

**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  
Jesse Davis  
A. J. Mathieu  
Jerry Moore  
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 cursive script that reads "Mary Beth Thomas".

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)*

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

*(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**

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

**APPLICANT/DEVELOPER INFORMATION**

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

**ENGINEER INFORMATION**

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

**SURVEYOR INFORMATION**

<b>Name:</b>		<b>Cell Phone:</b>	
<b>Address:</b>		<b>Work Pone:</b>	
<b>City/State/Zip:</b>		<b>Phone:</b>	
<b>Number:</b>		<b>Email:</b>	
<b>Contact Name:</b>		<b>Surveyor Signature:</b>	

**APPENDIX "F"**  
**FINAL PLAT SUBMITTAL CHECKLIST**

	Twenty-five (25) prints and one (1) mylar shall be filed in the office of the Administrative Official. The mylar plat shall be submitted on a scale of one hundred (100) feet to one inch and one reduced print shall be of a size which will fit on an eight and one-half (8 ½ ) by eleven (11") inch sheet. The final plat shall show, or be accompanied by the following information:
	The names, addresses, phone numbers, and e-mail addresses of the owner and/or sub-divider and of the licensed state land surveyor, or registered engineer responsible for the plat.
	The name of the subdivision and adjacent subdivisions, the names of streets (to conform whenever possible to existing street names) and numbers of lot and blocks, in accordance with alphabetical block arrangements and numerical lot arrangement. If case of branching streets, the lines of departure shall be indicated.
	An accurate boundary survey and description of the property, with bearings and distances referenced to survey lines and established subdivisions, and showing the lines of adjacent lands and the lines of adjacent streets and alleys, with their width and names. Streets, alley and lot lines in adjacent subdivisions shall be shown in dashed lines. North point, scale and date shall be shown.
	Locations of proposed lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals fractions of feet, with the length of radii and of arcs of all curves, all angles, and with all other engineering information necessary to reproduce the plat on the ground. Dimensions shall be shown from all angle points. Contours, with a minimum of two (2) feet, shall be shown as light, dashed lines. All elevations shown shall be referred to sea level datum.
	All lots or building sites shall conform to the standards prescribed by the zoning ordinance for the district or districts in which the subdivision is located.
	All streets, alleys, drainage and public utilities shall conform to the specifications of the City.
	The locations of building lines on front and side streets and the location of utility easements.
	<p>An instrument of dedication, signed and acknowledged by the owner or owners and by all other parties who have a mortgage or lien interest in the property, showing all restrictions, reservations, and/or easements, if any, to be imposed and reserved in connection with the addition. Such restrictions shall contain the following provisions, along with any other restriction which may be imposed:</p> <p><b><i>" No house, dwelling unit or other structure shall be constructed on any lot in this addition until:</i></b></p> <p><b><i>a. Such time as the owner has complied with all requirements of the Subdivision Ordinance of the City of Joshua regarding improvements with respect to the addition including the actual installation of streets, water, sewer, drainage structures, and storm sewer and alleys, all according to the specifications of the City of Joshua; or</i></b></p> <p><b><i>b. Until an escrow deposit, sufficient to pay for the cost of such improvements, as determined by the City's Engineer, computed on a private commercial rate basis, has been made with the City, accompanied by an agreement signed by the developer and/or owner, authorizing the City to make such improvements at prevailing private commercial rates, or have the same made by a contractor and pay for the same out of the escrow deposit, should the developer and/or owner fail or refuse to install the required improvements within the time stated in such written agreement; or</i></b></p> <p><b><i>c. Until the developer and/or owner files corporate surety performance and payment bonds in a form acceptable to the City Attorney with the City Secretary in a sum equal to the cost of such</i></b></p>

**public improvements for the addition, guaranteeing the installation thereof within the time stated in the bonds.**

These restrictions with respect to required improvements are made to ensure the installation of such required improvements and to give notice to each owner and to each prospective owner of lots in the subdivision until said required improvements are actually made or provided for on the entire block on the street and/or streets on which the property abuts as described herein and in compliance with the City of Joshua specifications.

A certificate of dedication of all streets, public highways, alleys, parks and other land intended for public use, signed by the owner or owners and by all other parties who have mortgage or lien interests in the property and acknowledged before a Notary Public. All deed restrictions that are to be filed with the plat shall be shown or filed separately. The certificate of dedication shall be substantially in the following form:

**State of Texas**

**County of Johnson**

**I (we) the undersigned owner(s) of the land shown on this plat, and designated herein as the \_\_\_\_\_ subdivision to the City of Joshua, Texas, and whose name is subscribed hereto, hereby dedicate to the use of the public forever all streets, alleys, parks, water courses, drains, easements and public places thereon shown for the purpose and consideration therein expressed. I (we) further certify that all other parties who have a mortgage or lien interest in the \_\_\_\_\_ subdivision have been notified and signed this plat.**

**I (we) further acknowledge that the dedications and/or exactions made herein are proportional to the impact of the subdivision upon the public services required in order that the development will comport with the present and future growth needs of the City.**

\_\_\_\_\_  
**Owner**

\_\_\_\_\_  
**Signature of Party with Mortgage or Lien Interest**

**State of Texas**

**County of Johnson**

**Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and consideration therein stated.**

**Given upon my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.**

\_\_\_\_\_  
**Notary Public In and for the State of Texas**

**My Commission expires: \_\_\_\_\_**

A waiver of claim for damages against the City occasioned by the establishment of grades or the alteration of the surface of any portion of existing streets and alleys to conform to the grades established in the subdivision.

