



# CITY OF HONDO DEVELOPMENT GUIDE

**HONDO, TEXAS – DEVELOPMENT SERVICES DEPARTMENT**

City of Hondo, Development Services Department

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## Chapter 1: Introduction

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The City of Hondo's Development Services Department is proud to provide this Development Guide to assist you as you move forward with your development project with the City of Hondo. In this guide, you will find basic information on completing a development project in our city. We hope the information is presented in an easy-to-read, user-friendly package. However, we realize that every development project is different and encourage you to contact us by email, telephone or visit our office at 1600 Avenue M next to the US Postal Service Building and adjacent to the Old Medina County Building.

The Development Services Department works together with the Public Works Department and other City Departments to ensure that your project goes smoothly from start to finish. The Development Officer, your central point of contact for your development-related needs, is available to assist you Monday through Friday, by phone, email, or a face-to-face meeting by appointment.

The Development Guide is divided into chapters that explain the various processes related to development in the City of Hondo. Short summaries, flowcharts, checklists, and answers to frequently asked questions are included for easy navigation. The chapters of this guide are arranged to match the different steps involved to complete a development project, beginning with zoning approval and ending with a Certificate of Occupancy. In addition, issues that may not apply to most development projects, but may still be of interest to you (i.e. annexation and historic preservation), are also briefly discussed. In the Appendix, you will find development-related contact information, application submission deadlines and meeting calendars for the various City boards and commissions that may be involved in development processes.

Please keep in mind that the development process described in this Development Guide is the result of a continually improving process. It is the Development Services Division's goal to make the development process accessible and efficient for you, the user.

Likewise, this Development Guide is a living document and is updated periodically. Its usefulness depends on feedback from the development community. Please feel free to forward any comments or suggestions regarding the development process or this guide to the Development Services Division. Your input is greatly appreciated.

For more information about the City of Hondo, please visit the City's website at [www.hondo-tx.org](http://www.hondo-tx.org). Thank you for your interest in the City of Hondo!

**City of Hondo  
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## Chapter 2: Zoning

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### Zoning Process – Overview

The City of Hondo's zoning regulations were originally adopted prior to 1973 and have been updated over time. In 2018, the City adopted the Unified Development Code which regulates all land development, and the use of all land, buildings, and structures within the City Limits and the Extraterritorial Jurisdiction. The zoning regulations within the Unified Development Code provide for the division of land into different zoning districts, including various residential, commercial, and industrial districts. Land uses in each zoning district are regulated according to type, density, height, lot size, placement, building bulk, and other development standards.

When considering developing a property in the City of Hondo, your first step should be to find out if the land use you propose for that property is allowed in the zoning district in which the property is located. You can check the official zoning map online at [www.hondo-tx.org](http://www.hondo-tx.org) or contact City staff in the Development Services Department. The City of Hondo's Development Services Director (DSD) is the Development Officer within the Development Services Department, and serves as your point of contact throughout the zoning process.

If it is determined that your proposed use of a property is allowed in the zoning district in which the property is located, you can focus on platting, public infrastructure and the building permit processes described in the following Chapters of this guide as they may apply to your development project. If it is determined that a use is potentially allowed but only with approval of a Specific Use Permit, you should follow the procedure for Specific Use Permit approval described below. If it is determined that your proposed use of a property is not allowed in the zoning district in which it is located, you may request an application to change that zoning designation to one that would allow the proposed use. Rezoning requests are amendments to the official zoning map and require review by the Development Officer, recommendation by Planning and Zoning Commission, and approval of an ordinance amendment by the City Council as described below.

### Zoning Change Process

Your first step in the zoning change process will be to contact the Development Services Department at (830) 426-4737 to discuss the nature of your zoning request in a pre-application meeting. A pre-application meeting is required prior to application submittal. While complete construction plans will not be required until after the zoning change process is complete, preliminary plans will be required to allow staff to make sure that what you want to do on your property is possible when all applicable codes are applied. Staff will help you explore the feasibility of your request and identify possible alternatives as needed.

Rezoning requests are reviewed for compatibility with existing and anticipated land uses in a property's vicinity in accordance with the City of Hondo Master Plan, a long-range plan intended to guide policy decisions relating to the physical development of our community. Please refer to Chapter 6 of this Guide for more on the City of Hondo Master Plan and other planning documents.

If you wish to apply for a zoning change, you must submit a completed rezoning application form, a required processing fee, a boundary survey of the property, and a legal (metes-and-bounds)

description of the property you wish to rezone to the Development Services Department. No incomplete application (missing information, or fees) will be accepted for review.

After review by the Development Officer, all rezoning requests are considered by the Planning and Zoning Commission during a public hearing. The Planning and Zoning Commission is a body made up of seven members, appointed by the City Council to hear and make recommendations on zoning and other development-related matters. Property owners within 200 feet from the property for which a rezoning is requested will receive a letter informing them of the date and time of the public hearing and a notice will be sent out in the local newspaper. The City's Development Officer will prepare a report summarizing the request and present this report with a staff recommendation to the Planning and Zoning Commission. The Commission will hold a public hearing where interested citizens may come forward to speak for or against the request. Planning and Zoning Commission meetings are generally held on the 3<sup>rd</sup> Monday of the month at 6:00 p.m. in the Council Chambers at City Hall which is located at 1600 Avenue M. Following the public hearing, the Commission will make a recommendation concerning the rezoning request to the City Council.

City Council will then hold its own public hearing on the matter. City Council generally meets on the 2nd and 4th Monday of the month at 6:00 p.m. in the Council Chambers at City Hall which is located at 1600 Avenue M. Following that public hearing, City Council may approve, approve with modifications, or deny the proposed rezoning. The applicant or a representative is required to attend all public hearings related to his or her request and must be prepared to answer questions from Planning and Zoning Commission and/or City Council members pertaining to the request.

### [Specific Use Permits](#)

The approval process for Specific Use Permits is almost identical to that for rezoning.

A 'specific use' is one which may be appropriate at some but not all locations in the zoning district where potentially allowed. Consideration of a Specific Use Permit allows the City Council to impose conditions on the conduct and appearance of a specific use at a particular location to help lessen any adverse effects such a use might have on the surrounding environment, if warranted.

If you wish to apply for a Specific Use Permit, you must submit a completed Specific Use Permit application form and the required processing fee to the Development Services Division. A Specific Use Permit application must also be accompanied by a site plan showing existing and planned development features (for example, buildings, off-street parking areas, driveways and landscaping), a metes and bounds description of the property, and a boundary survey of the property. The application must be reviewed by the Development Services Department before your request can be considered by the Planning and Zoning Commission. The purpose of the staff review is to ensure that a proposed development complies with all applicable city codes and ordinances and can receive the required permits if the Specific Use Permit is granted.

Property owners within 200 feet from the property for which a Specific Use Permit is requested will receive a letter informing them of the date and time of the public hearing and a notice will be published in the local paper. Development Services staff will prepare a report summarizing the request and present this report with a staff recommendation to the Planning and Zoning

Commission. The Commission will then hold a public hearing where interested citizens may come forward to speak for or against the request. Following the public hearing, the Commission will make a recommendation concerning the request to the City Council.

City Council will then hold its own public hearing on the matter. Following that public hearing, City Council may approve, approve with modifications, or deny the proposed Specific Use Permit. The applicant or a representative is required to attend all public hearings related to his or her request and must be prepared to answer any questions from Planning and Zoning Commission and/or Council members.

### [Planned Development Districts](#)

A Planned Development (PD) zoning district is one in which the type of activities allowed there (as well as standards for their development) are tailor-made to meet the particular characteristics of a specific site. PD Districts may successfully be used to accommodate new or innovative concepts in land utilization not permitted in one of the City's standard zoning classifications. Rezoning applications for Planned Development Districts are processed generally the same way as other rezoning requests. Requests for PD zoning are first reviewed by the Development Services Department before they are forwarded to the Planning and Zoning Commission and City Council. As with any rezoning request, a pre-application meeting will be required in which you discuss with staff the nature of your request before making a formal application. Staff will help you explore the feasibility of your request and identify possible alternatives, as needed.

For projects within a Planned Development District, any development must be in accordance with a Development Site Plan which is approved through the same process as a zoning change. If the PD Zoned property does not yet have an approved Development Site Plan associated with it, the property owner must submit one for review and approval by Planning and Zoning Commission and City Council prior to any development on the subject property.

### [Summary](#)

As soon as the property you wish to develop has the appropriate zoning, the next step in the development process is the platting process described in the following Chapter 3. Please contact the Development Services Department at (830) 426-4737 if you have any questions regarding the zoning process or your development project in general.

## Zoning Process – Frequently Asked Questions

### What is Zoning?

Zoning regulations, which are found in the Unified Development Code of the City of Hondo, provide for the division of land into different zoning districts and regulate the type, scale and intensity of development which may occur in those districts. Land uses in each district are regulated according to type, density, height, lot size, placement, building bulk, and other development standards.

### How do I check the zoning of my property?

The Development Services Department is your point of contact for information regarding the zoning process. You can check the zoning of a property online at <http://www.hondo-tx.org>. You can also call us at (830) 426-4737 or visit our office at 1600 Avenue M by appointment.

### What if the zoning of a property does not allow my proposed use?

You have two choices: (1.) request that the zoning be changed to a classification that allows your proposed use, or (2.) plan your project on another property with a zoning classification that allows the proposed use. Only Hondo's City Council can approve a change to the zoning classification on a property. Please be advised that there is no guarantee that the City Council will approve your rezoning request. Rezoning requests are reviewed for compatibility with existing and anticipated land uses in a property's vicinity in accordance with the City of Hondo Master Plan, a long- range master plan intended to guide policy decisions relating to the physical development of our community. Contact Development Services staff at (830) 426-4737 to discuss zoning as it relates to your development project.

### What are my options regarding rezoning?

Probably the most common type of rezoning request is a change from one standard zoning classification to another, for example, a residential zoning district to a commercial zoning district. In special circumstances, depending on the characteristics and demands of a specific site, a rezoning to a Planned Development District may be appropriate.

### How do I know what zoning designation is right for me?

Contact the Development Services Department at (830) 426-4737 to discuss zoning as it relates to your development project. Staff will help you explore the feasibility of your request and identify possible alternatives as necessary.

### How is a property rezoned?

Rezoning requests are amendments to the official zoning map and require approval of an ordinance by City Council. Rezoning requests are first considered by the Planning and Zoning Commission during a public hearing at which interested citizens may come forward to speak for or against a request. The Commission makes a recommendation to the City Council. City Council then holds its own public hearing before it approves, approves with modifications, or denies a rezoning request.

## How long will the rezoning process take? How much does it cost?

On average, rezoning requests take approximately two months to process from the date a complete application is made until the City Council makes a final decision on the matter. Meeting dates, application forms and application fee amounts can be found on the Development Services Department website at [www.hondo-tx.org](http://www.hondo-tx.org).

## How do I initiate a rezoning request?

Rezoning application forms are available in the Development Services Department office or online on the City website. To initiate a rezoning request, complete the application form and return it to the Development Services Department with the required application fee and supplemental information. Please be advised that there is no guarantee that the City Council will approve your rezoning request. The City does require a pre-application meeting to discuss a rezoning request with staff before making a formal application. Staff will help you explore the feasibility of your request and identify possible alternatives if necessary.

## When and where do the Planning and Zoning Commission and City Council meet?

The Planning and Zoning Commission usually meets on the 3<sup>rd</sup> Monday of the month at 6:00p.m. in the Council Chambers in City Hall at 1600 Avenue M. The City Council generally meets on the 2nd and 4th Monday of the month at 6:00p.m. also in the Council Chambers.

## How do the Planning and Zoning Commission and City Council obtain public input?

The public has opportunities to provide input during public hearings before the Planning and Zoning Commission and the City Council. Prior to a public hearing with the Planning and Zoning Commission and City Council, City staff mails a public hearing notice to property owners within 200 feet of the property for which a rezoning case or Specific Use Permit is requested and a public hearing notice is published in the local newspaper. Commission and Council meeting agendas are posted publicly at City Hall and online at [www.hondo-tx.org](http://www.hondo-tx.org). The public may mail or fax written comments in favor or against a request to the City Secretary's office.

## What happens at the public hearings?

At the public hearings, property owners and concerned citizens have an opportunity to voice their opinion on a rezoning case or Specific Use Permit request, usually following the presentation of a staff report. Applicants or their representative are required to attend the public hearings and must be prepared to answer questions relating to their request from Commissioners or Council members.

## How should I prepare for the public hearings?

You must attend all public hearings concerning your request to present your case and answer any questions from Commissioners or Council members. If you are unable to attend a meeting, you may send an authorized representative to speak on your behalf. Once the Development Officer receives a complete application, they will prepare a presentation to summarize the specifics of your case as submitted and offer staff's recommendation to the Commission or Council.

## If City Council approves my rezoning request, what do I do next?

Before a building permit can be issued, the following processes must be completed, if applicable:

- Platting (see Chapter 4)
- Installation of Public Infrastructure (see Chapter 5)
- Building Permit (see Chapter 6)

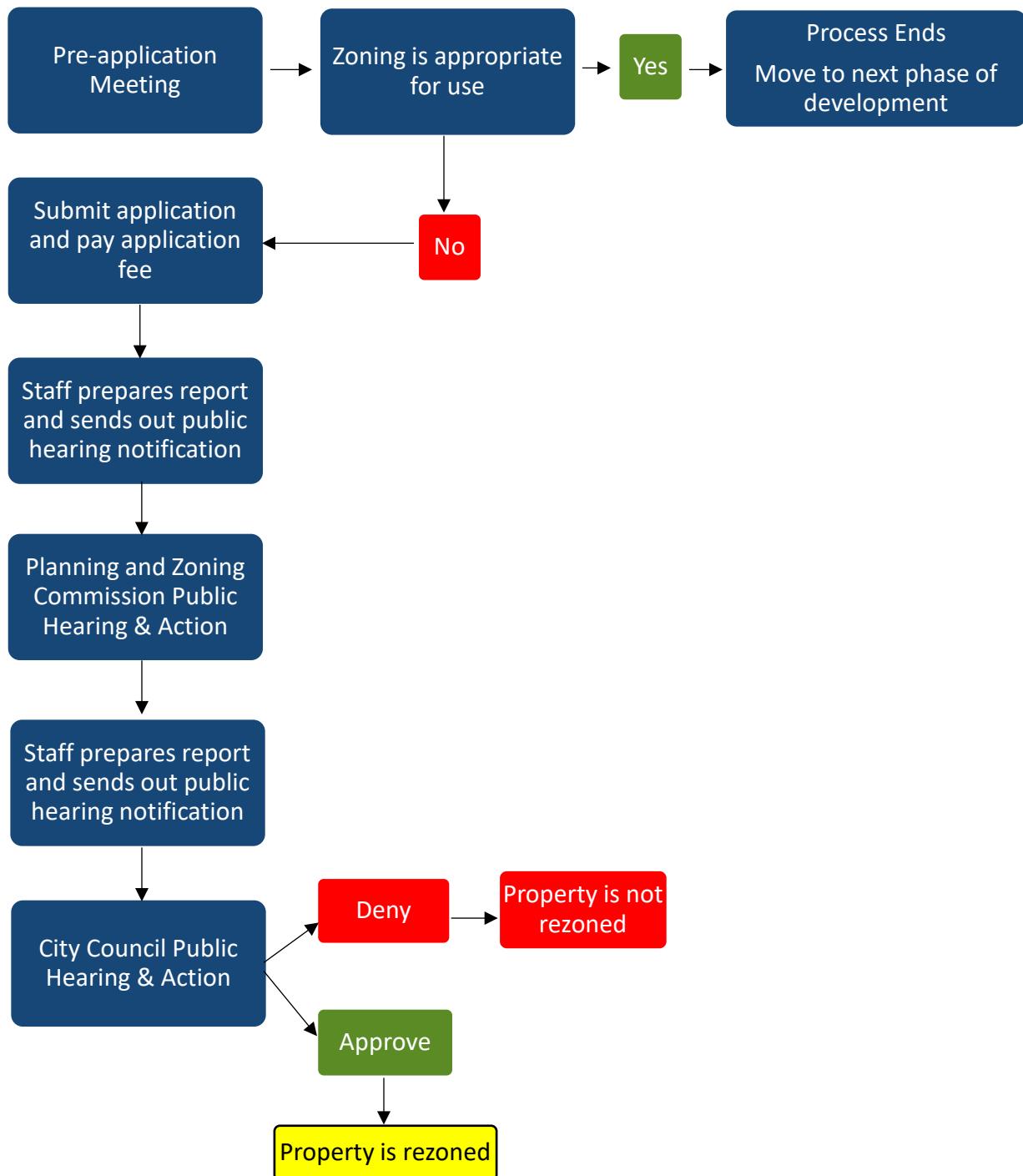
## Where can I find more information?

For more information on the zoning process, please refer to the Zoning Ordinance on the City website at [www.hondo-tx.org](http://www.hondo-tx.org). Please contact the Development Services Department at (830) 426-4737 if you have any questions regarding the zoning process and your development project.

## Zoning Process – Quick Process Reference

1. Meet with City staff in the Development Services Department to discuss your development project. If a property's zoning designation allows the use you propose, you should proceed to the next chapter (platting). If the zoning designation of a property does not allow the use you propose, the steps below may be taken.
2. Applicant must submit the following items to the Development Services Division. The review process will not start until staff receives a complete application.
  - Rezoning application form bearing the property owner's signature;
  - Legal (metes-and-bounds) description of the property;
  - Boundary survey of the property; and
  - Nonrefundable application fee;
3. Staff prepares report for Planning and Zoning Commission and sends out required legal public hearing notices. Staff may request additional information regarding your request as needed to prepare the report.
4. Public hearing before the Planning and Zoning Commission (the Commission generally meets on the 3rd Monday of the month at 6:00 p.m. in the Council Chambers in City Hall, at 1600 Avenue M). Applicant or applicant's representative is required to attend.
5. Staff prepares report for City Council and sends out required legal public hearing notices. Staff may request additional information regarding your request as needed to prepare the report.
6. Public hearing and meeting before the City Council (City Council generally meets on the 2nd and 4th Monday of the month at 6:00 p.m. in the Council Chambers in City Hall, at 1600 Avenue M). Applicant or applicant's representative is required to attend.

