



SECTION 3

GENERAL LAND PLANS

- General Land Plan Information
- Flow Chart: General Land Plan Process
- General Land Plan Checklist



GENERAL LAND PLANS

Introduction

A general land plan is required for any tract of land over fifty (50) acres in size proposed for residential use or any parcel proposed for nonresidential use over thirty (30) acres. If staff determines that an area less than fifty (50) acres contains unique features or is surrounded by existing or proposed subdivisions with potential limited access, a general land plan may be required to be reviewed prior to the preliminary or final plat submittal.

The purpose of the general land plan is to allow the Commission and City Council to review the proposed major thoroughfare and collector street patterns, land use, environmental issues, conformance to the comprehensive plan, and the property's relationship to adjoining subdivisions or properties. As part of a general land plan submittal, a traffic impact analysis, drainage analysis, and conceptual utility layout are required. Engineering and Public Works staff will review these analyses for compliance with the City's Master Plans and Development Code. Any general land plan involving a change to a proposed corridor in the City's Master Thoroughfare Plan must be preceded by submission and approval of a traffic impact analysis if required by the administrative officer.

The general land plan shall be submitted for review and recommendation to the Parks and Recreation Director for conformance with park land dedication requirements prior to the recommendation of the general land plan by the Commission when there is a residential land use. Substantial changes to the general land plan which may affect the park dedication requirements and park location shall be resubmitted to the Parks and Recreation Director.

The submittal of the land plan shall be accompanied by the completed application as specified by the city. The submittal fees must accompany the application.

General Land Plan Process

When a general land plan application is submitted, Staff will review the request and send comments after the initial 3 week DRC review. However, due to the detail contained in general land plan applications, additional review time may be required as necessary based on complexity. The applicant may be directed to resubmit the corrected materials and/or additional materials for the Planning and Zoning Commission (P&Z) and City Council, and staff will review them for clearance.

The request will be presented by staff with a recommendation at a P&Z meeting. P&Z will hold consideration and action and make a recommendation to City Council. Once the Commission makes a recommendation, the general land plan will be placed on a City Council agenda. The City Council will either approve or deny the proposed general land plan request.

Major Amendment and Minor Amendment

A general land plan major amendment typically consists of a change in configuration of streets that substantially alters the circulation of vehicles, and/or major changes to land use. A general land plan minor amendment typically consists of small adjustments to streets or land use. It is at the Director's discretion if the general land plan is considered a major or minor amendment based on the information submitted. Typically, if the supporting TIA requires revisions, the Amendment is considered Major. The general land plan amendment approval process is the same as the general land plan process which includes a consideration and action by P&Z and a review at City Council.

General Land Plan Submittal Requirements:

- Completed application online via the CSS portal
 - Legal description of property
 - General Land Plan sized 24" x 36"
 - Traffic Impact Analysis
 - Conceptual service plans (one-lines) for water, wastewater and drainage
 - Fire Service Plan if in ETJ
 - Parkland Dedication Analysis (residential only)
- Submittal Fee of \$3,324.50 + \$13.00/acre or fraction thereof paid via CSS Portal (maximum fee \$4,136.00)

General Land Plan Major Amendment Submittal Requirements:

- Completed application online via the CSS Portal
 - Legal description of property
 - Approved General Land Plan sized 24" x 36"
 - Amended General Land Plan sized 24" x 36"
 - Amended Traffic Impact Analysis
 - The following if Amended:
 - Conceptual service plans (one-lines) for water, wastewater and drainage
 - Fire Service Plan if in ETJ
 - Parkland Dedication Analysis (residential only)
- Submittal Fee of \$2,148.75 + \$13.25/acre or fraction thereof paid via CSS Portal (maximum fee \$5,062.71)

