

# **City of Taylor**

## **Development Manual**



Published November 2023

# Table of Contents

<b>LDC Section Number and Application Name</b>	<b>Page Number</b>
2.2.3 Annexation Checklist	3
2.2.4 Comprehensive Plan Amendment Checklist	5
2.2.6 New Neighborhood Plan Checklist	8
2.2.7 Infill Neighborhood Plan Checklist	11
2.2.8 Employment Center Plan Checklist	13
2.2.9 Place Type Zoning Map Amendment (Rezoning) Checklist	15
2.2.10 Special Use Permit (SUP) Checklist	17
2.2.11 Place Type Zoning Verification Letter Checklist	19
2.2.12 Place Type Zoning Ordinance Text Amendment Checklist	21
2.2.13 Appeal of a Place Type Zoning Ordinance Text Amendment Checklist	23
2.2.14 Place Type Zoning Variance Checklist	26
2.2.15 Place Type Zoning Special Exception Checklist	29
2.2.16 Place Type Zoning Warrant Checklist	31
2.2.18 Neighborhood Plan Checklist	33
2.2.19 Infill Neighborhood Plan Checklist	35
2.2.20 Preliminary Plat Checklist	37
2.2.21 Subdivision Improvement Plan Checklist	42
2.2.22 Final Plat Checklist	45
2.2.23 Minor Plat Checklist	49
2.2.24 Amending Plat Checklist	51
2.2.25 Replat Checklist	52
2.2.26 Vacating Plat Checklist	55
2.2.27 Plat Certification Checklist	57
2.2.28 Appeal of a Subdivision Related Administrative Decision	59
2.2.29 Subdivision Variance Checklist	61
2.2.30 Subdivision Warrant Checklist	63
2.2.32 Site Development Plan Checklist	65
2.2.33 Streamlined Site Development Plan Checklist	70
2.2.35 Sign Permit Checklist	72
2.2.36 Master Sign Plan Checklist	74
2.2.37 Sign Variance Checklist	77
Floodplain Development Permit Checklist	80



## Voluntary Annexation Application Checklist

### 2.2.3 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for an Annexation application requires a review by staff, a public hearing, and approval by the City Council. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is received. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2023-24-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY BE APPLICABLE WITH PUBLIC NOTICES

#### Applicability & Approvals Section 2.2.3 of LDC

**APPLICABILITY:** Annexation applications are used by property owners who would like to request that their property be annexed into the city limits of Taylor.

**APPROVAL CRITERIA:** Prior to considering an annexation application, the applicant must schedule a pre-application meeting with the City to discuss the proposed annexation. Requests for annexation shall be reviewed by staff to determine whether they are in keeping with the policies and goals of the Comprehensive Plan and authorized by applicable State laws.

**APPROVAL PROCEDURE:** The procedure for processing an annexation application shall follow the requirements established in Chapter 43 of the Texas Local Government Code. City staff will prepare a report for consideration by City Council regarding the advisability of the annexation. The City Council is the final approval authority for annexation applications. Annexations are completed through the adoption of an annexation ordinance by the City Council.

#### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>Completed and Signed Application</b>
	<b>Deed or Other Proof of Ownership</b>

	<ul style="list-style-type: none"> <li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li> </ul>
	<p><b>Agent Authorization Form</b>  <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a></p> <ul style="list-style-type: none"> <li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li> </ul>
	<b>Legal description, including adjacent right-of-way</b>
	<b>Geographic location map of the subject property</b>
	<p><b>Completed Owner's Consent to Annexation with:</b></p> <ul style="list-style-type: none"> <li>Owner of record, even if under contract to applicant</li> <li>Full legal description by official plat or metes and bounds</li> <li>Appropriate owner's Signature Page to reflect individual or entity (Petition for Voluntary Annexation)</li> <li>Original Signature Pages MUST be provided to the case manager prior to recordation</li> <li>Service Plan Agreement</li> </ul>
	<p><b>Declaration of Offer of Development Agreement</b></p> <ul style="list-style-type: none"> <li>Original Signature Pages MUST be provided to the case manager prior to recordation</li> </ul>
	<b>Fee Payment</b>

#### City of Taylor Contacts

Development Services	512-352-3675 Option 3	Development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Comprehensive Plan Amendment Application Checklist

### 2.2.4 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a Comprehensive Plan Amendment is typically used for Future Land Use Plan (FLUP) Amendments and Thoroughfare Masterplan Amendments but alternative Amendments can be requested using this checklist. A Comprehensive Plan Amendment of any type requires a review by staff, a review by the Planning and Zoning Commission, two public hearings, and approval by the City Council. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2023-24-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY BE APPLICABLE WITH PUBLIC NOTICE.

#### Applicability & Approvals Section 2.2.4 of LDC

**APPLICABILITY:** The City Council may approve amendments to the Comprehensive Plan for unique or extraordinary situations that were not anticipated when the Plan was adopted so long as the proposed amendment is clearly in the public interest and meets the spirit and intent of the goals and policies of the Plan.

**APPROVAL CRITERIA:** In determining whether an amendment to the Comprehensive Plan should be adopted, the following criteria shall be applied:

- \* The need for the proposed amendment.
- \*The effect of the proposed amendment on the need for City services and facilities.
- \*Whether the proposed amendment is consistent with the intent of the goals and policies of the Plan.
- \*The implications, if any, that the amendment may have for other parts of the Plan.
- \*Whether unforeseen circumstances or new information has emerged (such as a significant economic development opportunity).

**APPROVAL PROCEDURE:** The procedure for approval of a Comprehensive Plan Amendment shall follow the requirements of Chapter 213 of the Texas Local Government Code and the following process.

- (1) Prior to submitting an application for a Comprehensive Plan Amendment, the applicant shall schedule a pre-application meeting with the City.
- (2) Once a complete application is received, City staff will prepare a staff report and submit it to the Planning & Zoning Commission for consideration.
- (3) Public notice of the proposed amendment will be completed in accordance with State law and City ordinance.
- (4) Following public notice, the Planning & Zoning Commission will hold a public hearing and consider the requested amendment and make a recommendation to the City Council.
- (5) City Council will hold a public hearing and consider the recommendation of the Planning & Zoning Commission. If the City Council is in favor of the amendment, they will adopt it by ordinance in accordance with State law and the City Charter.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

<b>Completed and Signed Application</b>	
	<b>Ownership</b> <ul style="list-style-type: none"><li>• Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"><li>• Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership.</li></ul>
	<b>Provide Description and Narrative</b> <ul style="list-style-type: none"><li>• The applicant shall provide a narrative to support their request and documentation of the need for a Comprehensive Plan Amendment. Additionally, the applicant shall review and answer all the following questions below and submit them within this document.<ul style="list-style-type: none"><li>➢ What Section of the Comprehensive Plan requires an amendment?</li><li>➢ What is the need for the proposed amendment?</li><li>➢ What will be the effect of the proposed amendment on the need for City services and facilities?<ul style="list-style-type: none"><li>▪ Would the proposed amendment support uses which could result in excessive or burdensome use of existing public facilities such as streets, schools, transportation, or utilities?</li></ul></li><li>➢ Is the proposed amendment consistent with the intent of the goals and policies of the Plan?</li><li>➢ Describe the implications, if any, that the amendment may have for other parts of the Plan.</li><li>➢ Have unforeseen circumstances or new information emerged (such as a significant economic development opportunity)?</li><li>➢ Will the proposed amendment adversely affect nearby properties?</li><li>➢ Are there changing conditions affecting the use or development of the property which justifies either approval or disapproval of the request?</li><li>➢ Will the proposed amendment be consistent with the currently adopted Comprehensive Plan?</li><li>➢ If the amendment is approved, will it further the goals of the City? If so, explain.</li></ul></li></ul>
	<b>Drawings/Maps</b> <ul style="list-style-type: none"><li>• Existing conditions of the subject property with site boundary to scale (site plan/survey)</li><li>• Map showing the property and the surrounding area's Future Land Use and current Place Type designation</li></ul>

	<ul style="list-style-type: none"> <li>• Map showing the property with its proposed Place Type designation, if applicable           <ul style="list-style-type: none"> <li>➢ Additionally, show any potential Place Type Zoning Map Amendment (re-zoning) scenarios that may be contingent upon the approval of the Comprehensive Plan Amendment, if applicable</li> </ul> </li> <li>• Map showing the existing and/or proposed thoroughfare street network</li> </ul>
	<b>Location of existing utilities</b>
	<b>Proposed utility plan and proposed need</b>
	<b>Fee Payment</b>

#### City of Taylor Contacts

Development Services	512-352-3675 Option 3	Development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## New Neighborhood Plan Application Checklist

### 2.2.6 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a New Neighborhood Plan application within City limits requires a review by staff, a review by the Planning and Zoning Commission, two public hearings, and approval by the City Council. A request for a New Neighborhood Plan application in the ETJ requires a review by staff, a public hearing, and approval by the Planning and Zoning Commission. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY BE APPLICABLE WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.6 of LDC

**APPLICABILITY:** New Neighborhood Plans are for development projects over 2.5 acres (one or more standard city blocks) on previously undeveloped and/or unplatte land. New Neighborhood Plan applications are used to layout new neighborhoods or portions thereof including streets, blocks, lots, civic spaces, etc. and to allocated Place Type zoning districts within the new neighborhood. New Neighborhood Plans include a general subdivision layout which shall serve as the guide for the preliminary plat(s) that will be submitted after the New Neighborhood Plan is adopted.

**APPROVAL CRITERIA:** New Neighborhood Plans are reviewed for compliance with the Comprehensive Plan and the requirements of this LDC.

**APPROVAL PROCEDURE:** The procedure for approval of a New Neighborhood Plan shall follow the requirements of Chapters 211 and 212 of the Texas Local Government Code and the following process.

- (1) Prior to submitting an application for a New Neighborhood Plan, the applicant shall schedule a pre-application meeting with the City.
- (2) Once a complete application is received, City staff will schedule a New Neighborhood Plan design charette or urban design consultation depending upon the scale and complexity of the development proposal.
- (3) Upon completion of the design charette or urban design consultation, City staff will prepare a staff report and submit it along with the New Neighborhood Plan to the Planning & Zoning Commission for consideration.

(4) Public notice of the application will be completed in accordance with State law and City ordinance.

(5) Following public notice, the Planning & Zoning Commission will hold a public hearing and consider the New Neighborhood Plan and make a recommendation to the City Council.

(6) City Council will hold a public hearing and consider the recommendation of the Planning & Zoning Commission. If the City Council is in favor of the New Neighborhood Plan, they will adopt it by ordinance in accordance with State law and the City Charter.

**EXPIRATION:** New Neighborhood Plans will expire twenty-four (24) months after approval if a complete Preliminary Plat application has not been accepted by the City. Upon expiration, the property will revert to the Place Type zoning that was in place prior to approval of the New Neighborhood Plan.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>Completed and Signed Application</b>
	<b>Letter of Intent</b>
	<b>Deed or Other Proof of Ownership</b> <ul style="list-style-type: none"> <li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li> </ul>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"> <li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li> </ul>
	<b>Legal description</b>
	<b>Geographic location map of subject property</b>
	<b>Urban Design Team Review Process</b>
	<b>Illustrate the proposed block structure with Block, Lot, Street Types, and Place Type Allocation</b> <ul style="list-style-type: none"> <li>See Section 3.6 “New Neighborhood Plans” for applicability and standards</li> <li>See Table 3.7.1(A) “Place Type Allocation Per Development Pattern”</li> </ul>
	<b>Show Place Type designations by Lot including Civic Space</b> <ul style="list-style-type: none"> <li>See “Place Type Zoning Districts” Section 4.2 for Place Type descriptions</li> <li>See “Civic Spaces” Section 3.8.5 for criteria</li> </ul>
	<b>Show the proposed street network with existing streets and proposed Street Types to and through the development</b> <ul style="list-style-type: none"> <li>See Appendix 1 – Master Thoroughfare Plan for required and desired future streets and for street cross-sections</li> <li>See the Engineering Manual for Street Type design details</li> </ul>
	<b>Fee Payment</b>

## **City of Taylor Contacts**

Development Services	512-352-3675 Option 3	Development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



# Infill Neighborhood Plan

## Application Checklist (Rezoning Required)

### 2.2.7 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for an Infill Neighborhood Plan application within City limits requires a review by staff, a review by the Planning and Zoning Commission, two public hearings, and approval by the City Council. A request for an Infill Neighborhood Plan application in the ETJ requires a review by staff, a public hearing, and approval by the Planning and Zoning Commission. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY BE APPLICABLE WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.7 of LDC

**APPLICABILITY:** Infill Neighborhood Plans are for development projects over 2.5 acres (one or more standard city blocks) in an infill location. Infill Neighborhood Plan applications are used to layout infill neighborhoods or portions thereof including streets, blocks, lots, civic spaces, etc. and to allocated Place Type zoning districts within the infill neighborhood. The Infill Neighborhood Plan may include amending, re-platting or vacating of existing platted lots and/or the adoption of a new preliminary plat. This process is intended to be expedited in order to encourage infill development.

**APPROVAL CRITERIA:** Infill Neighborhood Plans are reviewed for compliance with the Comprehensive Plan, the requirements of this LDC, and the context of the infill location.

**APPROVAL PROCEDURE:** The procedure for approval of an Infill Neighborhood Plan shall follow the requirements of Chapters 211 and 212 of the Texas Local Government Code and the following process:

- (1) Prior to submitting an application for an Infill Neighborhood Plan, the applicant shall schedule a pre-application meeting with the City.
- (2) Once a complete application is received, City staff will schedule an Infill Neighborhood Plan design charette or urban design consultation depending upon the scale and complexity of the development proposal.
- (3) Upon completion of the design charette or urban design consultation, City staff will prepare a staff report and submit it along with the Infill Neighborhood Plan to the Planning & Zoning Commission for consideration.

(4) Public notice of the application will be completed in accordance with State law and City ordinance.  
 (5) Following public notice, the Planning & Zoning Commission will hold a public hearing and consider the New Neighborhood Plan and make a recommendation to the City Council.

City Council will hold a public hearing and consider the recommendation of the Planning & Zoning Commission. If the City Council is in favor of the Infill Neighborhood Plan, they will adopt it by ordinance in accordance with State law and the City Charter.

**EXPIRATION:** Infill Neighborhood Plans will expire twenty-four (24) months after approval if a complete plat, site development plan or building permit application has not been accepted by the City. Upon expiration, the property will revert to the Place Type zoning that was in place prior to approval of the Infill Neighborhood Plan.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>Completed and Signed Application</b>
	<p><b>Deed or Other Proof of Ownership</b></p> <ul style="list-style-type: none"> <li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li> </ul>
	<p><b>Agent Authorization Form</b>  <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a></p> <ul style="list-style-type: none"> <li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li> </ul>
	<b>Legal description</b>
	<b>Letter of Intent</b>
	<b>Geographic location map of the subject property</b>
	<b>Plat/Survey</b>
	<p><b>Illustrate the proposed block structure with Block, Lot, Street Types, and Place Type Allocation</b></p> <ul style="list-style-type: none"> <li>See Section 3.6.1.4 "Traditional Neighborhood Development (TND)" for Place Type Allocation standards</li> </ul>
	<p><b>Show Place Type designations by Lot including Civic Space</b></p> <ul style="list-style-type: none"> <li>See "Place Type Zoning Districts" Section 4.2 for Place Type descriptions</li> <li>See "Civic Spaces" Section 3.8.5 for criteria</li> </ul>
	<p><b>Show the proposed street network with existing streets and proposed Street Types to and through the development</b></p> <ul style="list-style-type: none"> <li>See Master Thoroughfare Plan in the Appendix for required and desired future streets and for street cross-sections</li> <li>See the Engineering Manual for Street Type design details</li> </ul>
	<b>Fee Payment</b>

### City of Taylor Contacts

Development Services	512-352-3675 Option 3	Development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Employment Center Plan Application Checklist

### 2.2.8 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for an Employment Center Plan application within City limits requires a review by staff, a review by the Planning and Zoning Commission, two public hearings, and approval by the City Council. A request for an Employment Center Plan application in the ETJ requires a review by staff, approval by the Planning and Zoning Commission, public hearing at City Council and a vote at a separate meeting, and Voluntary Annexation. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY BE APPLICABLE WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.8 of LDC

**APPLICABILITY:** All areas designated as EC – Employment Center Place Type require an Employment Center Plan to be approved prior to any development or redevelopment activity on the property. Employment Center Plans are intended to allow for the customization of development standards for sites that are intended to provide locations for job centers that may require deviations from the development standards of the other Place Type zoning districts.

