shall show a box that fits between the side *lot lines* and is equal to the minimum lot requirements. The box shall be placed along the shortest tangent to the *required front building line* of the lot. (See Section 5-24 of the City of Sugar Land Subdivision Regulations.) The area in square feet of each of the lots should also be shown. The box is for graphical purposes only, and does not represent the proposed building footprint. (The box exhibit example shown below represents those lots located in the R-1 or the THR districts in the City and the minimum lot width required in the ETJ.) NOTE: The boxes are not house pads.



(h) If any of the following items exist, the applicant shall indicate on the plat or separate exhibit:

The location of all existing property lines

- Existing lot and block numbers and date recorded
- All known existing sewer or water mains, gas mains or other underground structures whether public or private
- Recorded easements

(2) Graphic Requirements

(a) Plat shall be drawn to such scale as needed to be easily read. A graphic scale shall be shown on the plat.

(b) A title block the lower right-hand corner of the land plan that includes type (preliminary, final, replat, etc.) and name of plat, legible name and address of owner and design firm, name of development, date, and scale information indicating the scale at which the drawing is prepared.

(c) Name of development, date, scale.

(d) North arrow, date and other pertinent data oriented to the top of the sheet.

(e) Contours with intervals of one foot or less shown for the area with all elevations on the contour map referenced to the latest NAVD. If no contours exist on-site or immediately adjacent to the site, spot elevations may be used as a substitute for contour lines. Spot elevations shall be no farther apart than five hundred feet.

(f) All physical features of the property to be subdivided including location and size of all watercourses, 100-year flood plain according to Federal Emergency Management Agency information.

(g) A vicinity map that delineates the location of the proposed subdivision with respect to major thoroughfares, freeways, watercourses and ditches. The vicinity map shall be located in the upper right-hand corner of the drawing

(h) The boundary lines, abstract lines, survey lines, corporate boundaries, district boundaries, existing or proposed highways and streets.

(i) The name and location of all adjoining subdivisions, unplatted land and property owners, existing or proposed streets, alleys, railroads, easements, and any other features that may influence the layout of development within 200 feet of the subdivision limits of the proposed subdivision shall be drawn to the same scale and shown in dotted lines adjacent to the reserve proposed for subdivision in sufficient detail to show accurately the existing street and alleys and other features that may influence the layout of development of the proposed subdivision. The distance from the platted area to the nearest public street intersection must also be shown.

(j) Proposed street names (Street names shall be shown and shall not duplicate existing street names in the City or the extraterritorial jurisdiction. Extensions of streets shall have the same name as the existing street. Similar spelling or pronunciations should be avoided to prevent confusion). Street names must be finalized by the time of Final Platting.

(k) Proposed arrangement of lots (including lot and block numbers), lot dimensions, and proposed land use. Any nonresidential reserves shall also be shown. Dimensions are not required to be to the decimal point on Preliminary Plats

(l) Sites, if any to be reserved or dedicated for parks, playgrounds, proposed schools, or other public uses.

(m) All preliminary plats shall be submitted in typed legible format on a readable blue line or black line paper.

(n) Minimum City of Sugar Land building lines along streets for plats shown either graphically or by note. All front building lines must be shown graphically.

(o) Center-line radius, existing and future right-of-way widths, and conformance to approved traffic impact analysis for all streets.

(p) Proposed public utility easements are encouraged but not required to be shown on Preliminary Plats. All easements are required on final plat submittals. Conceptual utility one-line drawings are required as stated in (1) (d).

<u>Final Plats</u> (Must submit Infrastructure Construction Plans with Final Plat Submittal when Public Infrastructure is proposed.)

1. Submittal Requirements

(a) Seven (7) copies of completed application form and applicable fees.

(b) Seven (7) copies of the plat 24" x 36" folded into 8½" x 14"

(c) Surveyor's certification block

(d) One (1) 11" x 17" copy approved general plan with the proposed section shown (if applicable)

(e) Approval letters, received to date, in response to contact with the required agencies listed under preliminary plat requirement. All response letters should be addressed to the Development Review Coordinator in the Planning Department at the City of Sugar Land. If staff has not received all required approval letters by the date of the Planning and Zoning Commission meeting, the plat will be pulled from the agenda without prior notification to the owner or applicant.

(f) Reference ties to courses and distances of at least one recognized land corner shall be shown with a point of beginning. Provide State Plane X / Y coordinates.

(g) Construction Plan Application and Construction Plans if public infrastructure is involved. (Must be turned in with final plat submittal per Chapter 5, Development Code)

(h) Variance request, if applicable. Request must include justification information based on variance criteria in Chapter Five, Article VI, Sec. 5-42 of the Development Code.

2. Graphic Requirements

All graphic requirements for a preliminary plat should be shown on the final plat, excluding zoning designation. Additionally, the final plat shall include the following:

(a) Plat shall be drawn to such scale as needed to be easily read. A graphic scale shall be shown on the plat.

(b) A title block within the lower right-hand corner of the land plan that includes the name of the subdivision, the name, address, and telephone numbers of the subdivider and engineer or surveyor, the scale and location of the subdivision, and reference to original land grant or survey and abstract number shall be indicated. If more than one page is required for the plat the title block may be reduced in size on the subsequent sheets.

(c) Name of development, date, scale.

(d) North arrow, date and other pertinent data oriented to the top of the sheet.

(e) The length and bearing of all straight lines and radii, arc lengths, chord length, tangent length and central angles of all curves shall be indicated along the lines of each lot or in a curve or line table. The curve data pertaining to block or lot boundaries may be placed in a curve table showing curve number, radius, delta, arc length, chord length, and chord bearing.

(f) Vicinity map. The vicinity map is required on only one sheet. Must be legible.

(g) On residential plats, if the final plat is not identical to the approved preliminary plat, or at the request of staff, the applicant shall provide the "box" exhibit required for preliminary plats.

(h) The names, accurate location and widths of all adjacent streets, watercourses, railroads, alleys, easements, city and utility district boundaries, and all special districts.

(i) The location and dimension of any utility easement adjoining or abutting the subdivision or proposed within the subdivision shall be shown. It shall be the applicant's responsibility to coordinate with the appropriate utility companies for placement of utility easements.

(j) In all subdivisions and additions sufficient permanent monuments shall be established at points to represent or reference boundary corners angle points, and points of curvature or tangency along all street rights-of-way in the subdivision. Survey monuments shall be an iron rod or pipe not less than five-eighth inches in diameter and thirty-six inches long. Monuments shall be set flush with the top of the ground or curb. Each monument set by the surveyor shall include a cap with the surveyor's registration number attached to it. For benchmark information, the nearest benchmark to the proposed subdivision shall be used. Please see "interactive maps" on the City of Sugar Land website www.sugarlandtx.gov for COSL benchmark information. (Also see Exhibit E in this document).

(k) An owner's dedication block or acknowledgment shall contain a minimum of the information as required by the City. Examples of the information required on the final plat which would meet the above requirements shall be provided by the City, attached as Exhibit C.

(l) A signature block for a statement signed by the owner and acknowledged before a notary public as to the authenticity of the signature.

(m) A signature block for Lien holder's certification and notarization (if applicable)

(n) Plat approval block for the signature of the Planning and Zoning Commission Chair and City Secretary, attached as Exhibit B.

(o) Fort Bend County requests that the plat names begin with the name of the subdivision. For example:

Correct: **Shady Acres, Section One**
Incorrect: A Final Plat of Shady Acres, Section One

(p) Standard Master Notes. (Exhibit A) -Master Note regarding title commitment will be completed at the time that plat mylars are received for recordation.

<u>Short Form Final Plats</u>

1. Submittal and graphic requirements are the same as final plats.

2. If applicable, there may be a separate plot plan exhibit to show improvements on site. The plot plan exhibit is a separate exhibit for Short Form Final submittals.

<u>Vacation Plats</u>

1. Submittal Requirements

   (a) Ten 24”x36” copies of the Vacation Plat

   (b) Ten 24”x36” copies of the original plat

2. Graphic Requirements

   (a) The recorded plat with the word **VACATED** written across the face of the plat.

   (b) A signature block for Lien holder's certification and notarization (if applicable).

   (c) Plat approval block for the signature of the Planning and Zoning Commission Chair and City Secretary, attached as Exhibit B.