## Zoning Process – Flowchart



## Zoning Process – Forms

*Continued on next pages*



## DEVELOPMENT PROJECT APPLICATION

*Application must be accompanied by applicable documents and fees. Content of application submittal must be in accordance with the requirements of the Unified Development Code and applicable checklist. No incomplete application packages will be accepted.*

APPLICATION TYPE
<input type="checkbox"/> Preliminary Plat   <input type="checkbox"/> Final Plat   <input type="checkbox"/> Minor Plat   <input type="checkbox"/> Site Plan   <input type="checkbox"/> Planned Development
<input type="checkbox"/> Variance   <input type="checkbox"/> Zoning Change   <input type="checkbox"/> Specific Use Permit   <input type="checkbox"/> Annexation   <input type="checkbox"/> Other _____

**PROJECT DESCRIPTION**

Project Address: \_\_\_\_\_ Parcel # \_\_\_\_\_

Project Name: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
\_\_\_\_\_

Acreage: \_\_\_\_\_ Number of Existing Lots: \_\_\_\_\_ Number of Proposed Lots: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Description of Project/Request (*attach separate letter if necessary*):  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Use:  Commercial |  Residential |  Industrial |  Mixed Use

Regulatory Flood Zone:  X (Shaded) |  X (Unshaded) |  A |  AE |  AE (Floodway)  
*If in A, AE, or AE(Floodway), Floodplain Development Permit is required.*

Is the property within the City Limits of Hondo or the Extraterritorial Jurisdiction(ETJ)?  City |  ETJ

Is public infrastructure currently available and adequate to serve each proposed lot?  Yes |  No  
*Infrastructure review letter from Public Works Department must be attached.*

APPLICANT INFORMATION		
Company Name:	Contact Person:	
Address:		
Phone Number:	Fax Number:	Email:
<i>If acting as representative of property owner, application must include notarized authorization letter.</i>		

*(Application Continues on Next Page)*

PROPERTY OWNER INFORMATION			
Company Name: _____	Contact Person: _____		
Address: _____			
Phone Number: _____	Fax Number: _____	Email: _____	
<i>Include proof of ownership as supplemental information on separate sheets.</i>			

CONSULTANT INFORMATION			
COMPANY NAME	CONTACT PERSON	PHONE NUMBER	LICENSE NUMBER
Architect / Designer _____	_____	_____	_____
Engineer _____	_____	_____	_____
Surveyor _____	_____	_____	_____
Attorney _____	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____

*As the owner of the subject property as described in the above sections or as the duly appointed representative thereof, I hereby certify that this application is, to the best of my knowledge, complete and accurate. I understand that filing this application does not constitute approval. I also acknowledge that the approval procedure as set out in Texas Local Government Code Chapter § 212.009 shall not begin until the Development Officer has certified in writing that the plat application is completed in accordance with the City Code and State law. Furthermore, I, the undersigned applicant, hereby request approval of this application request and consent to any required posting and publication of public hearing notices, posting notices on my property and mailing of notices to adjacent property owners as may be required.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ZONING CHANGE CHECKLIST

## GENERAL INFORMATION

- All exhibits shall be provided as a hard copy and electronically (Metes and Bounds in MS Word and exhibits in PDF format)
- Address of the applicant, the property owner(s) of the subject property

## EXHIBIT A – METES AND BOUNDS

- A legal description with metes and bounds of the area within the proposed zoning request with the legal description extending to the centerline of adjacent thoroughfares and creeks. Submit one (1) hard copy (8 1/2 x 11) of the legal description, signed and sealed by a Registered Surveyor.

## EXHIBIT B – SURVEY

- Title Block located in lower right corner with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- Names, addresses, and phone numbers of owner, applicant and surveyor
- North arrow, scale and location/vicinity map
- Legend, if abbreviations or symbols are used
- Existing property lines, site boundaries, bearings and distances, site acreage and square footage, and approximate distance to the nearest cross street
- Adjacent Property within 200 feet identify by subdivision name, owner's name and address, tax record information, land use, and zoning
- Existing topography with five (5) foot contours or less
- Natural features including drainage ways, creeks, tree masses

## EXHIBIT C – SITE PLAN

- Assignment of use to specific areas within the plan
- Site data summary table may be necessary
- Existing and requested zoning boundary lines
- Potential dedications and reservations of land for public use including but not limited to: rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites
- Existing and proposed FEMA 100-year floodplain with elevations, include finished floor elevations of each lot adjacent to floodplain. If the site does not contain a floodplain, note that "no floodplain exists on the site"
- Proposed reclamation of floodplain areas (s), if applicable, with acreage
- Delineation of areas for land use, building sites, and other improvements to be developed in independent phases, note the different phases of development.
- Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions
- Provide distances (measured edge to edge) between existing and proposed driveways and streets
- Provide potential residential density if zoning requested is for residential districts (exclude major thoroughfares from the density calculations)
- Additional information as may be required by City staff to clarify the proposed development and compliance with the UDC.

# PLANNED DEVELOPMENT CHECKLIST

## GENERAL INFORMATION

- All exhibits shall be provided as a hard copy and electronically (Metes and Bounds in MS Word and exhibits in PDF format) and shall include the address of the applicant and the property owner(s) of the subject property.

## EXHIBIT A

- A legal description with metes and bounds of the total area, as well as any individual tracts within the PD request, with the legal description extending to the centerline of adjacent thoroughfares and creeks.  
Submit one (1) hard copy (8 1/2 x 11) of the legal description, signed and sealed by a Registered Surveyor.
- Traffic Impact Analysis may be required.
- A statement that shows intent to comply with the City's Master Plan and any other relevant plans for the City of Hondo.

## EXHIBIT B

- Title Block with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- Names, addresses, and phone numbers of owner, applicant and surveyor
- North arrow, scale and location/vicinity map
- Legend, if abbreviations or symbols are used
- Site data summary table may be necessary (see review of City Staff)
- Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street
- Adjacent Property within 200 feet identified by subdivision name, owner's name and address, tax record information, land use, and zoning
- Assignment of use to specific areas within the plan
- Potential dedications and reservations of land for public use including but not limited to: rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites
- Delineation of areas for land use, building sites, and other improvements to be developed in independent phases, note the different phases of development.
- Existing and requested zoning boundary lines, including total gross and net acreage
- If proposed zoning for residential districts, provide potential residential density excluding major thoroughfares
- Existing rights-of way, utility easements, maintenance, access and visibility easements
- Planned and existing thoroughfares, streets, or county roads within and adjacent to the property including location and width
- Add note to this exhibit illustrating proposed thoroughfares as follows: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat"
- Existing topography with five (5) foot contours or less, natural features, drainage ways, creeks, tree masses
- Existing and proposed FEMA 100-year floodplain areas, or a note that no floodplain exists on the property.

- Additional information requested by the Planning and Zoning Commission, City Council or City staff to clarify the proposed development and compliance with minimum development requirements

**ENGINEERING EXHIBITS**

- Existing and proposed FEMA 100-year floodplain with elevations, include finished floor elevations of each lot adjacent to floodplain. If the site does not contain a floodplain, note that "no floodplain exists on the site"
- Proposed reclamation of floodplain areas (s), if applicable, with acreage
- Existing topography at two (2) foot contours or less
- Existing and proposed easements (utility, access, drainage, visibility, street, sidewalk and maintenance, etc.)
- Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions
- Provide distances (measured edge to edge) between existing and proposed driveways and streets
- General design of adjacent public street/thoroughfare improvements and right-of-way including existing or proposed deceleration lanes, median openings and left turn bays, location of driveways, drive aisles, cross access between internal developments and access to properties adjacent to the subject site with surface type and radii.
- Existing and proposed utilities (water lines, sanitary sewer lines, stormwater, electric utilities and fire hydrants)
- Location and size of drainage, detention and retention areas, and supporting calculations

## Chapter 3: Platting

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### Platting Process – Overview

Platting, in general terms, is the conversion of raw, undeveloped land into legal building lots. It is called platting because a plat—an official, recordable map of the building lots, streets, easements, parks, and other improvements included in a new land development—is created during the process. No building construction can legally take place on a piece of land until it has been platted. This process is also used to further divide or combine existing platted lots which may or may not involve extension of public improvements (replat/amending plat).

The manner in which land is subdivided, how streets are designed and how the lots are laid out have a lasting effect on the physical character of the City. Platting helps ensure that streets, water, sewage, drainage systems, and other infrastructure are designed to be safe and effective. Platting also ensures that lots meet minimum dimensions for building requirements in the City.

The City of Hondo's Unified Development Code (UDC) regulates the subdivision of all property within the corporate limits of the City of Hondo and its extraterritorial jurisdiction (ETJ). The ETJ for the City of Hondo is a 1-mile wide buffer area adjacent to and outside of the City of Hondo in which the City has authority to exercise its subdivision regulations. If you are not sure whether your property is within the City Limits or the ETJ of Hondo, you can contact the Development Services Division. Staff can provide you with an up to date map of your area.

In general, the need to subdivide a parcel land is required any time a tract is divided or combined for the purpose of selling or otherwise conveying ownership interest or as the initial stage in the development process.

It is important to note that if the development project is required to plat in accordance with City Code and State Law, no building permits can be issued and no utility connections can be made until the plat is approved by the City and filed with the County Clerk.

The Development Officer will be your primary contact throughout the platting process. The City Engineer will review submittals relating to public infrastructure, storm water management, and other similar submittal documents as applicable. Please note that only a licensed professional land surveyor can prepare subdivision plat documents. A licensed professional engineer will be needed if the installation of public infrastructure is required.

### Plat Process

Plat approval is divided into two distinct phases: preliminary plat, and final plat. Preliminary plats provide a detailed layout of the subdivision with existing and proposed features. A preliminary plat is mutually beneficial to both the developer and the City in that it provides an opportunity for the developer to explore the feasibility of the project while allowing the City to provide initial direction on the availability of City services. Final plats are the legal instruments that create lots, block and streets. Final plats, once approved by the City, are filed with the Medina County Clerk. Following the filing of a final plat, newly created lots in a subdivision may be sold individually.

A replat represents the resubdivision of a parcel (or parcels) of property that have already been subdivided and for which a final plat has been previously filed with the County Clerk. Any replat,

except for minor plats which will be discussed later in this chapter, must be processed through the preliminary and final plat process.

For submittal of an application for a preliminary or final plat, two full sized hard copies and one electronic copy (in a format approved by the Development Officer) of the plat and supplementary material must be submitted to the Development Officer by the application deadlines as specified by the Development Officer. Development Officer may require additional copies as may be required for adequate review and processing of the final plat.

Upon receipt of a plat application along with other required information and supplementary materials, the Development Officer will perform a technical review of the plat to determine that the plat is administratively complete and provides all information required by the Unified Development Code, or as may be required by the Development Officer.

Upon a determination that the plat is administratively complete, the Development Officer will provide the subdivider written notice of such determination and will forward the application and supplementary material to the Planning and Zoning Commission for their consideration. The Planning and Zoning Commission will render a decision on the application package within thirty (30) days from the date notice of administrative completeness is provided to the applicant.

If it is determined that the plat is administratively incomplete or if the Development Officer requires additional information to determine compliance with the regulations of City Code and completeness of said application, the Development Officer will provide the subdivider written notice of such incompleteness and specify in the notice the precise information needed for the plat to be considered administratively complete. The Planning and Zoning Commission will not render a decision on any plat until it is deemed administratively complete.

If public infrastructure is required to be installed in conjunction with the plat, a Subdivision Improvement Agreement and Guarantee will be required in accordance with the requirements of the UDC as discussed later in this Chapter.

Following the City's approval of a final plat, any outstanding fees (e.g., consultant review fees, filing fees, etc.) must be paid and the required documents must be submitted to the Development Services Division. Once all required documents are received, signed, and approved, City staff will file the plat with the Medina County Clerk. The filing of the final plat is considered the end of the platting process. The next step would either be public infrastructure construction or the building permitting process depending on the details of the development project.

Please contact the Development Officer at (830) 426-4737 if you have any questions regarding the platting process.

### [Water Rights Dedication](#)

All new development which will connect to the City's water system is required to acquire water rights sufficient to meet the projected demand of water customers within the proposed development.

At the time of the pre-application meeting the developer shall provide sufficient information and data regarding the proposed subdivision to demonstrate the expected impact on and use of

public facilities and services by said subdivision. This information must include projected water demand, projected number and size of water taps and services, and other pertinent information.

For the purposes of determining ample water supply, the City will calculate the projected annual demand based on the meter size(s) for the property in accordance with City policy.

If the developer wishes to utilize an alternate calculation in determining ample water supply for the development, the request must be submitted in writing to the Development Officer and must be substantiated by a signed and sealed letter from an engineer detailing the alternate calculation method. The approval or denial of the use of the alternate method shall be at the discretion of the City Manager.

Once the amount of water to be dedicated is determined, and the dedication documents have been prepared, prior to approval of the final plat, the developer shall submit the dedication documents to the City. The documents shall be reviewed by the City Attorney (applicable review fees may apply). When the documents are approved, they shall be accepted by the City in writing. The executed documents shall be filed in the office of the Medina County Clerk in the land records. The developer shall pay all applicable filing fees. Once the approved and accepted documents have been filed at the County office, the water rights will be considered transferred.

### Financial Guarantees

Prior to consideration of a final plat by the Planning and Zoning Commission, the subdivider must file with City Staff a Subdivision Improvement Agreement and Guarantee to ensure the performance, installation and completion of the infrastructure improvements for the development project. This agreement shall covenant that the subdivider will complete all required public improvements no later than two (2) years following the date on which the Chairman of P&Z signs the final subdivision plat, and shall also warrant that all public improvements will be free from defect for a period of one (1) year following the acceptance by the City of the completed public improvement. The agreement must include either an irrevocable letter of credit, a performance bond, or cash escrow in an amount equal to the estimated cost of the utility and street improvements to be made in the subdivision by the subdivider.

As soon as possible after approval of the final plat, but prior to the start of construction, the subdivider must provide the City Staff an executed copy of the utility and street construction contracts or a notarized statement certifying the final contracts so that the city may substantiate the estimated cost of improvements. The performance bond/deposit shall be adjusted to reflect the actual construction costs.

The performance bond/deposit will be retained by the city until all improvements have been completed and accepted by the city. If all improvements have not been completed and accepted by the city by the expiration of the performance bond/deposit, the City Manager shall present the performance bond/deposit for payment.

This agreement, along with the City's public infrastructure permitting and construction requirements are explained in greater detail in Chapter 4 of this Development Guide.

## Minor Plats

In accordance with the authority granted under Texas Local Government Code, Section 212.0065, the City Council has delegated approval authority to the Development Officer for the following which are collectively referred to as minor plat(s) for the purposes of the Unified Development Code: 1) Amending plat as described by Texas Local Government Code, Section 212.016; and 2) Minor plats or replats 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.

An applicant seeking approval of a minor plat must adequately demonstrate that the division of land does not require the creation of any right-of-way, streets, drainage improvements, or utility extensions.

The Development Officer may, for any reason, elect to present the minor plat for approval to the Planning and Zoning Commission. Any plat which is referred to the Planning and Zoning Commission by the Development Officer shall meet all the process and content requirements of a Preliminary and Final Plat as described in other sections of this Chapter.

The submittal requirements for a minor plat generally follow the requirements for a final plat and must comply with the UDC. The main difference between a minor plat and final plat is that a minor plat has an expedited review process.

Two (2) full sized hard copies and one (1) electronic copy (in a format approved by the Development Officer) of the minor plat and supplementary material must be submitted to the Development Officer with written subdivision plat application. The Development Officer may require additional copies as may be required for adequate review and processing of the minor plat.

Upon receipt of a minor plat application along with other required information and supplementary materials, the Development Officer shall perform a technical review of the plat to determine that the plat is administratively complete and provides all information required by this ordinance, or as may be required by the Development Officer.

Upon a determination that the plat is administratively incomplete or if the Development Officer requires additional information to determine compliance with the regulations of City Code and completeness of said application, the Development Officer will provide the subdivider written notice of such incompleteness and specify in the notice the precise information needed for the plat to be considered administratively complete. The application would then be rejected as incomplete.

Upon a determination that the plat is administratively complete, the Development Officer will provide the subdivider written notice of such determination and will render a decision thereon within thirty (30) days from the date notice of administrative completeness is provided to the applicant.

## Platting Process – Frequently Asked Questions

### [What is the first step in the platting process?](#)

Prior to submission of an application, a pre-application meeting is required to discuss a platting project with City staff. Such a pre-application meeting may save time and expenses during the approval process. To schedule a pre-application meeting, please contact the Development Officer at (830) 426-4737.

### [When is a master plan required?](#)

A master plan, or master site plan, is typically required in conjunction with Planned Developments and phased developments. Even where not technically required by City Code, Staff strongly recommends that a master site plan be submitted when large pieces of property are developed in phases or sections, or in areas under common ownership where comprehensive planning issues are identified. A master site plan that accompanies or precedes a preliminary plat allows the developer and City Staff to dialogue about the project as a whole. That way, any changes that may be needed can be discussed at the beginning of the process which may save valuable time and money throughout each phase of the project.

If you are considering a Planned Development (PD), the City Code has unique requirements for land use planning and other similar processes. For more information regarding master planning, planned development, or any other planning issues, contact Development Services Department staff at (830) 426-4737.

### [Do all plats require approval by the Planning and Zoning Commission?](#)

No, Planning and Zoning Commission approval is not required for minor plats. Minor plats are approved administratively by the City's Development Officer.

### [How do I get a plat document prepared?](#)

You will need to enlist the services of a licensed professional land surveyor. A licensed professional engineer will be needed if the installation of public infrastructure is required. You can locate a professional engineer or land surveyor by contacting the Texas Board of Professional Engineers and Land Surveyors (TBPELS). Hard copies and electronic files of the plat should be prepared for submittal. Please refer to the Unified Development Code and this Development Guide for plat form and content regulations and plat application submission requirements.

### [What kind of development plans will I need to submit if public infrastructure improvements are involved?](#)

Infrastructure construction documents must be submitted to the Development Officer for review prior to a final plat submittal. These documents must bear the seal and signature of a licensed professional engineer. All plans must be prepared in accordance with the City's Unified Development Code as well as any requirements of the Public Works Department, State Law, or standard engineering practices. Infrastructure requirements are covered in greater detail in Chapter 4 of this Development Guide. Contact Development Services or Public Works staff at (830) 741-5077 to discuss required public infrastructure improvements as they relate to your development project.

### What if the City staff identifies issues with my submittal?

Upon a determination that the plat is administratively incomplete or if the Development Officer requires additional information to determine compliance with the regulations of City Code and completeness of said application, the Development Officer will provide the subdivider written notice of such incompleteness and specify in the notice the precise information needed for the plat to be considered administratively complete. The application would then be rejected as incomplete.

### What is the next step after approval of a final plat or minor plat?

Following the City's approval of a final plat, any outstanding fees (e.g., consultant review fees, filing fees, etc.) must be paid and the required documents must be submitted to the Development Services Division. Once all required documents are received, signed, and approved, City staff will file the plat with the Medina County Clerk. The filing of the final plat is considered the end of the platting process. The next step would either be public infrastructure construction or the building permitting process depending on the details of the development project.

### Where can I find more information?

For more information regarding the platting process, please refer to the City's Unified Development Code (City Code, Chapter 9, Exhibit A) online at [www.hondo-tx.org](http://www.hondo-tx.org). Please contact the Development Services Department at (830) 426-4737 if you have any questions regarding the platting process.