**APPROVAL CRITERIA:** Employment Center Plans are reviewed for compliance with the Comprehensive Plan, the requirements of this LDC, the special needs of proposed employment land uses, and the context of the Employment Center's location.

**APPROVAL PROCEDURE:** The procedure for approval of an Employment Center Plan shall follow the requirements of Chapters 211 and 212 of the Texas Local Government Code and the following process:

- (1) Prior to submitting an application for an Employment Center Plan, the applicant shall schedule a pre-application meeting with the City.
- (2) Once a completed application is received, City staff will schedule an Employment Center Plan design charette or urban design consultation depending upon the scale and complexity of the development proposal.

(3) Upon completion of the design charette or urban design consultation, City staff will prepare a staff report and submit it along with the Employment Center Plan to the Planning & Zoning Commission for consideration.

(4) Public notice of the application will be completed in accordance with State law and City ordinance.

(5) Following public notice, the Planning & Zoning Commission will hold a public hearing and consider the Employment Center Plan and make a recommendation to the City Council. City Council will hold a public hearing and consider the recommendation of the Planning & Zoning Commission. If the City Council is in favor of the Employment Center Plan, they will adopt it by ordinance in accordance with State law and the City Charter.

**EXPIRATION:** Employment Center Plans will expire twenty-four (24) months after approval if a complete Preliminary Plat application has not been accepted by the City. Upon expiration, the property will revert to the Place Type zoning that was in place prior to approval of the Employment Center Plan.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>Completed and Signed Application</b>
	<p><b>Deed or Other Proof of Ownership</b></p> <ul style="list-style-type: none"> <li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li> </ul>
	<p><b>Agent Authorization Form</b>  <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a></p> <ul style="list-style-type: none"> <li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li> </ul>
	<b>Legal description</b>
	<b>Geographic location map of the subject property</b>
	<p><b>Letter of Intent (LOI): statement providing description and narrative</b></p> <ul style="list-style-type: none"> <li>The applicant shall provide a narrative to support their request for an Employment Center Plan. Additionally, the applicant shall review and answer all the following questions below and submit them within this document. <ul style="list-style-type: none"> <li>What is the proposed employment land use?</li> <li>Does this proposed plan comply with the intent of the Comprehensive Plan and LDC?</li> <li>Do the special needs of the proposed employment land use fit the context of the Employment Center's location?</li> <li>What is the proposed square footage of the development?</li> <li>What is the proposed number of job to be created by the development?</li> </ul> </li> </ul>
	<p><b>Urban Design Team Process &amp; Deliverables:</b></p> <ul style="list-style-type: none"> <li>Once LOI is received, applicant will receive information on the Urban Design Team Process and Deliverables needed to proceed with project.</li> </ul>
	<b>Fee Payment</b>

### City of Taylor Contacts

Development Services	512-352-3675 Option 3	Development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Place Type Zoning Map Amendment Application Checklist (Re-zoning) 2.2.9 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a Place Type Zoning Map Amendment (Re-zoning) requires a review by staff, a review by the Planning and Zoning Commission, two public hearings, and approval by the City Council. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONS FEES MAY BE APPLICABLE WITH PUBLIC NOTICE

### Applicability & Approvals Section 2.2.9 of LDC

**APPLICABILITY:** Place Type Zoning Map Amendment applications are used by property owners to request a change to the Place Type zoning district of their property. If the property meets the criteria for a New or Infill Neighborhood Plan, that application type shall be used and not a Place Type Zoning Map Amendment application.

**APPROVAL CRITERIA:** Place Type Zoning Map Amendment applications are reviewed for compliance with the Comprehensive Plan and the requirements of this LDC.

**APPROVAL PROCEDURE:** The procedure for approval of a Place Type Zoning Map Amendment application shall follow the requirements of Chapter 211 of the Texas Local Government Code and the following process:

- (1) Prior to submitting a Place Type Zoning Map Amendment application, the applicant shall schedule a pre-application meeting with the City.
- (2) Once a complete application is received, City staff will prepare a staff report and submit it to the Planning & Zoning Commission for consideration.
- (3) Public notice of the application will be completed in accordance with State law and City ordinance.
- (4) Following public notice, the Planning & Zoning Commission will hold a public hearing and consider the Place Type Zoning Map Amendment application and make a recommendation to the City Council.

(5) City Council will hold a public hearing and consider the recommendation of the Planning & Zoning Commission. If the City Council is in favor of the Place Type Zoning Map Amendment application, they will adopt it by ordinance in accordance with State law and the City Charter.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>Completed and Signed Zoning and SUP Application</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/10180/Planning--Zoning-and-SUP-Application">https://www.ci.taylor.tx.us/DocumentCenter/View/10180/Planning--Zoning-and-SUP-Application</a>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"><li>• Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li></ul>
	<b>Letter of Intent: statement providing description and narrative</b> <ul style="list-style-type: none"><li>• The applicant shall provide a narrative to support their request and documentation of the need for a Place Type Zoning Map Amendment (re-zoning). Additionally, the applicant shall review and answer all the following questions below and submit them within this document<ul style="list-style-type: none"><li>➢ Is the Place Type Zoning Map Amendment (re-zoning) consistent with guiding documents such as the Comprehensive Plan and Land Development Code (LDC)?</li><li>➢ Is the Place Type Zoning Map Amendment (re-zoning) compatible with the surrounding area?</li><li>➢ Does the Place Type Zoning Map Amendment (re-zoning) promote health, safety, and general welfare?</li><li>➢ Is infrastructure available for future development of this site for uses allowed in the proposed Place Type zoning district(s)?</li><li>➢ Are there changed conditions that make the Place Type Zoning Map Amendment (re-zoning) necessary?</li><li>➢ Is there a need in the community for the proposed development or Place Type zoning associated with this request?</li></ul></li></ul>
	<b>Plat or Survey</b> <ul style="list-style-type: none"><li>• A copy of a final plat or survey within the last 3 years.</li></ul>
	<b>A scoping meeting with City Engineer &amp; Planning Staff</b> <ul style="list-style-type: none"><li>• Provide a statement regarding utility capacity for the proposed project from the City Engineer.</li></ul>
	<b>A Tree Survey with Mitigation Plan</b>
	<b>Fee Payment</b>

### City of Taylor Contacts

Development Services	512-352-3675 Option 3	Development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Special Use Permit (SUP) Application Checklist 2.2.10 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a Special Use Permit requires a review by staff, a review by the Planning and Zoning Commission, two public hearings, and approval by the City Council. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY BE APPLICABLE WITH PUBLIC NOTICE

### Applicability & Approvals Section 2.2.10 of LDC

**APPLICABILITY:** Special Use Permits allow for the approval of land uses with characteristics or operating conditions that do not meet one or more of the criteria of this LDC, but which are in keeping with the intent of the LDC and the Comprehensive Plan.

**APPROVAL CRITERIA:** Special Use Permit applications are reviewed for compliance with the Comprehensive Plan, the intent statements of this LDC and for overall compatibility with the surrounding neighborhood in which the property is located.

**APPROVAL PROCEDURE:** The procedure for approval of a Special Use Permit application shall follow the requirements of Chapter 211 of the Texas Local Government Code and the following process:

- (1) Prior to submitting a Special Use Permit application, the applicant shall schedule a preapplication meeting with the City.
- (2) Once a complete application is received, City staff will prepare a staff report and submit it to the Planning & Zoning Commission for consideration.
- (3) Public notice of the application will be completed in accordance with State law and City ordinance.
- (4) Following public notice, the Planning & Zoning Commission will hold a public hearing and consider the Special Use Permit and make a recommendation to the City Council.

(5) City Council will hold a public hearing and consider the recommendation of the Planning & Zoning Commission. If the City Council is in favor of the Special Use Permit application, they will adopt it by ordinance in accordance with State law and the City Charter.

**EXPIRATION:** The City Council may establish an expiration date and/or renewal criteria for the Special Use Permit in the adopting ordinance.

#### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

<b>Completed and Signed Application</b>	
	<b>Ownership</b> <ul style="list-style-type: none"><li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"><li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership.</li></ul>
	<b>Provide a Site Plan</b> - a site plan showing the following:  <u>For recreational vehicle parks:</u> <ul style="list-style-type: none"><li>General layout of the development; and</li><li>Number of recreational vehicle stands; or</li></ul> <u>For all other developments requiring a Special Use Permit:</u> <ul style="list-style-type: none"><li>Site plan showing existing conditions boundaries, lots, buildings, etc., drawn to scale;</li><li>Site Plan showing the location of each proposed building and structures, (vertical construction), etc., drawn to scale;</li><li>The location of existing natural and manmade stormwater facilities and significant natural features;</li><li>Proposed wastewater facilities and points of discharge;</li><li>Proposed landscaping and screening buffers;</li><li>The location and dimensions of all curb cuts, public, parking and loading areas, pedestrian walks, lighting facilities, and outdoor trash storage facilities;</li><li>Traffic impact analysis, unless the applicant secures a written waiver from the city engineer stating that the proposed use will have no significant impact on the city's traffic system; and<ul style="list-style-type: none"><li>➤ Anticipated permits required regarding pollutants, wetlands and hazardous materials.</li></ul></li></ul>
	<b>Drawings/Maps</b> <ul style="list-style-type: none"><li>A copy of a plat or an official survey showing the boundary of the desired re-zoning (Surveys may not be older than three (3) years).</li><li>Map showing the site's Place Type designation(s) in the Comprehensive Plan.</li><li>Map showing the Place Type of the subject property and the surrounding area.</li></ul>
	<b>Fee Payment</b>

#### City of Taylor Contacts

Development Services	512-352-3675 Option 3	Development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Place Type Zoning Verification Letter Application Checklist

### 2.2.11 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a Place Type Zoning Verification Letter application requires approval by staff. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

#### Applicability & Approvals Section 2.2.11 of LDC

**APPLICABILITY:** Special Use Permits allow for the approval of land uses with characteristics or operating conditions that do not meet one or more of the criteria of this LDC, but which are in keeping with the intent of the LDC and the Comprehensive Plan.

**APPROVAL CRITERIA:** Special Use Permit applications are reviewed for compliance with the Comprehensive Plan, the intent statements of this LDC and for overall compatibility with the surrounding neighborhood in which the property is located.

**APPROVAL PROCEDURE:** The procedure for approval of a Special Use Permit application shall follow the requirements of Chapter 211 of the Texas Local Government Code and the following process:

- (1) Prior to submitting a Special Use Permit application, the applicant shall schedule a preapplication meeting with the City.
- (2) Once a complete application is received, City staff will prepare a staff report and submit it to the Planning & Zoning Commission for consideration.
- (3) Public notice of the application will be completed in accordance with State law and City ordinance.
- (4) Following public notice, the Planning & Zoning Commission will hold a public hearing and consider the Special Use Permit and make a recommendation to the City Council.

(5) City Council will hold a public hearing and consider the recommendation of the Planning & Zoning Commission. If the City Council is in favor of the Special Use Permit application, they will adopt it by ordinance in accordance with State law and the City Charter.

**EXPIRATION:** The City Council may establish an expiration date and/or renewal criteria for the Special Use Permit in the adopting ordinance.

#### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>Completed and Signed Application</b>
	<b>Deed or Other Proof of Ownership</b> <ul style="list-style-type: none"><li>• Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"><li>• Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li></ul>
	<b>Legal description</b>
	<b>Geographic location map of the subject property</b>
	<b>Written statement or narrative describing the existing use of land and the proposed end use will be.</b>
	<b>Fee Payment</b>

#### City of Taylor Contacts

Development Services	512-352-3675 Option 3	Development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Place Type Zoning Ordinance Text Amendment Application Checklist

### 2.2.12 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a Place Type Zoning Ordinance Text Amendment application requires a review by staff, a review by the Planning and Zoning Commission, two public hearings, and approval by the City Council. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY BE APPLICABLE WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.12 of LDC

**APPLICABILITY:** Special Use Permits allow for the approval of land uses with characteristics or operating conditions that do not meet one or more of the criteria of this LDC, but which are in keeping with the intent of the LDC and the Comprehensive Plan.

**APPROVAL CRITERIA:** Special Use Permit applications are reviewed for compliance with the Comprehensive Plan, the intent statements of this LDC and for overall compatibility with the surrounding neighborhood in which the property is located.

**APPROVAL PROCEDURE:** The procedure for approval of a Special Use Permit application shall follow the requirements of Chapter 211 of the Texas Local Government Code and the following process:

- (1) Prior to submitting a Special Use Permit application, the applicant shall schedule a preapplication meeting with the City.
- (2) Once a complete application is received, City staff will prepare a staff report and submit it to the Planning & Zoning Commission for consideration.
- (3) Public notice of the application will be completed in accordance with State law and City ordinance.

(4) Following public notice, the Planning & Zoning Commission will hold a public hearing and consider the Special Use Permit and make a recommendation to the City Council.

(5) City Council will hold a public hearing and consider the recommendation of the Planning & Zoning Commission. If the City Council is in favor of the Special Use Permit application, they will adopt it by ordinance in accordance with State law and the City Charter.

**EXPIRATION:** The City Council may establish an expiration date and/or renewal criteria for the Special Use Permit in the adopting ordinance.

#### **Required Documents**

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>Completed and Signed Application</b>
	<b>The exact wording of the proposed Place Type Zoning Ordinance Text Amendment</b> <ul style="list-style-type: none"><li>• Include the applicable existing LDC Section number</li></ul>
	<b>Letter of Intent: statement providing description and narrative</b> <ul style="list-style-type: none"><li>• The applicant shall provide a narrative to support their request and explain why a Place Type Zoning Ordinance Text Amendment is necessary. Additionally, the applicant shall review and answer all the following questions below and submit them within this document:<ul style="list-style-type: none"><li>➢ How does the proposed Place Type Zoning Ordinance Text Amendment comply with the intent of the Comprehensive Plan and LDC?</li><li>➢ What is the need and justification for the Place Type Zoning Ordinance Text Amendment?</li><li>➢ How is the existing text invalid or inappropriate? Include specific evidence or example of claim.</li><li>➢ How will the Place Type Zoning Ordinance Text Amendment effect present and future land uses?</li></ul></li></ul>
	<b>Plat or Survey</b>
	<b>Fee Payment</b>

#### **City of Taylor Contacts**

Development Services	512-352-3675 Option 3	Development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Appeal of a Place Type Related Administrative Decision Application Checklist

### 2.2.13 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for an Appeal of a Place Type Related Administrative Decision application will be heard by the Zoning Board of Appeals. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY BE APPLICABLE WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.13 of LDC

**APPLICABILITY:** Pursuant to the provisions of Chapter 211 of the Texas Local Government Code, a person may appeal an order, requirement, decision, or determination made by an administrative official in the enforcement of zoning regulations adopted under Chapter 211. The following persons are authorized to file an appeal of an administrative decision that is not specific to an application, address or project:

- (1) a person aggrieved by the decision; or
- (2) any officer, department, board, or bureau of the municipality affected by the decision. The following persons are authorized to file an appeal of an administrative decision that is related to a specific application, address, or project:
  - a. a person who filed the application that is the subject of the decision;
  - b. a person who is the owner or representative of the owner of the property that is the subject of the decision; or is aggrieved by the decision and is the owner of real property within 200 feet of the property that is the subject of the decision; or
  - c. a person who is aggrieved by the decision and is the owner of real property within 200 feet of the property that is the subject of the decision; or
  - d. any officer, department, board, or bureau of the municipality affected by the decision.

**APPROVAL CRITERIA:** The ZBA may reverse or affirm, in whole or in part, or modify the administrative official's order,

requirement, decision, or determination from which an appeal is taken and make the correct order, requirement, decision, or determination, and for that purpose the ZBA has the same authority as the administrative official. The ZBA shall consider the following in rendering its decision:

(1) The administrative official's action is presumed to be valid. The applicant shall present sufficient evidence and have the burden to justify a reversal of the action being appealed. The administrative official may present evidence and argument to the contrary.

(2) All findings and conclusions necessary to the appeal shall be based upon reliable evidence.

**APPROVAL PROCEDURE:** (1) A person wishing to file an appeal shall submit a complete appeal application to the City not later than the twentieth (20th) day after the date the administrative decision is made.

(2) Pursuant to Section 211.010 of the Texas Local Government Code, an appeal stays all proceedings in furtherance of the action that is appealed unless the official from whom the appeal is taken certifies in writing to the ZBA facts supporting the official's opinion that a stay would cause imminent peril to life or property. In that case, the proceedings may be stayed only by a restraining order granted by the ZBA or a court of record on application, after notice to the official, if due cause is shown.