(d) A vacation plat shall be approved by the Planning and Zoning Commission. The Commission may require separate instrument be recorded which would preserve any public rights in improvements, easements, streets, alleys, or similar public areas which are deemed by the Commission as necessary to serve the surrounding area.

(e) An approved vacation plat must be recorded to eliminate the effects of the recorded plat, to divest all public rights to the streets, alleys, and other public areas laid out in the recorded plat.

Replats

The same submittal and graphic requirements shall be followed as for preliminary, final and short form final plats, depending on the degree of change, but shall also include the following.

1. Seven (7) 24"x 36" copies of the original recorded plat.

2. The subtitle shall identify the document as "Lots_____being a replat of Lots_____of Block_____of the _____Subdivision."

3. The reason for replat will also be stated in detail in the subtitle.

4. A copy of all easements filed by separate instrument, if applicable.

5. A copy of all abandoned easements filed by separate instrument, if applicable.

6. Fort Bend County requires that the plat names begin with the name of the subdivision. For example:

   Correct: Shady Acres, Section One, A Replat
   Incorrect: A Replat of a Final Plat of Shady Acres, Section One

Administrative Plats: Amending Plat or Minor Plat (Ch. 5 Sec. 5-15 and 5-16)
Note: In order to qualify as an Administrative Plat, all lots/reserves/parcels must have access to existing public utilities (water, sanitary sewer, and storm sewer) and streets.

An amending plat or minor plat shall meet all of the submittal requirements set forth for a final plat plus the following.

1. Copy of all easements filed by separate instruments, if applicable.

2. A copy of all abandoned easements filed by separate instrument, if applicable.

3. Fort Bend County requires that the plat names begin with the name of the subdivision. For example:

   Correct: Shady Acres, Section One, An Amending Plat
   Incorrect: An Amending Plat of Final Plat of Shady Acres, Section One

4. Amending plats shall state the reason for amending plat in detail in the subtitle.

Extension of Approval

1. Submittal Requirements for an extension of Planning and Zoning Commission approval-

   (a) Letter of request 30 days prior to expiration date of approval of final plat.

   (b) Seven 11" x 17" copies of the approved final plat.

   (c) Reason for the extension request.

D. APPROVAL PROCEDURES

NOTE: Flow charts demonstrating the review and approval processes for these submittals are on the following pages:

General Plans, pg. 7
Plats (Preliminary, Final , Short Form Final), pg. 8
Administrative Plats (Minor, Amending), pg. 9

General Land Plan

1. Staff (including the Parks and Recreation Director when the plan has residential component or parks component) has 45 days to review the general plan. In most cases, this review will include a general utility layout and a Traffic Impact Analysis (TIA) for the property (as determined by applicable City regulations).

2. Once comments have been sent to and addressed by the applicant, the general plan is presented to the Planning and Zoning Commission, for a recommendation to the City Council.

3. The general plan is presented to Council, along with the recommendations of the *Parks and Recreation Director* and the Planning and Zoning Commission for final approval.

4. Digital or scanned copy in PDF, DWG, JPEG format is required ***once the general land plan has been approved by City Council*.**

Preliminary, Final, Short Form Final, Replats, and Vacation Plats

1. Once staff has certified a plat as "filed", the plat will be placed on the next Planning and Zoning agenda for action. The applicant will be furnished with a copy of the written recommendation.

2. The Planning and Zoning Commission will consider the plat and the written recommendation at the regularly scheduled meeting and may take one of the following actions:

- Approval
- Denial
- Table action (in certain circumstances- until a specified date -taking into account state law as to timeframe for action)

3. The applicant has the option to withdraw the plat.

4. The Development Coordinator will furnish the applicant a letter indicating the outcome of the Planning and Zoning Commission Meeting as to plat status. This letter will serve as the "Plat Certificate" under state law if the plat is approved.

Administrative Plats: Amending Plats and Minor Plats

Staff, by recommendation to the City Manager, may review an amending plat or minor plat that complies with Section 5-15 or 5-16 as appropriate, and the City Manager and Mayor sign the plat for recordation. Staff may elect to present the amending plat to the Planning and Zoning Commission for approval or disapproval, as in the case of other plats. The City staff will not disapprove an amending or minor plat. If the City does not administratively approve the plat, it will be referred to the Planning and Zoning Commission for action under Chapter 5 and Chapter 212 of the Local Government Code.

E. PLAT RECORDATION

1. Following the approval of the Planning and Zoning Commission or City approval of a standard plat, amending or minor plat, the following procedures apply to recordation:

   (a) Within one year following the approval of the final plat by the Planning and Zoning Commission the subdivider shall submit at least three original mylars to the City for signatures and recordation for plats within the city limits and at least three for plats in the ETJ. The originals shall be on at least three-mil camera-positive matte finish (both sides) film. All signatures and seals shall be clearly affixed in permanent black ink.

   (b) An original current title commitment no older than 30 days for the specified reserve is required. At this time, the title commitment information on the official plat note shall be completed on the mylars

   (c) *Plats in City Limits* require two sets of original tax certificates from each taxing entity to be submitted and verified prior to the City signatures and seals being affixed on the plat. A cover letter from the person making the statement addressed to the County Clerk's office must be attached to the mylars listing all taxing entities involved for plats in the City, per Fort Bend County requirements. *Plats in ETJ require one set of tax certificates. The applicant furnishes the other set directly to the County for Commissioners Court for approval and recordation.*

   (d) If the plat is within the City, the City shall record the plat at the County Clerk's office. The subdivider shall forward a check, made out to the County Clerk for the appropriate

amount with the submittal of the originals for signatures. As of 2007, the County Clerk requires the driver's license number of the individual signing the check to be on the check or it will not be accepted.

(e) All requirements of applicable ordinances and development agreements must have been executed.

(f) Surveyor's seal, signed

(g) Park dedication fees, transportation and utility connection fees shall be paid prior to the release of the plat for recordation as applicable. Note: Parkland dedication fees apply to residential plats only.

(h) An Electronic Submittal of all approved general land plans or revised general land plans, preliminary and final plats are required in PDF, DWG, JPEG format.

(i) Surety (Ch. 5, Section 5-35) to guarantee public infrastructure is required per the Development Code requirements, unless the infrastructure has been constructed and accepted per Chapter 5 requirements.

2. After plats have been recorded with the county, the applicant must submit the following to the City.

(a) An address map. All addresses shall be coordinated with the appropriate utility company or City.

(b) Two bluelines / blacklines of the signed recorded copy of the plat shall be submitted to the City.

(c) One original, recorded mylar

(d) An electronic pdf document of the recorded plat for City records.

IV. Site Plan Packages

A. SUBMITTAL DATES and REVIEW SCHEDULE

NOTE: A flow chart demonstrating the review and approval processes for Site Plan submittals is on the next page (pg. 22).

1. Site plan package submittals will be accepted by the Development Review Coordinator every Monday from 8:00a.m. until 3:00p.m. for a three week review. If a holiday falls on Monday, site plans will be accepted the following Tuesday. A two-week review is possible if submitted by 10:00am on Monday with all items included.

2. Staff will review application packets for completeness. If incomplete, notification will be provided within 48 hours of the time of submittal.

3. Once the application packet is complete, the Development Coordinator will route the packet to staff for review for compliance with all applicable codes and regulations.