## Platting Process – Quick Process Reference

1. Meet with City staff in the Development Services Department to discuss your development project

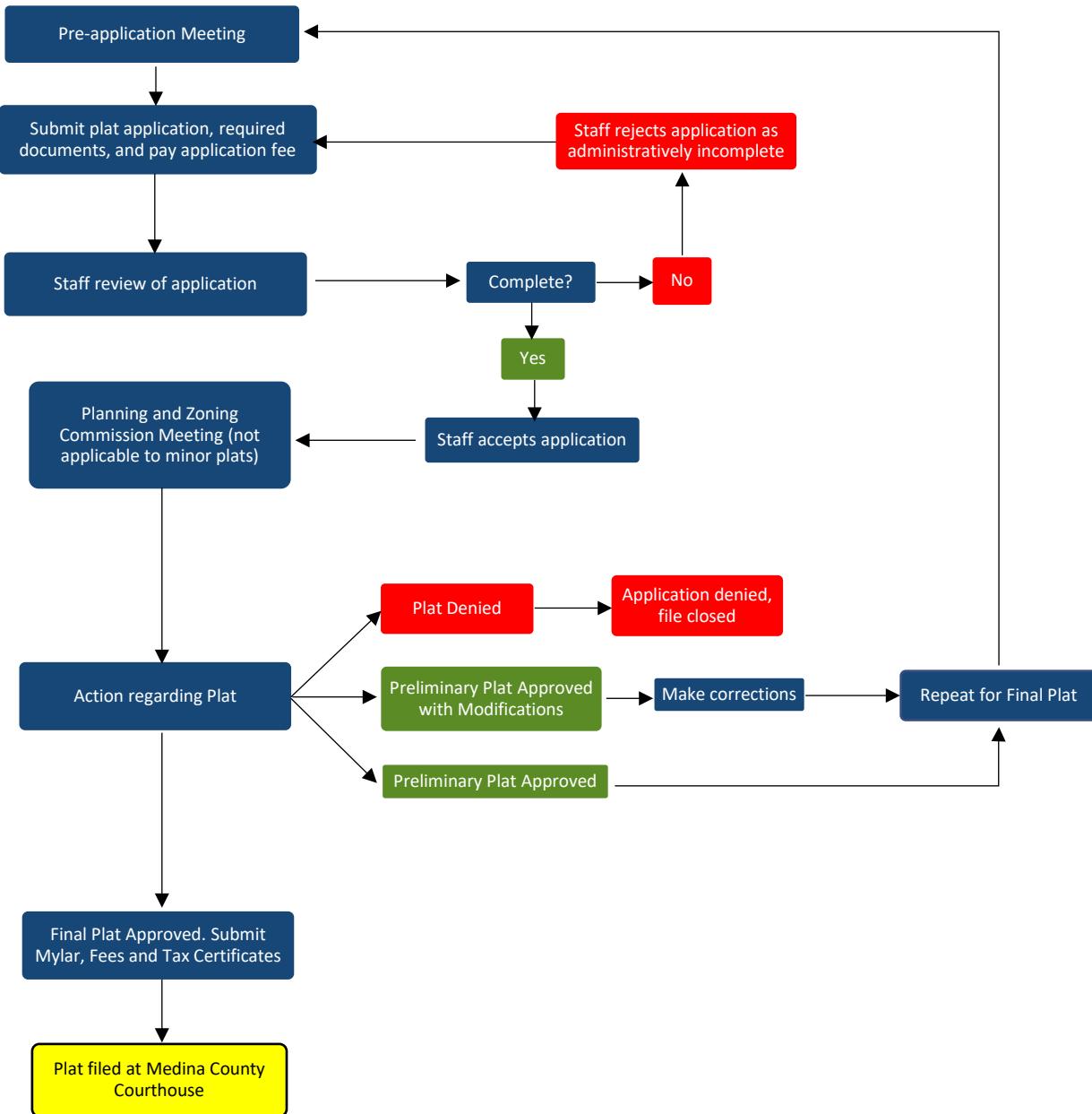
### Preliminary Plat

2. Applicant must submit the following items to the Development Services Department. The review process will not start until staff receives a complete application:
  - Application form bearing the property owner's signature;
  - Two (2) hard copies and one (1) electronic copy of the plat and supplemental documents;
  - Preliminary Infrastructure Plans (if applicable); and
  - Plat application fee (see Comprehensive Fee Schedule).
3. Staff will review the application and supplemental information. Staff will either accept the application as complete (in writing) or return the application with a list of deficiencies.
4. Attend Planning and Zoning Commission meeting, if applicable (the Commission generally meets on the 3rd Monday of the month at 6:00 p.m. in the Council Chambers in City Hall at 1600 Avenue M);

### Final Plat

5. Repeat steps 2 and 3. Final plat submittal (step 2) must be accompanied by water rights dedication, submittal of the required Subdivision Improvement Agreement and Guarantee, and the final infrastructure plans (already approved by City Engineer) in addition to the plat document, application, and fees.
6. Attend Planning and Zoning Commission meeting, if applicable (the Commission generally meets on the 3rd Monday of the month at 6:00 p.m. in the Council Chambers in City Hall at 1600 Avenue M);
7. Following Final Plat Approval, submit Mylar, tax certificate, filing fee and other required fees (the Mylar copy must contain the notarized signature of the property owner(s) as well as the signature and seal of an engineer/land surveyor licensed in the State of Texas). Also, for plats involving infrastructure improvements, an executed copy of the utility and street construction contracts or a notarized statement certifying the final contracts must be submitted so that the city may substantiate the estimated cost of improvements in relation to the required financial guarantees.
8. The final plat is then filed for record with the Medina County Clerk unless installation of public infrastructure required. If so, the plat will be held until the infrastructure is constructed and accepted.

## Platting Process – Flowchart



## Platting Process – Forms

*Continued on next pages*

# DEVELOPMENT PROJECT APPLICATION

*Application must be accompanied by applicable documents and fees. Content of application submittal must be in accordance with the requirements of the Unified Development Code and applicable checklist. No incomplete application packages will be accepted.*

APPLICATION TYPE	
<input type="checkbox"/> Preliminary Plat   <input type="checkbox"/> Final Plat   <input type="checkbox"/> Minor Plat   <input type="checkbox"/> Site Plan   <input type="checkbox"/> Planned Development <input type="checkbox"/> Variance   <input type="checkbox"/> Zoning Change   <input type="checkbox"/> Specific Use Permit   <input type="checkbox"/> Annexation   <input type="checkbox"/> Other _____	

PROJECT DESCRIPTION		
Project Address: _____		Parcel # _____
Project Name: _____		
Legal Description: _____ _____		
Acreage: _____		Number of Existing Lots: _____
Number of Proposed Lots: _____		
Current Zoning: _____ Proposed Zoning: _____		
Description of Project/Request (attach separate letter if necessary): _____ _____		
Proposed Use: <input type="checkbox"/> Commercial   <input type="checkbox"/> Residential   <input type="checkbox"/> Industrial   <input type="checkbox"/> Mixed Use Regulatory Flood Zone: <input type="checkbox"/> X (Shaded)   <input type="checkbox"/> X (Unshaded)   <input type="checkbox"/> A   <input type="checkbox"/> AE   <input type="checkbox"/> AE (Floodway) <i>If in A, AE, or AE(Floodway), Floodplain Development Permit is required.</i>		
Is the property within the City Limits of Hondo or the Extraterritorial Jurisdiction(ETJ)? <input type="checkbox"/> City   <input type="checkbox"/> ETJ Is public infrastructure currently available and adequate to serve each proposed lot? <input type="checkbox"/> Yes   <input type="checkbox"/> No <i>Infrastructure review letter from Public Works Department must be attached.</i>		

APPLICANT INFORMATION		
Company Name: _____		Contact Person: _____
Address: _____		
Phone Number: _____		Fax Number: _____
Email: _____		
<i>If acting as representative of property owner, application must include notarized authorization letter.</i>		

*(Application Continues on Next Page)*

PROPERTY OWNER INFORMATION			
Company Name: _____	Contact Person: _____		
Address: _____			
Phone Number: _____	Fax Number: _____	Email: _____	
<i>Include proof of ownership as supplemental information on separate sheets.</i>			

CONSULTANT INFORMATION			
COMPANY NAME	CONTACT PERSON	PHONE NUMBER	LICENSE NUMBER
Architect / Designer _____	_____	_____	_____
Engineer _____	_____	_____	_____
Surveyor _____	_____	_____	_____
Attorney _____	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____

*As the owner of the subject property as described in the above sections or as the duly appointed representative thereof, I hereby certify that this application is, to the best of my knowledge, complete and accurate. I understand that filing this application does not constitute approval. I also acknowledge that the approval procedure as set out in Texas Local Government Code Chapter § 212.009 shall not begin until the Development Officer has certified in writing that the plat application is completed in accordance with the City Code and State law. Furthermore, I, the undersigned applicant, hereby request approval of this application request and consent to any required posting and publication of public hearing notices, posting notices on my property and mailing of notices to adjacent property owners as may be required.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SUBDIVISION PLAT CHECKLIST

## GENERAL INFORMATION

- The Development Officer for the City of Hondo will be your main point of contact throughout the development process.
- Plat application fees, in accordance with the City's current adopted Comprehensive Fee Schedule, are payable at the time of the plat submittal.
- All required documents shall be submitted before the plat may be considered by the Planning and Zoning Commission. Incomplete applications will be returned to the applicant for revision and resubmittal.
- If a plat is submitted which does not meet all of the requirements of the UDC, that application must be accompanied by a written request for such variances as may be requested. The request must detail the reasons for the request in conformance with the variance regulations of the UDC. A variance application fee will also be due in accordance with the City's current adopted Comprehensive Fee Schedule.

## PLATTING PROCESS

Below is the general platting process for reference purposes only. Every project is unique, so always contact the Development Officer prior to pursuing a platting project. Minor Plats do not require infrastructure plans and are typically reviewed and acted upon by the Development Officer instead of the Planning and Zoning Commission.

1. Pre-Application Meeting
  - a. Information submitted as required for Preliminary Serviceability Letter.
2. Submittal of Preliminary Plat and supporting documentation
  - a. Preliminary infrastructure plans must accompany submittal
3. Review by Development Officer, other City Departments, and City Engineer (as applicable)
  - a. Application package returned to applicant if incomplete
  - b. Resubmittal by applicant to correct deficiencies
4. Completeness Letter sent to Applicant by Development Officer once application is found to be complete
5. Review and action by Planning and Zoning Commission regarding Preliminary Plat
6. Submittal of final infrastructure plans for review and approval by City and applicable utility providers
7. Submittal of Final Plat and supporting documentation (must be within one year after approval of Preliminary Plat)
  - a. Final infrastructure plan approval letters from City and each applicable utility provider must accompany Final Plat Application
8. Review by Development Officer, other City Departments, and City Engineer (as applicable)
  - a. Application package returned to applicant if incomplete
  - b. Resubmittal by applicant to correct deficiencies
9. Completeness Letter sent to Applicant by Development Officer once application is found to be complete
10. Review and action by Planning and Zoning Commission regarding Final Plat
11. Plat Recordation
12. Pre-Construction Meeting
13. Construction of Public Infrastructure
14. Acceptance of Public Infrastructure

## REQUIRED SUPPORTING DOCUMENTS

### CONSTRUCTION DOCUMENTS AND PLANS

Including but not limited to streets, drainage/stormwater management, wastewater, water, gas, electricity, telecommunications, cable – UDC 8.4

- Preliminary Infrastructure Plans and Specifications
  - At Pre-Application Meeting, developer shall provide sufficient information and data regarding the proposed subdivision to demonstrate the expected impact on and use of public facilities and services by possible uses of said subdivision in accordance with UDC 8.4.1.c.
    - Upon review of the submitted information by the applicable City Departments, the Development Officer will provide a Preliminary Serviceability Letter to the Developer which shall be attached to and submitted with the Preliminary Plat Application.
- Final Infrastructure Plans and Specifications
  - Final Infrastructure Plans are required to be submitted to and approved by the City and each applicable public utility provider prior to submittal of the Final Plat Application.
    - The approval of the City and each applicable public utility provider shall be evidenced by an approval letter to be submitted as an attachment to the Final Plat Application.
    - Any Final Plat Application which includes the extension of infrastructure, revision to infrastructure, or a significant impact on existing infrastructure will be considered incomplete without submittal of all required infrastructure plan approval letters in order to establish compliance with UDC 8.4.1.a.

### FINANCIAL REQUIREMENTS

- Subdivision Improvement Agreement (Due at Final Plat Submittal) – UDC 8.2.3.g.
  - Performance Bond, Letter of Credit or Certified Check in a sufficient amount to assure the completion of all the required improvements – UDC 8.6, UDC 8.3.4.b., and UDC 3.4.3.xviii.
  - Must be accompanied by estimated construction costs certified by the project engineer or provided in an alternate form as approved by the City.
- Parkland Dedication or Payment of Fee in Lieu of Parkland Dedication – UDC 8.5
- Water Rights Dedication or Payment of Fee in Lieu of Water Rights Dedication – UDC 8.4.1.d.
  - Due upon subdivision approval and infrastructure acceptance.

### SUBMITTAL DOCUMENTS – UDC 3.4

- Four (4) printed copies and one (1) electronic copy of the entire plat submittal package to include the Plat Application, Plat document, and all required documents and exhibits.
- The final plat document and any supporting plan sheets must be:
  - Prepared at a minimum scale of one hundred (100) feet to one (1) inch
  - Printed on twenty-four inch by thirty-six inch (24" x 36") sheets.
  - The final Mylar sheet(s) shall be 24" x 36" in size.
  - If more than one (1) sheet is required, they shall be match-line sheets. An index sheet of the same dimensions, or a map insert showing the entire subdivision, shall accompany the plat. The drawing

surface of the plat shall have a binding margin of two inches at the left side of the plat, a margin of not less than one inch at the right side and a margin of not less than one-half inch at the top and bottom of the drawing surface.

- The plat shall be accompanied by a statement signed by the registered engineer or surveyor preparing the plat that he has, to the best of his ability, designed the subdivision in accordance with the Master Plan or other general plans of the City of Hondo, with which he is completely familiar, and in accordance with the ordinances and regulations governing the subdivision of land, except where a variance is requested in writing and the reasons for which are clearly stated.

## PLAT CONTENT

### PRELIMINARY PLAT

#### *UDC 3.4.2*

- Name of the proposed subdivision, north arrow, scale, and date;
- The name and contact information for the owner, subdivider, engineer, surveyor, land planner, or any other designer responsible for the survey and design;
- Location of boundary or property lines width and location of platted streets, alleys, and easements within or adjacent to the property being subdivided;
- Location of boundary or property lines width and location of pipelines, present physical features on the land including natural and artificial water courses, ditches, ravines, culverts, bridges, present structures and any other features directly pertinent to the land being subdivided, location of existing utilities, showing pipe sizes and capacities of sewer and water mains and drainage facilities;
- Outline of any existing wooded areas and the location, species, and size of any important individual trees;
- Topographic map of the property with contour intervals of one-foot, with all grades shown tied to City datum of any public authority that may be established in the area;
- A description of the property with approximate acreage and total number of lots;
- The street system design, location and width of proposed streets, easements, and alleys, building lots and other features and their relationship to streets, alleys, and easements in adjacent subdivision;
- A vicinity map;
- Zoning district classification and land use designation of the land within the subdivision;
- Proposed water distribution system;
- Proposed sewage collection system;
- On-site and off-site drainage; and
- Boundary of the subdivision, with bearings and distance.

#### *Appendix Checklist*

- A title block in lower right corner, including subdivision name, block(s), acreages, name of city, county, and state, and the location and description of the property referenced to in the original legal description. The subdivision name shall not duplicate any existing subdivision name.
- The name, address, telephone number and signature of the legal owner(s) of the property included in the proposed subdivision.

- The name, address, telephone number and signature of the applicant for the proposed subdivision
- The name, address, telephone number and signature of the registered professional land surveyor and registered professional engineer, as applicable, responsible for preparing and designing the plat and surveys.
- A location / vicinity map at a scale of not more than one thousand (1000) feet to the inch, showing existing streets, subdivisions, and general land uses in the area surrounding the site; legend if abbreviations or symbols are used.
- Adjacent and abutting properties, including land use; zoning; subdivision name; all parcel owner names and deed references, unplatte property owner names and recording information.
- The location, dimension, right-of-way width, paving width, and name of all existing or proposed streets, alleys, railroads, and other public ways within or immediately adjacent to the tract.
- The location and dimensions of any existing structures, fences, paved areas, cemeteries or burial grounds, and other existing features within the proposed subdivision.
- The location of any existing or abandoned landfills, dump sites, hazardous waste dump sites, or any inventories of hazardous materials.
- The location of all existing or abandoned oil or gas wells, oil or gas pipelines and other appurtenances associated with the extraction, production and distribution of petroleum products, and all related easements on the site or on immediately adjacent property.
- Conditions on immediately adjacent property that have a direct impact on the proposed development
- Topographic information showing existing contours based on National Geodetic Vertical Datum (NGVD), with intervals not to exceed 5 feet, and in some extreme cases smaller contours may be required due to extreme differences in elevation. Minimum 2-foot contour intervals are preferred.
- The location of all natural and drainage features including watercourses, water bodies, swales, channels, creeks, streams, wetlands, flood hazard areas, significant tree masses, slopes, or other natural features within the area to be subdivided.
- The location and dimensions of the proposed subdivision's boundaries with legal metes and bounds and total acreage; the existing and proposed blocks, lots, setback lines, building lines along street, rights-of-way and easements, lot angles to streets, and the square footage of the lots.
- Phasing Plan, if applicable, showing proposed phasing identification, limits, lots, blocks, lot and block numbering.
- Proposed Densities including calculations which do not include major thoroughfares. Table (8 1/2 x11 sized sheet) of lots, blocks, lot and block numbering, square footage and zoning designation for each lot.
- The locations, sizes, and other appropriate descriptions of the following existing utility facilities:
  - Water mains, service connections and any special structures such as wells, elevated storage tanks and pump stations;
  - Sanitary sewer mains, service connections and any special structures or facilities such as lift stations, septic systems, lagoons, oxidation ponds and package plants;

- Stormwater drainage mains, channels, retention or detention ponds, and other major drainage facilities, including the area in acres served by such facilities; and special structures such as dams, spillways, dikes or levees.
- Electric Facilities

□ The approximate locations, sizes, and other appropriate descriptions of the following proposed utility facilities:

- Water trunk mains, connections to city facilities, and special structures such as elevated storage tanks and pump stations;
- Sewer trunk mains, connections to city facilities and special structures and facilities such as lift stations, lagoons, oxidation ponds and package plants.
- Stormwater drainage mains, channels, retention or detention ponds, and other major drainage facilities, including the approximate area in acres served by such facilities; special structures such as dams, spillways, dikes or levees; and the location of the regulatory floodplain upon completion of the proposed improvements, along with an engineering report on the downstream flood impacts.
- Electric Facilities

□ The approximate location, dimension and area of all parcels of all land proposed to be set aside for park or playground use, school sites, public facilities, open space, private open space, habitat restorations, riparian corridors, reserves and reservations, flood plains, or other public use, or for the common use of property owners in the proposed subdivision.

□ The proposed use for all lots, and the following statistical data:

- The total number of gross acres;
- The total number of lots;
- The number of dwelling units, the acreage, and the gross residential density, by housing type;

□ Screening and landscaping conceptual description, materials and detail, size and height, locations, ROW.

□ The functional classification (as defined by the City of Hondo) of every street within or adjacent to the subdivision, based on the proposed design; necessary off-site improvements including but not limited to roads, drainage, median openings, and fire lanes.

□ ADD NOTE stating: Placement of street trees shall not interfere with the placement of traffic control devices or visibility of intersections. Existing and future traffic control devices may require the removal of or preclude the planting of street trees.

□ ADD NOTE and corresponding label or symbol for corner lots: Fencing restrictions may apply to this lot

□ ADD NOTE for plats that have alleys: All driveways shall access the alleys. No driveways shall access streets.

□ Provide the following Plans with the application; approval of these Plans is required prior to development approval.
 

- All necessary off-site easements – by plat or by separate easement.
- Preliminary Drainage Plan with supporting calculations, including drainage, detention and retention areas.

- Preliminary Utility Plan including required capacity confirmations from each utility supplier/owner/source.
- A statement, confirmed by engineering analysis, that the existing utility mains serving a proposed subdivision are adequate.
- Landscape Plan cross section with location of trees, plantings and treatments along street, sidewalk, easements, and rights-of-way, proposed Screening options
- Open Space and Park Plan
- Certification by Surveyor signed and sealed
- Certification of Ownership
- Dedication provisions for easements, including but not limited to fire lane, landscape, visibility, access, maintenance, drainage, detention, and retention.

