

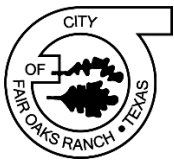
# S11

## SPECIFIC APPLICATION FORM - FINAL PLAT

Section 3.8 (5) of the Unified Development Code

The following steps must be completed, and the items must be submitted for the application to be deemed complete and processed:

- A completed Universal Development Application and checklist signed by the owner/s of the property.
- Payment of all other applicable fees (see Schedule of Fees).
- An accurate metes and bounds description of the subject property (or other suitable legal description).
- Location/vicinity map showing the location and boundaries of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
- Tax certificate/s showing that all taxes owing to the State, County, School District, City and/or any other political subdivision have been paid in full to date.
- Pre-Application Conference prior to application submittal (if required).
- Approved copy of the Preliminary Plat, Replat and Concept Plan or other approved plats, if applicable.
- Three (3) copies (full size) of approved sets of construction plans.
- Concept plan approval (if required).
- A title report.
- One (1) copy (11x17) of proposed plat.
- Letter of Acceptance of Public Improvements by the City, or Fiscal Surety for Public Improvements.
- Maintenance Bond for Public Improvements.
- Letter of Certification from each utility provider servicing this area (CPS, PEC, SAWS, Timewarner, Grey Forest, GBRA, Spectrum, etc.).
- Letter from USPS and other service providers to ensure the name of the proposed subdivision, or any of the physical features, (such as streets, parks, etc.) must not be so similar to the names of any similar features in the county or in any incorporated town or city therein. Streets, which are a continuation of any existing street, shall take the name of the existing street.
- Drainage/Stormwater plan, if any grade changes.
- A certificate of ownership and dedication to the City of all streets, easements, alleys, parks, playgrounds or other dedicated public uses, signed and acknowledged before a notary public by the owners and by any holders of liens



## City of Fair Oaks Ranch

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against the land. The dedications must be absolute. In lieu of a separate document, a note on the face of the plat meeting all of the above requirements is acceptable.

- Approved Tree Plan designating all trees proposed for removal or preservation and describing the measures proposed to protect remaining trees during development as per Unified Development Code Section 8.8.

Note: Removal of Protected trees need approval by staff

Removal of Heritage trees need approval by Planning and Zoning Commission.

- Electronic copies of the required exhibits in "PDF" format and shapefile for property boundary where applicable should be submitted in a USB flash drive or via email.
- Acknowledgement that the applicant or representative will attend all Planning and Zoning Commission, City Council and applicable meetings where this request is discussed.

Additional Requirements. The City Manager (or designee) may, from time to time, identify additional requirements for a complete application that are not contained within but are consistent with the application contents and standards set forth in the UDC and state statutes.