



Concept Plan Application Packet

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Section 101: Concept Plan Prerequisites.

A concept plan shall be required for all subdivisions of land that are twenty (20) acres or more in size and require building of any improvements approvable through the subdivision construction plan process, except for any property zoned Planned Development District (PDD) within the City limits.

Section 102: Establishment Order for Platting of Land.

The Concept Plan is regarded as the first (1st) approval in the establishment order. This can be influenced on whether or not a performance fiscal is filed with the City. Generally, the subdivision process is comprised of several individual steps as denoted below:

A. *Lack of performance fiscal filed with the City:*

1. Concept plan filing and approval.
2. Preliminary plat filing and approval.
3. Final plat filing and approval.
4. Subdivision construction plans filing and approval.
5. As-built filing and approval.
6. Final plat recording.
7. Acceptance of subdivision improvements filing.

B. *Performance fiscal filed with the City:*

1. Concept plan filing and approval.
2. Preliminary plat filing and approval.
3. Subdivision construction plans filing.
4. Final plat filing and approval.
5. Posting of performance fiscal.
6. Final plat recording.
7. Subdivision construction plans approval.
8. As-built filing and approval.
9. Acceptance of subdivision improvements filing.

- C. Each step of the order has deadlines and expirations that must be met in order for the application and any approval(s) granted to remain valid, in effect, and eligible to continue to the next step of, or to complete, the order.

Section 103: Subdivision Variance & Plan Submittal Delay.

If an applicant wishes a deviation from any code standard in Chapter 46, City Code (Subdivision) a subdivision variance must be filed with the City. **This must be filed first and approved before any plan application associated with the variance can be filed with the City.** If it is filed during the plan process the City must immediately schedule the plan for hearing.

Section 104: Pre-Application Meeting.

Before the application packet can be submitted to the City, a pre-application meeting must be set up with the City. This meeting must be attended at minimum by the contact person and the project engineer. Items as listed with the application must be provided at the time of meeting or the meeting may be rescheduled by the City. The purpose of this meeting is to discuss a proposed project in general terms. It is not regarded as an official filing of the concept plan application. A short period of time should transpire between the pre-application meeting and the filing of an application. **Any timeframe longer than two (2) weeks between the pre-application meeting and application filing and the City may request another pre-application meeting.**

Section 105 Application Submission Requirements.

One (1) copy of following items shall be provided in order to begin completeness review:

- A. Submittal of appropriate filing fees for the application. **\$1,000 + 115% for any City third-party review, as needed (this will be charged later in the process) + postage fees (this will be charged later in the process).**
- B. A copy of all items in the attached Concept Plan Checklist for Completeness Review to the satisfaction of the City. All items shall be submitted in electronic format to planninganddevelopment@ci.elgin.tx.us

Items C - E shall be submitted in person to the Development Services Department after comments are received back from the City at the time of first (1st) submittal. These items must be in the Department's possession in order to schedule the item before the Planning & Zoning Commission.

- C. Provide a list of all property owners within 200 feet of property proposed as the Plan with addresses as recorded by the applicable County Tax Appraisal District.
- D. Address stickers and envelopes addressed (typed) to each property owner within 200 feet **DO NOT SEAL THE ENVELOPES.**
- E. "Certified Mail" receipts and cards for "Return Receipt Requested" mail (information filled in). The front of the card should be (addressed to be returned to) City of Elgin, Development Services Department, P.O. Box 591, Elgin, Texas, U.S.A. 78621.

Section 106: Layout of Infrastructure in Relation to Existing Trees.

Care should be taken in the laying out of infrastructure (right-of-way, park improvements, detention, etc.) in relation to any existing trees that have a diameter of eight (8) inches or larger in size. During the preliminary plat phase, an applicant will be required to produce a tree survey indicating all trees that are eight (8) inches or larger and a tree mitigation plan showing removal of all existing trees in inches and replacement of these trees. Penalty fees will result in removal of these trees. Replacement of lost tree inches will be required and if they cannot be replaced fees-in-lieu based on the missing inches will result.