#### ENGINEERING REQUIREMENTS

- Existing and proposed utilities and easements including but not limited to water, sanitary sewer, drainage, electric, telephone, gas, cable television, communication, fire lane.
- Filing information by separate instrument, for each existing easements and rights-of-way, including bearings and distances, length of arc, radii, internal angles, points of curvature, tangent lengths and bearings information. Where property, easements or rights-of-way extend into multiple counties, plats and separate filing instruments are required for each county.
- Location of existing transportation and drainage features including but not limited to railroads and water courses.
- FEMA 100-year floodplain and elevation, existing and proposed, including minimum finished floor elevations of all adjacent lots. If site does not contain a floodplain: ADD NOTE: "No floodplain exists on the site".
- Proposed reclamation of floodplain areas (s), if applicable, with acreage. A floodplain reclamation study may be required.
- All monument location information including but not limited to size, material, location.
- Existing and proposed public streets, alleys and private drives with pavement widths, medians, median openings, turn lanes (including storage and transition dimensions), rights-of-ways dimensioned to lot lines, and driveways (including those on adjacent property) with approximate dimensions. Provide distances (measured edge to edge) between existing and proposed driveways and streets. Show cross access between internal developments and access to properties adjacent to the subject site with pavement surface type and radii.
- For proposed thoroughfares ADD NOTE: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat".
- Names of proposed streets, including letter application requesting street name approval.
- Street cross section with detail and dimensions including but not limited to pavement type, parkway, street landscaping, sidewalk, rights-of-way dimensions.
- Dedication information by separate instrument, for each proposed easement and rights-of-way, including bearings and distances, length of arc, radii, internal angles, points of curvature, tangent lengths and

bearings information. Where property, easements or rights-of-way extend into multiple counties, plats and separate filing instruments are required for each county.

#### FINAL PLAT

##### UDC 3.4.3

- The final plat shall conform substantially to the preliminary plat as approved and, if desired by the developer, it may constitute only that portion of the approved preliminary plat which he proposes to record and develop at the time; provided, however, that such portion conforms to all requirements of these regulations. (See Appendix for Final Plat Submittal)
- The title or name by which the subdivision is to be identified;
- The north arrow and scale of the plat;
- The name of the state registered professional engineer, or state licensed or registered land surveyor responsible;
- The name and address of the owner and engineer or surveyor;
- A definite legal description and identification of the tract being subdivided which description shall be sufficient for the requirements of title examination;
- A descriptive diagram drawn to scale, showing by reference that the subdivision is a particular portion or part of a previously filed plat or recognized grant or partition, which diagram and description shall show as being included in the subdivision, at least all of the smallest unit of the last filed subdivisions, plat, or grant out of which the instant subdivision is divided, or so much thereof as is owned by the subdivider;
- The boundaries of the subdivided property indicated by a heavy line and tied by dimension to adjoining tracts showing the location or designation of streets, alleys, parks, and other areas intended to be dedicated or deeded for public use, with proper dimensions;
- Topographic map of the property with contour intervals of one-foot, with all grades shown tied to City datum of any public authority that may be established in the area;
- The location of all adjacent streets and alleys, with their names, and the names of adjoining subdivisions with exact location and designation by number or lots and blocks;
- All lot, block, and street boundary lines, with lots and blocks numbered or lettered consecutively;
- Building lines and easements defined by dimension;
- Width of all streets (measured at right angles or radically, where curved);
- All principal lines have the bearing given and deviation from the norm indicated;
- The length and bearing of all straight lines, radii, arc lengths, tangent length, and central angles of all curves shall be indicated along the boundary line of the subdivision and each block. All dimensions along the lines of each lot shall be shown. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat;
- The description and location of all lot and block corners and permanent survey reference monuments shall be shown. Lot markers shall be one-half inch reinforcing bar, 24 inches long, or approved equal, and shall be placed at all lot corners flush with the ground;
- Any covenants, conditions and restrictions (CCRs) proposed for the property;

- A waiver of any claim(s) against the City for damages occasioned by the establishment of grades or the alteration of the surface of any portion of existing streets and alleys to conform to grades established in the subdivision;
- The final plat shall be accompanied by a written agreement of the developer to install improvements required by this UDC together with a performance bond (corporate or personal surety), letter of credit, or certified check in a sufficient amount to assure the completion of all the required improvements;
- A certificate of ownership in fee of all land embraced in the subdivision, and of the authenticity of the plat and dedication, signed and acknowledged by all owners of any interest in said land. The acknowledgement shall be in the form required in the conveyance of real estate. A certificate from each tax collector of a political subdivision in which the property is located must accompany the plat to be recorded in the Office of the County Clerk shall that all taxes owing to the state, county, and/or City and any other political subdivision have been paid in full to date. Approval and acceptance of all lien holders shall also be included; and
- A certificate by a registered professional engineer, state licensed, or registered land surveyor in charge, duly authenticated, that the plat is true and correct and in accordance with the determination of surveys actually made on the ground. If the engineer or surveyor who prepared the plat did not make the original boundary survey, this fact should be noted in the certificate. Also, the certificate should show whether or not the tract is within one mile of the City limits, measured in a straight line from the nearest points in the City limits, unless the information is shown in suitable manner elsewhere on the face of the plat.

*Appendix Checklist*

- A title block in lower right corner, including subdivision name, block(s), lot(s), acreages, name of city, county, and state, and the location and description of the property referenced to in the original legal description. The subdivision name shall not duplicate any existing subdivision name.
- The name, address, telephone number and signature of the legal owner(s) of the property included in the proposed subdivision.
- The name, address, telephone number and signature of the applicant for the proposed subdivision
- The name, address, telephone number and signature of the registered professional land surveyor and registered professional engineer, as applicable, responsible for preparing and designing the plat, surveys and public improvements.
- A location / vicinity map at a scale of not more than one thousand (1000) feet to the inch, showing existing streets, subdivisions, and general land uses in the area surrounding the site; legend if abbreviations or symbols are used.
- The scale, north arrow, and date of original and all revisions.
- The proposed land use for all lots. The designations to be used when indicating land use on a plat are defined by the Hondo UDO
- The locations and description of all permanent survey monuments in or near the tract, at least one of which the subdivision shall be referenced.
- The length of all required lines dimensioned in feet and decimals thereof, and the value of all required true bearings and angles dimensioned in degrees and minutes.
- Adjacent and abutting properties, including land use; zoning; subdivision name; all parcel owner names and deed references, unplatted property owner names and recording information.

- The boundary lines of the land being subdivided fully dimensioned by lengths and bearings and the location of boundary lines of adjoining lands and adjacent subdivisions.
- The location, dimension (lengths and bearings), right-of-way width, paving width, and name of all existing or proposed streets, alleys, railroads, easements and other public ways within or immediately adjacent to the tract.
- The location and dimensions of any existing structures, fences, paved areas, cemeteries or burial grounds, and other existing features within the proposed subdivision, or immediately adjacent thereto.
- The location of any existing or abandoned landfills, dump sites, hazardous waste dump sites, or any inventories of hazardous materials.
- The location of all existing or abandoned oil or gas wells, oil or gas pipelines and other appurtenances associated with the extraction, production and distribution of petroleum products, and all related easements on the site or on immediately adjacent property.
- Conditions on immediately adjacent property that have a direct impact on the proposed development
- The location, lines and dimensions of the proposed subdivision's boundaries with legal metes and bounds and total acreage; the existing and proposed blocks, lots, setback lines, building lines along street, rights-of-way and easements, lot lengths, lot bearings and angles to streets, and the square footage of the lots. Where a lot line lines meets a street line at right angles, the angle value may be omitted.
- Existing and proposed public streets, alleys and private drives with pavement widths, medians, median openings, turn lanes (including storage and transition dimensions), rights-of-ways dimensioned to lot lines, and driveways (including those on adjacent property) with approximate dimensions. Provide distances (measured edge to edge) between existing and proposed driveways and streets. The radii, arcs, points of tangency, points of intersection and central angles for curvilinear streets and radii for all property returns. Distance measured along curves shall be arc lengths.
- The functional classification (as defined by the City of Hondo) of every street within or adjacent to the subdivision, based on the proposed design; necessary off-site improvements including but not limited to roads, drainage, median openings, and fire lanes.
- Names of proposed streets, including letter application, requesting street name approval
- A note shall be placed on all final plats where access to arterial and/or expressway streets has been limited: "ACCESS PROHIBITED".
- The lots and area affected by such limitation shall be clearly indicated.
- ADD NOTE and corresponding label or symbol for corner lots: Fencing restrictions may apply to this lot
- ADD NOTE for plats that have alleys: All driveways shall access the alleys. No driveways shall access streets.
- A note shall be placed on all private drives, private access facilities, and private common areas: "ALL MAINTENANCE OF THIS AREA SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS OF THE SUBDIVISION THROUGH THE (Name of Subdivision PROPERTY OWNERS ASSOCIATION)" The affected areas shall be clearly indicated.
- A note shall be placed on the final plat containing areas within the regulatory floodplain as designated within the most current FEMA study Report: "FLOOD HAZARD AREA. THIS AREA HAS BEEN DESIGNATED AS SUBJECT TO INUNDATION BY THE BASE FLOOD". The affected area, according to the most current FEMA

developments and access to properties adjacent to the subject site with pavement surface type and radii. Names of proposed streets, including letter application requesting street name approval. Street cross section with detail and dimensions including but not limited to pavement type, parkway, street landscaping, sidewalk, rights-of-way dimensions.

- Filing information by separate instrument, for each existing easement and rights-of-way, including bearings and distances, length of arc, radii, internal angles, points of curvature, tangent lengths and bearings information
- Dedication information by separate instrument, for each proposed easement and rights-of-way, including bearings and distances, length of arc, radii, internal angles, points of curvature, tangent lengths and bearings information.

#### MINOR PLAT

##### *Appendix Checklist*

- A title block in lower right corner, including subdivision name, block(s), acreages, name of city, county, and state, and the location and description of the property referenced to in the original legal description. The subdivision name shall not duplicate any existing subdivision name.
- The name, address, telephone number and signature of the legal owner(s) of the property included in the proposed subdivision.
- The name, address, telephone number and signature of the applicant for the proposed subdivision
- The name, address, telephone number and signature of the registered professional land surveyor and registered professional engineer, as applicable, responsible for preparing and designing the plat and surveys.
- A location / vicinity map at a scale of not more than one thousand (1000) feet to the inch, showing existing streets, subdivisions, and general land uses in the area surrounding the site; legend if abbreviations or symbols are used.
- Adjacent and abutting properties, including land use; zoning; subdivision name; all parcel owner names and deed references, unplatted property owner names and recording information. Minor plats in extraterritorial jurisdictions are not required to provide land use, zoning information.
- The location, dimension, right-of-way width, paving width, and name of all existing or proposed streets, alleys, railroads, and other public ways within or immediately adjacent to the tract.
- The location and dimensions of any existing structures, fences, paved areas, cemeteries or burial grounds, and other existing features within the proposed subdivision. Minor plats in extraterritorial jurisdictions are not required to provide this information.
- The location of any existing or abandoned landfills, dump sites, hazardous waste dump sites, or any inventories of hazardous materials. Minor plats in extraterritorial jurisdictions are not required to provide this information.
- The location of all existing or abandoned oil or gas wells, oil or gas pipelines and other appurtenances associated with the extraction, production and distribution of petroleum products, and all related easements on the site or on immediately adjacent property.
- Minor plats in extraterritorial jurisdictions are not required to provide setback and building lines.
- Conditions on immediately adjacent property that have a direct impact on the proposed development

- Topographic information showing existing contours, with intervals not to exceed 5 feet, and in some extreme cases smaller contours may be required due to extreme differences in elevation. Minimum 2 foot contour intervals are preferred.
- The location of all natural and drainage features including watercourses, water bodies, swales, channels, creeks, streams, wetlands, flood hazard areas, significant tree masses, slopes, or other natural features within the area to be subdivided.
- The location and dimensions of the proposed subdivision's boundaries with legal metes and bounds and total acreage; the existing and proposed blocks, lots, setback lines, building lines along street, rights-of-way and easements, lot angles to streets, and the square footage of the lots. Minor plats in extraterritorial jurisdictions are not required to provide setback and building lines.
- Phasing Plan, if applicable, showing proposed phasing identification, limits, lots, blocks, lot and block numbering
- Proposed Densities including calculations which do not include major thoroughfares. Table (8 1/2 x11 sized sheet) of lots, blocks, lot and block numbering, square footage and zoning designation for each lot. Minor subdivisions, in extraterritorial jurisdictions are not required to provide this information.
- The locations, sizes, and other appropriate descriptions of the following existing utility facilities:
  - Water mains, service connections and any special structures such as wells, elevated storage tanks and pump stations;
  - Sanitary sewer mains, service connections and any special structures or facilities such as lift stations, septic systems, lagoons, oxidation ponds and package plants;
  - Stormwater drainage mains, channels, retention or detention ponds, and other major drainage facilities, including the area in acres served by such facilities; and special structures such as dams, spillways, dikes or levees.
  - Electric service facilities
- The approximate locations, sizes, and other appropriate descriptions of the following proposed utility facilities:
  - Water trunk mains, connections to city facilities, and special structures such as elevated storage tanks and pump stations;
  - Sewer trunk mains, connections to city facilities and special structures and facilities such as lift stations, lagoons, oxidation ponds and package plants.
  - Stormwater drainage mains, channels, retention or detention ponds, and other major drainage facilities, including the approximate area in acres served by such facilities; special structures such as dams, spillways, dikes or levees; and the location of the regulatory floodplain upon completion of the proposed improvements, along with an engineering report on the downstream flood impacts.
  - Electric service facilities
- The approximate location, dimension and area of all parcels of all land proposed to be set aside for park or playground use, school sites, public facilities, open space, private open space, habitat restorations, riparian corridors, reserves and reservations, flood plains, or other public use, or for the common use of

property owners in the proposed subdivision. Minor subdivisions in extraterritorial jurisdictions are not required to provide this information.

- Except for minor plats in extra territorial jurisdictions, the proposed use for all lots, and the following statistical data:
  - The total number of gross acres;
  - The total number of lots;
  - The number of dwelling units, the acreage, and the gross residential density, by housing type;
- Except for minor plats in extra territorial jurisdictions, screening and landscaping conceptual description, materials and detail, size and height, locations, ROW.
- The functional classification (as defined by the City of Hondo) of every street within or adjacent to the subdivision, based on the proposed design; necessary off-site improvements including but not limited to roads, drainage, median openings, and fire lanes.
- ADD NOTE stating: Placement of street trees shall not interfere with the placement of traffic control devices or visibility of intersections. Existing and future traffic control devices may require the removal of or preclude the planting of street trees.
- ADD NOTE and corresponding label or symbol for corner lots: Fencing restrictions may apply to this lot
- ADD NOTE for plats that have alleys: All driveways shall access the alleys. No driveways shall access streets.
- The following Plans, may be required, with the application; approval of these Plans is required prior to development approval.
  - All necessary off-site easements – by plat or by separate easement.
  - Preliminary Drainage Plan with supporting calculations, including drainage, detention and retention areas.
  - Preliminary Utility Plan including required capacity confirmations from each utility supplier/owner/source.
  - A statement, confirmed by engineering analysis, that the existing utility mains serving a proposed subdivision are adequate.
  - Landscape Plan cross section with location of trees, plantings and treatments along street, sidewalk, easements, and rights-of-way, proposed Screening options
  - Open Space and Park Plan
- Dedication provisions for easements, including but not limited to fire lane, landscape, visibility, access, maintenance, drainage, detention, and retention.
- A scaled Exhibit showing the proposed plat development on a colored aerial map/photograph of the property.

#### ENGINEERING REQUIREMENTS

- Filing information by separate instrument, for each existing easements and rights-of-way, including bearings and distances, length of arc, radii, internal angles, points of curvature, tangent lengths and bearings information

Flood Insurance Rate Map (FIRM) shall be clearly indicated, along with the panel number and the date of the FIRM.

- FEMA 100-year floodplain and elevation, existing and proposed, including minimum finished floor elevations of all adjacent lots. If site does not contain a floodplain: ADD NOTE: "No floodplain exists on the site".
- Proposed reclamation of floodplain areas (s), if applicable, with acreage. A floodplain reclamation study may be required.
- An accurate metes and bounds description of the subdivision shall be provided. Indicate the POINT OF BEGINNING on the final plat.
- Location and description of monuments shall be placed in conformance with the UDO.
- The location, dimension (lengths and bearings) and area of all parcels of all land proposed to be set aside or offered for public use such as park or playground use, school sites, public facilities, open space, private open space, habitat restorations, riparian corridors, reserves and reservations, flood plains, or other public use, or for the common use of property owners in the proposed subdivision.
- The location of all building setback lines and easements for public services or utilities, with dimensions showing their location.
- Provide densities including calculations which do not include major thoroughfares. Provide a table (8 1/2 x11 sized sheet) of statistical data, indicating total number of acres, total lots, blocks, lot and block numbering, square footage and zoning designation for each lot, total number of dwelling units, the acreage, and the gross residential density, by housing type; the number of lots and acreage allocated to commercial and industrial uses including square footage of commercial and industrial structures, acreage allocated to parks and common residential use, acreage allocated to common open space, lineal footage of proposed public local, collector and arterial streets .
- The following Engineering Plans, are required, with the application; approval of these Plans is required prior to development approval.
  - All necessary off-site easements – by plat or by separate easement.
  - Final Drainage Plan with supporting calculations, including drainage, detention and retention areas.
  - Final Utility Plan including required capacity confirmations from each utility supplier/owner/source.
  - A statement, confirmed by engineering analysis, that the existing utility mains serving a proposed subdivision are adequate.
  - Final Landscape Plan with location of trees, plantings, screenings and treatments along street, sidewalk, easements, and rights-of-way.
  - Final Open Space and Park Plan.
  - Final Roadways, Streets and Sidewalk Plan. Show existing and proposed public streets, alleys and private drives with pavement widths, medians, median openings, turn lanes (including storage and transition dimensions), rights-of-ways dimensioned to lot lines, and driveways (including those on adjacent property) with approximate dimensions. Provide distances (measured edge to edge) between existing and proposed driveways and streets. Show cross access between internal

- Location of existing transportation and drainage features including but not limited to railroads and water courses.
- FEMA 100-year floodplain and elevation, existing and proposed, including minimum finished floor elevations of all adjacent lots. If site does not contain a floodplain: ADD NOTE: "No floodplain exists on the site".
- Proposed reclamation of floodplain areas (s), if applicable, with acreage. A floodplain reclamation study may be required.
- All monument location information including but not limited to size, material, location.
- Existing and proposed public streets, alleys and private drives with pavement widths, medians, median openings, turn lanes (including storage and transition dimensions), rights-of-ways dimensioned to lot lines, and driveways (including those on adjacent property) with approximate dimensions. Provide distances (measured edge to edge) between existing and proposed driveways and streets. Show cross access between internal developments and access to properties adjacent to the subject site with pavement surface type and radii.
- Except for minor plats in extra territorial jurisdictions, Names of proposed streets, including letter application requesting street name approval.
- Street cross section with detail and dimensions including but not limited to pavement type, parkway, street landscaping, sidewalk, rights-of-way dimensions.
- Dedication information by separate instrument, for each proposed easement and rights-of-way, including bearings and distances, length of arc, radii, internal angles, points of curvature, tangent lengths and bearings information.

# PLANNED DEVELOPMENT CHECKLIST



## GENERAL INFORMATION

- All exhibits shall be provided as a hard copy and electronically (Meters and Bounds in MS Word and exhibits in PDF format) and shall include the address of the applicant and the property owner(s) of the subject property.