(3) The administrative official shall submit to the ZBA all the documents constituting the record of the action taken by the official.

(4) The ZBA shall set a reasonable time for the appeal hearing and shall give public notice of the hearing and due notice to the parties in interest. A party may appear at the appeal hearing in person or by agent or attorney. The ZBA shall decide the appeal at the next meeting for which notice can be provided following the hearing and not later than the 60th day after the date the appeal is filed.

(5) At least seventy-five (75) percent of the members of the ZBA must be present to hear the appeal.

(6) The concurring vote of seventy-five (75) percent of the members of the ZBA is required to reverse an order, requirement, decision, or determination of an administrative official.

(7) Judicial review of a decision of the ZBA shall follow the procedures in Chapter 211.011 of the Texas Local Government Code.

#### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>Completed and Signed Application</b>
	<b>Agent Authorization Form</b>
	<b>Letter of Intent: a statement providing description and narrative</b> <ul style="list-style-type: none"><li>• The applicant shall provide a narrative to support their request and documentation of the need for an Appeal of a Place Type Related Administrative Decision. Additionally, the applicant shall review and answer all the following questions below and submit them within this document.<ul style="list-style-type: none"><li>➢ What is the justification for the appeal request?</li><li>➢ What is the percentage or measurement of the request exceeding the standards allowed under the LDC?</li><li>➢ Applicant shall include the DRC determination report with denial of request</li></ul></li></ul>
	<b>Plat or Survey</b>
	<b>Fee Payment</b>

### **City of Taylor Contacts**

Development Services	512-352-3675 Option 3	Development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Place Type Zoning Variance Application Checklist

### 2.2.14 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a Place Type Zoning Variance application requires a review by staff and approval by the Zoning Board of Adjustments. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY APPLY WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.14 of LDC

**APPLICABILITY:** In specific cases a variance from the terms of this LDC may be authorized by the ZBA if the variance is not contrary to the public interest and due to special conditions, a literal enforcement of the LDC would result in unnecessary hardship, and so that the spirit of the LDC is observed and substantial justice is done.

**APPROVAL CRITERIA:** No variance shall be granted or imposed unless the ZBA finds:

- (1) That there are special circumstances or conditions affecting the property involved such that the strict application of the provisions of this LDC would deprive the applicant of the reasonable use of their property; and
- (2) That granting of the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant; and
- (3) That the granting or imposition of the variance will not be detrimental to the public health, safety and welfare; and
- (4) That the granting or imposition of the variance will not have the effect of preventing the orderly development of other property in the area in accordance with the provisions of this LDC. Such findings of the ZBA together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the meeting at which such variance is granted or imposed. Variances may be granted or imposed only when in harmony with the general purpose and intent of this LDC and the Comprehensive Plan so that the public health, safety, and welfare may be secured. Financial hardship to the applicant, standing alone, except as provided for below, shall not be deemed to constitute undue hardship. All variances shall be granted or imposed on a case-by-case basis and no variance shall be construed to serve as a precedent for subsequent variances.

The ZBA may consider the following as grounds to determine whether compliance with the LDC as applied to a structure that is the subject of the appeal would result in unnecessary hardship:

- (1) the financial cost of compliance is greater than 50 percent (50%) of the appraised value of the structure as shown on the most recent appraisal roll certified by the assessor for the municipality under Section 26.01, Tax Code;
- (2) compliance would result in a loss to the lot on which the structure is located of at least 25 percent (25%) of the area on which development may physically occur;
- (3) compliance would result in the structure not being in compliance with a requirement of a municipal ordinance, building code, or other requirement;
- (4) compliance would result in the unreasonable encroachment on an adjacent property or easement; or
- (5) the municipality considers the structure to be a nonconforming structure.

**APPROVAL PROCEDURE:**

The procedure for approval of a zoning variance shall follow the requirements of Chapter 211 of the Texas Local Government Code and the following process:

- (1) Prior to submitting a Zoning Variance application, the applicant shall schedule a preapplication meeting with the City.
- (2) Once a complete application is received, City staff will prepare a staff report and submit it to the ZBA for consideration.
- (3) Public notice of the application will be completed in accordance with State law and City ordinance.
- (4) Following public notice, the ZBA will hold a public hearing and consider the Zoning Variance.
- (5) Record of the ZBA's action regarding the Zoning Variance Application shall be recorded in the official meeting minutes.
- (6) Judicial review of a decision of the ZBA shall follow the procedures in Chapter 211.011 of the Texas Local Government Code.

**EXPIRATION:** Zoning Variances expire twenty-four (24) months after approval if a building permit, site development permit or certificate of occupancy has not been issued for the property that incorporates the provisions of the variance.

**Required Documents**

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>Completed and Signed Application</b>
	<b>Ownership</b> <ul style="list-style-type: none"><li>• Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"><li>• Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership.</li></ul>
	<b>Letter of Intent: A detailed written statement of the reasons why the standards to be varied should not be applied to the development or property</b>
	<b>Description of the existing use and improvements of the subject property, including type(s) of building(s), floor area and other applicable criteria</b>

	<b>Description of the proposed use and related improvements / development of the subject property, including type(s) of building(s), floor area and other applicable criteria</b>
	<b>Illustrations or other documents showing the effect of the requested variance on the proposed development</b>
	<b>Map showing the Place Type of the subject property and the surrounding area within 200 feet of the subject property</b>
	<b>Fee Payment</b>

#### **City of Taylor Contact**

Development Services	512-352-3675 Option 3	Development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Place Type Special Exception Application Checklist

### 2.2.15 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a Place Type Special Exception application requires a review by staff and approval by the Zoning Board of Adjustments. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY APPLY WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.15 of LDC

**APPLICABILITY:** The ZBA may hear and decide special exceptions to the following terms of the zoning provisions of this LDC.

- (1) Time extensions for abandoned non-conforming structures, sites and uses.
- (2) Expansions of non-conforming structures, sites and uses.
- (3) Setback exceptions that are not eligible for a Zoning Warrant

**APPROVAL CRITERIA:** The ZBA may approve a Special Exception if it determines that it is not contrary to the public interest, is in keeping with the intent of the Comprehensive Plan and this LDC, and so that the spirit of this LDC is observed and substantial justice is done.

**APPROVAL PROCEDURE:** The procedure for approval of a special exception shall follow the requirements of Chapter 211 of the Texas Local Government Code and the following process:

- (1) Prior to submitting a Special Exception application, the applicant shall schedule a preapplication meeting with the City.
- (2) Once a complete application is received, City staff will prepare a staff report and submit it to the ZBA for consideration.
- (3) Public notice of the application will be completed in accordance with State law and this LDC.
- (4) Following public notice, the ZBA will hold a public hearing and consider the Special Exception.

(5) Record of the ZBA's action regarding the Special Exception Application shall be recorded in the official meeting minutes.

(6) Judicial review of a decision of the ZBA shall follow the procedures in Chapter 211.011 of the Texas Local Government Code.

**EXPIRATION:** Special Exceptions expire twenty-four (24) months after approval if a building permit, site development permit or certificate of occupancy has not been issued for the property that incorporates the provisions of the Special Exception.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>Completed and Signed Application</b>
	<b>Ownership</b> <ul style="list-style-type: none"><li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning--Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning--Agent-Authorization-Form</a> <ul style="list-style-type: none"><li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li></ul>
	<b>Letter of Intent: statement providing description and narrative</b> <ul style="list-style-type: none"><li>The applicant shall provide a narrative to support their request and documentation of the need for a Place Type Special Exception including the LDC Section number for which the Special Exception is requested. Additionally, the applicant shall review and answer all the following questions below and submit them within this document:<ul style="list-style-type: none"><li>Does the proposed Special Exception comply with the intent of the Comprehensive Plan and the LDC?</li><li>Is the proposed Special Exception contrary to the public interest?</li><li>Is the Special Exception 10% or greater than the base standard(s)?</li></ul></li></ul>
	<b>Map showing the Place Type of the subject property and the surrounding area within 200 feet of the subject property</b>
	<b>Fee Payment</b>

### City of Taylor Contacts

Development Services	512-352-3675 Option 3	development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Place Type Warrant Application Checklist

### 2.2.16 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a Place Type Zoning Warrant application requires approval by staff. If an application is denied, applicants may seek a Variance from the Zoning Board of Adjustments. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and thus not filed. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY APPLY WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.16 of LDC

**APPLICABILITY:** Warrants are deviations from a specific provision of this LDC that is in keeping with the intent of the LDC and which may be administratively approved by the Development Review Committee without public notice and hearing. Only those specific provisions that are identified in this LDC as being eligible for warrant shall be considered by the DRC.

**APPROVAL CRITERIA:** The DRC shall consider the following criteria when evaluating a request for a Warrant:

- (1) Is the requested Warrant in keeping with the intent of this LDC?
- (2) Is the Warrant consistent with the characteristics of the surrounding neighborhood?

**APPROVAL PROCEDURE:** The following procedure shall be followed for Warrant applications:

- (1) Prior to submitting a Warrant application, the applicant shall schedule a pre-application meeting with the City.
- (2) Once a complete application is received, DRC staff will review and provide an analysis of the application.
- (3) The DRC shall meet to discuss and take action on the application at a regularly scheduled or specially called meeting of the DRC at which the applicant may be present to answer questions or provide additional information regarding the application.
- (4) Record of the DRC action shall be provided in writing to the applicant.

(5) If a Warrant application is denied by the DRC, the applicant may seek a Variance from the ZBA.

**EXPIRATION:** Warrants expire twenty-four (24) months after approval if a building permit, site development permit or certificate of occupancy has not been issued for the property that incorporates the provisions of the Warrant.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>Completed and Signed Application</b>
	<b>Ownership</b> <ul style="list-style-type: none"><li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"><li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership.</li></ul>
	<b>Letter of Intent: statement providing description and narrative</b> <ul style="list-style-type: none"><li>The applicant shall provide a narrative to support their request and documentation of the need for a Place Type Warrant including the LDC Section number for which the Warrant is requested. Additionally, the applicant shall review and answer all the following questions below and submit them within this document.<ul style="list-style-type: none"><li>Is the requested Warrant in keeping with the intent of the LDC and Comprehensive Plan?</li><li>Is the requested Warrant consistent with the characteristics of the surrounding neighborhood?</li><li>Is the Warrant 10% or greater than the base standard(s)?</li></ul></li></ul>
	<b>Map showing the Place Type of the subject property and the surrounding area within 200 feet of the subject property</b>
	<b>Fee Payment</b>

### City of Taylor Contacts

Development Services	512-352-3675 Option 3	development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Neighborhood Plan Application Checklist

### 2.2.18 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for an Infill Neighborhood Plan application within City limits requires a review by staff, a review by the Planning and Zoning Commission, two public hearings, and approval by the City Council. A request for an Infill Neighborhood Plan application in the ETJ requires a review by staff, a public hearing, and approval by the Planning and Zoning Commission. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>  
ADDITIONAL FEES MAY BE APPLICABLE WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.18 of LDC

**APPLICABILITY:** Neighborhood Plans are for development projects **over 2.5 acres** (one or more standard city blocks) on **previously undeveloped and/or unplatte**d land. Neighborhood Plan applications are used to layout new neighborhoods or portions thereof including streets, blocks, lots, civic spaces, etc. and to allocated Place Type zoning districts within the new neighborhood if the new neighborhood is inside the city limits. Neighborhood Plans include a general subdivision layout which shall serve as the guide for the preliminary plat(s) that will be submitted after the Neighborhood Plan is adopted.

**APPROVAL CRITERIA:** Neighborhood Plans are reviewed for compliance with the Comprehensive Plan and the requirements of this LDC.

**APPROVAL PROCEDURE:** The procedure for approval of a Neighborhood Plan shall follow the requirements of Chapters 211 (if the neighborhood is inside the city limits) and 212 of the Texas Local Government Code and the following process:

- (1) Prior to submitting an application for a Neighborhood Plan, the applicant shall schedule a pre-application meeting with the City.
- (2) Once a complete application is received, City staff will schedule a Neighborhood Plan design charette or urban design consultation depending upon the scale and complexity of the development proposal.
- (3) Upon completion of the design charette or urban design consultation, City staff will prepare a staff report and submit it along with the Neighborhood Plan to the Planning & Zoning Commission for consideration.

(4) Public notice of the application will be completed in accordance with State law and City ordinance.

(5) Following public notice, the Planning & Zoning Commission will hold a public hearing and consider the Neighborhood Plan and either approve, approve with conditions, or disapprove the Neighborhood Plan if the new neighborhood is not in the city limits or make a recommendation to the City Council if the new neighborhood is in the city limits.

(6) City Council will hold a public hearing and consider the recommendation of the Planning & Zoning Commission. If the City Council is in favor of the Neighborhood Plan, they will adopt it by ordinance in accordance with State law and the City Charter.

**EXPIRATION:** Neighborhood Plans expire twenty-four (24) months after approval if a complete Preliminary Plat application has not been accepted by the City. If the property is in the city limits, upon expiration, the property will revert to the Place Type zoning that was in place prior to approval of the Neighborhood Plan.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>Completed and Signed Application</b>
	<b>Deed or Other Proof of Ownership</b> <ul style="list-style-type: none"><li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"><li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li></ul>
	<b>Legal description</b>
	<b>Letter of Intent</b>
	<b>Geographic location map of the subject property</b>
	<b>Plat/Survey</b>
	<b>Illustrate the proposed block structure with Block, Lot, Street Types, and Place Type Allocation</b> <ul style="list-style-type: none"><li>See Section 3.6.1.4 "Traditional Neighborhood Development (TND)" for Place Type Allocation standards</li></ul>
	<b>Show Place Type designations by Lot including Civic Space</b> <ul style="list-style-type: none"><li>See "Place Type Zoning Districts" Section 4.2 for Place Type descriptions</li><li>See "Civic Spaces" Section 3.8.5 for criteria</li></ul>
	<b>Show the proposed street network with existing streets and proposed Street Types to and through the development</b> <ul style="list-style-type: none"><li>See Master Thoroughfare Plan in the Appendix for required and desired future streets and for street cross-sections</li><li>See the Engineering Manual for Street Type design details</li></ul>
	<b>Fee Payment</b>

### City of Taylor Contacts

Development Services

512-352-3675 Option 3

Development.services@taylortx.gov



## Infill Neighborhood Plan Application Checklist

### 2.2.19 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a New Neighborhood Plan application within City limits requires a review by staff, a review by the Planning and Zoning Commission, two public hearings, and approval by the City Council. A request for a New Neighborhood Plan application in the ETJ requires a review by staff, a public hearing, and approval by the Planning and Zoning Commission. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

<https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY BE APPLICABLE WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.19 of LDC

**APPLICABILITY:** Infill Neighborhood Plans are for development projects over 2.5 acres (one or more standard city blocks) in an infill location. Infill Neighborhood Plan applications are used to layout infill neighborhoods or portions thereof including streets, blocks, lots, civic spaces, etc. and to allocate Place Type zoning districts within the infill neighborhood if the property is in the city limits. The Infill Neighborhood Plan may include amending, re-platting or vacating of existing platted lots and/or the adoption of a new preliminary plat. This process is intended to be expedited in order to encourage infill development.

**APPROVAL CRITERIA:** Neighborhood Plans are reviewed for compliance with the Comprehensive Plan and the requirements of this LDC.

**APPROVAL PROCEDURE:** The procedure for approval of an Infill Neighborhood Plan shall follow the requirements of Chapters 211 (if the neighborhood is inside the city limits) and 212 of the Texas Local Government Code and the following process:

(1) Prior to submitting an application for an Infill Neighborhood Plan, the applicant shall schedule a pre-application meeting with the City.

(2) Once a complete application is received, City staff will schedule an Infill Neighborhood Plan design charette or urban design consultation depending upon the scale and complexity of the development proposal.

(3) Upon completion of the design charette or urban design consultation, City staff will prepare a staff report and submit it along with the Infill Neighborhood Plan to the Planning & Zoning Commission for consideration.

(4) Public notice of the application will be completed in accordance with State law and City ordinance.

(5) Following public notice, the Planning & Zoning Commission will hold a public hearing and consider the Infill Neighborhood Plan and either approve, approve with conditions or disapprove. Deficient plat submittals shall be referred to the Planning & Zoning Commission for disapproval at the Planning & Zoning Commission's meeting date shown on the application calendar.

(6) City Council will hold a public hearing and consider the recommendation of the Planning & Zoning Commission. If the City Council is in favor of the Infill Neighborhood Plan, they will adopt it by ordinance in accordance with State law and the City Charter.