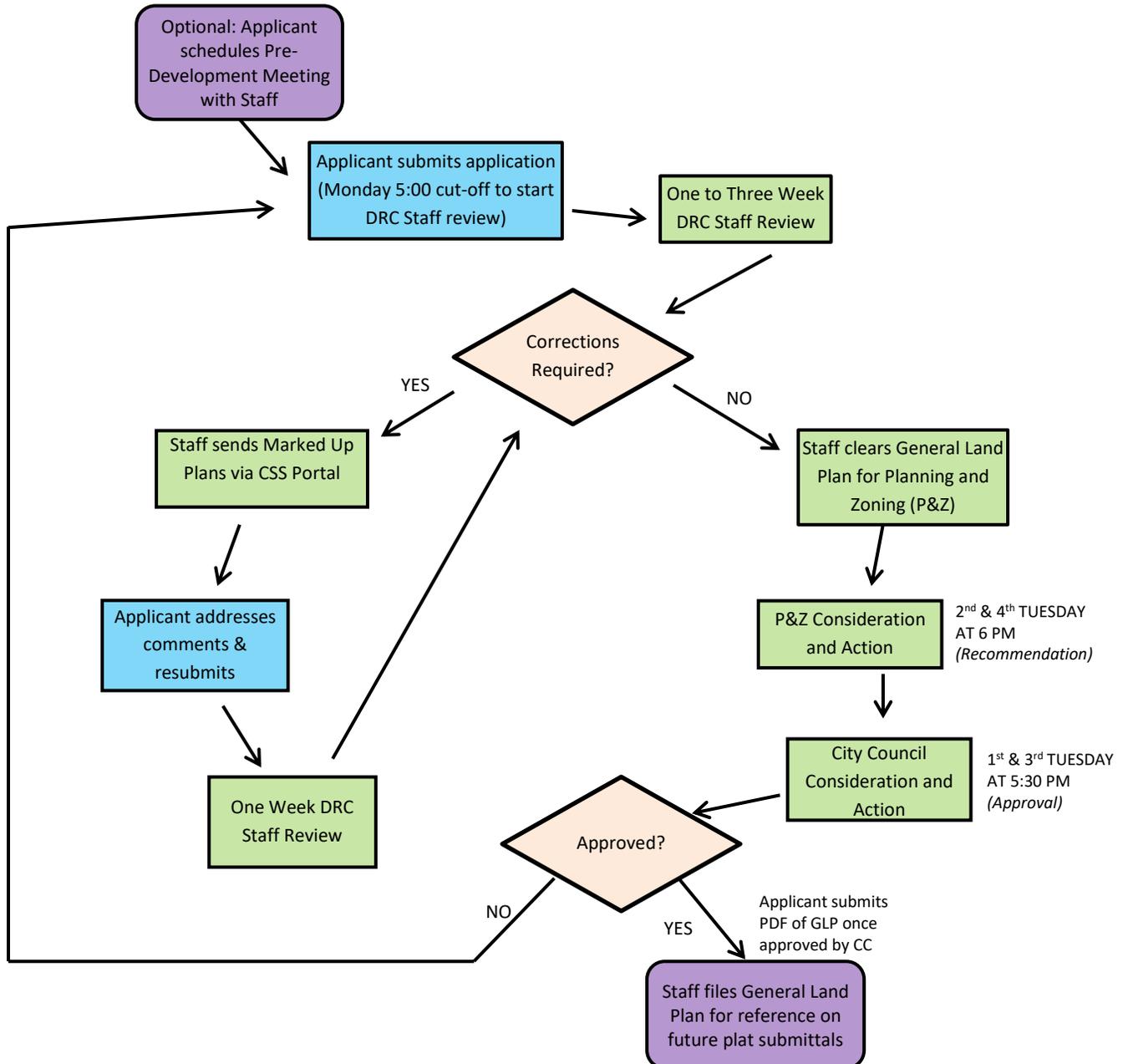
General Land Plan Minor Amendment Submittal Requirements:

- Completed application online through the CSS online portal
 - Legal description of property
 - Approved General Land Plan sized 24" x 36"
 - Amended General Land Plan sized 24" x 36"
- Submittal Fee (\$872.75) paid through CSS online portal



FLOW CHART: GENERAL LAND PLAN PROCESS

REVIEW AND APPROVAL PROCESS





General Land Plan Checklist

Graphic Requirements – The following items shall be shown on the face of the General Land Plan:

Complete	<i>Items Required on General Land Plan</i>
1.	<input type="checkbox"/> All information provided is legible and easily read. Plan shall be drawn to such scale as needed to be easily read. A scale shall be shown on the plan.
2.	<input type="checkbox"/> Title block in the lower right-hand corner with the following elements: <ul style="list-style-type: none"> <input type="checkbox"/> Name of Development <input type="checkbox"/> Name and address of owner/ developer (Design firm) <input type="checkbox"/> Name and address of design firm (land planner/engineer) <input type="checkbox"/> Date <input type="checkbox"/> Type of amendment (if applicable)
3.	<input type="checkbox"/> North Arrow, and other pertinent data oriented to the top of the sheet
4.	<input type="checkbox"/> Scale – 1":10', 1":20', 1":30', 1":40', 1":50', 1":60', 1":100' or as approved by the Director
5.	<input type="checkbox"/> Vicinity map located in the upper right-hand corner of the sheet (delineates the location of the proposed site with respect to major thoroughfares, freeways, watercourses and ditches)
6.	<input type="checkbox"/> 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).
7.	<input type="checkbox"/> The perimeter of the boundary shall be drawn in bold solid line.
8.	<input type="checkbox"/> The following within the property boundary are shown and labeled, when applicable: <ul style="list-style-type: none"> <input type="checkbox"/> Sugar Land City Limits <input type="checkbox"/> ETJ Limits (Sugar Land & others) <input type="checkbox"/> Abstract lines <input type="checkbox"/> Survey lines <input type="checkbox"/> Existing or proposed highways and streets <input type="checkbox"/> 100-year flood plain according to Federal Emergency Management Agency information <input type="checkbox"/> Watercourses/ditches <input type="checkbox"/> Railroad ROWs <input type="checkbox"/> The estimating phasing of development or the order of platting (if multiple phases) <input type="checkbox"/> All applicable jurisdictional and district boundaries such as Municipal Utility Districts (MUDs), Levee Improvement District (LIDs), airport zones, and special districts.
9.	<input type="checkbox"/> The name and location of the following if within 200 feet of the plat boundary (drawn to the same scale and shown in dotted lines): <ul style="list-style-type: none"> <input type="checkbox"/> The location, width, and names of all existing or platted streets or other public right-of way within 200 feet of the tract. <input type="checkbox"/> Corporate city limits (Sugar Land & others) <input type="checkbox"/> ETJ Limits (Sugar Land & others) <input type="checkbox"/> Abstract lines <input type="checkbox"/> Survey Lines <input type="checkbox"/> 100-year flood plain according to Federal Emergency Management Agency information <input type="checkbox"/> Watercourses/ditches <input type="checkbox"/> Railroad ROWs
11.	<input type="checkbox"/> A general arrangement of land use areas, including residential tracts, multi-family tracts, commercial development, private open space, flood plains, drainage, and any public tracts (if

		public tracts are included) shown in standard/ conventional colors for the land use in compliance with the Future Land Use Plan.
12.	<input type="checkbox"/>	Major streets in compliance with: <input type="checkbox"/> Master Thoroughfare Plan <input type="checkbox"/> Transportation Impact Analysis (TIA)
13.	<input type="checkbox"/>	A conceptual plan or information showing the general order in which the tract is planned to be developed.
14.	<input type="checkbox"/>	A summary with acreage for each land use type

Disclaimer: General land plans are required to comply with all applicable Development Code & Design Standard regulations regardless of whether said regulations are found on this checklist.