## EXHIBIT A

- A legal description with metes and bounds of the total area, as well as any individual tracts within the PD request, with the legal description extending to the centerline of adjacent thoroughfares and creeks. Submit one (1) hard copy (8 1/2 x 11) of the legal description, signed and sealed by a Registered Surveyor.
- Traffic Impact Analysis may be required.
- A statement that shows intent to comply with the City's Master Plan and any other relevant plans for the City of Hondo.

## EXHIBIT B

- Title Block with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- Names, addresses, and phone numbers of owner, applicant and surveyor
- North arrow, scale and location/vicinity map
- Legend, if abbreviations or symbols are used
- Site data summary table may be necessary (see review of City Staff)
- Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street
- Adjacent Property within 200 feet identified by subdivision name, owner's name and address, tax record information, land use, and zoning
- Assignment of use to specific areas within the plan
- Potential dedications and reservations of land for public use including but not limited to: rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites
- Delineation of areas for land use, building sites, and other improvements to be developed in independent phases, note the different phases of development.
- Existing and requested zoning boundary lines, including total gross and net acreage
- If proposed zoning for residential districts, provide potential residential density excluding major thoroughfares
- Existing rights-of way, utility easements, maintenance, access and visibility easements
- Planned and existing thoroughfares, streets, or county roads within and adjacent to the property including location and width
- Add note to this exhibit illustrating proposed thoroughfares as follows: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat
- Existing topography with five (5) foot contours or less, natural features, drainage ways, creeks, tree masses
- Existing and proposed FEMA 100-year floodplain areas, or a note that no floodplain exists on the property.

- Additional information requested by the Planning and Zoning Commission, City Council or City staff to clarify the proposed development and compliance with minimum development requirements

**ENGINEERING EXHIBITS**

- Existing and proposed FEMA 100-year floodplain with elevations, include finished floor elevations of each lot adjacent to floodplain. If the site does not contain a floodplain, note that "no floodplain exists on the site"
- Proposed reclamation of floodplain areas (s), if applicable, with acreage
- Existing topography at two (2) foot contours or less
- Existing and proposed easements (utility, access, drainage, visibility, street, sidewalk and maintenance, etc.)
- Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions
- Provide distances (measured edge to edge) between existing and proposed driveways and streets
- General design of adjacent public street/thoroughfare improvements and right-of-way including existing or proposed deceleration lanes, median openings and left turn bays, location of driveways, drive aisles, cross access between internal developments and access to properties adjacent to the subject site with surface type and radii.
- Existing and proposed utilities (water lines, sanitary sewer lines, stormwater, electric utilities and fire hydrants)
- Location and size of drainage, detention and retention areas, and supporting calculations

# SITE PLAN CHECKLIST

## GENERAL INFORMATION

- All exhibits shall be provided as a hard copy and electronically (Metes and Bounds in MS Word and exhibits in PDF format)
- Title Block located in lower right corner) with type of plan, proposed subdivision name, block designation and lot number, acreage, Abstract/Survey name and Abstract number, preparation date
- North arrow, scale and location/vicinity map, legend, if abbreviations or symbols are used
- Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street
- Owner's name, address and telephone number, applicant, and surveyor and/or engineer
- Site Data Summary Table listing zoning, proposed use, lot area(s) excluding right-of-ways (square footage and acreage), building area (gross square footage), building height (feet and number of stories), lot coverage, floor area ratio (for non-residential zoning), total parking required (with ratio), total parking provided, number of dwelling units and number of bedrooms (for multi-family developments) address of the applicant, the property owner(s) of the subject property

## EXHIBIT A

- Use and size of all buildings and amount of required parking
- Dedications and reservations of land for public use including rights- of- ways, easements, park land, open space, drainage ways, flood plains and facility sites with gross and net acreage
- Building locations and dimensions, dimensions between buildings on the same lot, building lines and setbacks
- Parking lot areas and structures, layout and number of standard spaces, standard parking dimensions, angle of parking if other than 90 degrees, accessible parking spaces, drive aisles and loading and unloading areas.
- Location of crosswalks, sidewalks, bicycle lanes and barrier free ramps with typical dimensions
- Location and general size of drainage, detention and retention areas
- Landscaping including at parking islands, along edges and buffers adjacent to the thoroughfares and bordering properties,
- Natural features including drainage ways, creeks, tree masses and wetlands. Note where trees are to be removed, number of in excess of 2" diameter.
- Delineation of areas for land use, building sites, and other improvements to be developed in independent phases, note the different phases of development.
- Additional information requested by City staff to clarify the proposed development and compliance with minimum development requirements

## ENGINEERING EXHIBITS

- Existing and proposed FEMA 100-year floodplain with elevations, include finished floor elevations of each lot adjacent to floodplain. If the site does not contain a floodplain, note that "no floodplain exists on the site"
- Proposed reclamation of floodplain areas (s), if applicable, with acreage
- Existing topography at two (2) foot contours or less

- Existing and proposed easements (utility, access, drainage, visibility, street, sidewalk and maintenance, etc.)
- Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions
- Provide distances (measured edge to edge) between existing and proposed driveways and streets
- General design of adjacent public street/thoroughfare improvements and right-of-way including existing or proposed deceleration lanes, median openings and left turn bays, location of driveways, drive aisles, cross access between internal developments and access to properties adjacent to the subject site with surface type and radii.
- Existing and proposed utilities (water lines, sanitary sewer lines, stormwater, electric utilities and fire hydrants)
- Location and size of drainage, detention and retention areas, and supporting calculations

## Chapter 4: Public Infrastructure

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### Public Infrastructure – Overview

Public infrastructure improvements (streets, water, sewer, drainage facilities) are required to serve each lot in a subdivision. The infrastructure improvements must be physically constructed (and financially guaranteed) and accepted by the City before building permits for development on any lot within the subdivision can be issued. Public infrastructure is required to be installed by the developer at the developer's cost. All public infrastructure improvements and required easements must be extended through the parcel on which the development is proposed to promote the logical extension of public facilities to serve anticipated future development. It is important to remember that this review and construction process is applicable to any improvements or extensions of public utilities, even those that are not in conjunction with subdivision platting. During the infrastructure construction process, the developer, contractor and City staff work together to achieve a quality and cost-effective project and provide a product that is beneficial to everyone. The City of Hondo's Development Officer will be your main point of contact throughout the public infrastructure review and construction process.

### Public Infrastructure Process

#### *Pre-Application Meeting*

The first step in the public infrastructure construction process is a pre-application meeting in which preliminary utility information is submitted to the City for review and comment. The developer must provide sufficient information and data regarding any proposed project to demonstrate the expected impact on and use of public facilities and services by possible uses of said project. Submittal of preliminary engineering plans for your infrastructure project is required prior to any official application for preliminary plat to avoid possible delays in the platting process. This allows staff to provide feedback early in the design process when possible issues can be identified to avoid costly setbacks later in the development process. In all instances, construction plans should address drainage, paving, and utility improvements in accordance with the requirements of City Code. Upon review of the submitted information by the City Engineer and applicable City Utility Divisions, the Development Officer will provide review comments in writing to the developer. Any outstanding review comments must be addressed by the developer during this phase. The preliminary infrastructure plan review comments and preliminary utility plan must be attached to and submitted with a preliminary plat application.

#### *Final Infrastructure Plans*

Final infrastructure plans are required to be submitted to and approved by the City and each applicable public utility provider prior to submittal of a final plat application and prior to start of any construction. The approval of the City and each applicable public utility provider shall be evidenced by an approval letter to be submitted as an attachment to any final plat application (as applicable).

#### *Financial Guarantee*

Prior to consideration of a final plat by the Planning and Zoning Commission (or prior to construction of any public infrastructure improvements for those projects not including platting), the subdivider must file with City Staff a Subdivision Improvement Agreement and Guarantee to

ensure the performance, installation and completion of the infrastructure improvements for the development project. This agreement shall covenant that the developer will complete all required public improvements no later than two (2) years following the date on which the Chairman of P&Z signs the final subdivision plat (or two (2) years from the date of construction release for those projects not including platting), and shall also warrant that all public improvements will be free from defect for a period of one (1) year following the acceptance by the City of the completed public improvement. The agreement must include either an irrevocable letter of credit, a performance bond, or cash escrow in an amount equal to the estimated cost of the utility and street improvements to be made by the developer.

Prior to the start of construction, the developer must provide the City Staff an executed copy of the utility and street construction contracts or a notarized statement certifying the final contracts so that the City may substantiate the estimated cost of improvements. The performance bond/deposit shall be adjusted to reflect the actual construction costs.

The performance bond/deposit will be retained by the City until all improvements have been completed and accepted by the city. If all improvements have not been completed and accepted by the City by the expiration of the performance bond/deposit, the City Manager shall present the performance bond/deposit for payment.

#### *Pre-Construction Meeting*

Once the final infrastructure improvement plans have been approved and financially guaranteed as detailed above, and following the approval of the final plat by P&Z as applicable, the City requires that the developer, the developer's contractor, and City staff hold a pre-construction meeting to coordinate construction activities. The purpose of the pre-construction meeting is to identify the applicable project representatives, and to discuss the construction and inspection requirements specific to the infrastructure improvements.

#### *Construction Release and Inspection*

Following the pre-construction meeting, and prior to construction of any public improvements, the City will issue a construction release in writing approving the start of the construction project.

During construction, regular inspections will be performed by the City Engineer and City staff to ensure that all City codes, policies, and procedures are followed. All infrastructure inspections must be requested via email to the applicable Utility Division Superintendent with copy to the Development Officer using the contact information provided during the pre-construction meeting.

All inspection requests must be made to the City by 3:00pm the business day prior to the requested inspection. The request email shall contain (at a minimum) the details of the inspection being requested, the requested date and general timeframe of the inspection, a contact name and number for the requestor, and a contact name and number for the site representative for the inspection. All requested inspections will typically be performed between 8:00am and 3:00pm, Monday through Friday. The City may, at their discretion, perform additional inspections separate from those requested using the above process.

Any required proctor testing or engineering reports performed by the developer during construction must be submitted via email to the Development Officer throughout construction to be included in the City's project record.

Any change from the approved plan set must be submitted to the Development Officer as a change order request and approved by the City prior to the developer proceeding with such change in construction.

*Completion and Acceptance*

Upon completion of the public infrastructure, the developer's engineer shall provide the City with a signed and sealed certificate of completion stating that the construction of the infrastructure was accomplished in accordance with the approved plans. The certificate must be accompanied by one electronic copy and one hard copy of the as-built record drawings for the infrastructure improvements, the required warranty bond, and certified release of lien stating that all contractors, subcontractors and suppliers have been paid and that no liens exist and that no liens will be filed on the subdivision. The certificate must also be accompanied by payment of any outstanding fee(s) due to the City associated with the project. The City may require submittal of additional information as applicable.

After the developer's engineer has provided a certificate of completion, the developer shall request City acceptance of the public infrastructure improvements in writing in a form acceptable to the Development Officer. Then the City will either accept the public infrastructure or provide a written, detailed explanation of the specific deficiencies in the infrastructure that must be corrected before such acceptance may be granted. Once any cited deficiencies are corrected, and a revised certificate of completion is received from the developer's engineer, the City will then accept the public infrastructure in writing.

## Public Infrastructure Process – Frequently Asked Questions

### [What is public infrastructure?](#)

Public infrastructure includes water, sanitary sewer and storm sewer lines, as well as streets, sidewalks, and electric that are built by the developer and then dedicated to be owned and maintained by the City of Hondo. Other infrastructure such as cable, telephone, and natural gas are handled by outside providers.

### [How do I know when public infrastructure is required?](#)

Public infrastructure needs are determined by the needs of the proposed development and future growth projections. These needs are usually identified prior to and during pre-application meetings with City staff. Specific requirements are identified by the developer's engineer during the design of your project.

### [Who can prepare construction plans for my project?](#)

You will need to enlist the services of a professional engineer licensed in the State of Texas to design and prepare construction plans associated with new infrastructure. You can locate a professional engineer by contacting the Texas Board of Professional Engineers and Land Surveyors (TBPELS).

### [Once my plans are approved, what's next?](#)

The next step following the City's approval of the final engineered construction plans would be to hold a pre-construction meeting in which the developer, the developer's contractor, and City staff coordinate construction activities. Following the pre-construction meeting, and prior to construction of any public improvements, the City will issue a construction release in writing approving the start of the construction project.

### [How far do I need to extend public utilities to serve my development?](#)

Public infrastructure must be extended "to and through" the property your development is occurring on so that adjacent property owners can tie into these utilities and extend them to the boundaries of their property as development occurs. Typically, the extension of public utilities occurs in public rights-of-way or public utility easements. Contact City staff at (830) 741-5077 if you have questions about utility extensions.

### [What if my plans change during the construction phase?](#)

Any change from the approved plan set must be submitted to the Development Officer as a change order request and approved by the City prior to the developer proceeding with such change in construction.

### [Do I have to submit material testing results to the City?](#)

Any required proctor testing or engineering reports performed by the developer during construction must be submitted via email to the Development Officer throughout construction to be included in the City's project record.

## When does the City accept the public infrastructure that I build?

After the developer's engineer has provided a certificate of completion, the developer must request City acceptance of the public infrastructure improvements in writing. Then the City will either accept the public infrastructure or provide a written, detailed explanation of the specific deficiencies in the infrastructure that must be corrected before such acceptance may be granted. Once any cited deficiencies are corrected, and a revised certificate of completion is received from the developer's engineer, the City will then accept the public infrastructure in writing.

## How do I request inspection of the infrastructure project by the City?

In an effort to formalize the utility inspection request process, and to ensure that the inspections are completed and documented in a timely manner, the utility inspection request process is as follows:

All City infrastructure inspections shall be requested and submitted via email to the City's Development Officer with copy to the applicable Utility Division Superintendent.

All infrastructure inspection requests must be made to the City by 3:00pm the business day prior to the requested inspection. The request email shall contain (at a minimum):

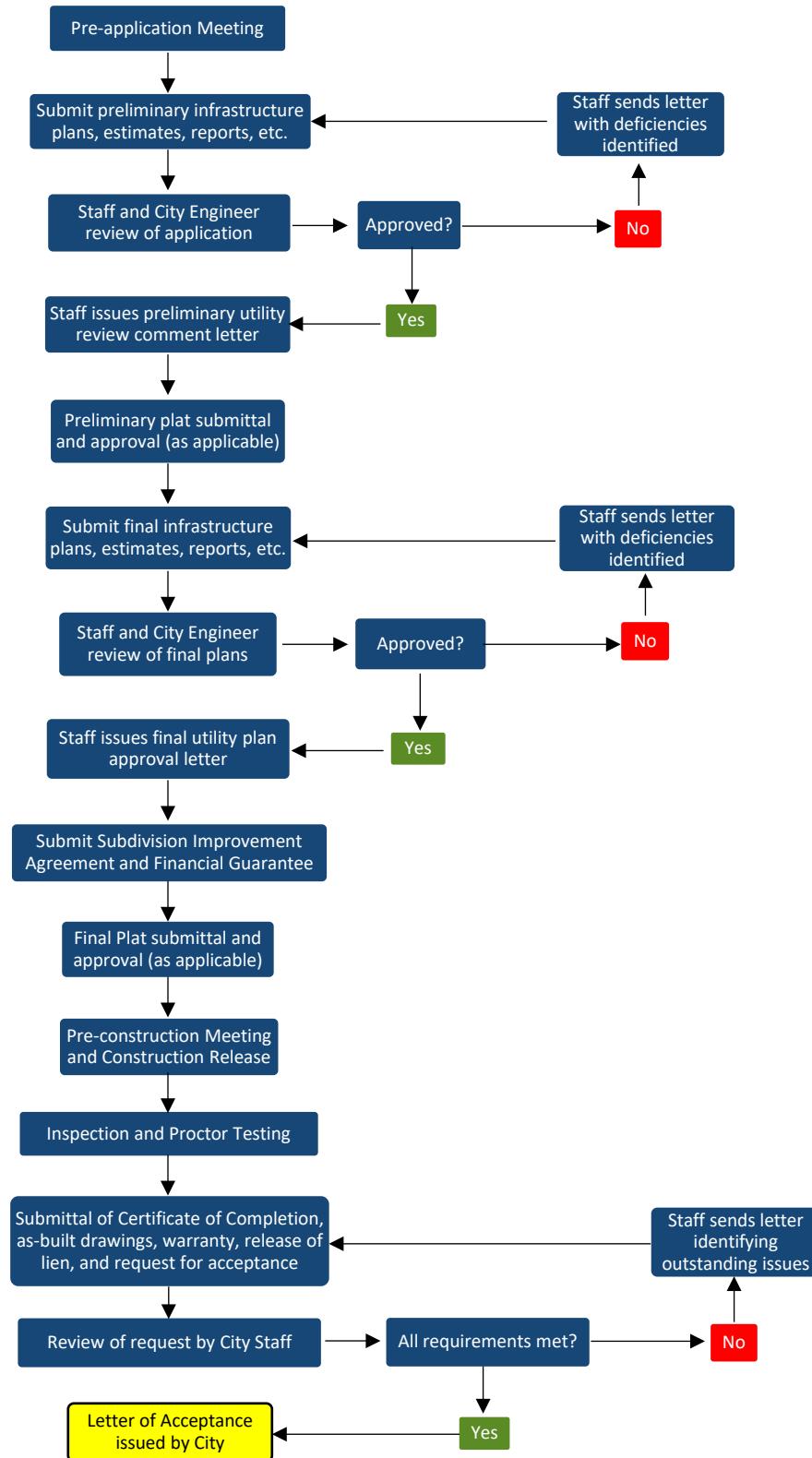
- the details of the inspection being requested,
- the requested date and general timeframe of the inspection,
- a contact name and number for the requestor, and
- a contact name and number for the site representative for the inspection.

All requested inspections will be performed between 8:00am and 3:00pm, Monday through Friday. Coordination regarding specifics of the requested inspection may be required as necessary following submittal of the emailed request. The City may, at their discretion, perform additional inspections separate from those requested using the above process.

## Public Infrastructure Process – Quick Process Reference

1. Pre-application meeting. Submit preliminary engineering plans (2 hard-copy sets and 1 electronic copy) for your infrastructure project to provide sufficient information and data regarding your project to demonstrate the expected impact on and use of public facilities and services by possible uses of said project.
2. Review of the submitted information by the City Engineer and applicable City Utility Divisions. The Development Officer will provide review comments in writing to the developer. Submit any revisions, if required per City Engineer and City Staff review comments and pay the required review fee.
3. Preliminary plat application submittal (if applicable) including review comment letter from City's Development Officer.
4. Submit final engineering plans (2 hard-copy sets and 1 electronic copy) for your infrastructure project.
5. Review of the submitted information by the City Engineer and applicable City Utility Divisions. The Development Officer will provide review comments in writing to the developer. Submit any revisions, if required per City Engineer and City Staff review comments and pay the required review fee.
6. Submit Subdivision Improvement Agreement and Financial Guarantee.
7. Final plat application submittal (if applicable). The approval of the City and each applicable public utility provider shall be evidenced by an approval letter to be submitted as an attachment to any final plat application.
8. Pre-construction meeting. The developer, the developer's contractor, and City staff hold a pre-construction meeting to coordinate construction activities.
9. Following the pre-construction meeting, and prior to construction of any public improvements, the City will issue a construction release in writing approving the start of the construction project.
10. Inspection and proctor testing.
11. Submittal of signed and sealed Certificate of Completion, certified as-built drawings, warranty, release of lien, and request for infrastructure acceptance.
12. Final review by City. Developer must correct any deficiencies and pay any outstanding fees.
13. Letter of Acceptance issued by City.