**EXPIRATION:** Infill Neighborhood Plans expire twenty-four (24) months after approval if a complete Preliminary Plat, Amending Plat, or Re-Plat application has not been accepted by the City. If the property is in the city limits, upon expiration, the property will revert to the Place Type zoning that was in place prior to approval of the Infill Neighborhood Plan.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>Completed and Signed Application</b>
	<b>Letter of Intent</b>
	<b>Deed or Other Proof of Ownership</b> <ul style="list-style-type: none"><li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"><li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li></ul>
	<b>Legal description</b>
	<b>Geographic location map of subject property</b>
	<b>Urban Design Team Review Process</b>
	<b>Illustrate the proposed block structure with Block, Lot, Street Types, and Place Type Allocation</b> <ul style="list-style-type: none"><li>See Section 3.6 "New Neighborhood Plans" for applicability and standards</li><li>See Table 3.7.1(A) "Place Type Allocation Per Development Pattern"</li></ul>
	<b>Show Place Type designations by Lot including Civic Space</b> <ul style="list-style-type: none"><li>See "Place Type Zoning Districts" Section 4.2 for Place Type descriptions</li><li>See "Civic Spaces" Section 3.8.5 for criteria</li></ul>
	<b>Show the proposed street network with existing streets and proposed Street Types to and through the development</b> <ul style="list-style-type: none"><li>See Appendix 1 – Master Thoroughfare Plan for required and desired future streets and for street cross-sections</li><li>See the Engineering Manual for Street Type design details</li></ul>
	<b>Fee Payment</b>

### City of Taylor Contacts

Development Services	512-352-3675 Option 3	Development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Preliminary Plat Application Checklist

### 2.2.20 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a Preliminary Plat requires a review by staff and approval by the Planning and Zoning Commission. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY APPLY WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.20 of LDC

**APPLICABILITY:** A Preliminary Plat, showing the proposed layout of the neighborhood that complies with the approved New Neighborhood Plan, Infill Neighborhood Plan, or Employment Center Plan, if applicable, shall be required before approval of any division of land or platting activity that requires or proposes the extension of public infrastructure, including, but not limited to, water, sewer, drainage, streets, sidewalks, paths, trails, civic spaces, fire water systems, right-of-way, etc.

**APPROVAL CRITERIA:** Preliminary Plats are reviewed for compliance with the approved Neighborhood or Employment Center Plan, if applicable, the Comprehensive Plan, the requirements of this LDC, the Engineering Manual and all other applicable City, State and Federal laws and requirements.

**APPROVAL PROCEDURE:** The approval procedure for Preliminary Plat applications shall follow the requirements of Chapter 212 of the Texas Local Government Code and the following process:

- (1) Prior to submitting an application for a Preliminary Plat, the applicant shall schedule a pre-application meeting with the City.
- (2) Subdivision applications are only received by the City on the dates shown on the application calendar.
- (3) Once a complete application is received, City staff will review the application for compliance with all applicable criteria.
- (4) All deficiencies in the plat submittal shall be listed in a plan review comment letter that shall be provided to the applicant and to the Planning & Zoning Commission.

(5) Deficient plat submittals shall be referred to the Planning & Zoning Commission for disapproval at the Planning & Zoning Commission's meeting date shown on the application calendar.

(6) The Planning & Zoning Commission shall consider all plat applications referred to them and take action to approve, approve with conditions, or disapprove.

(7) If a plat submittal is disapproved or approved with conditions, the applicant shall resubmit the plat to address and correct all deficiencies on an approved resubmittal date as shown on the application calendar.

(8) Upon resubmittal, the application shall follow steps 3 through 6 above.

(9) Approval of the preliminary plat does not constitute acceptance of the subdivision, but only constitutes authority to proceed with the preparation of Subdivision Improvement Plans.

(10) Preliminary Plats shall not be recorded in the real property records of Williamson County.

**EXPIRATION:** Preliminary Plats expire twelve (12) months after approval if a complete Subdivision Improvement Plans application for one or more phases of the Preliminary Plat has not been accepted by the City.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>A Completed and Signed Application</b>
	<b>Deed or Other Proof of Ownership</b> <ul style="list-style-type: none"><li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"><li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li></ul>
	<b>Lien-Holder Information and Written Consent</b>
	<b>Engineering Summary Letter</b>
	<b>Preliminary Plat</b>
	<b>Scoping Meeting with City Engineer</b> <ul style="list-style-type: none"><li>Provide an action plan <i>or</i> waiver from TIA and DIA requirements as well as a statement regarding utility capacity for the proposed project from the City Engineer</li></ul>
	<b>Engineering Reports</b> <ul style="list-style-type: none"><li>Drainage Report/Drainage Impact Analysis (DIA)</li><li>Traffic Impact Analysis (TIA) or ITE Calculations</li><li>Geotechnical/Paving Report</li></ul>
	<b>Utility Schematic Plans/Utility Capacity Analysis</b>
	<b>Tree Survey with Mitigation Plan</b>
	<b>Agency Concurrence Letters</b> <ul style="list-style-type: none"><li>Any additional documents/permits provided by outside agencies such as TXDOT, Williamson County, Manville, Jonah Water Special Utility District, etc.</li></ul>
	<b>Copy of Letter of Final Determination from FEMA</b>

	<b>Copy of Approved TxDot Driveway Permit</b>
	<b>Fee Payment</b>

### Detailed Information

	<p><b>Engineering Summary Letter</b></p> <ul style="list-style-type: none"> <li>● Provide an Engineering Summary Letter that provides details on the proposed subdivision and summarizes the following:           <ul style="list-style-type: none"> <li>➤ Brief description and location of the proposed subdivision (i.e., in City Limits, City of Taylor ETJ, County).</li> <li>➤ Proposed use in accordance with City of Taylor Zoning and;</li> <li>➤ Land Use Description of how the subdivision will be serviced by utilities and the CCN for each utility.</li> <li>➤ If the calculated amount of Living Unit Equivalent (LUEs) is known, include this in the summary. If offsite improvements are required, this shall be noted in the summary.</li> <li>➤ Description of the site drainage, availability of drainage infrastructure capacity, and how the proposed subdivision will be served by proposed drainage infrastructure. If detention is proposed, provide information on the detention storage and routing. Floodplain information shall also be provided for the site if applicable.</li> <li>➤ Description of any preliminary geotechnical information available. If this information is not available, provide a brief summary of proposed geotechnical coordination for the site that will be provided in a Geotechnical Report that will be submitted concurrently with the subdivision improvement plans.</li> <li>➤ Describe any unique geographical features pertinent to the proposed subdivision that could pose a challenge for drainage, utilities, or roadways.</li> <li>➤ Provide any information on hardships posed by the existing site and any proposed variances that will be submitted for the subdivision.</li> <li>➤ Provide information on any features such as pipelines, railroads, electric transmission lines, treatment facilities that exist on the site or are in proximity to the proposed subdivision.</li> <li>➤ Provide information on existing adjacent subdivisions and how the proposed subdivision will provide connectivity to/from the adjacent subdivisions in accordance with the City of Taylor Comprehensive Plan.</li> <li>➤ For outside agencies such as: TxDOT, Special Utility Districts (SUD), Water Supply Corporation (WSC), Williamson County, FEMA, provide information on coordination items required for each if any portion of the proposed subdivision is to be serviced by the agency.</li> </ul> </li> </ul>
	<p><b>Preliminary Plat</b></p> <ul style="list-style-type: none"> <li>● Provide a copy of the preliminary plat in compliance with the Subdivision Ordinance, Engineering Manual, Zoning Ordinance, and this Application/Checklist.</li> <li>● Include the following on the right lower corner of sheet           <ul style="list-style-type: none"> <li>➤ Subdivision name / City of Taylor Project Number (PZ- year-XXXX)</li> <li>➤ Date</li> <li>➤ Scale</li> <li>➤ Sheet number</li> <li>➤ Revision notes</li> <li>➤ Address</li> </ul> </li> </ul>

- Provide a description of the plat at the top and center of the sheet in the following format:

" \_\_\_\_\_ Subdivision Preliminary Plat  
City of Taylor Project Number (PZ- year-XXXX)

Being a preliminary plat consisting of \_\_\_\_\_ acres, including \_\_\_\_\_ acres of right-of-way dedication, To create \_\_\_\_\_ lots, \_\_\_\_\_ reserves, part of and out of the \_\_\_\_\_ Survey, Abstract No. \_\_\_\_\_, Taylor, Williamson County, Texas"

- Provide North Arrow and Graphic Scale in consistent location on all applicable sheets
- Scale shall be no smaller than 1" = 100
- Sheet size shall be standard 22" x 34" unless other size is approved by the City
- Provide project benchmark and datum
- Label all streets and rights-of-way
- Provide information for all abutting properties
- Tie the plat to a corner of the original survey or a monument
- Lot boundaries clearly shown on each sheet
- Limits of construction/site improvements
- Engineer Seal and Signature (Licensed in the State of Texas)
- Engineer Firm Number on all Civil sheets
- Easements (i.e., drainage, utility, reserves for detention, parks)
- Floodplain mapping
- \*\*All information on the plat shall be legible\*\***

#### **Drainage Impact Analysis (DIA)**

- Scoping meeting to coordinate the required documents for the Drainage Impact Analysis (DIA). A Preliminary Drainage Report (see details below) is required to be submitted at the time of the Preliminary Plat. A Drainage Impact Analysis Report and Modeling shall be submitted concurrently with the Subdivision Improvement Plans; however, if available can be submitted with preliminary plat.
- Preliminary Drainage Report and Schematic Plan
  - Outline Methodology for Drainage Analysis and Modeling
  - Schematic of drainage areas including contours, time of concentration (Tc) flow path, point of discharge, City of Taylor 100-year floodplain, FEMA Floodplain, and proposed detention facilities.
  - Provide information on the schematic for available drainage infrastructure/facilities.
  - Provide Floodplain Information (If applicable)
  - Watershed Information

#### **Traffic Impact Analysis (TIA)**

- Scoping meeting to coordinate the process and potential requirements of a Traffic Impact Analysis if the proposed subdivision is found to meet the requirement of a TIA based on the amount of traffic generated or location of the subdivision. The following are items typically coordinated during the scoping meeting:
- Traffic Impact Analysis Scoping
  - Subdivision site plan/schematic that details the subdivision layout.
  - Provide project location, use, and density of the proposed subdivision.
  - ITE Trip Generation Calculations
  - Proposed location of driveways for the subdivision
  - Connectivity to existing streets and meeting City Comprehensive Plan (includes Transportation Thoroughfare Plan) requirements.

	<p><b>Utility Capacity Analysis</b></p> <ul style="list-style-type: none"> <li>• Brief coordination shall be made to verify the required information to review the utility modeling of the proposed subdivision.</li> <li>• Utility Capacity Analysis <ul style="list-style-type: none"> <li>➢ Subdivision site plan/schematic that details the subdivision layout.</li> <li>➢ Provide location of proposed connections for utilities or offsite improvements required for extension of utilities.</li> <li>➢ Requested amount of LUEs based on the projected number of lots/property use.</li> <li>➢ Any portions of utilities impacted by the proposed subdivision will be noted by the modeling review and any necessary offsite improvements will be coordinated accordingly.</li> <li>➢ The Developer's Engineer shall coordinate potential oversize of utilities based on City Utility Planning.</li> <li>➢ In instances where the City utilities have reached capacity or require improvements, the Developer's Engineer shall provide all necessary analysis, feasibility study, and preliminary opinion of probable construction cost to determine/identify what improvements are required to service the proposed subdivision.</li> </ul> </li> </ul>
	<p><b>Utility Schematic Plans</b></p> <ul style="list-style-type: none"> <li>• Water and Wastewater Utilities <ul style="list-style-type: none"> <li>➢ Subdivision site plan/schematic noting the location of the existing and proposed utilities. Provide size, type and all appurtenances (i.e. valves, fire hydrants, manholes, etc.). The schematic shall show outline of proposed parcels and proposed streets.</li> <li>➢ Provide information for utility service provided/CCN on the schematic.</li> <li>➢ If off-site improvements or utility extensions are required, identify, and propose what utility infrastructure will be required to service the subdivision.</li> <li>➢ Notate any existing and proposed utility easements on the schematic.</li> <li>➢ If On-Site Sewage Facilities (OSSF) are proposed, provide information on the schematic. The OSSF will be coordinated with Williamson County.</li> </ul> </li> <li>• Other Utilities <ul style="list-style-type: none"> <li>➢ Provide information on existing and proposed locations of private utilities.</li> <li>➢ Provide information on the name and type of utility service providers and confirm service availability (utility provider correspondence indicating capacity and intent to serve the property/project).</li> <li>➢ Notate any required easements for the private utilities.</li> </ul> </li> </ul>
<p><b>Note:</b> If the proposed subdivision is to be phased, provide a phasing plan that phases.</p>	

#### City of Taylor Contacts

Development Services	512-352-3675 Option 3	development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Subdivision Improvement Plan Application Checklist

### 2.2.21 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a Subdivision Improvement Plan requires approval by staff. Incomplete Subdivision Improvement Plan submittals are referred to the Planning and Zoning Commission for disapproval. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY APPLY WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.21 of LDC

**APPLICABILITY:** Subdivision Improvement Plans conforming to the Engineering Manual and this LDC must be submitted for the construction, improvement, modification or reconstruction of all existing or proposed streets, public lighting, sidewalks, paths, trails, civic spaces, drainage, water, and sewer utilities and any other infrastructure or public improvements that are required or proposed to be constructed, reconstructed, improved or modified. Subdivision Improvement Plans may be standalone plans for a specific improvement but are more typically associated with a phase(s) of an approved Preliminary Plat. Subdivision Improvement Plans are intended to provide detailed engineering drawings for all improvements required to serve the development.

**APPROVAL CRITERIA:** Subdivision Improvement Plans are reviewed for compliance with the approved Preliminary Plat, the Comprehensive Plan, the requirements of this LDC, the Engineering Manual and all other applicable City, State and Federal laws and requirements.

**APPROVAL PROCEDURE:** The approval procedure for Subdivision Improvement Plans applications shall follow the requirements of Chapter 212 of the Texas Local Government Code and the following process.

(1) Prior to submitting an application for Subdivision Improvement Plans, the applicant shall schedule a pre-application meeting with the City.

(2) Subdivision applications are only received by the City on the dates shown on the application calendar.

(3) Once a complete application is received, City staff will review the application for compliance with all applicable criteria.

(4) All deficiencies in the improvement plans submittal shall be listed in a plan review comment letter that shall be provided to the applicant and to the Planning & Zoning Commission.

(5) Deficient improvement plans submittals shall be referred to the Planning & Zoning Commission for disapproval at the Planning & Zoning Commission's meeting date shown on the application calendar.

(6) The Planning & Zoning Commission shall consider all improvement plans applications referred to them for disapproval.

(7) If an improvement plans submittal is disapproved the applicant shall resubmit the improvement plans to address and correct all deficiencies on an approved resubmittal date as shown on the application calendar.

(8) Upon resubmittal, the application shall follow steps 3 through 6 above if the resubmitted plans are still deficient. If the resubmitted plans meet all applicable approval criteria, the plans shall be administratively approved.

(9) Approval of the subdivision improvement plans does not constitute acceptance of the subdivision, but only constitutes authority to proceed with the scheduling of a preconstruction meeting.

(10) Upon approval of the Subdivision Improvement Plans, the applicant shall schedule a pre-construction meeting with the City prior to commencing any construction activity.

(11) Following the pre-construction meeting, the applicant may begin construction of the scope of work contained in the approved Subdivision Improvement Plans and shall schedule all necessary City inspections throughout the construction process.

(12) Upon completion of all work and passage of all required City inspections and after the Final Plat has been recorded (if applicable), the applicant may request City acceptance of the Subdivision Improvements for operations and maintenance. Prior to scheduling the Subdivision Improvements for acceptance by the City Council, the applicant must provide the following to the City:

(a) A two (2) year, ten percent (10%) maintenance bond of the contract price of the public improvements being accepted, if the improvements value is greater than five thousand (5,000) dollars, issued by a corporate surety licensed to do business in the State of Texas, conditioned that the improvements are free from defects in materials and workmanship.

(b) One electronic copy of record drawings, "as-builts", of the improvements that meet the criteria for electronic files in the Engineering Manual.

(c) An affidavit from the owner of the property stating that, to the best of their knowledge, the contractor who constructed the improvements has complied with the regulations and standards of this LDC.

(d) A sealed letter of concurrence from the design engineer stating that all the subdivision improvements were constructed in accordance with the approved engineered plans.

(13) Once the City has determined that all required documentation has been provided, the City Engineer shall prepare a letter of recommendation to the City Council for acceptance of the public improvements and schedule the acceptance on the next available City Council meeting agenda.

**EXPIRATION:** Subdivision Improvement Plans expire twenty-four (24) months after approval if all improvements have not been constructed and passed all required City inspections. Upon request of the applicant, the Planning & Zoning Commission may consider an extension of the expiration date due to unforeseen or unusual circumstances.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

#### Completed and Signed Subdivision Application

<http://www.taylortx.gov/DocumentCenter/View/10181/Planning---Subdivision-Plat-Application>

	<p><b>Ownership</b></p> <ul style="list-style-type: none"> <li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li> </ul>
	<p><b>Agent Authorization Form</b>  <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a></p> <ul style="list-style-type: none"> <li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li> </ul>
	<b>Engineering Summary Letter</b>
	<b>Copy of Approved Preliminary Plat</b>
	<p><b>Subdivision Improvement Plan Set</b></p> <ul style="list-style-type: none"> <li>Cover Sheet</li> <li>Copy of Approved Preliminary Plat</li> <li>Utility Plans (Water, Wastewater, and Stormwater)</li> <li>Grading Plan</li> <li>Erosion Control Plan</li> <li>Transportation Plan (Includes Signage, Striping, and Lighting Plan)</li> <li>Paving Plan</li> <li>Landscape and Amenity Plan</li> </ul>
	<p><b>Scoping Meeting with City Engineer</b></p> <ul style="list-style-type: none"> <li>Provide an action plan or waiver from TIA and DIA requirements as well as a statement regarding utility capacity for the proposed project from the City Engineer</li> </ul>
	<p><b>Cost Estimate</b></p> <ul style="list-style-type: none"> <li>Signed and sealed by a P.E. (Professional Engineer) in the State of Texas</li> </ul>
	<p><b>Engineering Reports</b></p> <ul style="list-style-type: none"> <li>Drainage Report/Drainage Impact Analysis (DIA)</li> <li>Traffic Impact Analysis (TIA) or ITE Calculations</li> <li>Geotechnical/Paving Report</li> </ul>
	<b>Tree Survey with Mitigation Plan</b>
	<p><b>Agency Concurrence Letters</b></p> <ul style="list-style-type: none"> <li>Any additional documents/permits provided by outside agencies such as TXDOT, Williamson County, Manville, Jonah Water Special Utility District, etc.</li> </ul>
	<b>Copy of Approved TXDOT Driveway Permit</b>
	<b>Copy of Letter of Final Determination from FEMA</b>
	<b>Fee Payment</b>

#### City of Taylor Contacts

Development Services	512-352-3675 Option 3	development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Final Plat Application Checklist

### 2.2.22 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a Final Plat requires a review by staff and approval by the Planning and Zoning Commission. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY APPLY WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.22 of LDC

**APPLICABILITY:** Final Plats are complete, recordable versions of an already approved Preliminary Plat. Except as otherwise noted within this section, no Final Plat may be considered or approved unless the Preliminary Plat for the same land has been approved and has not expired and the Final Plat is consistent with such Preliminary Plat or revision thereof. The Final Plat must incorporate all approved changes from the Preliminary Plat. A Final Plat may be approved without approval of a Preliminary Plat if the division of land would otherwise qualify as a Minor Plat, but proposes more than four lots. A Final Plat under this provision may not include the dedication of land or require or propose the extension of any public infrastructure, including, but not limited to, public utilities or roadways.

**APPROVAL CRITERIA:** Final Plats are reviewed for compliance with the approved Preliminary Plat, the approved Subdivision Improvement Plans (if applicable), the Comprehensive Plan, the requirements of this LDC, the Engineering Manual and all other applicable City, State and Federal laws and requirements.

**APPROVAL PROCEDURE:** The approval procedure for Final Plat applications shall follow the requirements of Chapter 212 of the Texas Local Government Code and the following process:

- (1) Prior to submitting an application for a Final Plat, the applicant shall schedule a preapplication meeting with the City.
- (2) Subdivision applications are only received by the City on the dates shown on the application calendar.
- (3) Once a complete application is received, City staff will review the application for compliance with all applicable criteria.

(4) All deficiencies in the plat submittal shall be listed in a plan review comment letter that shall be provided to the applicant and to the Planning & Zoning Commission.

(5) Deficient plat submittals shall be referred to the Planning & Zoning Commission for disapproval at the Planning & Zoning Commission's meeting date shown on the application calendar.

(6) The Planning & Zoning Commission shall consider all plat applications referred to them and take action to approve, approve with conditions or disapprove.

(7) If a plat submittal is disapproved or approved with conditions, the applicant shall resubmit the plat to address and correct all deficiencies on an approved resubmittal date as shown on the application calendar.

(8) Upon resubmittal, the application shall follow steps 3 through 6 above.

(9) Approval of the final plat does not constitute acceptance of the subdivision.

(10) Final plats may not be recorded until the associated subdivision improvements have been constructed and accepted by the City Council or a performance bond executed by a corporate surety licensed to do business in the State of Texas, has been issued to the City in an amount equal to the cost, as certified by the design engineer and approved by the City Engineer, of the uncompleted and unaccepted improvements conditioned that the improvements will be completed within two (2) years from the date of final plat approval.

**EXPIRATION:** Final Plats expire twenty-four (24) months after approval if they have not been recorded in the real property records of Williamson County.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

<b>A Completed and Signed Application</b>	
	<b>Ownership</b> <ul style="list-style-type: none"><li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"><li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li></ul>
	<b>Existing Easement Documents</b>
	<b>Lien-Holder Information and Written Consent</b>
	<b>Engineering Summary Letter</b>
	<b>Copy of Approved Preliminary Plat (for final plats from prelims)</b>
	<b>Final Plat</b>
	<b>Scoping Meeting with City Engineer</b> <ul style="list-style-type: none"><li>Provide an action plan <u>or</u> waiver from TIA and DIA requirements as well as a statement regarding utility capacity for the proposed project from the City Engineer</li></ul>
	<b>Engineering Reports</b> <ul style="list-style-type: none"><li>Drainage Report/Drainage Impact Analysis (DIA)</li><li>Traffic Impact Analysis (TIA) or ITE Calculations</li><li>Geotechnical/Paving Report</li></ul>
	<b>Tree Survey with Mitigation Plan</b>
	<b>Agency Concurrence Letters</b>

	<ul style="list-style-type: none"> <li>Any additional documents/permits provided by outside agencies such as TXDOT, Williamson County, Manville, Jonah Water Special Utility District, etc.</li> </ul>
	<b>Copy of Approved TXDOT Driveway Permit</b>
	<b>Copy of Letter of Final Determination from FEMA</b>
	<b>Fee Payment</b>

Prior to the recordation of a plat, the following must be provided by the applicant:

	<b>Completed Affidavit for Recordation</b> <ul style="list-style-type: none"> <li><b>Included as the Final Page of this Checklist</b></li> </ul>
	<b>Certified Tax Certificates</b> <ul style="list-style-type: none"> <li>Tax certificates from Williamson County shall be provided for each property owner with a \$0 balance.</li> </ul>
	<b>Recordation Fees</b> <ul style="list-style-type: none"> <li>Fees must be paid in full by either cash or check. If the applicant chooses to pay by check, the check number must be greater than 1020 and the applicant's name and address shall be pre-printed on the check with a contact phone number on the check. All personal checks must have the driver's license number and date of birth of the check issuer handwritten on the check.</li> </ul> <p>Williamson County fees can be found here:  <a href="https://www.wilco.org/Portals/0/Departments/CountyClerk/FeesWithLetterhead10.1.2021.pdf">https://www.wilco.org/Portals/0/Departments/CountyClerk/FeesWithLetterhead10.1.2021.pdf</a></p>

#### City of Taylor Contacts

<b>Development Services</b>	<b>512-352-3675 Option 3</b>	<b>development.services@taylortx.gov</b>
-----------------------------	------------------------------	--

## **AFFIDAVIT FOR RECORDATION**

# THE STATE OF TEXAS §

# COUNTY OF WILLIAMSON

BEFORE ME, the undersigned authority, on this day personally appeared the undersigned affiant, who, first duly sworn upon his/her oath, did state:

“My name is . I am over the age of eighteen years.

(the “Owner”, whether one or more) is/are the sole owner(s)

of the property described in the plat of the subdivision to be known as

(the “Subdivision”). I am the Owner or authorized representative of the Owner.

The original tax certificate(s) attached to the plat of the Subdivision describe all of the property contained within the Subdivision and all taxing entities with jurisdiction over the Subdivision.”

(Signature)

(Printed Name)

**THE STATE OF TEXAS** §

## COUNTY OF WILLIAMSON §

Before me, the undersigned, a notary public in and for said county and state, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument.

Given under my hand and seal of office on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC in and for the State of Texas

SEAL

My commission expires: \_\_\_\_\_



## Minor Plat Application Checklist

### 2.2.23 in LDC

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Minor Plat requires approval by staff. Incomplete Minor Plat submittals are referred to the Planning and Zoning Commission for disapproval. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY APPLY WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.23 of LDC

**APPLICABILITY:** A Minor Plat is a plat involving four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of municipal facilities.

**APPROVAL CRITERIA:** Minor Plats are reviewed for compliance with the approved Preliminary Plat, the approved Subdivision Improvement Plans (if applicable), the Comprehensive Plan, the requirements of this LDC, the Engineering Manual and all other applicable City, State and Federal laws and requirements.

**APPROVAL PROCEDURE:** The approval procedure for Minor Plat applications shall follow the requirements of Chapter 212 of the Texas Local Government Code and the following process:

- (1) Prior to submitting an application for a Minor Plat, the applicant shall schedule a preapplication meeting with the City.
- (2) Subdivision applications are only received by the City on the dates shown on the application calendar.
- (3) Once a complete application is received, City staff will review the application for compliance with all applicable criteria.
- (4) All deficiencies in the plat submittal shall be listed in a plan review comment letter that shall be provided to the applicant by staff.
- (5) Deficient plat submittals shall be referred to the Planning & Zoning Commission for disapproval at the Planning & Zoning Commission's meeting date shown on the application calendar.
- (6) The Planning & Zoning Commission shall consider all plat applications referred to them for disapproval.

(7) If the plat submittal is disapproved, the applicant shall resubmit the plat to address and correct all deficiencies on an approved resubmittal date as shown on the application calendar.

(8) Upon resubmittal, the application shall follow steps 3 through 6 above if the resubmitted plat is still deficient. If the resubmitted plat meets all applicable approval criteria, the plat shall be administratively approved.

**EXPIRATION:** Minor Plats expire twenty-four (24) months after approval if they have not been recorded in the real property records of Williamson County.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>A Completed and Signed Application</b>
	<b>Deed or Other Proof of Ownership</b> <ul style="list-style-type: none"><li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"><li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li></ul>
	<b>Lien-Holder Information and Written Consent</b>
	<b>Engineering Summary Letter</b>
	<b>Minor Plat (Follow Detail Information in Preliminary Plat Checklist)</b>
	<b>Scoping Meeting with City Engineer</b> <ul style="list-style-type: none"><li>Provide an action plan <u>or</u> waiver from DIA requirements as well as a statement regarding utility capacity for the proposed project from the City Engineer</li></ul>
	<b>Engineering Reports</b> <ul style="list-style-type: none"><li>Drainage Report/Drainage Impact Analysis (DIA)</li><li>Geotechnical/Paving Report</li></ul>
	<b>Utility Schematic Plans/Utility Capacity Analysis</b>
	<b>Tree Survey with Mitigation Plan</b>
	<b>Agency Concurrence Letters</b> <ul style="list-style-type: none"><li>Any additional documents/permits provided by outside agencies such as TXDOT, Williamson County, Manville, Jonah Water Special Utility District, etc.</li></ul>
	<b>Copy of the Approved TxDot Driveway Permit</b>
	<b>Copy of Letter of Final Determination from FEMA</b>
	<b>Fee Payment</b>

### City of Taylor Contact

Development Services	512-352-3675 Option 3	development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Amending Plat Application Checklist

### 2.2.24 in LDC

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for an Amending Plat requires approval by staff. Incomplete Amending Plats are referred to the Planning and Zoning Commission for disapproval. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY APPLY WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.24 of LDC

**APPLICABILITY:** Amending plats are changes to an already recorded plat that meet the requirements of Section 212.016 of the Texas Local Government Code. For the purposes of Section 212.016(10)(C), all plats within the Neighborhood Infill Future Land Use category qualify as residential improvement areas.

**APPROVAL CRITERIA:** Amending Plats are reviewed for compliance with the approved and recorded Final Plat, the approved Preliminary Plat (if applicable), the approved Subdivision Improvement Plans (if applicable), the Comprehensive Plan, the requirements of this LDC, the Engineering Manual and all other applicable City, State and Federal laws and requirements.

**APPROVAL PROCEDURE:** The approval procedure for Amending Plat applications shall follow the requirements of Chapter 212 of the Texas Local Government Code and the following process:

- (1) Prior to submitting an application for an Amending Plat, the applicant shall schedule a pre-application meeting with the City.
- (2) Subdivision applications are only received by the City on the dates shown on the application calendar.
- (3) Once a complete application is received, City staff will review the application for compliance with all applicable criteria.
- (4) All deficiencies in the plat submittal shall be listed in a plan review comment letter that shall be provided to the applicant by staff.
- (5) Deficient plat submittals shall be referred to the Planning & Zoning Commission for disapproval at the Planning & Zoning Commission's meeting date shown on the application calendar.
- (6) The Planning & Zoning Commission shall consider all plat applications referred to them for disapproval.

(7) If the plat submittal is disapproved, the applicant shall resubmit the plat to address and correct all deficiencies on an approved resubmittal date as shown on the application calendar.

(8) Upon resubmittal, the application shall follow steps 3 through 6 above if the resubmitted plat is still deficient. If the resubmitted plat meets all applicable approval criteria, the plat shall be administratively approved.

**EXPIRATION:** Amending Plats expire twenty-four (24) months after approval if they have not been recorded in the real property records of Williamson County.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>A Completed and Signed Application</b>
	<b>Deed or Other Proof of Ownership</b> <ul style="list-style-type: none"><li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"><li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li></ul>
	<b>Lien-Holder Information and Written Consent</b>
	<b>Engineering Summary Letter</b>
	<b>Recorded Final Plat Including Deeds and Volume and Page Numbers</b>
	<b>Amending Plat:</b>
	<b>Scoping Meeting with City Engineer</b> <ul style="list-style-type: none"><li>Provide an action plan <u>or</u> waiver from DIA requirements as well as a statement regarding utility capacity for the proposed project from the City Engineer</li></ul>
	<b>Engineering Reports</b> <ul style="list-style-type: none"><li>Drainage Report/Drainage Impact Analysis (DIA)</li><li>Geotechnical/Paving Report</li></ul>
	<b>Utility Schematic Plans/Utility Capacity Analysis</b>
	<b>Tree Survey with Mitigation Plan</b>
	<b>Agency Concurrence Letters</b> <ul style="list-style-type: none"><li>Any additional documents/permits provided by outside agencies such as TXDOT, Williamson County, Manville, Jonah Water Special Utility District, etc.</li></ul>
	<b>Copy of Letter of Final Determination from FEMA</b>
	<b>Drawings/Maps</b> <ul style="list-style-type: none"><li>Any information e.g., easements, separate instruments that could affect the subject property or adjacent properties</li></ul>
	<b>Fee Payment</b>

### City of Taylor Contacts

Development Services	512-352-3675	Option 3	development.services@taylortx.gov
----------------------	--------------	----------	-----------------------------------



## Replat Application Checklist

### 2.2.25 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a Replat requires a review by staff and approval by the Planning and Zoning Commission. A public hearing may be required. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY APPLY WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.25 of LDC

**APPLICABILITY:** Replats are changes to or further divisions of already recorded plats without vacating the preceding plat.

**APPROVAL CRITERIA:** Replats are reviewed for compliance with the approved and recorded Final Plat, the Preliminary Plat (if applicable), the approved Subdivision Improvement Plans (if applicable), the Comprehensive Plan, the requirements of this LDC, the Engineering Manual, and all other applicable City, State and Federal laws and requirements.