	<p>Certification by an engineer or a surveyor to the effect that the plan represents a survey made by him, and that all the necessary survey monuments are correctly shown thereon.</p>																						
	<p>The following certificate shall be placed on the plat after it has been finally approved by the City Council:</p> <p><i>I hereby certify that the above and foregoing plat of _____ Addition to the City of Joshua, Texas, was approved by the City Council of the City of Joshua on the _____ day of _____, 2____.</i></p> <p><i>This approval shall be invalid unless the approved plat for such addition is recorded in the office of the County Clerk of Johnson County, Texas, within two (2) years from said date of final approval. Said addition shall be subject to all the requirements of the Subdivision Regulations of the City of Joshua.</i></p> <p><i>Witness our hands, this _____ day of _____, 2____.</i></p> <p>_____</p> <p><b>City Secretary</b></p>																						
	<p>The following certificates shall be placed on the plat, in a manner that will allow the filing in of the certificates by the property party:</p> <p><b>Recommended for Final Approval:</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-top: 1px solid black;">_____</td> <td style="width: 50%; border-top: 1px solid black;">_____</td> </tr> <tr> <td><b>Planning &amp; Zoning Commission, Chairperson</b></td> <td><b>Date</b></td> </tr> <tr> <td colspan="2"> <b>Attest:</b></td> </tr> <tr> <td style="border-top: 1px solid black;">_____</td> <td style="border-top: 1px solid black;">_____</td> </tr> <tr> <td><b>City Secretary</b></td> <td><b>Date</b></td> </tr> <tr> <td colspan="2"> <b>Approved:</b></td> </tr> <tr> <td style="border-top: 1px solid black;">_____</td> <td style="border-top: 1px solid black;">_____</td> </tr> <tr> <td><b>Mayor, City of Joshua</b></td> <td><b>Date</b></td> </tr> <tr> <td colspan="2"><b>Attest:</b></td> </tr> <tr> <td style="border-top: 1px solid black;">_____</td> <td style="border-top: 1px solid black;">_____</td> </tr> <tr> <td><b>City Secretary</b></td> <td><b>Date</b></td> </tr> </table>	_____	_____	<b>Planning &amp; Zoning Commission, Chairperson</b>	<b>Date</b>	 <b>Attest:</b>		_____	_____	<b>City Secretary</b>	<b>Date</b>	 <b>Approved:</b>		_____	_____	<b>Mayor, City of Joshua</b>	<b>Date</b>	<b>Attest:</b>		_____	_____	<b>City Secretary</b>	<b>Date</b>
_____	_____																						
<b>Planning &amp; Zoning Commission, Chairperson</b>	<b>Date</b>																						
 <b>Attest:</b>																							
_____	_____																						
<b>City Secretary</b>	<b>Date</b>																						
 <b>Approved:</b>																							
_____	_____																						
<b>Mayor, City of Joshua</b>	<b>Date</b>																						
<b>Attest:</b>																							
_____	_____																						
<b>City Secretary</b>	<b>Date</b>																						
	<p>Final plats shall be accompanied by plan profile sheets, twenty-four (24) inches by thirty-six (36) inches and platted to a scale of one hundred (100) feet to one (1) inch horizontal and ten (10) feet to one (1) inch vertical, for each proposed street in the subdivision. These plan profiles shall show the existing ground and the proposed grade at five (5) points of cross- section; that is, at the center line, the back-of-curb lines, and the property lines. The plan portion shall show the size and locations of all drainage structures, storm drains, curb inlets, etc., and the direction of flow of all storm water. Plans shall show all public utilities needed to service the subdivision and should accompany the Final Plat and be approved by the Commission and be in compliance with the City standards.</p>																						
	<p>Typical cross- sections shall be shown of the type and width of paving proposed for all streets. Curbs and gutters, pavement types and drainage structure design standards of the City, in effect at the time of submission the plat, shall be used, subject to the approval of the City's Engineer and/or City</p>																						

	<p>Manager and City Council.</p>
	<p>The applicant may be required to submit a final drainage study with the submittal of the final plat, re-plat or building permit or construction permitting phase, if a final drainage study has not been previously completed for the proposed development or conditions have been modified. The City may require the preparation and submission of a new drainage study. A plat may be denied if adequate facilities for storm water runoff are not provided.</p> <ul style="list-style-type: none"> <li>a. The final drainage study shall be prepared by an Engineer and shall be signed, sealed, and dated by the person preparing the study.</li> <li>b. The City may waive the requirement of the final drainage study or may limit certain requirements where the City Engineer determines that such requirements are not necessary for review of the development.</li> </ul>
	<p>Original tax receipts on all properties being platted.</p>
	<p>There shall also be a signature block for Johnson County for recording of the final plat:</p> <p><b>"Plat Recorded In:</b>  <b>Volume _____ Page _____ Slide _____</b>  <b>Date _____</b>  _____  <b>County Clerk, Johnson County, Texas</b>  _____  <b>Deputy"</b></p>

**Flow Chart - Final Plat Process**