## Public Infrastructure Process – Flowchart



## Public Infrastructure Process – Forms

*Continued on next pages*

# CONSTRUCTION PERMIT APPLICATION



*Application must be accompanied by applicable plans and fees. No incomplete application packages will be accepted. All fees double if work is started prior to issuance of permit.*

PROJECT DESCRIPTION			
Project Address:	Building Permit #		
Property Legal Description:			
Valuation: \$	Square Footage:	Zoning:	
IBC Construction Type:	IBC Use Group:	Design Occ. Load:	
Project Type:	<input type="checkbox"/> Commercial   <input type="checkbox"/> Residential   <input type="checkbox"/> Industrial   <input type="checkbox"/> Infrastructure		
<i>Check all that apply</i>	<input type="checkbox"/> New Construction   <input type="checkbox"/> Remodel/Addition   <input type="checkbox"/> Demolition   <input type="checkbox"/> Signs/Signage <input type="checkbox"/> Plumbing   <input type="checkbox"/> Mechanical   <input type="checkbox"/> Electrical   <input type="checkbox"/> Irrigation   <input type="checkbox"/> Fire Safety Equipment <input type="checkbox"/> Swimming Pool/Spa   <input type="checkbox"/> Accessory Building   <input type="checkbox"/> Other:		
Description of Work (attach separate project scope letter if necessary):    			
New Utility Connections Requested: <input type="checkbox"/> Water   <input type="checkbox"/> Sewer   <input type="checkbox"/> Electric   <input type="checkbox"/> None			
Regulatory Flood Zone: <input type="checkbox"/> X (Shaded)   <input type="checkbox"/> X (Unshaded)   <input type="checkbox"/> A   <input type="checkbox"/> AE   <input type="checkbox"/> AE (Floodway)			
<i>If in A, AE, or AE(Floodway), Floodplain Development Permit is required prior to construction permitting.</i>			
Asbestos Detected:	<input type="checkbox"/> No   <input type="checkbox"/> Yes <i>If Yes, removal requires a licensed abatement contractor.</i>		
TDLR-AB Registration:	<input type="checkbox"/> No   <input type="checkbox"/> Yes <i>If Yes, provide Registration Number:</i>		

APPLICANT INFORMATION		
Company Name:	Contact Person:	
Address:		
Phone Number:	Fax Number:	Email:

PROPERTY OWNER INFORMATION		
Company Name:	Contact Person:	
Address:		
Phone Number:	Fax Number:	Email:

*(Application Continues on Next Page)*

CONTRACTOR INFORMATION			
COMPANY NAME	CONTACT PERSON	PHONE NUMBER	LICENSE NUMBER
Architect / Designer			
Engineer - <input type="checkbox"/> CIV   <input type="checkbox"/> STR   <input type="checkbox"/> MEC   <input type="checkbox"/> ELE			
General Contractor			
Mechanical Contractor			
Electrical Contractor			
Plumber/Irrigator			
Other _____			

*As the owner of the subject property as described in the above sections or as the designated representative thereof, I hereby certify that I have read and examined this application and know the same to be true and correct. I understand that this form is not a permit, only an application for such a permit.*

*I further acknowledge that the submittal of this application does not guarantee issuance of a permit. If permit is approved and issued, that permit becomes null and void if work or construction authorized is not commenced within 180 days of the date of permit issuance, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All construction permits require one or more inspections. Required inspections must pass prior to construction proceeding phase. Final inspection(s) must pass, and a certificate of occupancy must be issued before any building is occupied.*

*I certify that all provisions of laws and ordinances governing this type of work will be complied with whether specified or not and I acknowledge that no work may begin until proper permits are approved and all associated fees have been paid.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Chapter 5: Building Permits

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### Non-Residential Permit Process – Overview

Building permitting is the process through which the City ensures compliance with all codes and ordinances relative to the construction of buildings and building sites to safeguard the public health, safety, and general welfare. The process includes submittal of building plans, issuance of a building permit, inspections, and the issuance of a Certificate of Occupancy upon successful completion of construction.

New construction of, as well as additions and alterations to, structures used for non-residential or multi-family purposes require a non-residential building permit.

Once a plat for a non-residential development project has been approved by the City, a building permit may be sought. In some circumstances, the release of building permits may require prior installation of public infrastructure (see preceding Chapter 4).

A complete building permit application must include two hard-copy sets of building plans and materials and one electronic version (including a completed building permit application form). The non-residential submittal package must include the following information (as applicable):

- Site Plan (property lines must be based on an accurate boundary survey). The site plan must indicate the size and location of new construction and existing structures on the site with distances from the construction to property lines, easements, existing and proposed grades, and existing and proposed utilities to include water, wastewater, electric and gas.
- Parking lot layout indicating size and number of parking spaces, ADA designated spaces, aisle width(s), fire lanes, lighting, trees, and landscaping
- Floor plans indicating means of egress, room sizes, intended use and design occupant load calculations
- Exterior elevations (must show exterior materials, proposed height above adjacent grade, windows and doors, roof slopes, chimneys, and overhangs)
- Door schedules, window schedules, hardware schedules
- Construction details; interior elevations and interior finish schedules
- Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
- Plumbing plans (including site plan, schedules, details)
- Mechanical plans (including site plan, schedules, details)
- Electrical plans (including site plan, schedules, details)
- Drainage plan
- Stormwater Pollution Prevention Plan (When construction activity will disturb more than 1 acre needs to be permitted under TPDES General Permit TXR150000)
- Fire Protection plans as applicable.
- Texas Department of Licensing and Regulation architectural barriers project registration.
- Certified Energy Compliance Report (IC3, ComCheck, etc.)
- Asbestos Survey (for projects involving renovation, addition, demolition)

Building permit applications can be made on any workday to the Development Services Department. Application forms are available on the Development Services Department webpage on the City of Hondo's website at [www.hondo-tx.org](http://www.hondo-tx.org). If a property is located in a floodplain, a Floodplain Development Permit and Elevation Certificate must also be submitted with the building permit application to ensure compliance with the requirements for regulated flood prone properties.

Non-residential building plan review is completed by the City's third-party plan reviewer and City Engineers as applicable. The turnaround time for review is typically ten to fifteen business days from the date of a submission, provided that plans are complete, and no problems arise that might require a resubmission. Each required resubmission restarts the review timeline. Upon review and approval of the building plans and payment of the required building permit fee and any associated utility fees, a building permit is issued. Construction must begin within 180 days following the issuance of a building permit. At least one building inspection must occur during each 180-day period following the issuance of a building permit or the work will be considered abandoned. If the work is abandoned, the permit will be considered expired, and a new permit must be issued before work on a project can continue. Once all final building inspections and approvals have been obtained from the City, the owner or tenant must apply for and receive a Certificate of Occupancy before a new structure can be occupied.

### Drainage

A Drainage Report is required to be submitted for all developments in order to evaluate the impacts to the existing drainage system and determine compliance with the Unified Development Code. Mitigation measures such as storm water detention facilities may be required. The requirement to utilize mitigation measures is determined by a number of factors, including the amount of increased runoff, the location of the development as it relates to its drainage basin and the effects of drainage (both upstream and downstream) from a proposed development. Please refer to the Unified Development Code for additional information regarding drainage requirements.

In addition to a drainage plan, a Stormwater Pollution Prevention Plan (SWPPP) is required when construction activity will disturb more than one acre in accordance with TPDES General Permit TXR150000. For more information regarding Stormwater Pollution Prevention Plan or Drainage Plan requirements, please contact the City's Development Services Department.

### Floodplain Development

A Floodplain Development Permit is required when a developer wishes to build in property that is located in a potential flood hazard area. Proposed developments in the regulatory floodplain or floodway are prohibited unless an engineer, licensed in the State of Texas, can demonstrate through hydrologic and hydraulic analyses in accordance with standard engineering protocol that proposed encroachments would not result in any increase in flood levels through the community. The engineer will need to submit the study and supporting hydraulic data to the City's Development Services Division. A detailed study may also be required for development in areas that do not yet have a mapped floodplain but have been identified as flood hazard areas.



For more information regarding floodplain development, contact the City's Development Services Department at (830) 426-4737.

## Non-Residential Permit Process – Frequently Asked Questions

### Under what conditions must I apply for a non-residential building permit?

New construction of, as well as additions and alterations to, structures used for non-residential purposes requires a non-residential building permit. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the City of Hondo's codes, or to cause any such work to be done, shall first make application for a building permit. Multi-family residential projects are also required to go through the non-residential building permitting process. Contact the Development Services Department at (830) 741-5077 to discuss building permit requirements as they relate to your development project.

### What model building codes has the City of Hondo adopted?

The City of Hondo has adopted the following model building codes:

- 2015 International Building Code
- 2015 International Plumbing Code
- 2015 International Property Maintenance Code
- 2017 National Electric Code
- 2015 International Existing Building Code
- 2015 Fuel and Gas Code
- 2015 Mechanical Code
- 2015 International Residential Code
- 2015 International Energy Conservation Code
- 2015 International Fire Code

Additional standards can be found in Chapter 4 of the City of Hondo Code of Ordinances (Building Regulations), available online at [www.hondo-tx.org](http://www.hondo-tx.org).

### What are the preliminary requirements for pursuing a non-residential building permit?

Before applying for a non-residential building permit, check to ensure that your project complies with all zoning, platting, and infrastructure requirements discussed in Chapters 2-4 of this Guide.

### What are building plan review submittal requirements?

Submit at least two hard copy complete sets of building plans, one electronic set of the building plans, a permit application, and any applicable fees. Contact Development Services at (830) 426-4737 to discuss building permit requirements as they relate to your development project.

### Now that I have met all the zoning and platting requirements and I have submitted the required paperwork for a building permit, what is my next step?

The Development Services Division will notify you whether your application has been approved or denied, usually within ten to fifteen business days following the submission of a complete application. If revision or more information is needed, you must resubmit the application for review.

## When are fees required to be paid and how much are they?

Payment of the plan review fees, building permit fees, and any other associated utility fees are normally collected upon issuance of the building permit. Utility connection fees may be charged separate from the building permit issuance depending on the project. The permit and plan review fee amount is contingent on the valuation (cost of construction) of the project that is being proposed. Contact the Development Services Department at (830) 426-4737 to inquire about building permit fees.

## When can I start building construction?

Building construction must begin within 180 days following of the issuance of a building permit. The approved (signed) building permit, or a copy thereof, must be prominently displayed on the job site throughout the building process until all final inspections have been approved. At least one building inspection must occur during each 180-day period following the issuance of a building permit or the work will be considered abandoned. If the work is considered abandoned, a new permit must be issued (with new review and fees paid) before work on a project can continue.

## How do I request an inspection?

Inspections related to building construction (building, plumbing, mechanical, fire protection, and/or electrical) can be requested by contacting the Development Services Department by phone at (830) 426-4737.

The request must include the following information:

- Project address
- Inspection type requested
- Permit number
- Contractor's name and contact information
- Date inspection is to be performed
- Any special instructions or requests for the inspector

Inspections received by Development Services by 4:00pm Monday-Friday will be scheduled for the next business day following the request (excluding Holidays). Fire protection inspections may take longer to schedule, so you should allow for three business days for those inspection requests to be coordinated.

## When can I use and occupy my building?

Once all final inspections have been obtained from the City, the City will issue a Certificate of Occupancy. Only after a Certificate of Occupancy has been issued can a building be occupied.

## If I am not at the site at the time the inspections are made, how will I know if the work has been approved?

An inspection report will be emailed to the project contractor as listed on the request or as listed on the permit. You can also call the Development Services Department to check the status of an inspection. If you receive a partial pass or failing inspection, a reinspection is required prior to proceeding to the next phase of construction.

## What inspections are required of my construction project and when are these inspections being done?

The inspections required for your construction project varies with the complexity of a job. Inspections that may be required of your project include, but are not limited to, the following:

- Electrical Temporary Pole
- Water Service
- Yard Sewer
- Gas Underground
- Plumbing Rough in
- Form Board Survey
- Building Foundation Pre-Pour Inspection
- Electrical Rough in
- Mechanical Rough in
- Plumbing Top Out
- Gas Rough in
- Building Frame Inspection
- Insulation Inspection
- Electric Meter Inspection
- Plumbing Final
- Gas Final/Release
- Electrical Final
- Energy Final
- Mechanical Final
- Building Final/Certificate of Occupancy Inspection
- If Fire Alarms or Fire Sprinklers are required, those inspections must be completed prior to the issuance of a Certificate of Occupancy.

Contact Development Services at (830) 426-4737 to discuss building permit requirements as they relate to your development project.

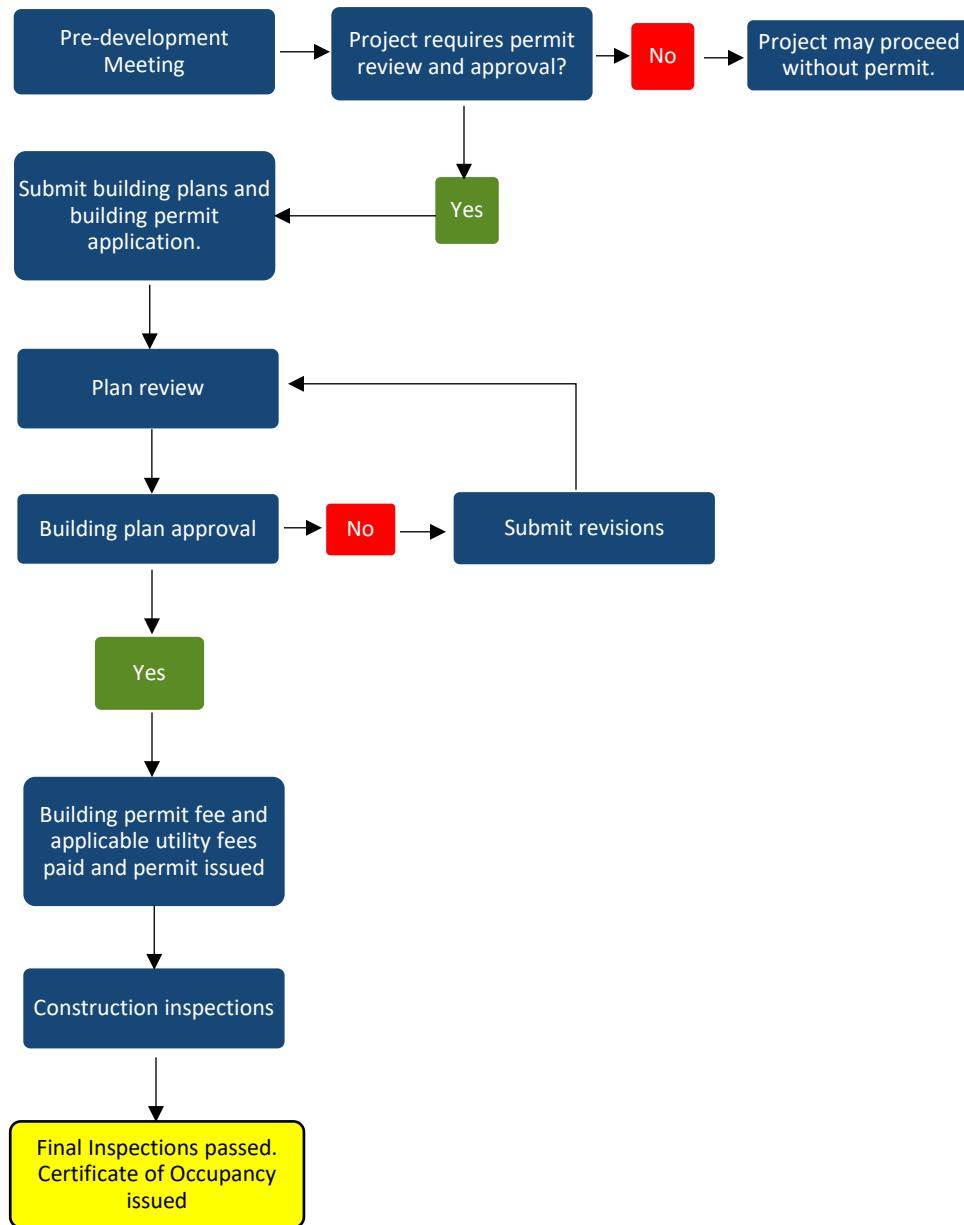
## Where can I find more information?

For more information on building permits, please refer to Development Services Department's webpage on the City's website at [www.hondo-tx.org](http://www.hondo-tx.org). Please contact the Development Services Department at (830) 426-4737 if you have any questions concerning the subjects discussed in this chapter.

## Non-Residential Permit Process – Quick Process Reference

1. Meet with City staff in the Development Services Department to discuss your development project. Ensure that the property's zoning designation allows the use you propose, ensure that the property is legally platted, and ensure that utilities are available to serve the project. If the property is not properly zoned, platted, or served by infrastructure you must refer to those processes in the previous chapters prior to proceeding with building permit application.
2. Submit two hard copy sets and one electronic set of building plans and required submittal documents for review by the Development Services Department.
3. Plan review (as applicable). Review comments are typically returned to applicant within ten to fifteen business days following the submission of a complete application. If revision or more information is needed, you must resubmit the application for review.
4. If all City Codes and requirements are met, the building permit will be approved by the City.
5. Once the applicant has paid all applicable fees, the building permit will be issued for construction.
6. Inspections are required throughout the construction project. Applicant must obtain passing inspection report for each inspection prior to proceeding to each phase of work.
7. Upon successful completion of construction (approval of all final inspections), a Certificate of Occupancy is issued City.

## Non-Residential Permit Process - Flowchart



## Non-Residential Permit Process – Forms

*Continued on next pages*

# CONSTRUCTION PERMIT APPLICATION



*Application must be accompanied by applicable plans and fees. No incomplete application packages will be accepted. All fees double if work is started prior to issuance of permit.*

PROJECT DESCRIPTION			
Project Address:	Building Permit #		
Property Legal Description:			
Valuation: \$	Square Footage:	Zoning:	
IBC Construction Type:		IBC Use Group:	Design Occ. Load:
Project Type: <input type="checkbox"/> Commercial   <input type="checkbox"/> Residential   <input type="checkbox"/> Industrial   <input type="checkbox"/> Infrastructure <i>Check all that apply</i> <input type="checkbox"/> New Construction   <input type="checkbox"/> Remodel/Addition   <input type="checkbox"/> Demolition   <input type="checkbox"/> Signs/Signage <input type="checkbox"/> Plumbing   <input type="checkbox"/> Mechanical   <input type="checkbox"/> Electrical   <input type="checkbox"/> Irrigation   <input type="checkbox"/> Fire Safety Equipment <input type="checkbox"/> Swimming Pool/Spa   <input type="checkbox"/> Accessory Building   <input type="checkbox"/> Other:			
Description of Work (attach separate project scope letter if necessary): <hr/> <hr/> <hr/>			
New Utility Connections Requested: <input type="checkbox"/> Water   <input type="checkbox"/> Sewer   <input type="checkbox"/> Electric   <input type="checkbox"/> None Regulatory Flood Zone: <input type="checkbox"/> X (Shaded)   <input type="checkbox"/> X (Unshaded)   <input type="checkbox"/> A   <input type="checkbox"/> AE   <input type="checkbox"/> AE (Floodway) <i>If in A, AE, or AE(Floodway), Floodplain Development Permit is required prior to construction permitting.</i> Asbestos Detected: <input type="checkbox"/> No   <input type="checkbox"/> Yes <i>If Yes, removal requires a licensed abatement contractor.</i> TDLR-AB Registration: <input type="checkbox"/> No   <input type="checkbox"/> Yes <i>If Yes, provide Registration Number:</i>			

APPLICANT INFORMATION		
Company Name:	Contact Person:	
Address:		
Phone Number:	Fax Number:	Email:

PROPERTY OWNER INFORMATION		
Company Name:	Contact Person:	
Address:		
Phone Number:	Fax Number:	Email:

*(Application Continues on Next Page)*

CONTRACTOR INFORMATION			
COMPANY NAME	CONTACT PERSON	PHONE NUMBER	LICENSE NUMBER
Architect / Designer			
Engineer - <input type="checkbox"/> CIV   <input type="checkbox"/> STR   <input type="checkbox"/> MEC   <input type="checkbox"/> ELE			
General Contractor			
Mechanical Contractor			
Electrical Contractor			
Plumber/Irrigator			
Other _____			

*As the owner of the subject property as described in the above sections or as the designated representative thereof, I hereby certify that I have read and examined this application and know the same to be true and correct. I understand that this form is not a permit, only an application for such a permit.*

*I further acknowledge that the submittal of this application does not guarantee issuance of a permit. If permit is approved and issued, that permit becomes null and void if work or construction authorized is not commenced within 180 days of the date of permit issuance, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All construction permits require one or more inspections. Required inspections must pass prior to construction proceeding phase. Final inspection(s) must pass, and a certificate of occupancy must be issued before any building is occupied.*

*I certify that all provisions of laws and ordinances governing this type of work will be complied with whether specified or not and I acknowledge that no work may begin until proper permits are approved and all associated fees have been paid.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# NON-RESIDENTIAL PERMIT CHECKLIST

No building or accessory structure shall hereafter be erected or constructed within the corporate limits of the City, and no existing building or accessory building within said corporate limits shall hereafter be structurally altered or an addition added thereto, unless a building permit has been issued.

Applications for building permits shall be accompanied by building plans, design and construction specifications and plat plans specifically showing and accurately locating the proposed improvements upon the land in such manner to accurately show the property lines and the number of feet such improvements are situated from said property lines on all sides.

## All or some will be required to be submitted for Non-residential Construction

- Construction Plan (3 each)
  - Building design and construction specifications
  - Mechanical, electrical and plumbing construction specifications (Sealed Engineered MEP Plan required for floor area greater than 5,000 sq. ft.)
- Site/Plat Plan (3 each)
  - Indicate boundary lines and dimensions of property, available utilities, easements, roadways, sidewalks, fire lanes, public right-of-ways, topography, floodplains, location of existing and proposed buildings, number of parking spaces, vehicle ingress/egress, setbacks, lot coverage, location of signs, vicinity map, north point scale, name of development, drainage.
  - Property Survey - Include legal description - Lot, Block, Subdivision
- Sealed Engineered Foundation Plan with Geotechnical Survey/Soil Test (3 each)
- Energy/Com check Report
- Flood Elevation Certificate \*
- Asbestos survey and findings\*
- Registration with (TDLR) Texas Department of Licensing and Regulations (Projects > \$50,000.00)
- Permits required
  - Building (submitted by general contractor/property owner)
  - Electrical (submitted by Master Electrician with Electrical Contractors license)
  - Mechanical (submitted by Mechanical Contractor)
  - Plumbing (submitted by Responsible Master Plumber with Plumbing Contractor License)

Prior to start of construction project, the contractor/authorized agent shall identify and accurately stake the property pins and delineate the perimeter of the proposed project within the property to ensure compliance with front, sides, and backyard setback line requirements for that zoned district.

Contractor/Authorized Agent will coordinate with Code Compliance/Building Inspection Department to ensure proper documentation is submitted with Building Permit Application.

Failure to submit the required documentation can result in delays with issuance of permit(s). Construction projects must meet the minimum standards of the 2015 International Building Codes, 2015 NFPA 101 Life Safety Code, 2016 NFPA 72 Fire Alarm and Signaling Code and 20171 NFPA 70 National Electric Code.

# SITE PLAN CHECKLIST

## GENERAL INFORMATION

- All exhibits shall be provided as a hard copy and electronically (Metes and Bounds in MS Word and exhibits in PDF format)
- Title Block located in lower right corner) with type of plan, proposed subdivision name, block designation and lot number, acreage, Abstract/Survey name and Abstract number, preparation date
- North arrow, scale and location/vicinity map, legend, if abbreviations or symbols are used
- Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street
- Owner's name, address and telephone number, applicant, and surveyor and/or engineer
- Site Data Summary Table listing zoning, proposed use, lot area(s) excluding right-of-ways (square footage and acreage), building area (gross square footage), building height (feet and number of stories), lot coverage, floor area ratio (for non-residential zoning), total parking required (with ratio), total parking provided, number of dwelling units and number of bedrooms (for multi-family developments) address of the applicant, the property owner(s) of the subject property

## EXHIBIT A

- Use and size of all buildings and amount of required parking
- Dedications and reservations of land for public use including rights- of- ways, easements, park land, open space, drainage ways, flood plains and facility sites with gross and net acreage
- Building locations and dimensions, dimensions between buildings on the same lot, building lines and setbacks
- Parking lot areas and structures, layout and number of standard spaces, standard parking dimensions, angle of parking if other than 90 degrees, accessible parking spaces, drive aisles and loading and unloading areas.
- Location of crosswalks, sidewalks, bicycle lanes and barrier free ramps with typical dimensions
- Location and general size of drainage, detention and retention areas
- Landscaping including at parking islands, along edges and buffers adjacent to the thoroughfares and bordering properties,
- Natural features including drainage ways, creeks, tree masses and wetlands. Note where trees are to be removed, number of in excess of 2" diameter.
- Delineation of areas for land use, building sites, and other improvements to be developed in independent phases, note the different phases of development.
- Additional information requested by City staff to clarify the proposed development and compliance with minimum development requirements

## ENGINEERING EXHIBITS

- Existing and proposed FEMA 100-year floodplain with elevations, include finished floor elevations of each lot adjacent to floodplain. If the site does not contain a floodplain, note that "no floodplain exists on the site"
- Proposed reclamation of floodplain areas (s), if applicable, with acreage
- Existing topography at two (2) foot contours or less

- Existing and proposed easements (utility, access, drainage, visibility, street, sidewalk and maintenance, etc.)
- Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions
- Provide distances (measured edge to edge) between existing and proposed driveways and streets
- General design of adjacent public street/thoroughfare improvements and right-of-way including existing or proposed deceleration lanes, median openings and left turn bays, location of driveways, drive aisles, cross access between internal developments and access to properties adjacent to the subject site with surface type and radii.
- Existing and proposed utilities (water lines, sanitary sewer lines, stormwater, electric utilities and fire hydrants)
- Location and size of drainage, detention and retention areas, and supporting calculations

## Residential Permit Process – Overview

A residential building permit is required for all new construction, additions and alterations of single-family and two-family structures. All other types of construction, additions and alterations, including multi-family residential projects, are required to go through the commercial building permit process described above.

Building permitting is the process through which the City ensures compliance with all codes and ordinances relative to the construction of buildings and building sites to safeguard the public health, safety, and general welfare. The residential building permit process is similar to the non-residential building permit process. The process includes submittal of building plans, issuance of a building permit, inspections, and the issuance of a Certificate of Occupancy upon successful completion of construction.

Once a plat for a residential development project has been approved by the City, a building permit may be sought. In some circumstances, the release of building permits may require prior installation of public infrastructure (see preceding Chapter 4).

A complete building permit application must include two hard-copy sets of building plans and materials and one electronic version (including a completed building permit application form). The residential submittal package must include the following information (as applicable):

- Site Plan (property lines must be based on an accurate boundary survey). The site plan must indicate the size and location of new construction and existing structures on the site with distances from the construction to property lines, easements, existing and proposed grades, and existing and proposed utilities to include water, wastewater, electric and gas.
- Floor plans indicating means of egress, room sizes, intended use and design occupant load calculations
- Exterior elevations (must show exterior materials, proposed height above adjacent grade, windows and doors, roof slopes, chimneys, and overhangs)
- Door schedules, window schedules, hardware schedules
- Construction details; interior elevations and interior finish schedules
- Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
- Plumbing plans (including site plan, schedules, details)
- Mechanical plans (including site plan, schedules, details)
- Electrical plans (including site plan, schedules, details)
- Drainage plan (as applicable)
- Certified Energy Compliance Report (ResCheck, etc.)

Building permit applications can be made on any workday to the Development Services Division. Application forms are available on the Development Services Division webpage on the City of Hondo's website at [www.hondo-tx.org](http://www.hondo-tx.org). If a property is located in a floodplain, a Floodplain Development Permit and Elevation Certificate must also be submitted with the building permit application to ensure compliance with the requirements for regulated flood prone properties.

Residential building plan review is completed by the City's third-party plan reviewer and City Engineers as applicable. Therefore, the turnaround time for review is typically within ten to fifteen business days from the date of a submission, provided that plans are complete, and no problems arise that might require a resubmission. Each required resubmission restarts the review timeline. Upon review and approval of the building plans and payment of the required building permit fee and any associated utility fees, a building permit is issued. Construction must begin within 180 days following the issuance of a building permit. At least one building inspection must occur during each 180-day period following the issuance of a building permit or the work will be considered abandoned. If the work is abandoned, the permit will be considered expired, and a new permit must be issued before work on a project can continue. Once all final building inspections and approvals have been obtained from the City, the owner or tenant must apply for and receive a Certificate of Occupancy before a new structure can be occupied.

### [Floodplain Development](#)

A Floodplain Development Permit is required when a developer wishes to build in property that is located in a potential flood hazard area. Proposed developments in the regulatory floodplain or floodway are prohibited unless an engineer, licensed in the State of Texas, can demonstrate through hydrologic and hydraulic analyses in accordance with standard engineering protocol that proposed encroachments would not result in any increase in flood levels through the community. The engineer will need to submit the study and supporting hydraulic data to the City's Development Services Department. A detailed study may also be required for development in areas that do not yet have a mapped floodplain but have been identified as flood hazard areas.

## Residential Permit Process – Frequently Asked Questions

### Under what conditions must I apply for a residential building permit?

A residential building permit is required for all new construction, additions and alterations of single-family, duplex or townhouse structures. Construction, additions and alterations, including multi-family residential projects, are required to go through the non-residential building permit process described in the previous section. Please contact the Development Services Department at (830) 426-4737 to discuss building permit requirements as they relate to your project.

### What should I do before applying for a residential building permit?

Before you apply for a residential building permit, you need to determine whether the property is zoned appropriately for the proposed residential use. A zoning map can be found on the Development Services page of the City website at [www.hondo-tx.org](http://www.hondo-tx.org), or you may contact the Development Services Department at (830) 426-4737 to inquire about zoning issues.

### What do I need to do to obtain a residential building permit?

To obtain a residential building permit, submit the required building plans, application, and fees to the Development Services Division and follow the process set forth later in this chapter. If the property is located in the regulatory floodplain, a Floodplain Development Permit and Elevation Certificate will be needed to ensure that the structure is built according to the City's adopted standards. More information regarding floodplain development can be found in Chapter 4 of this guide. Contact the Development Services Division at (830) 426-4737 to discuss building permit and floodplain requirements as they relate to your project.

### Do I need a permit to install, replace, alter or enlarge a residential driveway?

Yes. All new driveways need to be reviewed and approved by the City. City inspections are required prior to placing concrete or asphalt for any new, altered, or enlarged driveways. Routine maintenance of an existing driveway does not require a permit.

### What building codes has the City of Hondo adopted?

The City of Hondo has adopted the following model building codes:

- 2015 International Building Code
- 2015 International Plumbing Code
- 2015 International Property Maintenance Code
- 2017 National Electric Code
- 2015 International Existing Building Code
- 2015 Fuel and Gas Code
- 2015 Mechanical Code
- 2015 International Residential Code
- 2015 International Energy Conservation Code
- 2015 International Fire Code

Additional standards can be found in Chapter 4 of the City of Hondo Code of Ordinances (Building Regulations), available online at [www.hondo-tx.org](http://www.hondo-tx.org).

## What do I submit to the Development Services Division for a residential building permit?

Submit at least two hard copy complete sets of building plans, one electronic set of the building plans, and a permit application. Contact Development Services at (830) 426-4737 to discuss building permit requirements as they relate to your project.

## When will I know if I have approval to begin construction?

Provided that your application is complete, and no technical problems are identified, you should expect the plan review process to take approximately ten to fifteen business days from the date of your plan submission. Upon building plan approval, a building permit will be issued once the applicable fees are paid. The signed permit must be displayed on the job site throughout the building process (until final inspections have been approved).

## When can I begin construction?

Building construction must begin within 180 days following of the issuance of a building permit. The approved (signed) building permit, or a copy thereof, must be prominently displayed on the job site throughout the building process until all final inspections have been approved. At least one building inspection must occur during each 180-day period following the issuance of a building permit or the work will be considered abandoned. If the work is considered abandoned, a new permit must be issued (with new review and fees paid) before work on a project can continue.

## How do I request an inspection?

Inspections related to building construction (building, plumbing, mechanical, fire protection, and/or electrical) can be requested by contacting the Development Services Department by phone at (830) 426-4737.

The request must include the following information:

- Project address
- Inspection type requested
- Permit number
- Contractor's name and contact information
- Date inspection is to be performed
- Any special instructions or requests for the inspector

Inspections received by Development Services by 4:00pm Monday-Friday will be scheduled for the next business day following the request (excluding Holidays). Fire protection inspections may take longer to schedule, so you should allow for three business days for those inspection requests to be coordinated.

## When can I use and occupy my building?

Once all final inspections and approvals have been obtained from the City, the City will issue a Certificate of Occupancy. Only after a Certificate of Occupancy has been issued can a building be occupied.

## What inspections will be required?

The inspections required for your construction project varies with the complexity of a job. Ordinarily, the City of Hondo performs its construction inspections in the following order:

- Electrical T-Pole
- Plumbing Rough
- Water Service
- Yard Sewer
- Form Board Survey
- Gas Wrap (Underground)
- Foundation
- Electric Rough
- Mechanical Rough
- Gas Rough Piping/Test
- Plumbing Top-Out
- Framing
- Energy Insulation
- Construction Electric
- Gas Final
- Electrical Final
- Mechanical Final
- Plumbing Final
- Energy Final
- Customer Service Inspection
- Flatwork
- Building Final

You must receive a passing inspection report prior to proceeding to the next stage.

## If I am not at the site at the time the inspections are made, how will I know if the work has been approved?

An inspection report will be emailed to the project contractor as listed on the request or as listed on the permit. You can also call the Development Services Division to check the status of an inspection. If you receive a partial pass or failing inspection, a reinspection is required prior to proceeding to the next phase of construction.

## What about add-ons and remodeling?

The process is basically the same as for new construction. The construction plans will only reflect those portions of the structure affected. Similarly, permits may be sought for the specific type of work being performed (for example, plumbing, electrical, or mechanical permit). The Development Services Department at (830) 426-4737 to discuss building permit requirements as they relate to your project.

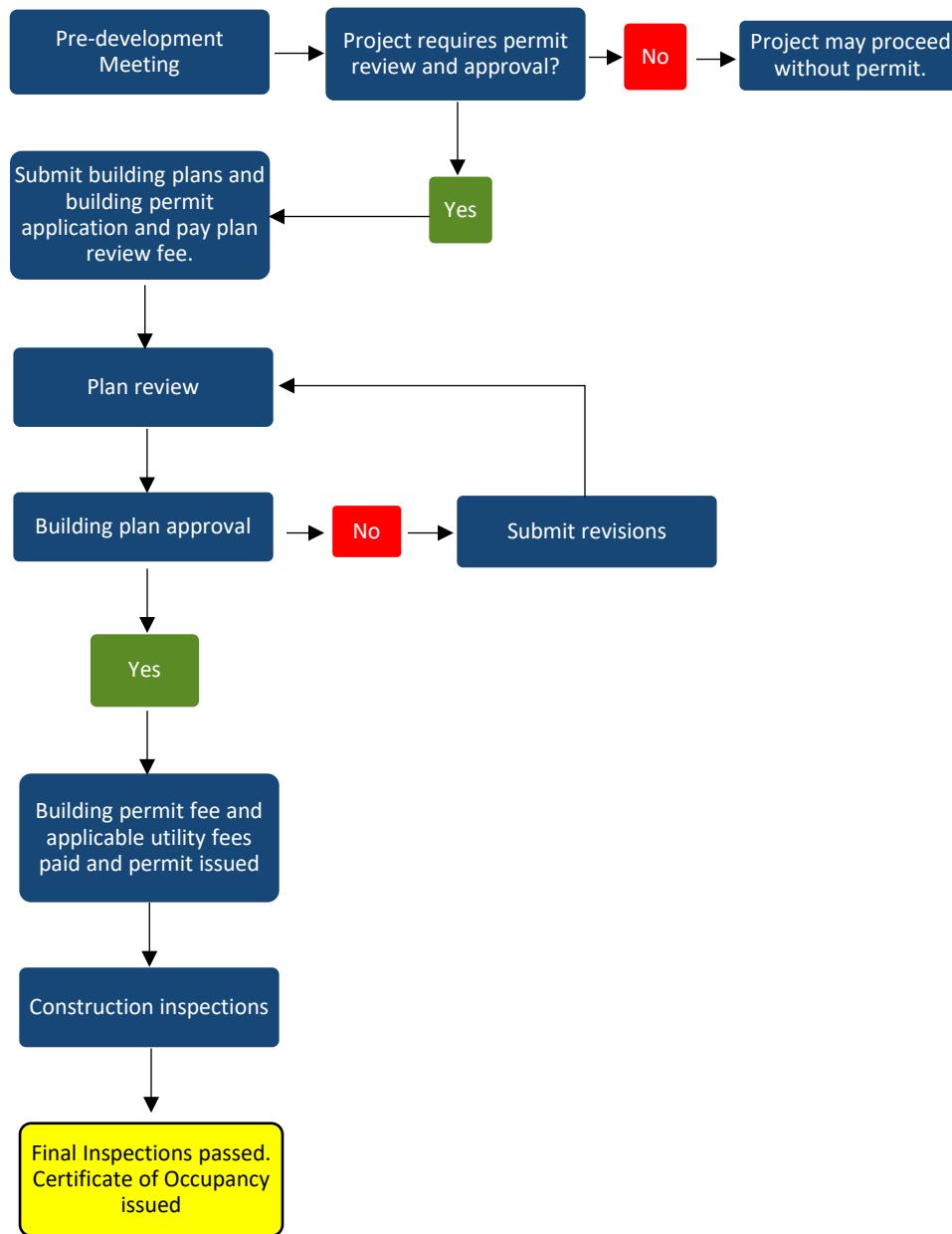
## Where can I find more information?

For more information on building permits, please refer to Development Services Division's webpage on the City's website at [www.hondo-tx.org](http://www.hondo-tx.org). Please contact the Development Services Department at (830) 426-4737 if you have any questions concerning the subjects discussed in this chapter.

## Residential Permit Process – Quick Process Reference

1. Meet with City staff in the Development Services Department to discuss your development project. Ensure that the property's zoning designation allows the use you propose, ensure that the property is legally platted, and ensure that utilities are available to serve the project. If the property is not properly zoned, platted, or served by infrastructure you must refer to those processes in the previous chapters prior to proceeding with building permit application.
2. Submit two hard copy sets and one electronic set of building plans and required submittal documents for review by the Development Services Division.
3. Plan review (as applicable). Review comments are typically returned to applicant within ten to fifteen business days following the submission of a complete application. If revision or more information is needed, you must resubmit the application for review.
4. If all City Codes and requirements are met, the building permit will be approved by the City.
5. Once the applicant has paid all applicable fees, the building permit will be issued for construction.
6. Inspections are required throughout the construction project. Applicant must obtain passing inspection report for each inspection prior to proceeding to each phase of work.
7. Upon successful completion of construction (approval of all final inspections), a Certificate of Occupancy is issued City.