**APPROVAL PROCEDURE:** The approval procedure for Replat applications shall follow the requirements of Chapter 212 of the Texas Local Government Code and the following process:

- (1) Prior to submitting an application for a Replat, the applicant shall schedule a preapplication meeting with the City.
- (2) Subdivision applications are only received by the City on the dates shown on the application calendar.
- (3) Once a complete application is received, City staff will review the application for compliance with all applicable criteria.
- (4) All deficiencies in the plat submittal shall be listed in a plan review comment letter that shall be provided to the applicant and to the Planning & Zoning Commission.
- (5) Deficient plat submittals shall be referred to the Planning & Zoning Commission for disapproval at the Planning & Zoning Commission's meeting date shown on the application calendar.
- (6) The Planning & Zoning Commission shall consider all plat applications referred to them and take action to approve, approve with conditions or disapprove.
  - (a) Certain Replats described in Section 212.015 of the Texas Local Government Code require notice and a public hearing and may trigger the affirmative vote of three-fourths of the members present.
- (7) If a plat submittal is disapproved or approved with conditions, the applicant shall resubmit the plat to address and correct all deficiencies on an approved resubmittal date as shown on the application calendar.

(8) Upon resubmittal, the application shall follow steps 3 through 6 above. If the Replat meets the requirements of Section 212.0145 of the Texas Local Government Code, it may be administratively approved.

**EXPIRATION:** Replats expire twenty-four (24) months after approval if they have not been recorded in the real property records of Williamson County.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>A Completed and Signed Application</b>
	<b>Deed or Other Proof of Ownership</b> <ul style="list-style-type: none"><li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"><li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li></ul>
	<b>Lien-Holder Information and Written Consent</b>
	<b>Engineering Summary Letter</b>
	<b>Recorded Final Plat Including Deeds and Volume and Page Numbers</b>
	<b>Replat:</b>
	<b>Scoping Meeting with City Engineer</b> <ul style="list-style-type: none"><li>Provide an action plan <u>or</u> waiver from DIA requirements as well as a statement regarding utility capacity for the proposed project from the City Engineer</li></ul>
	<b>Engineering Reports</b> <ul style="list-style-type: none"><li>Drainage Report/Drainage Impact Analysis (DIA)</li><li>Geotechnical/Paving Report</li></ul>
	<b>Utility Schematic Plans/Utility Capacity Analysis</b>
	<b>Tree Survey with Mitigation Plan</b>
	<b>Agency Concurrence Letters</b> <ul style="list-style-type: none"><li>Any additional documents/permits provided by outside agencies such as TXDOT, Williamson County, Manville, Jonah Water Special Utility District, etc.</li></ul>
	<b>Copy of Letter of Final Determination from FEMA</b>
	<b>Drawings/Maps</b> <ul style="list-style-type: none"><li>Any information e.g., easements, separate instruments that could affect the subject property or adjacent properties</li></ul>
	<b>Fee Payment</b>

### City of Taylor Contacts

Development Services	512-352-3675	Option 3	development.services@taylortx.gov
----------------------	--------------	----------	-----------------------------------



## Vacating Plat Application Checklist

### 2.2.26 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a Vacating Plat requires a review by staff and approval by the Planning and Zoning Commission. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES APPLY WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.26 of LDC

**APPLICABILITY:** A previously recorded plat may be vacated in accordance with Section 212.013 of the Texas Local Government Code. If no lots have been sold within the plat, the owner of the property covered by the plat may file the Vacating Plat application. If lots have been sold, all owners of lots in the plat must sign the application for the Vacating Plat.

**APPROVAL CRITERIA:** Vacating Plat applications are reviewed for compliance with applicable State law and this LDC.

**APPROVAL PROCEDURE:** The procedure for approving a Vacating Plat is the same as the procedure for approving the original plat.

**EXPIRATION:** A plat vacation expires six (6) months after approval if the vacating instrument has not been recorded in the real property records of Williamson County.

#### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>A Completed and Signed Application</b>
	<b>Deed or Other Proof of Ownership</b> <ul style="list-style-type: none"><li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a>

	<ul style="list-style-type: none"> <li>• Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li> </ul>
	<b>Lien-Holder Information and Written Consent</b>
	<b>Engineering Summary Letter</b>
	<b>Recorded Final Plat to be Vacated Including Deeds and Volume and Page Numbers</b>
	<b>Scoping Meeting with City Engineer</b> <ul style="list-style-type: none"> <li>• Provide an action plan <i>or</i> waiver from DIA requirements as well as a statement regarding utility capacity for the proposed project from the City Engineer</li> </ul>
	<b>Engineering Reports</b> <ul style="list-style-type: none"> <li>• Drainage Report/Drainage Impact Analysis (DIA)</li> <li>• Geotechnical/Paving Report</li> </ul>
	<b>Utility Schematic Plans/Utility Capacity Analysis</b>
	<b>Tree Survey with Mitigation Plan</b>
	<b>Agency Concurrence Letters</b> <ul style="list-style-type: none"> <li>• Any additional documents/permits provided by outside agencies such as TXDOT, Williamson County, Manville, Jonah Water Special Utility District, etc.</li> </ul>
	<b>Copy of Letter of Final Determination from FEMA</b>
	<b>Drawings/Maps</b> <ul style="list-style-type: none"> <li>• Any information e.g., easements, separate instruments that could affect the subject property or adjacent properties</li> </ul>
	<b>Fee Payment</b>

#### City of Taylor Contacts

Development Services	512-352-3675 Option 3	development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Plat Certification Letter Application Checklist

### 2.2.27 in LDC

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Plat Certification Letter requires approval by staff. Appeals of a decision can be made to the Planning and Zoning Commission. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY APPLY WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.27 of LDC

**APPLICABILITY:** Pursuant to Section 212.0115 of the Texas Local Government Code, an owner of land, a purchaser of real property under contract for deed, executory contract, or other executory conveyance, an entity that provides utility service, or the governing body of the municipality may make written application for a Plat Certification Letter to determine compliance with plat requirements.

**APPROVAL CRITERIA:** Plat Certification Letters are issued based upon the requirements of Chapter 212 of the Texas Local Government Code and the requirements of this LDC. The determination of whether a property has been properly platted or is exempt from platting will depend upon the specific circumstances and configuration of the subject property.

**APPROVAL PROCEDURE:** The City Council of the City of Taylor, by adoption of this LDC, has delegated the ability to perform all responsibilities under Section 212.0115 to the Director of Development Services or their successor or assignee. The approval procedure for Plat Certification Letter applications shall follow the requirements of Chapter 212 of the Texas Local Government Code and the following process:

(1) The applicant shall file an application for a Plat Certification Letter identifying the land that is the subject of the request.

(2) Once a complete application is received, City staff shall research the land for which the Plat Certification Letter is being requested to determine whether it has been platted, requires platting for the proposed development activity, or is exempt from platting and shall make a determination within twenty (20) days after receipt of the complete application.

(3) If applicable, the City shall issue, within ten (10) days of the City's determination, a certificate stating that a plat for the land in question has been reviewed and approved by the City or that the land and/or proposed development activity is exempt from platting.

(4) If a plat has not been reviewed and approved by the City and is determined to be required, the City shall issue a letter to the applicant stating such.

(5) An applicant may appeal to the Planning & Zoning Commission the decision of the City staff member who issues the determination.

**EXPIRATION:** A Plat Certification Letter shall expire upon the sooner to occur of sixty (60) days or a change in the configuration or platting status of the land from that described in the original application.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>A Completed and Signed Application</b>
	<b>Deed or Other Proof of Ownership</b> <ul style="list-style-type: none"><li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"><li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li></ul>
	<b>Legal Description with Williamson County Parcel ID Number: RXXXXXX</b>
	<b>Geographic location map of the subject property</b>
	<b>Existing Plat(s)</b>
	<b>Fee Payment</b>

### City of Taylor Contacts

Development Services	512-352-3675 Option 3	development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Appeal of a Subdivision-Related Administrative Decision Application Checklist

### 2.2.28 in LDC

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for an Appeal of a Subdivision-Related Administrative Decision requires approval by the Planning and Zoning Commission. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY APPLY WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.28 of LDC

**APPLICABILITY:** An applicant for a subdivision application may appeal to the Planning & Zoning Commission the decision of an administrative official related to the subdivision-related standards of this LDC as applied to their application if the applicant believes that the administrative decision has been made in error.

**APPROVAL CRITERIA:** The Commission may reverse or affirm, in whole or in part, or modify the administrative official's order, requirement, decision, or determination from which an appeal is taken and make the correct order, requirement, decision, or determination, and for that purpose the Commission has the same authority as the administrative official.

The Commission shall consider the following in rendering its decision:

(1) The administrative official's action is presumed to be valid. The applicant shall present sufficient evidence and have the burden to justify a reversal of the action being appealed. The administrative official may present evidence and argument to the contrary.

(2) All findings and conclusions necessary to the appeal shall be based upon reliable evidence.

**APPROVAL PROCEDURE:**

(1) A person wishing to file an appeal shall submit a complete appeal application to the City not later than the twentieth (20th) day after the date the administrative decision is made.

(2) The administrative official shall schedule the appeal hearing before the Commission at the next regularly scheduled meeting for which there is sufficient time to meet all required posting and notice timelines. The administrative official shall submit to the Commission all the documents constituting the record of the action taken by the official.

(3) The Commission shall decide the appeal at the next meeting for which notice can be provided following the hearing and not later than the sixtieth (60th) day after the date the appeal is filed.

(4) At least seventy-five (75) percent of the members of the Commission must be present to hear the appeal.

(5) The concurring vote of seventy-five (75) percent of the members of the Commission is required to reverse an order, requirement, decision, or determination of an administrative official.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

<b>A Completed and Signed Application</b>	
	<b>Deed or Other Proof of Ownership</b> <ul style="list-style-type: none"><li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning--Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning--Agent-Authorization-Form</a> <ul style="list-style-type: none"><li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li></ul>
	<b>Letter of Intent: a statement providing description and narrative</b> <ul style="list-style-type: none"><li>The applicant shall provide a narrative to support their request and documentation of the need for an Appeal of a Subdivision Related Administrative Decision. Additionally, the applicant shall review and answer all the following questions below and submit them within this document<ul style="list-style-type: none"><li>What is the justification for the appeal request?</li><li>What is the percentage or measurement of the request exceeding the standards allowed under the LDC?</li><li>Applicant shall include the DRC determination report with denial of request</li></ul></li></ul>
	<b>Survey or Drawing of Prior to Proposal and After Proposal</b>
	<b>Fee Payment</b>

### City of Taylor Contacts

Development Services	512-352-3675 Option 3	development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Subdivision Variance Application Checklist

### 2.2.29 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a Subdivision Variance requires a review by staff and approval by the Planning and Zoning Commission. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY APPLY WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.29 of LDC

**APPLICABILITY:** A variance of certain subdivision standards of this LDC, as provided for within this LDC, may be considered concurrently with a Preliminary Plat, Final Plat, Minor Plat, or Replat to address unforeseen circumstances or other difficulties in developing a property under the specific provisions of this LDC. A Subdivision Variance application may be filed without a companion plat application in limited circumstances if the granting of the variance would eliminate the requirement of the plat.

**APPROVAL CRITERIA:** A Subdivision Variance may be approved, conditionally approved, or disapproved. The P&Z must find that the following factors are applicable in order to approve the variance:

- (1) That the granting of the variance will not be detrimental to the public health, safety or welfare or injurious to other property in the area or to the City in administering this LDC.
- (2) That the granting of the variance would not substantially conflict with the Comprehensive Plan and the purposes of this LDC.
- (3) That the conditions that create the need for the variance do not generally apply to other property in the vicinity.
- (4) That application of a provision of this LDC will render subdivision of the land impossible.
- (5) Where the literal enforcement of these regulations would result in an unnecessary hardship.

**APPROVAL PROCEDURE:**

- (1) Prior to submitting an application for a Subdivision Variance, the applicant shall schedule a pre-application meeting with the City.
- (2) Subdivision applications are only received by the City on the dates shown on the application calendar.
- (3) Once a complete application is received, City staff will review the application for compliance with all applicable criteria.
- (4) All deficiencies in the submittal shall be listed in a plan review comment letter that shall be provided to the applicant and to the Planning & Zoning Commission.

(5) Deficient submittals shall be referred to the Planning & Zoning Commission for disapproval at the Planning & Zoning Commission's meeting date shown on the application calendar.

(6) The Planning & Zoning Commission shall consider all applications referred to them and take action to approve, approve with conditions or disapprove.

(7) If a submittal is disapproved or approved with conditions, the applicant shall resubmit the application to address and correct all deficiencies on an approved resubmittal date as shown on the application calendar.

(8) Upon resubmittal, the application shall follow steps 3 through 6 above.

**EXPIRATION:** Subdivision Variances expire if the plat that they are associated with expires or six (6) months after approval if a complete application for a plat which incorporates the approved variance has not been received by the City.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

PDF of Proposal
<b>Ownership</b> <ul style="list-style-type: none"><li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>
<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"><li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li></ul>
<b>Letter of Intent: statement providing description and narrative</b> <ul style="list-style-type: none"><li>The applicant shall provide a narrative to support their request and documentation of the need for Subdivision Variance. Additionally, the applicant shall review and answer all the following questions below and submit them within this document<ul style="list-style-type: none"><li>From which regulation(s) do you seek a variance(s)?</li><li>Are there special conditions or circumstances to this proposed development which are peculiar to the location, structure or service which are not applicable to others?</li><li>How is the granting of the variance necessary for the preservation and enjoyment of a substantial property right of the applicant?</li><li>Will the proposed variance negatively affect public health, safety, and welfare?</li><li>Will the proposed variance adversely affect adjacent or nearby properties?</li><li>If the requested modification(s) to the current regulation(s) were allowed, would the Subdivision Variance provide a means of implementing the Comprehensive Plan and fulfill the spirit and intent of the LDC?</li></ul></li></ul>
<b>Drawings/Maps</b> <ul style="list-style-type: none"><li>Existing conditions of the subject property with site boundary to scale</li><li>Map of current Place Type zoning of the site and surrounding area</li><li>General site plan with dimensions, proposed layout and Place Type zoning</li><li>Proposed subdivision incorporating the proposed variance(s) and noting deviations from the LDC</li><li>Location of existing utilities</li><li>Proposed utility plan and proposed need</li><li>Any information e.g., easements, separate instruments that could affect the subject property or adjacent properties</li></ul>
<b>Fee Payment</b>

### City of Taylor Contacts

Development Services	512-352-3675 Option 3	development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Subdivision Warrant Application Checklist

### 2.2.30 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a Subdivision Warrant requires approval by staff. If an application is denied, applicants may seek a Variance from the Planning and Zoning Commission. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

ADDITIONAL FEES MAY APPLY WITH PUBLIC NOTICE

#### Applicability & Approvals Section 2.2.30 of LDC

**APPLICABILITY:** Warrants are deviations from a specific provision of this LDC that are in keeping with the intent of the ordinance and which may be administratively approved by the Development Review Committee without public notice and hearing. Only those specific provisions that are identified in this LDC as being eligible for a warrant shall be considered by the DRC.

**APPROVAL CRITERIA:** The DRC shall consider the following criteria when evaluating a request for a Warrant:

- (1) Is the requested Warrant in keeping with the intent of this LDC?
- (2) Is the Warrant consistent with the characteristics of the surrounding neighborhood?

**APPROVAL PROCEDURE:** The following procedure shall be followed for Warrant applications:

- (1) Prior to submitting a Warrant application, the applicant shall schedule a pre-application meeting with the City.
- (2) Once a complete application is received, DRC staff will review and provide an analysis of the application.
- (3) The DRC shall meet to discuss and take action on the application at a regularly scheduled or specially called meeting of the DRC at which the applicant may be present to answer questions or provide additional information regarding the application.
- (4) Record of the DRC action shall be provided in writing to the applicant.
- (5) If a Warrant application is denied by the DRC, the applicant may seek a Variance from the Planning & Zoning Commission.

**EXPIRATION:** Warrants expire twenty-four (24) months after approval if a building permit, site development permit or certificate of occupancy has not been issued for the property that incorporates the provisions of the Warrant.

## Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>A Completed and Signed Application</b>
	<b>Deed or Other Proof of Ownership</b> <ul style="list-style-type: none"> <li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li> </ul>
	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"> <li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li> </ul>
	<b>Letter of Intent: statement providing description and narrative</b> <ul style="list-style-type: none"> <li>The applicant shall provide a narrative to support their request and documentation of the need for Subdivision Warrant. Additionally, the applicant shall review and answer all the following questions below and submit them within this document <ul style="list-style-type: none"> <li>Is the requested Warrant in keeping with the intent of the LDC and Comprehensive Plan?</li> <li>Is the requested Warrant consistent with the characteristics of the surrounding neighborhood?</li> <li>Is the Warrant 10% or greater than the base standard(s)?</li> </ul> </li> </ul>
	<b>Geographic location map of the subject property and Williamson County Property ID Number (RXXXXXX)</b>
	<b>Fee Payment</b>

## City of Taylor Contacts

Development Services	512-352-3675 Option 3	development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Site Development Plan Application Checklist

### 2.2.32 in LDC

This Checklist is intended to help you provide the information and data needed to constitute a complete application. A request for a Site Development Plan requires approval by staff. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

#### Applicability & Approvals

**APPLICABILITY:** An approved Site Development Plan is required prior to construction of any improvements on a site including but not limited to buildings, driveways, sidewalks, parking, outdoor storage areas, trash and recycling enclosures, stormwater facilities, utilities, site lighting, landscaping, walls and fences, etc. An approved Site Development Plan is required prior to submittal of a Building Permit application.

**APPROVAL CRITERIA:** Site Development Plans shall be reviewed for compliance with the Comprehensive Plan, the standards of this LDC, the Engineering Manual, and all other applicable City, County, State and Federal laws.

**APPROVAL PROCEDURE:** The following procedure shall be followed for Site Development Plan applications:

(1) Prior to submitting a Site Development Plan application, the applicant shall schedule a pre-application meeting with the City.

(2) Once a complete application is received, City staff will review the application for compliance with all applicable criteria.

(3) All deficiencies in the submittal shall be listed in a plan review comment letter that shall be provided to the applicant.

(4) Upon resubmittal, the application shall follow steps 2 and 3 above if the resubmitted plan is still deficient. If the resubmitted plan meets all applicable approval criteria, the plan shall be administratively approved.

(5) Once the Site Development Plan has been approved, applications for Building Permits on the site may be submitted.

**EXPIRATION:** Site Development Plans expire twelve (12) months after approval if a pre-construction meeting has not been completed and construction activities associated with the approved Site Development Plan have not commenced.

### Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>Completed and signed Site Development Plan application</b>
	<b>Agent Authorization</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"><li>• Signed by property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li></ul>
	<b>Ownership</b> <ul style="list-style-type: none"><li>• Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>
	<b>Engineering summary letter</b>
	<b>Copy of Final Plat</b>
	<b>Site development plan set</b> (prepared by a licensed and registered professional land surveyor, professional land planner, architect and/or a licensed professional engineer) <ul style="list-style-type: none"><li>• Cover sheet</li><li>• All Sheets shall contain the following: Page Title Block &amp; General Items<ul style="list-style-type: none"><li>-All information on the plan sheets shall be legible and not crowded.</li><li>-Include the following on the lower right corner of each sheet: development name, date, scale, sheet number, revisions notes, address.</li><li>-Provide North Arrow and Graphic Scale in consistent location on all applicable sheets</li><li>-Scale shall be as follows: no smaller than 1"=40'</li><li>-Sheet size shall be standard 22" x 34" unless the other size is approved by the City</li><li>-Provide project benchmark &amp; datum</li><li>-Lot boundaries clearly shown on each sheet</li><li>-Engineer Seal &amp; Signature (Licensed in the State of Texas)</li><li>-Engineer Firm number on all Civil Sheets</li><li>-Easements (i.e. drainage, utility, reserves for detention, parks)</li><li>-Floodplain mapping</li></ul></li><li>• Existing site conditions</li><li>• Scaled site plan</li><li>• Parking Plan</li><li>• Public/Private frontage plan</li><li>• Landscape and amenity plan</li></ul> <p><u>The following sheets should be enumerated A-G:</u></p> <p><input type="checkbox"/> <b>A1. Cover Sheet</b></p> <ul style="list-style-type: none"><li>• Title Block – Include the following centered on top of sheet:<ul style="list-style-type: none"><li>▪ Development name</li><li>▪ Type of development</li><li>▪ Current zoning</li><li>▪ Sheet index</li></ul></li></ul>

- A2. Vicinity Map**
  - Identify the subject property, the adjoining streets, and the major streets in the surrounding area.
  - Generally, the vicinity map should include the area within a one-half mile radius of the site and should be at a scale of 1" = 1000' or 1" = 2000'.
  - If site is in a view plane, or within 200' of a view plane, document location and name of view plane on the vicinity map.
  - Legal Description

- A3. Phased Development**
  - If the site is divided into phases, a key map showing the different phases will be required

- A4. General Notes**
  - Provide General Notes found in the current version of the City of Taylor Engineering Manual
  - Provide additional notes for specific site details
  - Provide additional notes required by utility providers or other governmental agencies

**B. Transportation Plan (Street and Road Layout)**

**C1. Paving Plan**

**D. Utility Plans:**

**D1. Water**

- The following features shall be shown:
  - Label length of utility offsets
  - Label existing and proposed water meters with size indicated
  - Label water connection points
  - Label existing and proposed fire hydrants and valves
  - Existing and proposed backflow devices

**C3. Sanitary Sewer**

- The following features shall be shown:
  - Label size, material, and slope
  - Label length of utility crossings
  - Label all manholes and cleanouts
  - Label all existing and proposed flowlines
  - Label sanitary sewer connection points

**C4. Drainage**

**Square footage of impervious surface**

**E. Grading Plan**

- The following features shall be shown:
  - Proposed and existing grades and topographic contours (2-ft intervals)
  - Flow path arrows (including 100-yr overland flow)
  - Top of curb elevations
  - Spot elevations for site tie-in locations and other locations as required by the City
  - Easements
  - Driveways, sidewalks, and curb ramps
  - Existing and proposed roadways
  - Label width, material, right-of-way, and roadway type (refer to City Thoroughfare Plan)

**F. Erosion Control Plan (SWPPP)**

- The following features shall be shown:
  - Limits of construction with standard notes and details
  - Appropriate BMPs (including silt fence, rock berms, stabilized construction entrances, etc.)
  - Existing and proposed/finished grades and topographic contours at intervals of one or two feet, streets, drive aisles, drainage facilities, and any other pertinent information
  - Flow arrows
  - Floodplain limits
  - Stabilized construction entrance
  - Spoils area

**GA. Geotechnical/Paving Report**

- The Geotechnical / Pavement Report shall be signed and sealed by a licensed professional engineer in the State of Texas and include the following information and recommendations. Additional information required by the engineer of record should also be included in the Geotechnical / Pavement Report
- Narrative discussing the overall project, scope of work, site particulars, drainage, and topographic features
- Project location map
- Discussion of Natural Resources Conservation Service (NRCS) surficial soil types mapped within the project area (NRCS Web Soil Survey)
- Discussion of geologic setting of the project area along with a Geologic Map of the area (United States Geologic Service and/or Texas Bureau of Economic Geology)
- Summary of field investigation program including procedures used and test results
- Summary of laboratory testing program and test results
- Summary of subsurface condition encountered and discussion of subgrade engineering properties
- Boring logs with strata descriptions in accordance with the Unified Soil Classification System (USCS – ASTM D2487), groundwater conditions, results of field test, and results of laboratory index testing
- Boring location plan
- Existing pavement section (if applicable)
- Discussion of shrink/swell potential of subgrade soils and estimated PVRs (TxDOT Test Method Tex-124-E)
- Project specific factors used for selecting the pavement type
- Traffic data and any adjustments, including design 18-kip ESAL and percent trucks
- Summary of all pavement design input values used in analyses
- Discussion of soluble sulfates encountered, compatibility of subgrade soils to lime treatment, and recommended subgrade stabilization method (refer to TxDOT Treatment
- Guidelines for Soils and Base in Pavement Structures, May 2018)
- Recommended pavement section or sections, including lime stabilized subgrade (if applicable) with recommended dosage of lime to maintain a pH of 12.4 and a PI less than 20
- Recommendations for alternate subgrade stabilization/treatment (i.e., cement, flyash, geosynthetics, moisture treatment, moisture barriers, etc.)
- Recommended pavement related specifications (i.e. subgrade preparation, subgrade treatment, flexible base materials, HMA, concrete, etc.)
- Rigid pavement designs shall include type of concrete, continuously reinforced concrete pavement (CRCP) or jointed concrete pavement (JCP), selected by the pavement engineer of record and recommendations for reinforcing steel, dowels, tie bars and joints – sizes, spacings and locations of each

**GB. Drainage Report**

- Provide the following:
  - Project Map – Provide the following:
    - Project location
    - Overlay on USGS or aerial type map
    - Land plan
    - Limits of downstream drainage assessment
  - Drainage Area Map – Provide the following:
    - Document sealed and certified by a Professional Engineer licensed in the State of Texas
    - On-site and off-site drainage areas
    - Time of concentration flow paths
    - Points of discharge
    - Land use type
    - Contours

	<ul style="list-style-type: none"> <li>• Significant physical features</li> <li>• Easements</li> <li>• Utilities</li> <li>• Preliminary grading</li> <li>• City of Taylor 100-year floodplain</li> <li>• FEMA floodplain</li> </ul> <ul style="list-style-type: none"> <li>▪ Drainage Report – Provide the following: <ul style="list-style-type: none"> <li>• Document sealed and certified by a Professional Engineer licensed in the State of Texas</li> <li>• Description of the development</li> <li>• Description of watershed characteristics</li> <li>• Methods of handling stormwater runoff</li> <li>• Justification for exemptions</li> <li>• Assessment of offsite impact</li> <li>• Source of floodplain information</li> <li>• Calculations for detention, floodplain, and drainage conveyance elements</li> <li>• Calculations of existing and proposed on- and off-site flows</li> <li>• Documentation of assumptions/ parameters used</li> <li>• Provide hydrologic and hydraulic model files (preferably HEC-HMS and HEC-RAS) provide downstream impact assessment. Models shall be submitted in a compressed folder and labeled appropriately with the project name and each revision submitted</li> </ul> </li> </ul>
	<p><b>Scoping meeting with City Engineer</b></p> <ul style="list-style-type: none"> <li>• Provide an action plan or waiver from TIA and DIA requirements as well as a statement regarding utility capacity for the proposed project from the City Engineer</li> </ul>
	<p><b>Engineering Reports</b></p> <ul style="list-style-type: none"> <li>• Drainage report/drainage impact analysis (DIA)</li> <li>• Traffic impact analysis (TIA) or ITE calculations</li> <li>• Geotechnical/paving report</li> </ul>
	<p><b>Tree Survey with Mitigation Plan</b></p>
	<p><b>Agency Concurrence Letters</b></p> <ul style="list-style-type: none"> <li>• Provide an action plan or waiver from TIA and DIA requirements as well as a statement regarding utility capacity for the proposed project from the City Engineer</li> </ul>
	<p><b>Copy of Approved TXDOT Driveway Permit</b></p>
	<p><b>Fee Payment</b></p>

### City of Taylor Contacts

Development Services	512-352-3675 Option 3	development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Streamlined Site Development Plan

### Application Checklist

#### 2.2.33 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a Streamlined Site Development Plan requires approval by staff. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

#### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

#### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

#### Applicability & Approvals

**APPLICABILITY:** Streamlined Site Development Plan applications may be considered for priority economic development projects, infill locations, or other projects as determined by the City Manager or their designee. The streamlined process allows the Site Development Plan to be submitted with the Building Permit application and the two reviewed as part of a single application.

**APPROVAL CRITERIA:** Streamlined Site Development Plans shall be reviewed for compliance with the Comprehensive Plan, the standards of this LDC, the Engineering Manual, and all other applicable City, County, State and Federal laws.

**APPROVAL PROCEDURE:** The following procedure shall be followed for Streamlined Site Development Plan applications:

(1) Prior to submitting a Streamlined Site Development Plan application, the applicant shall be approved for the Streamlined process by the Director of Development Services.

(2) Once approved for the Streamlined process, the applicant shall submit the Site Development Plan with the Building Permit application following the procedures established for Building Permit applications.

(3) The Streamlined Site Development Plan will be reviewed by staff concurrently with the Building Permit application and all deficiencies in the Plan shall be listed in a plan review comment letter that shall be provided to the applicant.

(4) Upon resubmittal, the application shall follow steps 2 and 3 above if the resubmitted plan is still deficient. If the resubmitted plan meets all applicable approval criteria, the plan shall be administratively approved.

**EXPIRATION:** Site Development Plans expire twelve (12) months after approval if a pre-construction meeting has not been completed and construction activities associated with the approved Site Development Plan have not commenced.

## Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

	<b>Completed and signed application</b> <ul style="list-style-type: none"><li>• In these eligible situations, the Streamlined Site Development Plan review process will be included within a building permit application (as opposed to a planning &amp; zoning application)</li></ul>
	<b>Existing site plan</b> <ul style="list-style-type: none"><li>• Show the existing building(s) and site layout</li></ul>
	<b>Proposed site plan</b> <ul style="list-style-type: none"><li>• Clearly see the differences between current and proposed situations and what is being requested by the applicant</li><li>• Site Development Plan (SDP) Set as described in the SDP Checklist.</li></ul>
	<b>Written statement</b> <ul style="list-style-type: none"><li>• To state what is being proposed and how the new proposal will be used</li></ul>
	<b>Building permit drawing/documents</b> <ul style="list-style-type: none"><li>• As required for that type of building permit</li></ul>
	<b>Building Permits</b> In circumstances where a streamlined site development plan is included within a complete permit request, please follow the following instructions: <ul style="list-style-type: none"><li>• Project Name: Add 'Streamlined Site Development Plan'</li><li>• Project Description: Add in description 'including a streamlined site development plan'</li><li>• Requirements: Ensure permit request receives a Planning Department Review, Fire Department, Building Department and Engineering Department (as needed)</li></ul>

## City of Taylor Contact

Development Services	512-352-3675 Option 3	Development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Sign Permit Checklist 2.2.35 in LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for Sign Permit application requires approval by staff. Once the sign permit has been approved you will be issued with a sign permit. After the sign permit has been issued, inspections will need to be scheduled. These inspections check that the work was done in compliance with the approved documents. Applicants may seek a Variance from the Zoning Board of Adjustments if an application is denied. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

### Digital Submission Requirements

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

### Application Fee

A fee will be required to process your sign permit. The fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

### Applicability & Approvals Section 2.2.35 of LDC

**APPLICABILITY:** (1) After a complete application is filed, the Development Services Director or their designee shall approve, approve with conditions as needed to ensure compliance with Chapter 5.10 of this LDC, or deny the sign permit. (2) No person may install a sign or structurally alter an existing sign except in conformity with this Chapter and all other applicable City ordinances.

**APPROVAL CRITERIA:** The applicant shall submit all the information required in the Development Manual as specified on the sign permit checklist. Applications will not be accepted for review until all the items required to be submitted with the sign permit have been received by the City.

**APPROVAL PROCEDURE:** (1) After a complete application is filed, the Development Services Director or their designee shall approve, approve with conditions as needed to ensure compliance with Chapter 5.10 of this LDC or deny the sign permit. (2) If the sign permit is denied the reasons for the denial will be provided in writing. The variance process for signs is detailed in Section 2.2.37 below.

**INSPECTIONS:** After the sign permit has been issued and the sign is being constructed or erected, the sign contractor performing the work or service shall request that the Development Services Director or their designee conducts necessary inspection such as, but not limited to, foundation inspection, electrical inspection and final inspection.

**EXPIRATION:** If the approved sign(s) are not completely installed within six (6) months following the issuance of a sign permit, the sign permit shall expire.

