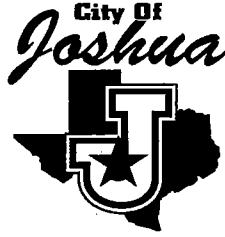


**Mayor**  
Merle Breitenstein  
**City Manager**  
Paulette Hartman



**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

To: Planning & Development Department  
City of Joshua, Texas

From: \_\_\_\_\_ (applicant)

\_\_\_\_\_ (address)

\_\_\_\_\_ (city/state/zip)

Chapter 212, Section 212.009(a) of the Texas Local Government Code states "The municipal authority responsible for approving plats shall act on a plat within 30 days after the date the plat is filed."

Please accept this letter as a waiver of our rights under Chapter 212, Section 212.009 of the Texas Local Government Code regarding approval of a plat within thirty (30) days of the plat filing.

\_\_\_\_\_  
Applicant

**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 cursive script that reads "Mary Beth Thomas".

Mary Beth Thomas  
City Secretary

## DEVELOPMENT FEES

TYPE OF FEE	SCHEDULE	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	Requires CUP	\$300.00 + Cost of Professional Fees
Antennas/Cell Towers	Requires CUP	\$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"/> <b>Zoning Change</b>	<input type="checkbox"/> <b>Re-Plat</b>	<input type="checkbox"/> <b>Concept Plan</b>	<input type="checkbox"/> <b>Conditional Use Permit</b>
<input type="checkbox"/> <b>Preliminary Plat</b>	<input type="checkbox"/> <b>Amended Plat</b>	<input type="checkbox"/> <b>Development Plat</b>	<input type="checkbox"/> <b>Variance</b>
<input type="checkbox"/> <b>Final Plat</b>	<input type="checkbox"/> <b>Minor Plat</b>	<input type="checkbox"/> <b>Vacating Plat</b>	<input type="checkbox"/> <b>Other</b>

**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 "E"**  
**PRELIMINARY PLAT SUBMITTAL CHECKLIST**

	An application for approval of a preliminary plat along with twenty-five (25) prints shall be filed with the Administrative Official.
	Application fee
	A vicinity sketch or key map at a scale of not more than four hundred (400) feet to the inch for all subdivisions exceeding five (5) acres in size or containing ten (10) or more lots. Such sketch or map shall show existing subdivisions, streets, property lines and the recorded names of the owners of the adjoining parcels. It shall also show how the streets and alleys of the proposed subdivision connect or relate to streets and alleys in neighboring subdivisions or undeveloped property and the relationship of the development to existing or proposed major and secondary thoroughfares.
	The preliminary plat shall show the name or names, addresses, phone numbers and e-mail addresses of the owner and/or sub-divider and the name of the engineer, land planner or surveyor responsible for the preparation of the plat.
	The proposed name of the subdivision (which must not be as similar to that of an existing subdivision as to cause confusion) and names of adjacent subdivisions and landowners shall be shown on the plat.
	Location of boundary lines and width and location of platted streets and alleys within, or adjacent to, the property; physical features of the property, including location of any existing utilities with the size of sewer and water mains. The outlines of the wooded areas or the location of important individual trees is required. For all plats, contours must be shown at the intervals of two (2) feet. All elevations shown shall be referred to sea level datum. The acreage of the property shall be indicated.
	The location and width of the proposed streets, roads, lots, alleys, easements, widening of existing thoroughfares, and other features, and their location in relation to platted streets, alleys and easements in adjacent subdivisions shall be shown consistent with the Thoroughfare Plan or other adopted plan for roads and streets. The street layout shall be in conformity with a plan for the most advantageous development of the entire neighborhood areas. Whenever the proposed subdivision contains, or is adjacent, or parallel to a railroad right-of-way or a major thoroughfare or freeway or expressway standards, provisions shall be made for a street approximately parallel to and on each side of such right-of-way to provide reasonable use of the intervening land. Proposed streets shall be adjusted to the contour of the land so as to produce useable lots and streets of reasonable gradient.
	The plan shall show the proposed location and size of the subdivision's water distribution system and facilities, including valves, fittings, fire hydrants and line sizes. The plan shall also address the requirements for all off-site water lines and/or oversize requirements and shall show the location of all proposed sanitary sewer collection lines and facilities, including manholes, lift stations and preliminary line sizes.
	The horizontal scale of the preliminary plat shall be not less than one hundred (100) feet to the inch and the plat shall also show: <ul style="list-style-type: none"> <li>a. North point, scale and date</li> <li>b. the boundary line, accurate in scale, of the tract to be submitted</li> <li>c. the names of all proposed streets</li> <li>d. the layout, number, and approximate dimension of all proposed lots or building tracts and the square feet of each</li> <li>e. all parcels of land intended to be dedicated to public use reserved for the common use of owners of lots or sites in the subdivision, and the acreage</li> <li>f. any and all arrangement of lots, building lines or streets proposed</li> </ul>
	Profiles and cross- sections sufficient to ascertain that the preliminary plat proposals will function in accordance with the standards of the City

	<p>A designation shall be shown of the proposed uses of land within the subdivision that is, the classified type of residential use by zoning ordinance, location of business or classification of industrial sites by zoning ordinance classification, and sites for churches, schools, parks, or other special uses, and their acreage.</p>
	<p>The following certifications shall be placed on the preliminary plat:</p> <p><b>Reviewed For Preliminary Approval:</b></p> <p>_____</p> <p><b>Planning &amp; Zoning Commission, Chairperson</b> <span style="float: right;">_____</span> <b>Date</b></p> <p><b>Attest:</b></p> <p>_____</p> <p><b>City Secretary</b> <span style="float: right;">_____</span> <b>Date</b></p> <p><b>Approved For Preparation Of Preliminary Plat:</b></p> <p>_____</p> <p><b>Mayor, City of Joshua</b> <span style="float: right;">_____</span> <b>Date</b></p> <p><b>Attest:</b></p> <p>_____</p> <p><b>City Secretary</b> <span style="float: right;">_____</span> <b>Date</b></p>
	<p>A preliminary plat application shall be accompanied by a written statement, signed by the sub-divider stating <b><i>"The developer will comply with the City requirements in the proposed subdivision and all such proposals shall conform to or exceed the standards for such improvements prescribed by the City."</i></b></p>
	<p>Certification that all City taxes and fees have been paid.</p>
	<p>The applicant shall submit a preliminary drainage study with the submittal of any preliminary plat. A preliminary drainage study may also be required by the City when reviewing a use other than the current land use. Approval of the preliminary plat or zoning change may be contingent on the acceptability of the solutions proposed by the preliminary drainage study:</p> <ul style="list-style-type: none"> <li>a. The preliminary drainage study shall be prepared by an engineer. The preliminary drainage study shall be signed, sealed, and dated by the person preparing the study.</li> <li>b. The City may waive the requirement of the preliminary drainage study or may limit certain requirements where the City Engineer determines that such requirements are not necessary for a proper review of the development.</li> </ul>
	<p>The applicant shall submit to the Administrative Official a copy of the preliminary plat electronically at the size of 8 1/2" x 11".</p>

### Flow Chart - Preliminary Plat Process