Section 107: Completeness Review

Once items have been submitted to the City, it shall have ten (10) business days to review for completeness. Completeness shall be determined by the City reviewing all items submitted and verifying all applicable items are present. If the City determines it compliant under this review, then it moves to a submittal review. If deemed noncompliant by the City, the applicant will be notified in writing of the reasons for noncompliance. The applicant shall have one (1) opportunity to submit information within six (6) calendar months of the date. Failure to meet the deadline date or address all Administrator issues within the one (1) opportunity shall expire the application. Submittal of the application for a completeness review is not regarded as an official filing of the application.

Section 108: Submittal Review

After the application is determined complete then the items will go through a submittal review. This review is conducted by the Development Review Committee (DRC). Submittals shall be as outlined below:

- A. First (1st) submittal. The DRC shall review the first (1st) submittal within thirty (30) calendar days of the compliant completeness review and submit comments to the applicant in writing by the end of this timeframe.
- B. Response of Applicant. The applicant shall address all individual comments from the DRC by copying each open comment(s) and providing response(s) to each open comment on official letterhead. This shall also include revised documentation showing the comments have been addressed by the applicant. **If necessary, the DRC can meet with the applicant to thoroughly go through their comments, if desired and contracted by the applicant.**
- C. Second (2nd) & third (3rd) submittals. The second (2nd) and third (3rd) submittals, if needed, shall be reviewed by the DRC within thirty (30) calendar days of the applicant's submittal to the City. For these submittals, response shall be required as stated in subsection (B). **If necessary, on the second (2nd submittal) the DRC can meet with the applicant to thoroughly go through their comments, if desired and contracted by the applicant.**
- D. Scheduling of public hearing before Planning & Zoning Commission. Upon the closing of all DRC comments or reaching the third (3rd) submittal, the Plan will be scheduled for a public hearing before the Planning & Zoning Commission.

Section 109: City Request for Plan Copies.

After the item is set for a public hearing, the City will request ten (10) paper copies of the 24” x 36” proposed plans in order to place within the Staff packet. This will need to be provided by the applicant.

Section 110: Noticing & Hearing Requirements.

Noticing of the Planning & Zoning Commission meeting shall be in accordance with Section 36-29(h), City Code. Applicants shall receive written notice of the location, date, and time of the Commission public hearing.

Section 111: Planning & Zoning Commission Consideration.

In regard to consideration, the Commission has the option to approve, approve with conditions, deny, or continue the item upon concurrence of the applicant. Upon denial, the application expires.

Section 112: Appeals.

An appeals application must be filed with the Department within ten (10) business days from the Commission hearing date. The appeal will be heard by the City Council in a public hearing format with noticing requirements as stated in City Code. The Council shall affirm or reverse the Commission. The appeal will be heard by the Council within thirty (30) calendar days of filing.

Section 113: Expiration of Approval.

The Plan shall expire two (2) years after approval, unless a preliminary plat on all, or a portion of, the land is approved prior to such expiration date and additional preliminary plats are approved in not greater than two (2) year intervals from approval of the previous preliminary plat until all of the land within the Plan is included within approved preliminary plats. These plats must include a minimum ten percent (10%) of land area in the concept plan.

Section 114: Modification of Approved Plans.

Any proposed changes to the approved plan shall require a modification to that approved plan which follows this process. Any applications relating to preliminary plats shall not be accepted until such time as the concept plan modification has been approved.