### Required Documents

The following paperwork should be submitted as a PDF electronically to your case in MGO:

	<b>A Completed and Signed Application</b>
	<b>Authorization letter (signed and dated) from the property owner</b> giving landowners permission for the placement of the proposed sign(s) on the property
	<b>Name and address of the property where the sign(s) are to be placed</b>
	<b>Name, address, email address and telephone number of the owner of the property</b>
	<b>Name, address, email address and telephone number of the person submitting the sign permit</b>
	<b>Name, address, email address and telephone number of the contractor, if any, installing the sign(s)</b>
	<b>Name, address, email address and telephone number of the electrician, if any, doing electrical work on the proposed sign(s)</b>
	<b>Written description of the proposed signage to include, the number of signs, the type of signs and the position of the sign(s)</b>
	<b>Date when the sign(s) are to be installed</b>
	<b>Site plan or location plan to clearly identify the property, the existing buildings on the lot and the location of the proposed sign(s).</b>
	<b>An accurate (scaled or clearly dimensioned) illustration of the proposed sign(s) including, but not limited to, the height, width and appearance of the proposed sign(s).</b>
	<b>For attached signs, an accurate (scaled or clearly dimensioned) illustration of the building façade the proposed signs will be attached to, showing the height, width, window areas and design features of the building.</b>
	<b>For freestanding signs, an accurate site plan (scaled or clearly dimensioned) to show the position of the freestanding sign and the set back from the curb/pavement.</b> Set back distances are listed in Table 5.10.6.2 (A).
	<b>For illuminated signs, an electrical plan showing all lighting details and shut off switch.</b>
	<b>For freestanding signs, details of the foundation for the freestanding sign.</b> This is required if the proposed sign is over 6 feet in height measured from the ground to the top of the proposed sign.
	<b>Details of any angle irons, chains or wires to be used as supports or braces for the proposed sign(s)</b>
	<b>Any variance that has been approved by the Zoning Board of Adjustment</b>
	<b>Fee Payment</b>

#### City of Taylor Contacts

Development Services	512-352-3675 Option 3	Development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Master Sign Plan Permit Checklist 2.2.36 of LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for Master Sign Plan permit requires approval by staff. Once the sign permit has been approved you will be issued with a sign permit. After the sign permit has been issued, inspections will need to be scheduled. These inspections check that the work was done in compliance with the approved documents. Applicants may seek a Variance from the Zoning Board of Adjustments if an application is denied. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

### Digital Submission Requirements

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

The minimum requirements to qualify for a Master Sign Plan permit must include:

- (i) One whole parcel or two or more contiguous parcels that are not included in any other master sign plan and
- (ii) The property owner(s) or authorized representatives of the owners of all parcels within the proposed Master Sign Plan area must sign the application for the Master Sign Plan permit request forms.

### Application Fee

A fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

### Applicability & Approvals Section 2.2.36 of LDC

**APPLICABILITY:** (1) The purpose of the master sign plan program is to allow a property owner or developer, subject to approval, the option of creating a sign management program for multi-tenant or mixed- use developments. The Master Sign Plan will ensure that the proposed signage meets certain standards and are consistent with the character and quality of development in the City of Taylor. Once the Master Sign Plan has been approved it, would enable individual sign permits which fully comply with the Master Sign Plan to be promptly approved and displayed.

(2) The benefits of a master sign program include the following:

- i. Allows for a unified presentation of signage throughout parcels proposed for development;
- ii. Allows creativity and flexibility to provide for unique environments;
- iii. The uniformity, creativity and flexibility is in exchange for a cumulative reduction in sign area, sign height or the total number of signs; and
- iv. Gives pre-approval of designs and design elements that will make subsequent applications for sign permits more efficient.
- v. To this end, a master sign program alternative is created.

(3) The minimum requirements to qualify for a master sign plan must include:

- i. One whole parcel or two or more contiguous parcels that are not included in any other master sign plans and
- ii. The property owner(s), or authorized representatives of the owner(s) of all parcels within the proposed master plan sign area must sign the application for the master sign plan.

**APPLICATION MATERIALS:** The applicant shall submit all the information required in the Development Manual as specified on the master sign checklist. Applications will not be accepted for review until all the items required to be submitted with the sign permit have been received by the City.

**APPROVAL CRITERIA:** (1) A master sign program for a multi-tenant or mixed use development may be approved, as proposed, if it will result in a substantially improved, comprehensive and unified proposal which would enhance the character and visual amenities of the City of Taylor. This will be determined by a comparison exercise undertaken by the Development Services Director or their designee.

The comparison exercise will assess the combined impacts of the proposed Master Sign submission by considering all the factors listed (i) through (viii) below and comparing them to what is allowed through strict compliance with all other provisions of this LDC in Chapter 5.10. The standards being considered in the comparison exercise include, but not are limited, to:

- i. Consistent materials, sizes, styles, and colors across the development;
- ii. Use of landscaping around the sign base;
- iii. Use of channel lettering;
- iv. Fewer incidental signs;
- v. Greater spacing between signs along street frontages;
- vi. Fewer total number of signs;
- vii. Signs of reduced heights and area; and
- viii. Impact from any proposed prohibited signs or sign elements or illumination.

(2) The Development Services Director or their designee shall review all sign types (e.g., attached, freestanding, or illumination etc.) for the parcel or parcels proposed for development, to determine the degree of compliance with this article as a supplement to, or in lieu of, the sign standards otherwise applicable. Any deviations to the number, dimensions, locations, or design characteristics of attached or freestanding signs that are sought by an applicant shall be justified in writing, and shall clearly demonstrate a standard of design and quality that exceeds those provided in Chapter 5.10.

**APPROVAL PROCEDURE:** (1) The Development Services Director or their designee may administratively deny or approve a master sign plan, with or without conditions. If the master sign permit is denied, the reasons for the denial will be provided in writing.

(2) The Development Services Director or their designee may impose reasonable conditions on the master sign program relating to the design, locations, placements, or orientations, and sign specifications that are not related to the content of the signs or the viewpoints of the sign users, in order, to ensure continuing compliance with the standards of this LDC and the approved master sign program.

(3) If the master sign permit is denied the reasons for the denial will be provided in writing. The variance process for a master sign permit is detailed in Section 2.2.37.

**EXPIRATION:** An approved Master Sign plan shall expire one (1) year from the date of such approval if no progress has been made towards completion of the project.

#### Required Documents

The following paperwork should be submitted as a PDF electronically to your case in MGO:

	<b>A Completed and Signed Application</b>
	<b>Authorization letter (signed and dated) from the property owner(s) giving landowners permission for the placement of the proposed sign(s) for the whole of the Master Sign Plan area.</b>
	<b>Name and address of the property where the sign(s) are to be placed</b>

	Name, address, email address and telephone number of the owner of the property
	Name, address, email address and telephone number of the person submitting the sign permit
	Name, address, email address and telephone number of the contractor, if any, installing the sign(s)
	Name, address, email address and telephone number of the electrician, if any, doing electrical work on the proposed sign(s)
	Written description of the proposed signage to include number of signs, type of signs and position of signs
	Date when the sign(s) are to be installed
	Site plan or location plan to clearly identify the property, the existing buildings on the lot and the location of the proposed sign(s).
	An accurate (scaled or clearly dimensioned) illustration of the proposed sign(s) including, but not limited to, the height, width and appearance of the proposed sign(s).
	For attached signs, an accurate (scaled or clearly dimensioned) illustration of the building façade the proposed signs will be attached to, showing the height, width, window areas and design features of the building.
	For freestanding signs, an accurate site plan (scaled or clearly dimensioned) to show the position of the freestanding sign and the set back from the curb/pavement. Set back distances are listed in Table 5.10.6.2 (A).
	For illuminated signs, an electrical plan showing all lighting details and shut off switch.
	For freestanding signs, details of the foundation for the freestanding sign. This is required if the proposed sign is over 6 feet in height measured from the ground to the top of the proposed sign.
	Details of any angle irons, chains or wires to be used as supports or braces for the proposed sign(s)
	A written statement from the applicant to highlight any deviations to the number, dimensions, locations, or design characteristics of the proposed attached and freestanding signs from the Sign Standards of the Land Development Code (Section 5.10 of the LDC)
	<p>A written comparative exercise on (i) the impacts of the proposed signs, as proposed in the Master Sign Plan, compared to (ii) the impacts of what is allowed through strict compliance with the Sign Standards of the Land Development Code (Section 5.10 of the LDC). The criteria to be included in the comparative exercise shall include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Consistent materials, sizes, styles and colors across the development</li> <li>• Use of landscaping around the sign base</li> <li>• Use of channel lettering</li> <li>• Fewer incidental signs</li> <li>• Greater spacing between signs along street frontages</li> <li>• Fewer total number of signs</li> <li>• Signs of reduced heights and area, and</li> <li>• Impact from any proposed prohibited signs or sign elements or illumination</li> </ul>
	Any variance that has been approved by the Zoning Board of Adjustment
	Fee Payment

#### City of Taylor Contacts

Development Services	512-352-3675 Option 3	development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Sign Variance Request Checklist 2.2.37 of LDC

This Checklist is intended to help you provide the information and data needed for a complete application. A request for Sign Variance requires a review by staff, a public hearing, and approval by the Zoning Board of Adjustments. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13156/Planning---2023-ZBA-Applications>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

### Applicability & Approvals Section 2.2.37 of LDC

**APPLICABILITY:** The applicant who is seeking a variance from this LDC, including a Master Sign Plan, must file a request for a variance with the Development Services Director or their designee along with a variance application fee, as stated in the City's most recent fee schedule.

**APPLICATION MATERIALS:** The Development Services Director or their designee will indicate what documentation the responsible party must provide in support of the variance request.

**APPROVAL CRITERIA:** (1) In determining the sign variance request the ZBA shall consider:

- i. Special or unique hardship because of the size or shape of the property on which the sign is to be located, or the visibility of the property from public roads.
- ii. Hardship claim based on the exceptional topographic conditions or physical features uniquely affecting the property on which a sign is to be located.
- iii. Proposed sign location, configuration, design, materials, and colors are harmonious.
- iv. The sign and its supporting structure are in architectural harmony with the surrounding structures.
- v. Mitigation measures related to the sign in question or other signs on the same premises.
- vi. Demonstrated and documented correlation between the variance and protecting public health and safety.

(2) The ZBA may decide, based on the evidence presented, that strict compliance with the requirements of this LDC will result in:

- i. A substantial undue hardship (not for financial gain) to the applicant, or
- ii. The applicant providing sufficient mitigation, or
- iii. An inequity to the applicant without sufficient corresponding benefit to the City and its citizens in accomplishing the objectives of the this LDC. When the ZBA is satisfied that a granting of such variation will not merely serve as a

convenience to the applicant, but will alleviate some demonstrable and unusual hardship or difficulty the variance can be granted with or without conditions. Alternatively, the ZBA can deny the variance request.

(3) All variances shall be granted or imposed on a case-by-case basis and no variance shall be construed to serve as a precedence for subsequent variances to this LDC.

**APPROVAL PROCEDURE:** The procedure for approval of a sign variance shall follow the requirements of Chapters 211 and 216 of the Texas Local Government Code and the following process:

(1) Once a complete variance submission is received, the Development Services Director or their designee will prepare a staff report and submit to the ZBA for consideration.

(2) Public notice of the variance request will be completed in accordance with State law and this LDC.

(3) Following public notice, the ZBA will hold a public hearing and determine the variance request after the public hearing has closed.

(4) The reasoning for each and every decision taken by the ZBA shall be clearly expressed and referenced to approval criteria above and the relevant sections of this LDC before a vote is taken by the ZBA. Such findings shall be incorporated into the official minutes of the ZBA.

#### Required Documents

The following paperwork should be submitted as a PDF electronically to your case in MGO:

	<b>A Completed and Signed Variance request application</b>
	<b>Authorization letter (signed and dated) from the property owner(s) giving landowners permission for the placement of the proposed sign(s) on the property</b>
	<b>Name and address of the property where the sign(s) are to be placed</b>
	<b>Date of proposed sign installation</b>
	<b>Written description of the proposed signage to include number of signs, type of signs and position of signs</b>
	<b>Site plan or location plan to clearly identify the property, the existing buildings on the lot and the location of the proposed sign(s).</b>
	<b>An accurate (scaled or clearly dimensioned) illustration of the proposed sign(s) including, but not limited to, the height, width and appearance of the proposed sign(s).</b>
	<b>For attached signs, an accurate (scaled or clearly dimensioned) illustration of the building façade the proposed signs will be attached to, showing the height, width, window areas and design features of the building.</b>
	<b>For freestanding signs, an accurate site plan (scaled or clearly dimensioned) to show the position of the freestanding sign and the set back from the curb/pavement.</b> Set back distances are listed in Table 5.10.6.2 (A).
	<b>For illuminated signs, an electrical plan showing all lighting details and shut off switch.</b>
	<b>For freestanding signs, details of the foundation for the freestanding sign.</b> This is required if the proposed sign is over 6 feet in height measured from the ground to the top of the proposed sign.
	<b>Details of any angle irons, chains or wires to be used as supports or braces for the proposed sign(s)</b>
	<b>Letter of Intent: statement providing description and narrative</b> The applicant shall provide a narrative to support their request and documentation of the need for a Sign Variance. Additionally, the applicant shall review and provide evidence for the criteria below and submit them within this document: <ul style="list-style-type: none"><li>➤ Special or unique hardship because of the size or shape of the property on which the sign is to be located, or the visibility of the property from public roads</li><li>➤ Hardship claim based on the exceptional topographic conditions or physical features uniquely affecting the property on which a sign is to be located</li><li>➤ Proposed sign location, configuration, design, materials, and colors are harmonious</li></ul>

	<ul style="list-style-type: none"> <li>➤ The sign and its supporting structure are in architectural harmony with the surrounding structures</li> <li>➤ Mitigation measures related to the sign in question or other signs on the same premises</li> <li>➤ Demonstrated and documented correlation between the variance and protecting public health and safety</li> </ul> <p>A substantial undue hardship (not for financial gain) to the applicant</p>
	<p><b>For Master Sign Plan variances, the additional requirements include:</b></p> <p><b>A written statement from the applicant to highlight any deviations to the number, dimensions, locations, or design characteristics of the proposed attached and freestanding signs from the Sign Standards of the Land Development Code (Section 5.10 of the LDC) and,</b></p>
	<p><b>A written comparative exercise on (i) the impacts of the proposed signs, as proposed in the Master Sign Plan, compared to (ii) the impacts of what is allowed through strict compliance with the Sign Standards of the Land Development Code (Section 5.10 of the LDC). The criteria to be included in the comparative exercise shall include, but not limited to:</b></p> <ul style="list-style-type: none"> <li>• <b>Consistent materials, sizes, styles and colors across the development</b></li> <li>• <b>Use of landscaping around the sign base</b></li> <li>• <b>Use of channel lettering</b></li> <li>• <b>Fewer incidental signs</b></li> <li>• <b>Greater spacing between signs along street frontages</b></li> <li>• <b>Fewer total number of signs</b></li> <li>• <b>Signs of reduced heights and area, and</b></li> <li>• <b>Impact from any proposed prohibited signs or sign elements or illumination</b></li> </ul>
<b>Fee Payment</b>	

#### City of Taylor Contacts

Development Services	512-352-3675 Option 3	development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------



## Floodplain Development Permit Application Checklist

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a Floodplain Development Permit requires a review by staff and approval by the City Council. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [Once link is available, it will go here](#) Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

### Definition Chapter 7 of LDC

**Floodplain:** Shall mean an area of land subject to inundation by a 100-year frequency flood as determined using standard engineering practices and generally as shown on the FIRM (Flood Insurance Rate Map) of the City of Taylor.

### Required Documents

The following paperwork should be submitted as a PDF electronically to your case in MGO:

	<b>Completed and Signed Floodplain Development Permit application</b> <a href="http://www.taylortx.gov/DocumentCenter/View/12654/Planning---Floodplain-Development-Permit-Application">http://www.taylortx.gov/DocumentCenter/View/12654/Planning---Floodplain-Development-Permit-Application</a>
	<b>Deed or Other Proof of Ownership</b> <ul style="list-style-type: none"><li>Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>

**Agent Authorization Form**

<https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form>

- Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership

**Additional Information may be Required**

After an initial floodplain determination is completed by the Floodplain Administrator then the following document(s) as directed by the Administrator may be required

	<b>Site Plan</b> <ul style="list-style-type: none"><li>• Provide a site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions, and proposed development</li></ul>
	<b>Development Plans</b> <ul style="list-style-type: none"><li>• Provide a copy of the site development plan or building permit application items pertinent to the project. This includes plans drawn to scale, and specifications, including where applicable: details for anchoring structures, the proposed elevation of the lowest floor (including basement), types of water-resistant materials used below the first floor, details of floodproofing of utilities located below the first floor and details of enclosures below the first floor</li></ul>
	<b>Subdivision Improvement Plans or other Development Plans</b> <ul style="list-style-type: none"><li>• If the subdivision or other development exceeds 50 lots or acres, whichever is the lesser, the applicant must provide "100-year" flood elevations if they are not otherwise available</li></ul>
	<b>Plans showing the extent of watercourse relocation and/or landfill alterations</b>
	Change in water elevation (in feet): _____ Meets ordinance limits on elevation increase: YES <input type="checkbox"/> NO <input type="checkbox"/> Top of new compacted fill elevation: _____ ft. NGVD (MSL)
	<b>Floodproofing protection level (non-residential only):</b> _____ ft. NGVD (MSL) <ul style="list-style-type: none"><li>• For floodproofed structures, the applicant must attach a certification from a registered engineer or architect</li></ul>
	<b>Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the "100-year" flood</b> <ul style="list-style-type: none"><li>• A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted</li></ul>

**City of Taylor Contacts**

Development Services	512-352-3675 Option 3	Development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------