4. Staff may take two to three weeks to review the initial submittal. At the end of staff review, comments will be sent to the applicant. Please note the following schedules for a complete submittal that meets the 10:00am Monday deadline:

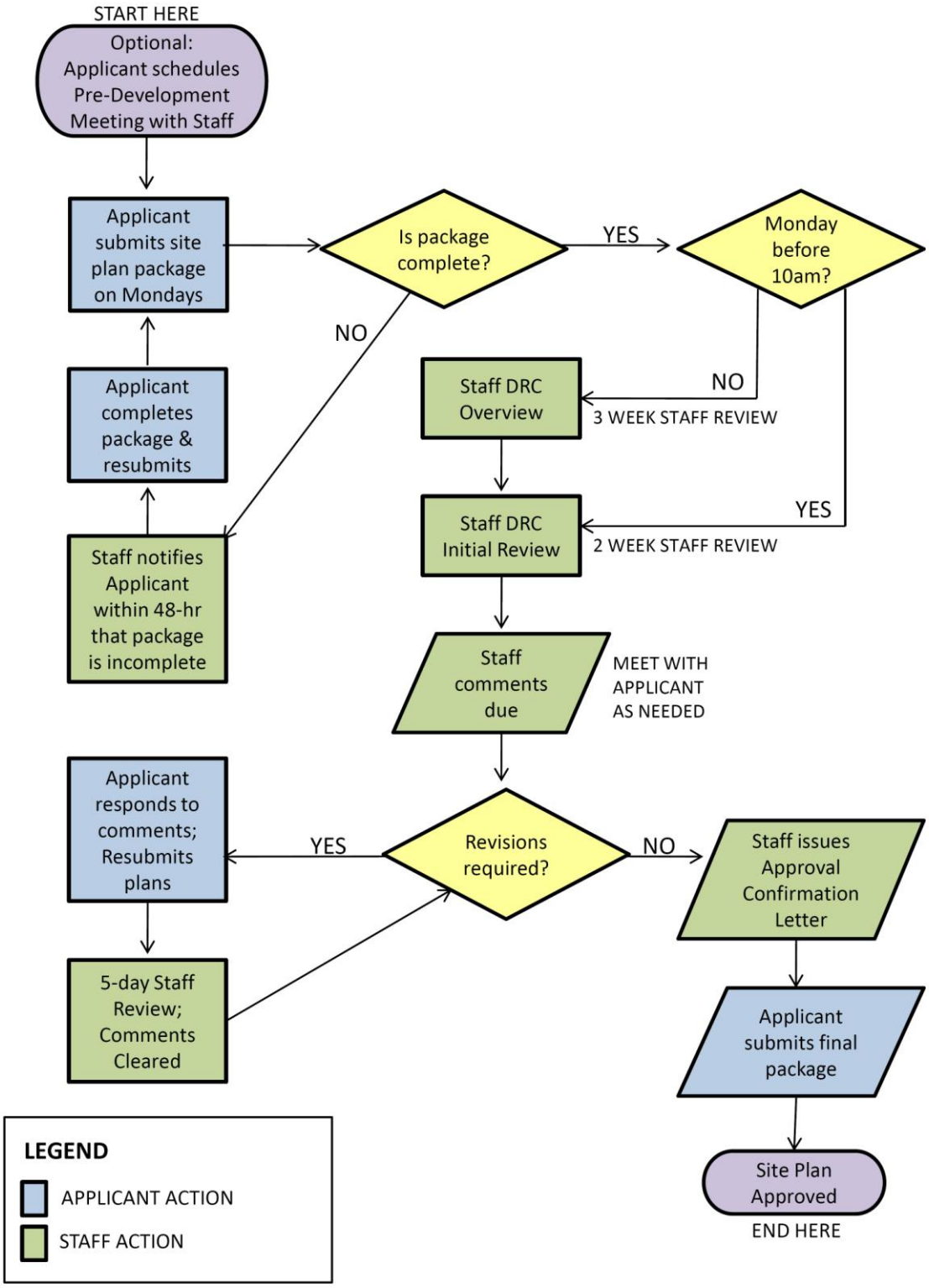
   i. Week 1 (Initial Review with DRC –staff only)
   ii. Week 2 (Comments due and DRC group meet with applicants on Thursday to go over comments prior to sending out by Friday)
   iii. Once Site Plan package is resubmitted, comments are cleared out (approx. 5 days)

5. Once the applicant has resubmitted a site plan that addresses and satisfies all staff comments, the plan will be stamped approved. If the property is being platted concurrently with the site plan package review, the plat will need to be recorded prior to approval of the package. The applicant and the Permits and Inspections Dept. will be notified by letter confirming approval of the site plan. The Permits and Inspections Dept. issues building permits for the City of Sugar Land.

6. If a conditional use permit, rezone, or variance is requested for a specific site, site plans will not be approved until the CUP, rezone or variance is approved by Council.

CITY OF SUGAR LAND, TEXAS

SITE PLAN PROCESS



B. SUBMITTAL REQUIREMENTS
(Items 4 & 6 only required in ETJ if specified in a Development Agreement)

1. Cover Sheet
2. Recorded Plat or a Plat Submittal (Site plan will not be approved without a *recorded* plat)
3. Overall Site Layout
4. Building Elevations and Square Footage
5. Engineering Civil Designs including Paving & Drainage, Water & Sanitary Sewer Layout
6. Landscaping and Irrigation Plan (Include Tree Inventory for existing protected trees- as applicable)
7. City of Sugar Land standard engineering detail drawings, if applicable
8. Proposed traffic trip generation for site, if applicable
9. Traffic Control Plan, in conformance with TX-MUTCD standards
10. Storm Water Pollution Prevention Plan (SWPPP), in conformance with Texas Commission on Environmental Quality (TCEQ) standards
11. Traffic Impact Analysis (TIA), if applicable
12. Photometric Plan for exterior lighting, in compliance with Chapter 2, Article XII of the Development Code, if applicable

C. GRAPHIC REQUIREMENTS

1. Cover Sheet

a) Name of project

b) Address of project

c) Name, address, and phone number of applicant

d) Name, address, and phone number of owner

e) Vicinity map

2. Overall Site Layout
(For questions, contact the Planning Dept. at (281) 275-2218 or planning@sugarlandtx.gov)

a) Site plans should include the following:
- Entire platted lot
- Street layout including driveways, medians and median breaks within 200 feet of the site, including those on the opposite side of the street
- All adjacent land uses and zoning within 200 feet of the site, showing all property lines

b) Proposed land use for the site (in detail)

c) Proposed and existing easements, building lines, or other restrictions recorded by separate instrument. Fort Bend County recording information must be shown.

d) City of Sugar Land required setbacks (parking and building)

e) Proposed and existing structures and accessory uses, including, but not limited to, parking lots, fences, refuse containers, a/c units and outdoor storage.

f) Parking calculations (parking required v. parking provided) including "accessible spaces"

g) Delivery truck and vehicle circulation plan including aisle width and parking depth dimensions and directional arrows showing traffic flow.

h) Driveway widths and curb radii

i) Sidewalks, clearly labeled and dimensioned

j) North arrow

k) Standard scale

l) Zoning District, if within City Limits

m) Square footage of buildings

n) Building slab elevations

3. Building Elevations
(For questions, contact the Planning Dept. at (281) 275-2218 or planning@sugarlandtx.gov)

a) Show correct building heights in compliance with Chapter 2 of the Development Code of the City of Sugar Land.

b) Include all rooftop-mounted equipment extending above the roof line. Rooftop equipment must be screened from public view.

c) Include information regarding type of exterior finishes on each wall of the building. For the B-O, B-1, and B-2 Districts, as well as non-residential construction in a residential District, exterior finishes must meet Chapter 2, Article X of the Development Code.

4. Engineering Civil Designs including Paving & Drainage
(For questions, contact the Engineering Department at (281) 275-2780.)

a) Letters of approval from the appropriate Municipal Utility District, Levee Improvement District, and other jurisdictional agencies, if applicable.

b) Drainage calculations for the three and 100 year events signed and sealed by a registered professional engineer indicating compliance with Fort Bend County Drainage Criteria Manual.

c) Size, type, and slope of pipe and connection to public system. *The actual connection to the public system must comply with the City of Sugar Land Design Standards.*

d) Overall area and drainage area boundaries, ponding depths, and flow per inlet

e) Existing elevations and enough adjoining property elevations to ascertain the general drainage pattern and tie-in methods. Show top of pavement and curb elevations as needed.

f) Address any adjoining property drainage issues that may be affected by the proposed improvements. For example if the adjoining property is affected show how this will be handled.

g) Storm sewer lines, manholes and inlets existing and proposed. Show proposed lines bolder than existing and label as well

h) Detention pond, if applicable, to be designed by a registered professional engineer and shall be in accordance with the Fort Bend County Drainage Criteria Manual *or methodology approved by the City of Sugar Land*. Prior to the certificate of occupancy being issued by the City, a signed sealed letter of completion by the engineer is required stating that the private detention and related drainage facilities (if applicable) were constructed in accordance with the City approved construction plans and specifications.

i) Type of pavement to be used

j) Slab elevation

k) All paving and drainage plans shall comply with City of Sugar Land Design Standards.

l) If easements are required, they shall comply with Chpater 5, Section 5-21 of the Sugar Land Development Code.

m) Driveways shall be spaced in accordance with Chapter 5, Article VII of the Sugar Land Development Code.

n) Improvements shall comply with Chapter 8 and 11 of the Sugar Land Development Code and Ordinance No. 1661.

