

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)

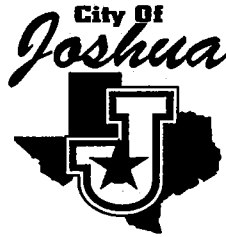
_____ (city/state/zip)

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

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City Manager
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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 written in a cursive, flowing style.

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)

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 Pone:	
City/State/Zip:		Phone:	
Fax Number:		Email:	
Contact Name:		Owner Signature:	

APPLICANT/DEVELOPER INFORMATION

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

ENGINEER INFORMATION

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

SURVEYOR INFORMATION

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

APPENDIX "G"
MINOR PLAT SUBMITTAL CHECKLIST

	Twenty-five (25) copies 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. A copy will be submitted electronically to the administrative office to be printed on 8 ½ X 11 inch paper.
	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 and numbers of lot and blocks, in accordance with alphabetical block arrangements and numerical lot arrangement.
	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, 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.
	Original tax receipts on all properties being platted
	<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 restrictions which may be imposed:</p> <p><i>"No house, dwelling unit or other structure shall be constructed on any lot in this addition until:</i></p> <p>A certificate of dedication of all streets, public highways, alleys, parts 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:</p> <p><i>State of Texas</i> <i>County of Johnson</i> <i>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></p>

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 need 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.

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.

The following certificate shall be placed on the plat after it has been finally approved by the City Council:

"I hereby certify that the above and foregoing plat of _____ Addition to the City of Joshua, Texas, was approved by the City Manager of the City of Joshua on the ____ day of _____, 2____.

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.

WITNESS OUR HANDS, this ____ day of _____, 2____.

City Secretary

The following certificates shall be placed on the plat, in a manner that will allow the filing of the certificates by the proper party.

Approved:

City Manager

Date

Attest:

City Secretary

Date

There shall also be a signature block for Johnson County for recording of the final plat:

"Plat Recorded In:

Volume _____ Page _____ Slide _____

Date _____

County Clerk, Johnson County, Texas

Deputy"

Flow Chart - Minor Plat Process

