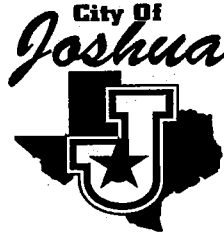


Mayor
Merle Breitenstein
City Manager
Paulette Hartman



City Council
Noelyn "Butch" Isom
Glen Walden
Jesse Davis
A. J. Mathieu
Jerry Moore
Bob Neely

Dear Applicant:

When planning a new project, the applicant needs clear understanding of the regulatory environment, including existing and planned regulations.

One cannot overemphasize the importance of knowing the development process, the standards of review, the tools available, and the constitutional limitations imposed on cities. An understanding of the city's development process is critical for any applicant in order to assure the process is undertaken in accordance with the appropriate law.

If applicants and local governments can better understand the needs, expectations and limitations, they can best support high quality development beneficial to all:

Need for direct and clear communications – this is always an important issue and city staff strives for clear, direct communication with applicants.

Need for continous feedback – problems can always be fixed cheaper and faster is caught earlier.

Thank you for your interest in developing the City of Joshua and hopefully the attached Development Code Manual will make your land use process go smoothly.

Sincerely,

A handwritten signature in black ink that reads "Mary Beth Thomas". The signature is written in a cursive, flowing style.

Mary Beth Thomas
City Secretary

Mayor
Merle Breitenstein
City Manager
Paulette Hartman



City Council
Noelyn "Butch" Isom
Glen Walden
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Bob Neely

Dear City of Joshua Applicant:

This will serve as notice of the procedures for Land Use Projects:

1. Your case will go through the review of consultants, which consist of – City Planner, City Engineer and City Attorney (whichever is applicable).
2. After the appropriate consultant(s) have reviewed your case they will in turn submit an invoice to the City for their time spent on your case.
3. Once the invoice is submitted to the City, the City will in turn invoice you, the applicant, the amount of those fees.
4. Once all amounts due are paid to the City, your plat/re-plat will be recorded at the County Clerk's Office and/or any applicable building permits will be issued.

If you have any questions or need further information please call me at the number listed below.

Sincerely,

A handwritten signature in black ink that reads "Mary Beth Thomas". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Mary Beth Thomas
City Secretary

APPENDIX "A"
DEVELOPMENT FEES

TYPE OF FEE	FEE
Plan Review	Cost of Professional Fees
Preliminary Plat	\$400.00 + \$5.00 @ Lot + Cost of Professional Fees
Final Plat	\$500.00 + \$5.00 @ Lot + Cost of Professional Fees
Plat Revision/Re-Plat	\$450.00 + \$5.00 @ Lot + Cost of Professional Fees
Amended Plat	\$150.00 + Cost of Professional Fees
Minor Plat	\$150.00 + Cost of Professional Fees
Concept Plan	\$150.00 + Cost of Professional Fees
Vacating Plat	\$75.00 + Cost of Professional Fees
Zoning Change Request	\$400.00 + Cost of Professional Fees
Zoning Variance Request	\$250.00 + Cost of Professional Fees
Zoning Board of Appeal	\$150.00
Conditional Use Permit	\$300.00 + Cost of Professional Fees
Appeal to City Council	\$50.00
Development Plat	\$500.00 + \$5.00 @ lot + Cost of Professional Fees
Annexation	\$400.00 + Cost of Professional Fees
Development Agreement	\$150.00 + Cost of Professional Fees
Development Plan	\$150.00 + Cost of Professional Fees
Site Plan	\$150.00 + Cost of Professional Fees
Tree Removal/Replacement	\$50.00
Wind Turbines	\$300.00 + Cost of Professional Fees
Antennas/Cell Towers	\$300.00 + Cost of Professional Fees



CITY OF JOSHUA
APPLICATION FOR PLANNING AND DEVELOPMENT
 817-558-7447 / Fax 817-641-7526

(Please Print)

Date of Application:			
Property Location:			
Subdivision:	Block:	Lot:	
Current Zoning/Use:	Requested Zoning/Use:		
Utility Service Provider:	Electric:	Gas:	Water:

(Please check the appropriate box below. A metes and bounds description must be attached if the request is for a portion of a platted lot or the property is not platted.)

<input type="checkbox"/> Zoning Change	<input type="checkbox"/> Re-Plat	<input type="checkbox"/> Concept Plan	<input type="checkbox"/> Conditional Use Permit
<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Amended Plat	<input type="checkbox"/> Development Plat	<input type="checkbox"/> Variance
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Minor Plat	<input type="checkbox"/> Vacating Plat	<input type="checkbox"/> Other

PROPERTY OWNER INFORMATION

Name:		Cell Phone:	
Address:		Work Phone:	
City/State/Zip:		Phone:	
Fax Number:		Email:	
Contact Name:		Owner Signature:	

APPLICANT/DEVELOPER INFORMATION

Name:		Cell Phone:	
Address:		Work Phone:	
City/State/Zip:		Phone:	
Fax Number:		Email:	
Contact Name:		Applicant Signature:	

ENGINEER INFORMATION

Name:		Cell Phone:	
Address:		Work Phone:	
City/State/Zip:		Phone:	
Fax Number:		Email:	
Contact Name:		Engineer Signature:	

SURVEYOR INFORMATION

Name:		Cell Phone:	
Address:		Work Phone:	
City/State/Zip:		Phone:	
Number:		Email:	
Contact Name:		Surveyor Signature:	

APPENDIX "D"
CONCEPT PLAN SUBMITTAL CHECKLIST

	An application for a concept plan shall be submitted to the Administrative Official, together with twenty-five (25) copies of the concept plan drawn at a scale of not more than four hundred (400) feet to the inch.
	Application fee
	Names, addresses, phone number and e-mail addresses of the sub-divider, record owner, land planner, engineer and/or surveyor
	Proposed name of subdivision
	Location in relation to the rest of the City and boundaries of proposed subdivision
	A schematic layout of the entire tract to be subdivided, any remainder tracts and its relationship to adjacent property and existing adjoining developments
	Proposed categories of land use (showing existing and proposed zoning if within the City).
	Proposed type and number of dwelling units and population densities.
	Proposed and existing arterials and collector streets to serve the land to be platted consistent with the Thoroughfare Plan or proposed amendments.
	Location of proposed sites for parks, schools and other public uses as consistent with those shown in the Comprehensive Plan.
	Significant natural drainage features including drainage courses and wooded areas, as delineated on USGS topographic maps or on any other topographic maps showing equivalent information.
	Significant man-made features such as railroad, roads, buildings, utilities or other physical structures as shown on USGS topographic maps, utility company records and City records when such features affect the plan for development.
	Proposed dedication of land or rights-of-way for and construction of public improvements, whether on-site or off-site, intended to serve each proposed phase of the subdivision.
	Designation of each phase of development within the subdivision, the order of development, and a schedule for the development of each phase of the Concept Plan.
	A detailed statement of how the proposed subdivision will be served by water, wastewater, roadway and drainage facilities that have adequate capacity to serve the subdivision.

Flow Chart - Concept Plan Process