5. Engineering Civil Designs including Water and Sanitary Sewer
(For questions, contact the Engineering Department at (281) 275-2780.)

a) Size and location of proposed and existing water lines and fire hydrants. Show the meter vault easement if needed. Bold line for proposed and lighter lines for existing.

b) Size, type, and grade of the sanitary sewer lines and manholes and any existing and proposed manholes. Show proposed lines bolder than existing and label, as well.

c) Notify City 24 to 48 hours prior to connecting to public infrastructure.

d) All public water and sanitary sewer, or connections to public utilities must comply with all City of Sugar Land Design Standards. *The actual connection to the public system must comply with the City of Sugar Land Design Standards; however, the pipe connecting to the public system can be the size and type chosen by the registered professional engineer.*

e) Include all applicable City of Sugar Land Design Standard Details that pertain to connections to

public utilities.

f) Show the location of the irrigation meter.

g) Show and label the fire line, if required.

h) All water main intersections shall have a minimum of one (1) less valve than the number of water mains at the intersection.

i) The minimum commercial sewer services lead shall be a minimum 6" pipe or larger and shall not serve more than one commercial connection. In addition, the connection shall be made at a manhole.

j) All water and sanitary sewer plans shall comply with the City of Sugar Land Design Standards.

6. Landscaping and Irrigation Plan and Protected Tree Information
(For questions, contact the Planning Dept. at (281) 275-2218 or planning@sugarlandtx.gov)

a) Landscape plan as per Development Code Chapter 3 is required.

b) Show location of all existing landscaped areas to remain and proposed landscaped areas to be installed including all plant materials with height at planting and mature crown spread of new and existing plants.

c) Location of all Protected Trees that will be preserved and any to be removed or relocated. A Protected Tree means a hardwood tree having a minimum caliper size of eight inches or greater, as measured four-and-a-half feet above ground level. Illustrate Tree preservation procedures. Ex. Tree protection fencing

d) Area (square feet) of all interior landscaped islands to be used toward interior parking lot landscaping requirements. Ratio of interior landscaping to parking (square feet of interior landscaping per 20 parking spaces)

e) Screening materials for all accessory structures, including refuse containers

f) Screening materials for all outdoor storage areas

g) Fencing materials

h) A complete landscape summary including the amount of landscape required versus the amount of landscaping provided plus a landscape schedule

i) An irrigation plan

7. Traffic
(For questions, contact the Engineering Department at (281) 275-2780.)
a) Proposed improvements per phase
b) Traffic Impact Analysis, if applicable. Complete TIA worksheet on site plan package application.
c) Traffic Control Plans for construction
d) Right-of-way use permit if applicable
e) Site generated trips

V. Public Infrastructure Construction Plans

SUBMITTAL REQUIREMENTS:

- **FIVE (5) Sets of 24 x 36 prints**
- **FIVE (5) copies of Application**
- **TWO (2) Specification Manuals**
- **FEE: (**1% of the total cost to construct the public infrastructure. The fee must be submitted with the request for the city's initial acceptance of the public infrastructure.") Per Code of Ord., Ch.2, Section 2-136 (4) q.

(Note: Planning Dept. coordinates plan review for Engineering, Utilities, and Public Works departments.)

CONSTRUCTION PLAN REQUIREMENTS:
(Note: The following are examples of items to be including in Construction Plans. See the City of Sugar Land Design Standards for detailed requirements).

What is required in the Engineering Civil Design?

- Water lines and fire hydrants, existing and proposed. Show proposed lines bolder than existing and label.
- Sanitary sewer lines and manholes existing and proposed. Show proposed lines bolder than existing and label as well.
- Storm sewer lines, manholes and inlets existing and proposed. Show proposed lines bolder than existing and label as well. Acknowledge storm sewer connection to public conveyance and note where the detail of the connection can be found.
- Detention pond, if applicable. Additional detail sheets will be required if detention is warranted. Additional sheets would include plan and profile of the facility and details describing the inlet and outfall appurtenances.
- All applicable notes to the contractor pertaining to water, sanitary, storm and paving

What is required on the Water and Sanitary Sewer Sheet?

- Size and location of existing water lines and fire hydrants. Show the meter vault easement if needed. Bold line for proposed and lighter lines for existing.
- Size, type, and grade of the sanitary sewer lines and any existing and proposed manholes

What is required on the Paving and Drainage Sheet?

- Drainage calculations for the three and 100 year events signed and sealed by a registered professional engineer.
- Drainage system must comply with Fort Bend County Drainage Criteria Manual.
- Size, type, and slope of pipe and connection to public conveyance. Note the installation will conform to City of Sugar Land Design Standards.
- Overall area and drainage area boundaries and flow per inlet
- Existing elevations and enough adjoining property elevations to ascertain the general drainage pattern. Show top of pavement and curb elevations as needed.
- Address any adjoining property drainage issues that may be affected by the proposed improvements. For example if the adjoining property is affected show how this was handled.
- Driveway width and radius and include sidewalks

Note: To reduce possible clutter on all sheets, turn off any layers of the overall project that are *not* needed to describe the items being displayed. For example turn off the water and sanitary sewer layers when presenting the paving and drainage sheets.

What is required on the City of Sugar Land Construction Detail Drawings?
Please refer to the rear of the Sugar Land Design Standards for requirements for Construction Detail Drawings.
*** Located on website at www.sugarlandtx.gov**

VI. Building Permits

As of August of 2010, the City has adopted the following: International Building Code of 2009, International Plumbing, Mechanical, Fuel Gas, Fire and Energy Codes (along with references from these codes) and the 2008 National Electrical Code. Local amendments to the Codes above can be found in Chapter 7 of the Development Code. If additional information is needed, please call Building Permits & Inspections at (281) 275-2270.

Ground-up construction on private property requires that the property be platted according to Chapter 5 of the Development Code, unless the property is plat-exempt. Staff can review a site plan package if a plat is submitted and "in-process". Once the plat is recorded and comments on the site plan package are addressed, the Site Plan package can be approved by the City. Building plans can also be submitted and reviewed concurrently with platting and site plan review. However, a Building Permit cannot be issued until platting and site plan approval have been obtained.

Utility connection fees are required in certain parts of the City prior to obtaining building permits. Contact the Engineering Department at 281-275-2780 for additional information.