CITY OF ELGIN

CONCEPT PLAN CHECKLIST FOR COMPLETENESS REVIEW

Subdivision Name: _____

NOTE: THE CONCEPT PLAN WILL NOT BE CONSIDERED COMPLETE OR FILED UNLESS THE FOLLOWING COMPLETENESS REVIEW REQUIREMENTS ARE MET. **IF AN ITEM IS MISSING FROM THE APPLICATION, THE CONCEPT PLAN WILL BE REJECTED IN THE COMPLETENESS REVIEW.** THE CHECKLIST MUST BE COMPLETELY FILLED OUT WITH A Y (YES), N (NO) OR N/A (NOT APPLICABLE) IN EACH BLANK. THIS CHECKLIST MUST BE INCLUDED WITH THE INITIAL SUBMITTAL.

_____ Completeness review date

_____ Submittal date (formal submittal after everything is provided per Completeness review).

_____ Planning and Zoning Meeting date (Note: Items will not be placed on the agenda unless approval has been obtained by the City Engineer & City Development Services Director).

1. APPLICATION REQUIREMENTS

_____ One (1) electronic version of all items in this checklist emailed to the City at planninganddevelopment@ci.elgin.tx.us Information to be forwarded by City onto third-parties after receiving it.

_____ Copy of the pre-application meeting application with signed City staff signatures indicating the meeting has been conducted or documentation from the City the pre-application meeting is not needed for this project. (Should be within a two-week window of submitting application for completeness review or City may request another pre-application meeting during the completeness review comments).

_____ Copy of the application with all information completely filled out and all applicable signatures.

_____ Copy of the Deed showing ownership. Proof of signatory authority for corporations is required.

_____ Copy of owner's authorization for agent giving the applicant permission to file on behalf of the owner or the signatory authority if it is a corporation. This must be submitted on letterhead.

ELGIN CONCEPT PLAN CHECKLIST

- _____ Schematic plans and outline specifications for water, wastewater, paving and drainage, including how utilities and drainage interface with adjacent tracts and any easements required across adjacent tracts to service the proposed subdivision.
- _____ A letter from the developer explaining how the tract will be served by water and wastewater, and how the utilities will interface with adjacent tracts. The letter must include oversized construction and/or offsite requirements if applicable.
- _____ A letter from the developer concerning parkland dedication agreement.
- _____ A letter from the developer committing to voluntarily annex sections of the property as they are platted.
- _____ An environmental assessment statement listing any and all environmental hazards and remedial action proposed to allow subdivision to proceed.
- _____ Voluntary annexation application of this concept plan if under an annexation development agreement, if applicable.
- _____ You will be billed for the exact amount of postage after the notices are mailed to the property owners located within 200 feet of the proposed concept plan. Notices are sent via Certified Mail Return Receipt Requested and via First Class Mail.
- _____ Submit Traffic Impact Analysis as required by Elgin’s Code of Ordinances Section 36-53(c).

2. INFORMATION SHOWN ON CONCEPT PLAN:

- _____ Name of subdivision. The words “Concept Plan” must be included somewhere in the title.
- _____ The title must include the word “Revised” if concept plan is changed after Planning Commission approval.
- _____ Narratives indicating all design professionals with postal address and contact information (phone & e-mail) associated with the application, not including the applicant.
- _____ Vicinity map
- _____ North arrow
- _____ Scale: 1” = 100’
 - The following information appearing in one place on the first sheet.
 - _____ OWNERS: (if corporation, name of responsible individual)
 - _____ LEGEND: (defining line-types and symbols shown)
 - _____ ACREAGE:
 - _____ NUMBER OF BLOCKS:

ELGIN CONCEPT PLAN CHECKLIST

- _____ NUMBER OF LOTS:
- _____ LINEAR FEET OF NEW STREETS:
- _____ DATE: (date of preparation, dates of revision if any) (each revision shall bear a new date)
- _____ SURVEYOR:
- _____ ENGINEER:
- _____ The following language: "This Concept Plan was approved by the City of Elgin Planning & Zoning Commission on this _____ day of _____, 20__.". Also, provide separate individual signatory blocks for the Chair and Secretary of the Planning & Zoning Commission.
- _____ Location sketch
- _____ Ownership boundaries in heavy lines and shall include overall dimensions and bearings.
- _____ Boundary survey with bearings and distance
- _____ Block lines indicating land uses
 - Dashed lines showing the names and locations of adjacent:
 - _____ land / subdivisions
 - _____ property lines and names of adjoining property owners
 - _____ streets
 - _____ easements
 - _____ pipelines
 - _____ watercourses
- _____ Street layout and right of way must conform to the City of Elgin Comprehensive Plan.
- _____ Designation of land use for each tract must be labeled and the area shown in acres.
- _____ Designation of any sites for special use (i.e. parks, detention, etc.) must be labeled and the area shown in acres. This includes churches, sewage disposal plants, water plants, business, industry, or other special land uses. If proposed use is unknown, designate as unrestricted. Where a proposed site in the area taken in by a proposed addition or subdivision is planned for a school, park or public building such site shall be reserved on the preliminary plat for the proposed facility.
- _____ Depiction of 25-year floodplain and 100-year floodplain, if the tract is not within the 25-year and/or 100-year floodplain, a note stating such must be shown.

ELGIN CONCEPT PLAN CHECKLIST

_____ The location of all proposed drainage courses and necessary off-site extensions.

3. FEES:

_____ All associated flat fees in accordance with the fee schedule have been paid to the City. TRC to confirm with the City before completeness review. Third-party review fees and postage fees will occur later in the process.

DISCLAIMER

THIS CHECKLIST IS USED BY THE ELGIN CITY ENGINEER (TRC) FOR THE REVIEW OF PROPOSED DEVELOPMENTS IN THE CITY OF ELGIN. THIS DOCUMENT DOES NOT GOVERN OVER OR SUPERSEDE ANY REQUIREMENTS OF THE CITY’S SUBDIVISION ORDINANCE OR CONSTRUCTION STANDARDS. ALL REQUIREMENTS IN THE ORDINANCE AND STANDARDS MUST BE MET BY THE DEVELOPER AND THE DEVELOPER’S ENGINEER.

SUBDIVISION REQUIREMENTS CAN BE FOUND AT:

https://library.municode.com/tx/elgin/codes/code_of_ordinances?nodeId=PTIICOOR_CH36SU_ARTIINGE

THE LATEST PARKLAND DEDICATION AND FEES ORDINANCE CAN BE FOUND AT:

https://library.municode.com/tx/elgin/ordinances/code_of_ordinances?nodeId=891710

THE COMPLETE CONSTRUCTION STANDARDS CAN BE FOUND AT:

<https://elgintx.com/DocumentCenter/View/100/Construction-Standards>

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PRE-APPLICATION MEETING REQUEST

This is mandatory for concept plans

Date: _____

REQUESTED MEETING DATE/DAY/TIME

Requested Meeting Date(s) or Day(s): _____

Requested Meeting Time(s): _____

PROJECT LOCATION

Parcel ID's from County Appraiser: _____

Postal Address: _____

LAND USE / ZONING / DEVELOPMENT

Current Land Use: _____

Proposed Land Use: _____

Current Zoning: _____; Proposed Zoning: _____

Approx. Sq. Ft of Non-Residential Improvements: _____

Number of Residential Units: _____

REQUIRED ITEMS AT MEETING

Full List of Meeting Attendees and Their Project Role (Contact & Engineer are mandatory).

Checklist of Meeting Topics and Questions to Discuss

Additional Narrative of Proposed Project

Site Location Map or Tax Map Indicating Project Location

Proposed Site Plan, Sketch, or Other Information Depicting Proposed Project

Failure to provide items is grounds to decline meeting.



310 North Main Street
P.O. Box 591
Elgin, Texas, 78621



(512) 281-5724



www.elgintx.com

CONCEPT PLAN APPLICATION

Date: _____

New ____ Modification ____

Modification of _____

SITE INFORMATION

Project Address: _____

Parcel Identification Number (if no address): _____

APPLICANT

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not.

Signature

Printed Name

Date

Project Description:

