



City of Crandall Development Application

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|---|--|--|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Land | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Study/Subdivision | <input type="checkbox"/> Zoning Change |
| <input type="checkbox"/> Replat | <input type="checkbox"/> Master Plan | <input type="checkbox"/> Annexation |
| <input type="checkbox"/> Amending Plat | <input type="checkbox"/> Specific Use Permit | |
| <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Site Plan | |

Project Information:

Project Name: _____

Project Address: _____

Existing Zoning: _____ Proposed Zoning: _____

Existing Use: _____ Proposed Use: _____

Gross Acres: _____

Applicant Information:

Applicant: _____ Phone: _____

Company: _____ Email: _____

Address: _____

Property Owner: _____

Company: _____ Email: _____

Address: _____

SIGNATURE OF PROPERTY OWNER OR APPLICANT:

Signature: _____
(Letter of Authorization is required if signature is other than property owner)

Print Name: _____
Known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that they executed the same for the purpose and consideration expressed and in the capacity therein stated.

Departmental Use Only:

Project#: _____

Payment Date: _____

Total Fee(s): _____

Receipt#: _____

Date sent to
City Planner/City Engineer: _____

Accepted By: _____

Given under my hand and seal of office on this _____ day of _____ 2026

Notary Public

- (10) On behalf of the City, the City Attorney shall, when directed by the City Council, institute appropriate action in a court of competent jurisdiction to enforce the provisions of this UDC or the standards referred to herein with respect to any violation thereof which occurs within any area subject to all or part of the provisions of this UDC.
- (11) In addition thereto, any abutting owner or lessee or other person prejudicially affected by the violation of the terms of this UDC may resort to any court of competent jurisdiction for any writ or writs, or to obtain such relief, either at law or in equity, as may be deemed advisable in these premises.
- (12) The provisions of this section shall not be construed to prohibit the issuance of permits for any lots upon which a residential building exists and was in existence prior to passage of this UDC, nor to prohibit the repair, maintenance, or installation of any street or public utility services for, to or abutting any lot, the last recorded conveyance of which prior to passage of this UDC was by metes and bounds, and/or any subdivision, or lot therein, recorded or unrecorded, which subdivision was in existence prior to the passage of this UDC.

C. PRE-APPLICATION CONFERENCE

Prior to the official filing of an application for approval of a plat or plan for a subdivision, the subdivider, at his/her option, may consult with and present a proposed plan for the subdivision to the City Manager for comments and advice on the procedures, specifications, and standards required by the City for the subdivision of land. At such a meeting the City staff will be able to make any suggestions that would direct the proposed subdivision toward desirable objectives and possibly prevent unnecessary work and expense if objectives are not met. This step does not require formal application or fee. No vesting shall occur under this SECTION 8C in accordance with SECTION 1F of this UDC.

D. APPLICATION REQUIRED

Any proposed plan for subdivision or development of a property under this section shall be accompanied by a completed application for the proposed development. No vesting shall occur in accordance with SECTION 1F of this UDC until a completed application has been submitted in accordance with the requirements of this SECTION 8.

E. SUBDIVISION MASTER PLAN

(1) General

Where required by SECTION 8F, a subdivision master plan shall be prepared and submitted in accordance with this SECTION 8E.

(2) Submittal Requirements for Subdivision Master Plan

An application for a subdivision master plan shall include the following information and documents:

(a) Completeness Requirements

- 1) Appropriate fees;

- 2) Application signed and notarized by owner;
- 3) Agent authorization letter;
- 4) Legal metes-and-bounds description;
- 5) Subdivision master plan checklist;
- 6) Traffic Impact Analysis Determination form;
- 7) 15 folded black-line or blue-line copies at 18"X24" or 24"X36";
- 8) One (1) folded 11"X17" reduction of each exhibit;
- 9) One (1) CD containing a digital copy of the plan in PDF format;
- 10) Completed application for street name approval; and
- 11) Certified copy of a tax certificate for the subject property.

(b) Technical Requirements

- 1) Location/Vicinity map with north arrow;
- 2) Title Block located in lower right corner, including subdivision name, acreage, complete legal description including survey name and abstract number, City, county and preparation date;
- 3) County recording block;
- 4) Legend, if abbreviations or symbols are used;
- 5) Name, address and phone number of owner, developer, applicant, and surveyor;
- 6) North arrow;
- 7) Graphic and written scale (minimum 1"=100');
- 8) Surveyed property boundaries with bearings and distances;
- 9) Legal metes-and-bounds description with calls matching boundary dimensions and distances;
- 10) Lot dimensions;
- 11) Location of significant natural features, including floodplains, water courses and wooded areas;
- 12) Location of significant man-made features, including railroads, buildings, utilities, or physical features;
- 13) For residential subdivisions, a minimum of two (2) points of public access to existing public streets;
- 14) Right-of-way dedications or reservations;
- 15) Location of existing and proposed Federal Emergency Management Agency (FEMA) 100-year floodplain limits with elevations;
- 16) Existing and proposed topography at five foot (5') contour intervals including drainage channels and creeks;

- 17) Outline of all property offered to be dedicated to the City for park land dedication;
- 18) Outline of all property to be maintained as private park land;
- 19) Land use, zoning, subdivision name, owner name and address, and recording information for all adjacent properties;
- 20) Schematic layout of tract to be subdivided, any remainder tract, and relationship of proposed subdivision to adjacent properties and existing adjoining development;
- 21) Designation of each phase of development, the order of development, and a schedule for the development of each phase;
- 22) Table indicating the phasing, acreage, land uses, zoning, and anticipated number and type of dwelling units for each phase;
- 23) Arterial, collector, and local street layout;
- 24) Provision for water, wastewater and storm drainage facilities to serve the development;
- 25) Any additional information as requested to clarify the proposed development;
- 26) Provide the following notes:
 - a) The thoroughfare alignments shown on this exhibit are for illustration purposes and do not set the alignment. Alignment is determined at time of final plat;
 - b) According to Flood Insurance Rate Map, Panel _____, dated _____, a 100-year floodplain {does or does not} exist on this site;
 - c) All private open space, common areas, greenbelts, drainage easements, etc. are the responsibility of the developer or its successors and/or assigns; and
 - d) State any and all waivers requested for the master plan; and
- 27) Provide the following acknowledgements and certificates:
 - a) Approval of City Planning and Zoning Commission
 This master plan of the _____ development has been submitted to and considered by the City Planning and Zoning Commission of the City of Crandall, Texas and is hereby approved by such Commission.
 Dated this _____ day of _____, 20____
 By: Chairperson _____
 Secretary _____
 - b) Certificate of Surveyor
 State of Texas

County of _____

I, the undersigned, a registered professional land surveyor in the State of Texas, hereby certify that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.

(Surveyor's Seal) _____

Registered Professional Land Surveyor

c) Certificate of Engineer

State of Texas

County of _____

I, the undersigned, a licensed professional engineer in the State of Texas, hereby certify that proper engineering consideration has been given to this plat.

(Engineer's Seal) _____

Licensed Professional Engineer

F. SUBDIVISION MASTER PLAN PROCESS

(1) Applicability

- (a) The provisions of this SECTION 8F are authorized under LGC Chapter 212 and shall be applicable to all areas within the City's limits and throughout the City's ETJ. A subdivision master plan is required to provide for review of certain developments for compliance with the Comprehensive Plan, this UDC, any additional adopted plans (i.e., water, wastewater, transportation, drainage), the compatibility of land uses and the coordination of improvements within and among individual parcels of land or phases of development prior to approval of a preliminary or final plat.
- (b) A subdivision master plan is required for any development meeting the following criteria:
 - 1) The property is undeveloped, is under one (1) ownership, and is greater than fifty (50) acres in size;
 - 2) The proposed subdivision of land is to occur in phases;
 - 3) The proposed subdivision will require off-site road, drainage or utility connections or improvements that will have a substantial impact or effect on other properties or developments; or
 - 4) The property is part of a development agreement.
- (c) If a preliminary plat encompasses the entire development, a subdivision master plan will not be required.

(2) Application Requirements

- (a) Application Required

Any request for a subdivision master plan shall be accompanied by an application prepared in accordance with the Development Standards.

(b) Accompanying Applications

An application for a subdivision master plan may be accompanied by an application for a preliminary plat for the first phase of development.

(3) Processing of Application and Decision

(a) Submittal

An application for a subdivision master plan shall be submitted to the City Manager. The City Manager shall review the application for completeness in accordance with SECTION 4B(2), of this UDC. The City Manager shall forward a copy of the proposed plan to other appropriate officials or personnel for review and recommendation. The City Manager shall notify the applicant of items requiring correction or attention before providing a recommendation on the application. After appropriate review, the City Manager shall forward a written recommendation to the Commission for consideration.

(b) Decision by the Planning and Zoning Commission

The Commission shall consider the proposed subdivision master plan. The Commission shall act on the plat within thirty (30) days after the date a complete application is filed. The Commission may vote to approve, approve with conditions, or deny the proposed subdivision master plan. The applicant may appeal the decision of the Commission to the City Council for consideration. The City Council shall act on an appeal within thirty (30) days after the date of the Commission's action.

(c) Acceptance of Subdivision Master Plan

Approval of a subdivision master plan by the Commission shall be deemed as an expression of the approval of the layout submitted on the master plan as a guide to the final design of streets, water, sewer and other required improvements and utilities and to the preparation of a preliminary plat in accordance with the requirements of this UDC.

(4) Criteria for Approval

The Commission, in considering final action on a subdivision master plan, should consider the following criteria:

- (a) The subdivision master plan is consistent with all zoning requirements for the property or any development regulations approved as part of a development agreement;
- (b) The proposed provision and configuration of roads, water, wastewater, drainage and park facilities are adequate to serve each phase of the subdivision;

- (c) The schedule of development is feasible and prudent, and assures that the proposed development will progress to completion within the time limits proposed;
 - (d) If the land lies within a PD or is part of an approved development agreement, the proposed subdivision master plan conforms to the PD regulations and is consistent with the incorporated conceptual plan or any development regulations contained in the approved development agreement;
 - (e) The location, size and sequence of the phases of development proposed assure orderly and efficient development of the land subject to the plan; and
 - (f) No application made under these provisions will receive final approval until all taxes owed to the City of Crandall on the subject property have been paid in full.
- (5) Expiration and Extension
- (a) Expiration

The approval of a subdivision master plan shall remain in effect for a period of two (2) years from the date the application was approved or conditionally recommended by the Commission and approved by the Council, during which period the applicant shall submit and receive approval for a preliminary plat for any portion of the land subject to the subdivision master plan. If a preliminary plat has not been approved within the two (2)-year period, the subdivision master plan approval, unless extended, shall expire and the plan shall be null and void.
 - (b) Extension

At the request of the property owners or their representative, the expiration date for approval of a subdivision master plan may be extended by the Commission for a period not to exceed one (1) year. A subdivision master plan is not subject to reinstatement following expiration.
- (6) Revisions Following Approval of Subdivision Master Plan
- (a) Minor Changes

Minor changes in the design of the subdivision subject to a subdivision master plan may be incorporated in an application for approval of a preliminary plat without the necessity of filing a new application for approval of a subdivision master plan. Minor changes shall include adjustment in street or alley alignments, lengths, and paving details, and adjustment of lot lines that do not result in creation of additional lots, provided that such changes are consistent with any approved prior applications.
 - (b) Amendments

All other proposed changes to the design of the subdivision subject to an approved subdivision master plan shall be deemed major amendments that require submittal and approval of a new application for approval of a revised subdivision master plan before approval of a preliminary plat.

G. PRELIMINARY PLAT

(1) General

Where required by SECTION 8H of this UDC, a preliminary plat shall be prepared and submitted in accordance with this SECTION 8G.

(2) Submittal Requirements for Preliminary Plat

An application for a preliminary plat shall include the following information and documents:

(a) Completeness Requirements

- 1) Appropriate fees;
- 2) Application signed and notarized by owner;
- 3) Agent authorization letter;
- 4) Legal metes-and-bounds description;
- 5) Preliminary plat checklist;
- 6) Traffic Impact Analysis Determination form;
- 7) Tree survey;
- 8) 15 folded black-line or blue-line copies at 18"X24" or 24"X36";
- 9) One (1) folded 11"X17" reduction of each exhibit;
- 10) One (1) CD containing a digital copy of the plat in PDF format;
- 11) Completed application for street name approval;
- 12) Preliminary drainage plan; and
- 13) Certified copy of a tax certificate for the subject property.

(b) Technical Requirements

- 1) Location/Vicinity map with north arrow;
- 2) Title block located in lower right corner, including subdivision name, acreage, complete legal description including survey name and abstract number, City, county and preparation date;
- 3) Legend, if abbreviations or symbols are used;
- 4) Name, address and phone number of owner, developer, applicant, and surveyor;
- 5) North arrow;
- 6) Graphic and written scale (minimum 1"=100');
- 7) Surveyed property boundaries with bearings and distances;