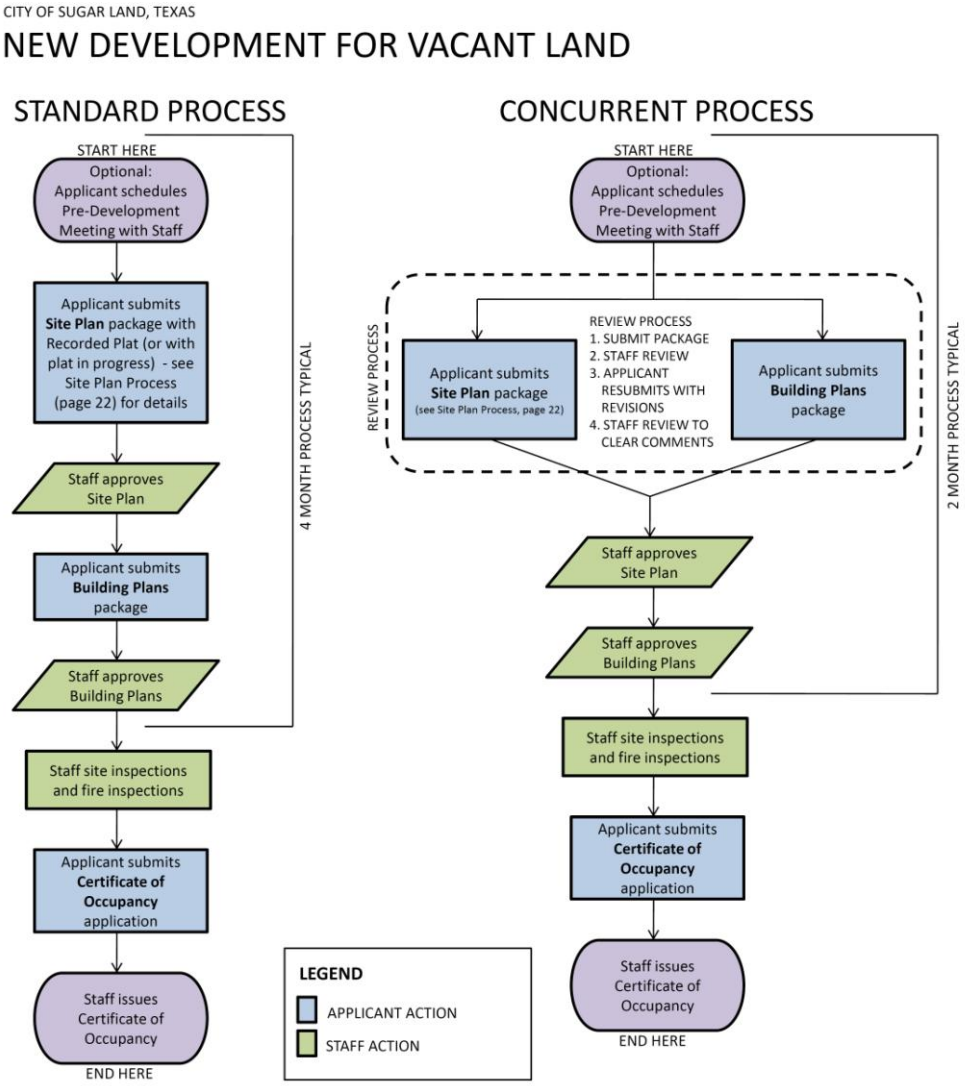


EXHIBIT A

MASTER NOTES LIST FOR PLATS
IN THE ETJ AND CITY LIMITS OF SUGAR LAND
(JUNE 1, 2011)

The following Master Notes are intended to create consistency amongst plats filed within the City of Sugar Land City Limits and Extraterritorial Jurisdiction. The plat preparer should use professional judgment, in coordination with City Staff, to determine which notes apply and are to be utilized on each plat. Any language below in bold typeface or italics indicate a clarifier provided to the plat preparer, and is not intended to be placed on the face of the plat.

1.) *Only include abbreviations that apply and add additional abbreviations as necessary:*
B.L. INDICATES BUILDING LINE; U.E. INDICATES UTILITY EASEMENT; STM. S.E. INDICATES STORM SEWER EASEMENT; W.L.E. INDICATES WATER LINE EASEMENT; S.S.E. INDICATES SANITARY SEWER EASEMENT; C.P.E. INDICATES CENTERPOINT ENERGY OR SUCCESSOR DEDICATED EASEMENT, D.E. INDICATES DRAINAGE EASEMENT; P.L. INDICATES PROPERTY LINE.

2.) BENCHMARK:
(EXAMPLE: NGS BENCHMARK DISC STAMPED J 1214 1973, LOCATED APPROXIMATELY 350 FEET SOUTHEASTERLY ALONG TEXAS STATE HIGHWAY NO.6 FROM ITS INTERSECTION WITH DULLES AVENUE, AT THE JUNCTION OF ABANDONED LESTER ROAD, IN THE TOP OF THE NORTHWEST CONCRETE HEAD WALL OF A LARGE CONCRETE BOX CULVERT, 25 FEET NORTHEAST OF THE CENTER LINE OF THE HIGHWAY.) NAVD 1988, 2001 ADJUSTMENT, ELEV. = _____ FEET, T.B.M. =
_____.

3.) ELEVATIONS USED FOR DELINEATING CONTOUR LINES ARE BASED UPON NAVD 1988 DATUM, 2001 ADJUSTMENT.

4.) ALL BEARINGS REFERENCED TO THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE.

5.) THIS PLAT WAS PREPARED TO MEET CITY OF SUGAR LAND AND FORT BEND COUNTY REQUIREMENTS.

6.) THIS PLAT WAS PREPARED FROM INFORMATION FURNISHED BY **(NAME OF TITLE INSURANCE COMPANY)** , G.F. NO. _____ , EFFECTIVE DATE _____ . THE SURVEYOR HAS NOT ABSTRACTED THE ABOVE PROPERTY.

7.) THIS PLAT LIES WHOLLY WITHIN MUNICIPAL UTILITY DISTRICT NO. _____ , LEVEE IMPROVEMENT DISTRICT NO. _____ , FORT BEND SUBSIDENCE DISTRICT, FORT BEND COUNTY DRAINAGE DISTRICT, FORT BEND INDEPENDENT SCHOOL DISTRICT **(OR)** LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT, AND THE ETJ OF THE CITY OF SUGAR LAND **(OR)** CITY LIMITS OF SUGAR LAND, AND FORT BEND COUNTY.

8.) "SUBDIVISION NAME" LIES WITHIN (SHADED OR UNSHADED IF APPLICABLE) ZONE "____" AS PER FLOOD INSURANCE RATE MAP, MAP NUMBER _____, DATED _____.

9.) (A) *Use the following note for plats requiring Planning and Zoning Commission approval:*
APPROVAL OF THIS PLAT WILL EXPIRE ONE YEAR FROM PLANNING AND ZONING COMMISSION APPROVAL IF NOT RECORDED IN THE REAL PROPERTY RECORDS OF THE COUNTY OF FORT BEND.

(OR)

(B) *Use the following note for plats requiring Administrative approval:*
APPROVAL OF THIS PLAT WILL EXPIRE ONE YEAR FROM CITY APPROVAL IF NOT RECORDED IN THE REAL PROPERTY RECORDS OF THE COUNTY OF FORT BEND.

10) (A) THERE ARE NO PIPELINES NOR PIPELINE EASEMENTS WITHIN THE LIMITS OF THE SUBDIVISION

(OR)

(B) THE PIPELINES AND/OR PIPELINE EASEMENTS WITHIN THE LIMITS OF THE SUBDIVISION ARE AS SHOWN.

11.) THE MINIMUM SLAB ELEVATION SHALL BE _____FEET_, ONE FOOT ABOVE TOP OF CURB, OR 1.5 FEET ABOVE NATURAL GROUND, WHICHEVER ELEVATION IS HIGHER. NATURAL GROUND CONTOURS INDICATED ARE PRIOR TO DEVELOPMENT OF THE TRACT.

12.) ALL LANDSCAPING AND STRUCTURES, INCLUDING FENCES, AT INTERSECTIONS SHALL CONFORM TO THE CITY OF SUGAR LAND AND AASHTO SITE DISTANCE REQUIREMENTS FOR MOTORISTS.

13.) NO OWNER OF THE LAND SUBJECT TO AN EASEMENT MAY PLACE, BUILD OR CONSTRUCT ANY PERMANENT BUILDING, STRUCTURE OR OBSTRUCTION OF ANY KIND OVER, UNDER OR UPON THE EASEMENT, PROVIDED THAT SUCH OWNER MAY CROSS OR COVER THE EASEMENT WITH A PAVED DRIVEWAY/PARKING LOT UNDER THE FOLLOWING CONDITIONS. THE DRIVEWAY SHALL BE JOINTED AT THE BOUNDARY LINE OF THE EASEMENT TO LIMIT THE AMOUNT OF PAVING THAT MUST BE REMOVED TO PROVIDE ACCESS, AND THERE SHALL BE NO OBLIGATION OF THE CITY TO REPLACE/REPAIR ANY PAVING REMOVED IN THE EXERCISE OF THIS EASEMENT.

14.) WOOD SHINGLES ARE HEREBY PROHIBITED WITHIN THIS SUBDIVISION.