## Residential Permit Process - Flowchart



## Residential Permit Process – Forms

*Continued on next pages*

# CONSTRUCTION PERMIT APPLICATION



*Application must be accompanied by applicable plans and fees. No incomplete application packages will be accepted. All fees double if work is started prior to issuance of permit.*

PROJECT DESCRIPTION			
Project Address:	Building Permit #		
Property Legal Description:			
Valuation: \$	Square Footage:	Zoning:	
IBC Construction Type:	IBC Use Group:	Design Occ. Load:	
Project Type:	<input type="checkbox"/> Commercial   <input type="checkbox"/> Residential   <input type="checkbox"/> Industrial   <input type="checkbox"/> Infrastructure		
<i>Check all that apply</i>	<input type="checkbox"/> New Construction   <input type="checkbox"/> Remodel/Addition   <input type="checkbox"/> Demolition   <input type="checkbox"/> Signs/Signage <input type="checkbox"/> Plumbing   <input type="checkbox"/> Mechanical   <input type="checkbox"/> Electrical   <input type="checkbox"/> Irrigation   <input type="checkbox"/> Fire Safety Equipment <input type="checkbox"/> Swimming Pool/Spa   <input type="checkbox"/> Accessory Building   <input type="checkbox"/> Other: _____		
Description of Work (attach separate project scope letter if necessary):      			
New Utility Connections Requested: <input type="checkbox"/> Water   <input type="checkbox"/> Sewer   <input type="checkbox"/> Electric   <input type="checkbox"/> None Regulatory Flood Zone: <input type="checkbox"/> X (Shaded)   <input type="checkbox"/> X (Unshaded)   <input type="checkbox"/> A   <input type="checkbox"/> AE   <input type="checkbox"/> AE (Floodway) <i>If in A, AE, or AE(Floodway), Floodplain Development Permit is required prior to construction permitting.</i>			
Asbestos Detected:	<input type="checkbox"/> No   <input type="checkbox"/> Yes <i>If Yes, removal requires a licensed abatement contractor.</i>		
TDLR-AB Registration:	<input type="checkbox"/> No   <input type="checkbox"/> Yes <i>If Yes, provide Registration Number: _____</i>		

APPLICANT INFORMATION		
Company Name:	Contact Person:	
Address:		
Phone Number:	Fax Number:	Email:

PROPERTY OWNER INFORMATION		
Company Name:	Contact Person:	
Address:		
Phone Number:	Fax Number:	Email:

*(Application Continues on Next Page)*

CONTRACTOR INFORMATION			
COMPANY NAME	CONTACT PERSON	PHONE NUMBER	LICENSE NUMBER
Architect / Designer			
Engineer - <input type="checkbox"/> CIV   <input type="checkbox"/> STR   <input type="checkbox"/> MEC   <input type="checkbox"/> ELE			
General Contractor			
Mechanical Contractor			
Electrical Contractor			
Plumber/Irrigator			
Other _____			

*As the owner of the subject property as described in the above sections or as the designated representative thereof, I hereby certify that I have read and examined this application and know the same to be true and correct. I understand that this form is not a permit, only an application for such a permit.*

*I further acknowledge that the submittal of this application does not guarantee issuance of a permit. If permit is approved and issued, that permit becomes null and void if work or construction authorized is not commenced within 180 days of the date of permit issuance, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All construction permits require one or more inspections. Required inspections must pass prior to construction proceeding phase. Final inspection(s) must pass, and a certificate of occupancy must be issued before any building is occupied.*

*I certify that all provisions of laws and ordinances governing this type of work will be complied with whether specified or not and I acknowledge that no work may begin until proper permits are approved and all associated fees have been paid.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# RESIDENTIAL PERMIT CHECKLIST



No building or accessory structure shall hereafter be erected or constructed within the corporate limits of the City, and no existing building or accessory building within said corporate limits shall hereafter be structurally altered or an addition added thereto, unless a building permit has been issued.

All applications for building permits shall be accompanied by building plans, design and construction specifications and plat plans specifically showing and accurately locating the proposed improvements upon the land in such manner to accurately show the property lines and the number of feet such improvements are situated from said property lines on all sides.

All or some will be required to be submitted for Residential Construction

- Construction Plan (2 each)
  - Building design and construction specifications
  - Mechanical, electrical and plumbing construction specifications
- Site/Plat Plan (2 each)
  - Indicate boundary lines and dimensions of property, available utilities, easements, roadways, sidewalks, fire lanes, public right-of-ways, topography, floodplains, location of existing and proposed buildings, number of parking spaces, vehicle ingress/egress, setbacks, lot coverage, location of signs, vicinity map, north point scale, name of development, drainage.
  - Property Survey - Include legal description - Lot, Block, Subdivision
- Sealed Engineered Foundation Plan with Geotechnical Survey/Soil Test (2 each)
- Energy/Com check Report
- Flood Elevation Certificate \*
- Permits required
  - Building (submitted by general contractor/property owner)
  - Electrical (submitted by Master Electrician with Electrical Contractors license)
  - Mechanical (submitted by Mechanical Contractor)
  - Plumbing (submitted by Responsible Master Plumber with Plumbing Contractor License)

Prior to start of construction project, the contractor/authorized agent shall identify and accurately stake the property pins and delineate the perimeter of the proposed project within the property to ensure compliance with front, sides, and backyard setback line requirements for that zoned district.

Contractor/Authorized Agent will coordinate with Code Compliance/Building Inspection Department to ensure proper documentation is submitted with Building Permit Application.

Failure to submit the required documentation can result in delays with issuance of permit(s). Construction projects must meet the minimum standards of the 2015 International Building Codes, 2015 NFPA 101 Life Safety Code, NFPA 72 Fire Alarm and Signaling Code and 2017 NFPA 70 National Electric Code.

## Chapter 6: Miscellaneous Development Issues

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### Variance

Variance is the process of approving a variance (waiver) from the requirements of the Unified Development Code for specific cases where, because of special conditions, a literal enforcement of the provisions of the Unified Development Code (UDC) would result in unnecessary hardship. In accordance with the process established by the UDC, zoning related variances are considered by the Board of Adjustment, and subdivision related variances are considered by the Planning and Zoning Commission.

In accordance with the UDC, Chapter 3, Section 3.13.1, a variance from the terms of [the UDC] shall not be granted by the Board of Adjustment unless and until it is determined:

- That the granting of the variance will not be contrary to the public interest; and
- That literal enforcement of the ordinance will result in unnecessary hardship because of exceptional narrowness, shallowness, shape, topography or other extraordinary or exceptional physical situation or physical condition unique to the specific piece of property in question. Unnecessary hardship shall mean physical hardship relating to the property itself and not a hardship relating to convenience, financial considerations or caprice, and the hardship must not result from the applicant or property owners own actions; and
- That by granting the variance, the spirit of the Ordinance will be observed and substantial justice will be served.

If you believe your project may qualify for a variance from the UDC due to special conditions on your property, you may apply by submitting the required application form (Development Project Application) and supplemental material (Variance Checklist) to the Development Officer. Submittal of application must be accompanied by a receipt showing payment of the required application fee. No incomplete application will be accepted for review. Complete submittal must be provided to the Development Officer prior to the application deadlines as established for such reviews. These deadlines are available on the City's Website and may be requested from the Development Services Department.

When an application for variance is received, City Staff will review internally in order to determine that the application is complete and to determine the staff recommendation regarding the request. The Development Officer will work cooperatively with you throughout the Staff review process, however, you are ultimately responsible for making your case to the Board of Adjustment. It is imperative that you provide as much information as possible to justify your request using the criteria established by the UDC, Chapter 3, Section 3.13.1 as detailed above.

Then, once Staff's review is complete, due to State law requirements regarding the variance process, the City must publish notice of the request in the local paper at least 15 days in advance of the Board of Adjustment's public hearing date, and notification letters must be sent (by the City) to all property owners who own property within 200ft of the subject property at least 10

days in advance of the public hearing date. Following the legal publication of the meeting, the City Secretary will send the agenda for the item, along with all backup materials, to the Board for their review at least 72 hours prior to the meeting.

At the Board of Adjustment meeting regarding the variance request, the City will present the Staff recommendation regarding the item as well as the details of the case. The applicant will then present their justification regarding the request to the Board. The variance may only be granted by a vote of approval by four or more of the Board members. The Board's decision will be sent to the applicant in writing for their files following the meeting.

Any subdivision related variance will be reviewed by the Planning and Zoning Commission in accordance with the UDC, Chapter 3, Section 3.13.2.

## Annexation

Annexation is the process of incorporating new land into the City limits. Annexation is necessary to bring areas on the edges of urban development into the City so that there can be an orderly extension of City services such as roads, water and sewer. Additionally, the City has limited ability to regulate development unless property is annexed before a project is initiated. Because land uses are not regulated in the county (per state law), if such properties remain outside the City limits, there are no land use requirements, design standards, or building permits required to protect neighboring properties.

## Planning Documents

### [City of Hondo Master Plan](#)

The City of Hondo Master Plan, was adopted in December of 2016. The plan was prepared as a guide for Hondo's future physical growth expressed through goals, objectives and policies. It is a decision-making tool whereby proposals for land use and infrastructure extension can be evaluated in the context of the City's long-term vision. The plan is also a development strategy that provides a framework for identifying and scheduling essential capital projects constructed by both the private and public sectors. It is a flexible instrument able to be adjusted and amended as future conditions warrant that is readily comprehensible by residents and decision-makers. It is the framework for the establishment of zoning and other land regulatory tools.

The Master Plan includes policies and recommendations related to the various physical aspects of the community. These aspects are supported by goals and objectives drawn from the desires and aspirations of the citizens. These goals and objectives are intended to maintain Hondo as an attractive place to live, work and raise a family.

## [Overlay Design Criteria and Guidelines](#)

### [Highway 90 Corridor Overlay District](#)

Reserved.

### [Historic Preservation](#)

Reserved.

## Miscellaneous Development Issues – Forms

*Continued on next pages*



## DEVELOPMENT PROJECT APPLICATION



*Application must be accompanied by applicable documents and fees. Content of application submittal must be in accordance with the requirements of the Unified Development Code and applicable checklist. No incomplete application packages will be accepted.*

APPLICATION TYPE
<input type="checkbox"/> Preliminary Plat   <input type="checkbox"/> Final Plat   <input type="checkbox"/> Minor Plat   <input type="checkbox"/> Site Plan   <input type="checkbox"/> Planned Development <input type="checkbox"/> Variance   <input type="checkbox"/> Zoning Change   <input type="checkbox"/> Specific Use Permit   <input type="checkbox"/> Annexation   <input type="checkbox"/> Other _____

**PROJECT DESCRIPTION**

Project Address: \_\_\_\_\_ Parcel # \_\_\_\_\_

Project Name: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
\_\_\_\_\_

Acreage: \_\_\_\_\_ Number of Existing Lots: \_\_\_\_\_ Number of Proposed Lots: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Description of Project/Request (*attach separate letter if necessary*): \_\_\_\_\_  
\_\_\_\_\_

Proposed Use:  Commercial |  Residential |  Industrial |  Mixed Use

Regulatory Flood Zone:  X (Shaded) |  X (Unshaded) |  A |  AE |  AE (Floodway)  
*If in A, AE, or AE(Floodway), Floodplain Development Permit is required.*

Is the property within the City Limits of Hondo or the Extraterritorial Jurisdiction(ETJ)?  City |  ETJ

Is public infrastructure currently available and adequate to serve each proposed lot?  Yes |  No  
*Infrastructure review letter from Public Works Department must be attached.*

APPLICANT INFORMATION		
Company Name: _____	Contact Person: _____	
Address: _____		
Phone Number: _____	Fax Number: _____	Email: _____
<i>If acting as representative of property owner, application must include notarized authorization letter.</i>		

*(Application Continues on Next Page)*

PROPERTY OWNER INFORMATION			
Company Name: _____	Contact Person: _____		
Address: _____			
Phone Number: _____	Fax Number: _____	Email: _____	
<i>Include proof of ownership as supplemental information on separate sheets.</i>			

CONSULTANT INFORMATION			
COMPANY NAME	CONTACT PERSON	PHONE NUMBER	LICENSE NUMBER
Architect / Designer _____	_____	_____	_____
Engineer _____	_____	_____	_____
Surveyor _____	_____	_____	_____
Attorney _____	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____

*As the owner of the subject property as described in the above sections or as the duly appointed representative thereof, I hereby certify that this application is, to the best of my knowledge, complete and accurate. I understand that filing this application does not constitute approval. I also acknowledge that the approval procedure as set out in Texas Local Government Code Chapter 5 212.009 shall not begin until the Development Officer has certified in writing that the plat application is completed in accordance with the City Code and State law. Furthermore, I, the undersigned applicant, hereby request approval of this application request and consent to any required posting and publication of public hearing notices, posting notices on my property and mailing of notices to adjacent property owners as may be required.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# VARIANCE APPLICATION CHECKLIST



## GENERAL INFORMATION

- All exhibits shall be provided as a hard copy and electronically (Metros and Bounds in MS Word and exhibits in PDF format)
- Completed, original Variance Request Application
- Recent tax statement indicating taxes are currently paid for Property

## EXHIBIT A – PROJECT INFORMATION

- Title Block (in lower right corner) with type of plan/illustration, existing subdivision name with block designation and lot number or existing Abstract/Survey name and Abstract number, preparation date
- North arrow, scale or note of approximate scale and legend, if abbreviations or symbols are used
- Site boundaries, existing lot lines, existing easements, site acreage and square footage, and approximate distance to the nearest public cross street
- Land Owner's name, address and telephone number; Developer-applicant name, address and telephone number; surveyor and/or engineer name, address and telephone number.
- Site Data Summary Table listing existing zoning, proposed use, proposed lot area(s) with square footage and acreage, proposed building area (gross square footage), building height (feet and number of stories), lot coverage, floor area ratio (for nonresidential zoning), total parking required (with ratio), total parking provided, number of dwelling units and number of bedrooms (for multi-family developments).
- Proposed reservations for natural features including flood plains, drainage ways, creeks, tree masses and wetlands. If the site does not contain a floodplain, note that "no floodplain exists on the site"
- Building locations and dimensions, dimensions between buildings on the same lot, use of buildings, building lines and setbacks.
- Parking lot areas and structures, proposed typical layout and number of standard spaces, standard parking dimensions, angle of parking if other than 90 degrees, accessible parking spaces, drive aisles and loading and unloading areas.
- Existing and proposed easements (utility, access, drainage, visibility, street, sidewalk and maintenance, etc.)
- Existing or proposed driveways with pavement widths, rights of way, median openings, cross access between internal developments and access to properties adjacent to the subject site with surface type and radii.

## Appendix

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### Boards and Commissions

#### Planning & Zoning Commission

##### Purpose

The Planning and Zoning Commission was established to prepare and recommend to the city council regarding matters pertaining to the Master Plan of City and at the present and future development and growth of the city. The Commission reviews zoning matters, subdivision regulations, plats, and conducts public hearing for said matters when appropriate. This board may make recommendations to the city council. Specific authority and functions of the Commission are outlined in Sections 211.007 and 211.0075 of the Texas Local Government Code. Additional authority and functions are outlined in the City of Hondo's Unified Development Code. The board consists of seven members.

##### Meetings

The Planning and Zoning Commission typically meets on the 3rd Monday of the month at 6:00 p.m. on an as needed basis unless otherwise noted on the City calendar.

#### Board of Adjustment

##### Purpose

The Board of Adjustment was established to consider requests for special exceptions and appeals regarding the zoning regulations of the City. The specific authority and functions of the Board of Adjustment are outlined in Sections 211.008 through 211.013 of the Texas Local Government Code. Additional authority may be found in the City of Hondo's Unified Development Code. The board consists of five members.

##### Meetings

The Board of Adjustment typically meets on the Tuesday following the 3rd Monday of the month at 6:00 p.m. on an as needed basis unless otherwise noted on the City calendar.

### Development Fee Schedule

Please refer to the City of Hondo's Comprehensive Fee Schedule at the time of your development. A copy of the fee schedule can be found on the City website at [www.hondo-tx.org](http://www.hondo-tx.org). The document is also available in the Development Services Division and with the City Secretary.

## Contact Information

### City of Hondo Development Services Department

1600 Avenue M  
Hondo, TX 78861  
Phone: (830) 741-5077

#### **Development Services Director**

Uche Echeozo  
[uecheozo@hondo-tx.org](mailto:uecheozo@hondo-tx.org)

#### DIVISIONS

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Planning  
**Planner**  
  
Code Compliance  
**Code Compliance Officer**  
Gilbert Contreras  
[gcontreras@hondo-tx.org](mailto:gcontreras@hondo-tx.org)

Permits  
**Development Services Representative**  
  
**Code Compliance Officer**  
Mark Valenzuela  
[mvalenzuela@hondo-tx.org](mailto:mvalenzuela@hondo-tx.org)

### City of Hondo Public Works Department

1000 Avenue Y  
Hondo, TX 78861  
Phone: (830) 741-5077

#### **Public Works Director**

Rene Saenz  
[rsaenz@hondo-tx.org](mailto:rsaenz@hondo-tx.org)

#### DIVISIONS

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Wastewater Division  
**Wastewater Superintendent**  
Stephen Winters  
[swinters@hondo-tx.org](mailto:swinters@hondo-tx.org)

**Building Official/Fire Marshal**  
Joseph Ramon  
[jramon@hondo-tx.org](mailto:jramon@hondo-tx.org)

Water Division  
**Interim Water Superintendent**  
Jeremiah Socarras  
[jsocarras@hondo-tx.org](mailto:jsocarras@hondo-tx.org)

Wastewater Division  
**Wastewater Superintendent**  
Stephen Winters  
[swinters@hondo-tx.org](mailto:swinters@hondo-tx.org)

Electric Division  
**Electric Superintendent**  
David Baker  
[dbaker@hondo-tx.org](mailto:dbaker@hondo-tx.org)

Streets Division  
**Street Crew Leader**  
Adam Zapata  
[azapata@hondo-tx.org](mailto:azapata@hondo-tx.org)



## Area Utility Providers

*NOTE: The following contact information is provided for reference purposes only and is not intended to be an endorsement or promotion of any particular organization.*

### Gas

Centerpoint Energy ..... 800-427-7142

### Electric

City of Hondo ..... 830-741-5077

Medina Electric Co-op ..... 866-632-3532

### Water and Wastewater

City of Hondo ..... 830-741-5077

### Cable and Internet Providers

AT&T ..... 210-804-2961

CommZoom ..... 210-736-3376

## Medina County

Appraisal District ..... 830-741-3035

County Commissioner, Precinct 3 ..... 830-931-6006

Emergency Management ..... 830-741-6150

County Clerk ..... 830-741-6040

County 911 Addressing Office ..... 830-741-8997

County Environmental Health Office ..... 830-741-6195

## School District

Hondo Independent School District ..... 830-426-3311

## Thank you for developing in the City of Hondo!

We hope that your experience in developing property in the City of Hondo was a pleasant one. As we aim to make developing in the City of Hondo user-friendly, straight-forward and efficient for you, please feel free to forward your comments or suggestions regarding the development process or this guide to the Development Services Division. Your feedback is greatly appreciated.

- *Development Services Department  
City of Hondo*