SIDEWALK NOTES:

15.) (A) *Use the following note for Residential Plats:*
SIDEWALKS SHALL BE CONSTRUCTED AS REQUIRED BY SECTION 7.8 OF THE DESIGN STANDARDS OF THE CITY OF SUGAR LAND. PRIOR TO THE ACCEPTANCE OF STREETS WITHIN THE SUBDIVISION BY THE CITY OF SUGAR LAND, SIDEWALKS SHALL BE CONSTRUCTED BY THE DEVELOPER ALONG ALL STREETS WHERE HOUSES WILL NOT FRONT OR SIDE. (DOES NOT APPLY TO US59 AND GRAND PARKWAY.) HOMEBUILDERS SHALL CONSTRUCT SIDEWALKS ALONG STREETS ON WHICH HOMES FRONT AND ALONG STREETS ON WHICH HOMES SIDE. (BEFORE CERTIFICATES OF OCCUPANCY WILL BE ISSUED.)

*****SIDEWALK NOTE MODIFICATION ON ETJ PLATS:**
*For ETJ plats, substitute "*APPROVAL OF STREETS*" for "*ACCEPTANCE OF STREETS*" and remove* "(BEFORE CERTIFICATES OF OCCUPANCY WILL BE ISSUED)"

(OR)

(B) *Use the following note for Non-residential Plats:*
SIDEWALKS SHALL BE CONSTRUCTED AS REQUIRED BY SECTION 7.8 OF THE DESIGN STANDARDS OF THE CITY OF SUGAR LAND. PRIOR TO THE ACCEPTANCE OF STREETS WITHIN THE SUBDIVISION BY THE CITY OF SUGAR LAND, SIDEWALKS SHALL BE CONSTRUCTED BY THE DEVELOPER ALONG ALL STREETS NON-RESIDENTIAL CONSTRUCTION WILL NOT FRONT OR SIDE. (DOES NOT APPLY WITH US59 AND GRAND PARKWAY.) COMMERCIAL BUILDING DEVELOPERS SHALL CONSTRUCT SIDEWALKS ALONG STREETS ON NON-RESIDENTIAL

CONSTRUCTION FRONT AND ALONG STREETS ON WHICH NON-RESIDENTIAL CONSTRUCTION SIDE. (BEFORE CERTIFICATES OF OCCUPANCY WILL BE ISSUED.)

*****SIDEWALK NOTE MODIFICATION ON ETJ PLATS:**
*For ETJ plats, substitute "*APPROVAL OF STREETS*" for "*ACCEPTANCE OF STREETS*" and remove* "(BEFORE CERTIFICATES OF OCCUPANCY WILL BE ISSUED)"

NOTE FOR SUBDIVISION PLATS (RESIDENTIAL OR NON-RESIDENTIAL) WITH STREET RIGHT-OF-WAY ABUTTING UNPLATTED PROPERTY:

16.) ONE-FOOT TRACT DEDICATED FOR BUFFER PURPOSES TO THE PUBLIC IN FEE AS A BUFFER SEPARATION BETWEEN THE SIDE OR END OF STREETS WHERE SUCH STREETS ABUT ADJACENT PROPERTY. THE CONDITION OF SUCH DEDICATION BEING THAT WHEN THE ADJACENT PROPERTY IS SUBDIVIDED OR RE-SUBDIVIDED IN A RECORDED PLAT, THE ONE-FOOT TRACT SHALL THEREUPON BECOME VESTED IN THE PUBLIC FOR STREET RIGHT-OF-WAY PURPOSES AND THE FEE TITLE THERETO SHALL REVERT TO AND REVEST IN THE DEDICATOR, THEIR HEIRS, ASSIGNS OR SUCCESSORS.

DRAINAGE NOTES:

Use the following Standard Drainage Note(s) (18 & 19) for property that is not in the Special Drainage Area Established by Ordinance 1129 (in 1998).

17.) *Standard Drainage Note:*
THE DRAINAGE SYSTEM FOR THIS SUBDIVISION SHALL BE DESIGNED TO MEET THE REQUIREMENTS OF THE CITY OF SUGAR LAND AND THE FORT BEND COUNTY DRAINAGE CRITERIA MANUAL WHICH ALLOWS STREET PONDING DURING INTENSE RAINFALL EVENTS.

18.) *Add the following note for Non-Residential Plats:*
PRIOR TO ANY CONSTRUCTION ON SUBJECT LOTS OR NON-RESIDENTIAL TRACTS, THE CITY OF SUGAR LAND SHALL REVIEW AND APPROVE DRAINAGE CALCULATIONS PERFORMED BY A REGISTERED PROFESSIONAL ENGINEER ILLUSTRATING AVAILABLE OUTFALL AND/OR DETENTION CAPACITY.

Use the following Special Drainage Notes (20 & 21) for properties within area bounded by intersections of U.S. Highway 90A, U.S. Highway 59, and Commerce Green Boulevard that have drainage requirements established by Ordinance 1129 (in 1998).

19.) *Special Drainage Note:*
THE DRAINAGE SYSTEM FOR THIS PROPERTY SHALL BE DESIGNED TO MEET THE REQUIREMENTS OF THE CITY OF SUGAR LAND AND THE FORT BEND COUNTY DRAINAGE CRITERIA MANUAL. THIS PROPERTY IS SUBJECT TO THE DRAINAGE REQUIREMENTS IMPOSED BY CITY OF SUGAR LAND ORDINANCE NO. 1129 EFFECTIVE JUNE 15, 1998 WHICH SPECIFIES DRAINAGE REQUIREMENTS FOR THIS AREA.

AND

20.) PRIOR TO ANY CONSTRUCTION ON SUBJECT LOTS OR NON-RESIDENTIAL TRACTS, THE CITY OF SUGAR LAND SHALL REVIEW AND APPROVE DRAINAGE CALCULATIONS PERFORMED BY A REGISTERED PROFESSIONAL ENGINEER.

NOTES FOR NON-RESIDENTIAL PLATS:

21.) SITE PLANS SHALL BE SUBMITTED TO THE CITY OF SUGAR LAND FOR STAFF REVIEW AND APPROVAL PRIOR TO CONSTRUCTION. DRIVEWAY REQUIREMENTS FOR THE LOCATIONS, WIDTHS AND OFFSET FROM AN INTERSECTION AND ANY EXISTING DRIVEWAYS OR PROPOSED DRIVEWAYS, SHALL CONFORM TO THE STANDARDS IN CHAPTER FIVE, ARTICLE VIII DEVELOPMENT CODE OF THE CITY OF SUGAR LAND.

22.) *Use the following note for plats within the City Limits:*
BUILDING HEIGHT RESTRICTIONS SHALL APPLY WHEN NON-RESIDENTIAL PROPERTY ABUTS RESIDENTIAL PROPERTY AS PER THE DEVELOPMENT CODE REGULATIONS OF THE CITY OF SUGAR LAND.

23.) *The following note or a similar note should be placed only on plats where it is determined cross access or joint access is appropriate*:
CROSS ACCESS **(OR)** JOINT ACCESS, IS PROVIDED FOR THE RESERVES AS NOTED WITHIN THE SEPARATE INSTRUMENT OF FBCC FILE NO. _____.

NOTES FOR RESIDENTIAL PLATS:

24.) ALL BUILDING LINE TRANSITIONS SHALL BE AT 45 DEGREE ANGLES TO THE STRAIGHT SIDE LOT LINE WHERE THE TRANSITION OCCURS.

25.) DRIVEWAY REQUIREMENTS FOR THE LOCATIONS, WIDTHS AND OFFSET FROM AN INTERSECTION AND ANY EXISTING DRIVEWAYS OR PROPOSED DRIVEWAYS, SHALL CONFORM TO CHAPTER FIVE, ARTICLE VIII OF THE DEVELOPMENT CODE OF THE CITY OF SUGAR LAND.

26.) ALL LAKE/DETENTION TRACTS, EASEMENTS, OPEN SPACE, OR OTHER COMMON AREAS WITHIN THE BOUNDARIES OF THIS PLAT SHALL BE MAINTAINED BY THE APPLICABLE HOMEOWNERS' ASSOCIATION, LEVEE IMPROVEMENT DISTRICT, OR OTHER PERPETUAL PRIVATE ENTITY. HOMEOWNERS' ASSOCIATIONS SHALL BE ESTABLISHED IN ACCORDANCE WITH CHAPTER FIVE, ARTICLE IV, SECTION 5-34 OF THE DEVELOPMENT CODE OF CITY OF SUGAR LAND.

NOTE REQUIRED FOR PLATS CONTAINING PUBLIC STREETS:

27.) STREET LIGHT DESIGN PLANS, IN ACCORDANCE WITH THE CITY OF SUGAR LAND DESIGN STANDARDS, SHALL BE SUBMITTED TO THE CITY OF SUGAR LAND FOR STAFF REVIEW AND APPROVAL PRIOR TO INSTALLATION OF STREET LIGHTS.

NOTES REQUIRED ONLY FOR PLATS IN THE ETJ:

28.) ALL LOTS SHALL HAVE MINIMUM SIDE AND REAR BUILDING SETBACKS AS SPECIFIED IN CHAPTER FIVE, ARTICLE III, SECTION 5-25 BUILDING LINES OF THE DEVELOPMENT CODE OF THE CITY OF SUGAR LAND.

29.) WITHIN SUGAR LAND'S ETJ, ALL GARAGES SHALL BE SET BACK A MINIMUM OF TWENTY (20) FEET FROM THE STREET RIGHT-OF-WAY ON CORNER LOTS, WHEN SAID LOT IS A SIDE LOADING LOT. A SIDE LOADING LOT IS A CORNER LOT WITH A SIDE LOADING GARAGE OR CARPORT.

NOTES REQUIRED ONLY FOR PLATS IN THE CITY OF SUGAR LAND:

30.) THIS PROPERTY IS SUBJECT TO ZONING BY CITY OF SUGAR LAND ORDINANCE AND ALL REGULATIONS SET FORTH THEREIN.

31.) ALL LOTS SHALL HAVE MINIMUM SIDE AND REAR SETBACKS AS SPECIFIED IN CHAPTER TWO, ARTICLE II OF THE DEVELOPMENT CODE OF THE CITY OF SUGAR LAND, AS PRESCRIBED BY THE APPLICABLE ZONING DISTRICT REGULATIONS.

32.) AS REQUIRED BY CHAPTER FIVE, ARTICLE V, SEC. 5-35F OF THE DEVELOPMENT CODE, THE CITY SHALL NOT ISSUE ANY PERMITS FOR CONSTRUCTION WITHIN THE SUBDIVISION WITHIN THE CORPORATE LIMITS, EXCEPT PERMITS TO CONSTRUCT PUBLIC IMPROVEMENTS, UNTIL SUCH TIME AS ALL PUBLIC IMPROVEMENTS OF THE SUBDIVISION HAVE BEEN CONSTRUCTED AND ACCEPTED BY THE CITY OR A CERTIFIED CHECK, PERFORMANCE BOND OR LETTER OF CREDIT IS PROVIDED TO AND ACCEPTED BY THE CITY.

NOTES REQUIRED FOR PLATS WITHIN THE BOUNDARIES OF THE SUGAR LAND REGIONAL AIRPORT LAND USE ZONING MAP:

33.) THIS PROPERTY IS LOCATED WITHIN THE BOUNDARIES OF THE SUGAR LAND REGIONAL AIRPORT LAND USE ZONING MAP AND IS SUBJECT TO SUGAR LAND REGIONAL AIRPORT ZONING REGULATIONS AS CONTAINED WITHIN CHAPTER NINE OF THE DEVELOPMENT CODE OF THE CITY OF SUGAR LAND.

EXAMPLES OF OTHER NOTES REQUIRED IN SPECIAL CIRCUMSTANCES:

34.) *Use the following note when property has aviation-related easements with City of Sugar Land filed for record. Ex. Telfair & Imperial:*
THIS PROPERTY IS SUBJECT TO AN AVIGATION AND NOISE INTRUSION EASEMENT GRANTED TO THE CITY OF SUGAR LAND, AS RECORDED IN F.B.C.C.F. NO. _____.

35.) *Use the following note when private streets are included in a plat (to provide emergency access and maintenance):*
PRIVATE STREET RESERVE "insert name" SHALL PROVIDE ACCESS TO POLICE, FIRE, EMERGENCY VEHICLES, UTILITY OPERATIONS AND MAINTENANCE, AND OTHER MUNICIPAL PERSONNEL AS NEEDED.

36.) *Use the following note for zero lot line residential subdivisions (a.k.a. patio homes) to provide maintenance access at the zero lot line. This provides for maintenance to the side of the building at the zero property line:*
"^" INDICATES ZERO LOT LINE SIDE OF THE LOT AND A 3 FOOT MAINTENANCE ACCESS EASEMENT IS DEDICATED IN THE ABUTTING LOT ALONG THE SIDE PROPERTY LINE OF EACH ZERO LOT LINE INDICATED.

EXHIBIT B
(Updated 6/01/11)
City of Sugar Land Plat Certification Blocks

Planning and Zoning Commission Approval

This is to certify that the Planning and Zoning Commission of the City of Sugar Land, Texas has approved this plat and subdivision of _____ in conformance with the laws of the State of Texas and the ordinances of the City of Sugar Land as shown hereon and authorizes the recording of this plat this _____ day of _____, 20___.

_____ _____
_____, Chair Glenda Gundermann, City Secretary

Administrative Approval- Amending Plat

This is to certify that this plat is an amending plat under the provisions of the Texas Local Government Codes Section 212.0065 and meets all the requirements of the Subdivision Regulations Section 5-15 Chapter 5 of the Subdivision Regulations of the City of Sugar Land. The City of Sugar Land has approved and authorizes the recording of this plat this _____ day of _____, 20 ____.

_____ _____
James A. Thompson, Mayor Glenda Gundermann, City Secretary

_____
Allen Bogard, City Manager

Administrative Approval- Minor Plat

This is to certify that this plat is a minor plat under the provisions of the Texas Local Government Codes Section 212.0065 and meets all the requirements of the Subdivision Regulations Section 5-16 Chapter 5 of the Subdivision Regulations of the City of Sugar Land. The City of Sugar Land has approved and authorizes the recording of this plat this _____ day of _____, 20 ____.

_____ _____
James A. Thompson, Mayor Glenda Gundermann, City Secretary

_____
Allen Bogard, City Manager

County Clerk

I, Dianne Wilson, County Clerk in and for Fort Bend County, hereby certify that the foregoing instrument with its certificate of authentication was filed for recordation in my office on _____, 20, ___, at _____ o'clock __.M., in Slide No. _____ of the plat records of said county.

Witness my hand and seal of office, at Richmond, Texas, the day and date last above written.

_____
Dianne Wilson, County Clerk
Fort Bend County, Texas

By: _____
Deputy

EXHIBIT C

Owner' Dedication Block for Plats

The Undersigned, _____, a Texas Corporation (herein called "Owner"), Owner of the property subdivided in the above and foregoing plat of _____ does hereby make subdivision of said property according to the lines, streets, lots, building lines, and easements thereon shown and designate said subdivision as _____ located in the _____ League, Abstract Number ____, Fort Bend County, Texas, and hereby dedicates to public use as such, the streets and easements shown thereon forever and does hereby waive any claims for damages occasioned by the establishing of grades as approved for the streets dedicated or occasioned by the alteration of the surface of any portion of streets to conform to such grades, and does hereby bind itself, its successors and assigns to warrant and defend forever the title to the land so dedicated.

Further, Owner does hereby covenant and agree that all of the property within the boundaries of this plat shall be restricted to prevent the drainage of any septic tanks into any public or private street, road or alley or any drainage ditch, either directly or indirectly.

In testimony, whereof, _____, has caused these presents to be signed by _____, and its common seal hereunto affixed this _____ day of _____, 20 ____.

_____

NOTARY PUBLIC

EXHIBIT D

CURRENT FEES AS OF JANUARY 1, 2011

Code of Ordinances, Chapter 2, Section 2-136 Planning and Development Activities
Excerpt:

(4) *Planning and development activities:*

a. Plat review:

1. Preliminary--Cost for review and consideration of approval of a preliminary subdivision plat with the city of the extraterritorial jurisdiction (ETJ), per submittal . . . 890.75

Per lot . . . 2.75

Per acre . . . 14.00

2. Final--Cost for review and consideration of approval of a final subdivision plat within the city or the ETJ, per submittal . . . 890.75

Per lot . . . 2.75

Per acre . . . 14.00

b. Replats:

1. Preliminary--Cost for review and consideration of approval of a preliminary subdivision replat with the city or the ETJ, per submittal . . . 445.25

Per lot . . . 2.75

Per acre . . . 14.00

2. Final--Cost for review and consideration of approval of a final subdivision replat with the city or the ETJ, per submittal . . . 445.25

Per lot . . . 2.75

Per acre . . . 14.00

c. Planning variances and encroachments (cost for consideration of a variance request by the city, including zoning board of adjustment, planning and zoning commission and council action, for variances submitted separately from the platting process. The fee will be charged prior to placing the item on the zoning board of adjustment, commission or council agenda for consideration. The fee will not be applicable when a variance is considered as part of a plat approval), per separate request . . . 556.75

d. Zoning and conditional use (cost for review and consideration of approval of a zoning request or conditional use permit in accordance with the zoning ordinance. The nonrefundable fee will be collected at the submission of the rezoning or conditional use request), per request . . . 1,113.25

e. Amending plat (cost for review and consideration of approval of amending plat within the city or the ETJ), per submittal . . . 278.25

f. Zoning renotification (due when a rezoning hearing is rescheduled as a result of an action by the applicant) for publication in the city's official newspaper . . . 222.75

Alternate publication requires a $222.75 fee plus $2,226.50 deposit, additional amount owed or refund based on actual cost of publication, plus $4.50 per each property owner notified within 200 feet of the area to be considered for rezoning or conditional use permit.

g. Construction variances (cost for consideration of a variance requested of the city, including council action, for individual and blanket variances. The fee will be charged prior to placing the item on the agenda for council consideration), per each separate request . . . 445.25
h. Flood zone inquiries . . . 0.00
i. Site plan review (cost for review and consideration of approval of a site plan within the ETJ. The fee will be charged upon submittal of the site plan for development of non-single-family sites on platted reserves or lots. The fee will not be charged to each separate site plan that is to be reviewed. The fee will not be charged for site plans within the city limits), each set of plans . . . 445.25
j. Site development permit within the mixed use conservation district (MUC) . . . 420.00
k. Development agreement . . . 2,226.50
l. Annexation petition . . . 3,340.00
m. General plan review (cost for review and consideration of approval of a general plan within the city or the ETJ) . . . 890.75
n. General plan minor amendment (no new / revised impact analysis required)… 111.25
o. General plan major amendment (new or revised impact analysis required) . . . 890.75
p. Special exception application fee, per separate request . . . 537.25
q. "Infrastructure plan review and inspection fee- 1% of the total cost to construct the public infrastructure. The fee must be submitted with the request for the city's initial acceptance of the public infrastructure." (Ord. 1791 August 2010)

NOTE:
Fees relating to building permits can be found on the applications for those permits at www.sugarlandtx.gov, then Departments, then Permits and Inspections, then Forms and Applications.

EXHIBIT E

REFERENCE: BENCHMARK EXAMPLE INFORMATION IN CORPORATE LIMITS:

City of Sugar Land Geodetic Control Station

Project Name: City of Sugarland 2008 Elevation Reference Resurvey	**Floodplain RM No.:** SGR-RM020 **Designation Number:** TSC# 080406-SGR-RM020
County: Fort Bend **State:** Texas **Key Map No.:** 607H	**Established By:** Thompson Surveying Co. **Date Established:** 10/21/2008
NGS Classification (1)**:** RANGE VI	**Watershed:** Oyster Creek
RM's Directly Tied: SGR-14R, SGR-1 **Units of Measure:** U.S. Survey Foot	**Survey Method Hor.:** GPSOBS-STATIC (NOS 58) **Survey Method Vert.:** GPSOBS-STATIC (NOS 58)
Horizontal Datum: NAD83 **Horizontal Adj.** (2)**:** Adjusted 2001 **Projection Zone:** Texas South Central 4204	**Vertical Datum:** NAVD88 **Vertical Adjustment** (3)**:** Adjusted 2001 **Geoid Model Used:** GEOID 99

Station Name: SGR-RM020	**Contractor PID:** 20
Marker: 3" Brass Disk	**Rod Depth:** Surface
Stamping: RM020	**Sleeve Depth:** N/A
Mark Logo: N/A	**Geoid Height:** -89.0431' -27.1404m
Latitude: 29°34'31.59222"N	**Northing (grid):** 13,772,030.2307'
Longitude: 95°38'56.05718"W	**Easting (grid):** 3,033,511.5015'
Ellipsoid Height: -5.4530m = -17.8903'	**Elevation** (4)**:** 71.4059' 21.7646m
Convergence: 1°38'30"	**Scale Factor:** 0.999872022
Satellite Observable: Yes	**Elevation Factor:** 1.000003415449
NGS PID (If applic.):	**Combined Factor:** 0.999868607

General Location

Entrance to University of Houston Sugar Land & University Blvd.

To Reach Description

From the Entrance to University of Houston Sugar Land & University Blvd., west along the Entrance to University of Houston Sugar Land 0.15 miles to a drive, go south 0.05 miles to a drive for the south parking lot then go east 0.05 miles to most N.E. corner of parking lot to the benchmark on top of concrete for a lift station.

Notes: Positional information shown hereon are the results of GPS observations utilizing the NGS OPUS system on three (3) different days with differing satellite geometry, five (5) second epoch five (5) hours continuous data, fifteen (15) degree mask angle, HOPFIELD (Ionospheric Model).

Notes:

(1) This is NGS' new classification system. Range VI indicates that this position meets the 0.02m-0.05m Accuracy Standard for Horizontal Position, Ellipsoidal Height, and Orthometric Height (elevation) at the 95% confidence level (m = meters).
(2) Horizontal Adjustment – This survey is constrained to the NGS Published Horizontal positions of the geodetic stations adjusted by NGS in 2001.
(3) Vertical Adjustment – This survey is constrained to the NGS Published Elevation for Northeast 2250 CORS ARP adjusted by NGS in 2001 and as published in PID AJ6430. Epoch Date 1997.00.
(4) The elevation shown equals the Ellipsoid Height minus Geoid Height (from GEOID99) plus a constant of 0.253 feet.

Point Information Disclaimer: This data has been supplied by the City of Sugar Land. No expressed or implied warranties are made by Sugar Land for the accuracy, completeness, reliability, usability, or suitability of the point data. The City of Sugar Land assumes no responsibility for incorrect results or damages resulting from use of the data.

City of Sugar Land Geodetic Control Station

Project Name City of Sugarland 2008 Elevation Reference Resurvey	GPS Control Station 10-01-2008	RM No. Number:	SGR-RM020 TSC# 080406-SGR-RM020

Station Sketch:

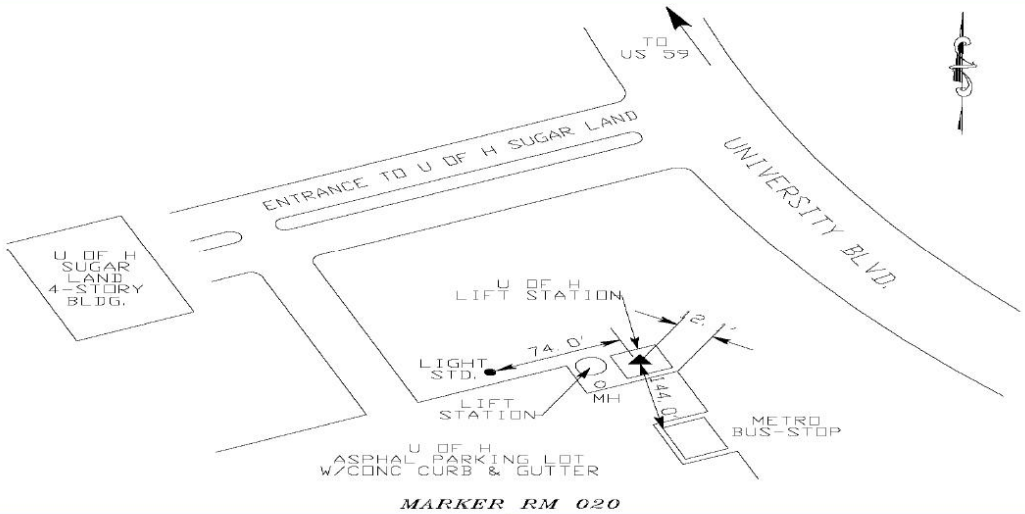


Photo 1-Station Detail:

Photo 2-Station Area Picture:

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