

AN ORDINANCE OF THE CITY OF HOLLAND, TEXAS

AMENDED ORDINANCE NO. 09\*16\*19

AN ORDINANCE OF THE CITY OF HOLLAND, TEXAS  
ADOPTING A PROCEDURE FOR REVIEW AND APPROVAL  
OF SUBDIVISION PLATS; PROVIDING DEFINITIONS;  
PROVIDING A SEVERABILITY CLAUSE, PROVIDING  
SAVINGS, EFFECTIVE DATE AND OPEN MEETINGS  
CLAUSES, AND PROVIDING FOR RELATED MATTERS.

**WHEREAS**, the City Council of the City of Holland , Texas desires to adopt amendments to its subdivision ordinance to implement the changes in Chapter 212, Texas Local Government Code adopted by the Texas Legislature as House Bill 3167; and

**WHEREAS**, the City finds it necessary to amend the subdivision ordinance and adopt the amendments set forth in this ordinance;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOLLAND, TEXAS, THAT:**

**Section 1.** **Findings of Fact.** The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact.

**Section 2.** **Adoption of Definitions.** Ordinance No. 4\*12\*3 ORD 99 Section No. 1, City of Holland Code of Ordinances (the “Subdivision Ordinance”) is amended by adding the following definitions:

***Application*** refers to an application for a plan or plat approval under this Ordinance, which includes the plan or plat package, and unless context dictates otherwise, will include the Resubmittal Application for a plan or plat.

***Applicant*** means a person applying for plan or plat approval under this Ordinance.

***City Staff*** means the City Engineer, Planning Director, or other consultant or staff person designated by the City Manager/City Administrator to review and approve construction plans.

***Filing Date*** means, with respect to plan or plat, the date that plan or plat are determined to be complete and are accepted for review by the City. With respect to plats or plans that must be acted upon by the Council after action by the Commission, the Filing Date for the purposes of the deadline for Council action shall be the date of Commission action.

***Municipal Authority*** means the entity responsible for approving plats or plans governed by this Ordinance and as specified in the City’s Subdivision Ordinance. Unless otherwise provided, City Staff, as further specified in this ordinance, is responsible for approving Construction Plans.

***Plan or Plat.*** The phrase “plan or plat” or “plat or plan” when used in this Ordinance refers to Concept Plans, Preliminary Plats, Construction Plans, Final Plats, Minor Plats, Short Form Final Plats, and Amending Plats. Specifically, the term “plan” refers to Construction Plans and the term “plat” refers to Concept Plans, Preliminary Plats, Final Plat, Short Form Final Plat, or Amended Final Plat.

***Resubmittal Application*** means the application for a plan or plat resubmitted to the City following the disapproval or conditional approval of the original application or a Resubmittal Application that satisfies each condition of a conditional approval or remedies the reasons for disapproval.

***Resubmittal Date*** means the date that a Resubmittal Application is determined to be complete and is accepted for review by the City.

***Subdivision Ordinances*** means Ordinance No. 4\*12\*3 ord 99.

**Section 3. Review and Approval Procedures.** The Subdivision Ordinance is hereby amended to adopt the following procedures for review and approval of plats and plans:

**1. General Procedures.**

- a) **Action on Plats and Plans.** Plats and Plans for the development of land within the scope of this Ordinance shall be drawn and submitted to the Municipal Authority for their approval, conditional approval, or disapproval, as provided herein. If an Application is approved with conditions or disapproved, the Municipal Authority shall provide or cause to be provided to the Applicant a written statement for the conditions for approval or reasons for disapproval that clearly articulate each specific condition for the conditional approval or reason for disapproval. Each condition or reason specified in the written statement shall include a citation to the law or ordinance that is the basis for the conditional approval or disapproval, as applicable. In the event that a Municipal Authority subject to quorum requirements fails to act due to lack of a quorum at the meeting at which an Application is posted for action, then: (i) the Application will be deemed approved if it meets the requirements of this Ordinance and applicable state law and was recommended for approval by City Staff; or (ii) the presiding officer of the Municipal Authority is authorized to disapprove an Application that is recommended by City staff to be disapproved due to failure to comply with this Ordinance or applicable law.
- b) **Commencement of Construction.** Notwithstanding any provision of this Ordinance to the contrary, an Applicant shall not commence construction activities within the City's jurisdiction before first obtaining all of the City approvals required by this Ordinance.
- c) **Pre-Development Meeting.** The applicant is required to attend a pre-development meeting with city staff to help familiarize the Applicant with applicable codes and regulations before submission of the first plat or plan Application. The City Manager/City Administrator or designee may waive this requirement if they deem that the meeting is not necessary.

- d) **General Subdivision Process.** Generally, the subdivision process is comprised of four (4) individual steps, consisting of the Concept Plan, the Preliminary Plat, Construction Plans, and the Final Plat. Each step of the development process has established deadlines and expirations that must be met in order for the Application and any approval(s) granted to remain valid, in effect and eligible to continue to the next step of, or to complete, the development process. Compliance with each such established deadline constitutes a separate required performance and approval.
- e) **Submittal Schedule.** The City Staff shall prepare an Application submittal schedule. This submittal schedule shall be reviewed and approved by the Commission annually. Applications will only be accepted for submittal or resubmittal on the days authorized by the schedule approved by the Commission. The City Staff is authorized to adjust an approved schedule to accommodate holidays, City Hall closures, and cancelled or special called meetings.
- f) **Application Forms.** The City Staff shall prepare Application forms which shall include a checklist of the required information and documents that are required to be submitted by Applicants in order for an Application to be accepted as complete for review and processing under this Ordinance. The City Staff shall update the Application from time to time as required due to amendments to this Ordinance, state law, or applicable technical codes and manuals. The Commission shall review and approve the Application forms and amendments prepared by the City Staff from time to time.
- g) **Application Completeness Review.**
- i. City staff shall review all Applications for completeness and either accept the Application as complete or reject the Application and provide the Applicant with written notice of rejection that specifies the reasons for rejection within ten (10) business days of the date the Application is submitted. An Application will be considered complete if it is submitted in the required form, includes all information certificates, plans, documents, and instruments required in the Application and by this Ordinance, and is accompanied by the applicable fees. All Applications shall also include a list of any requested variance or exceptions from the City's Ordinance. Resubmittal Applications are also subject to this Subsection (g). An Application that is facially not complete, i.e. does not include completed forms, the information or documents required in the Application are lacking, or it is not accompanied by the applicable fees will not be accepted by the City. If, after additional review, the Application is determined to be incomplete, the City Staff shall provide written notice of the rejection of the Application that includes a description of the Application's deficiencies. No further processing of the Application will occur until the deficiencies are corrected.
  - ii. The following are additional requirements for acceptance of an Application:
    - A. **Required Number of Copies.** The required number of copies of Applications and its components, having the form and content specified in this chapter for the plat package shall be as follows: **Three (3) Copies.**
    - B. **Concept Plan.** In addition to the items required on the Concept Plan Application and checklist: Traffic Impact Analysis

- C. **Preliminary Plan.** In addition to the items required on the Preliminary Plat Application and checklist: Traffic Impact Analysis
  - D. **Replat Application.** In addition to the items required on the Preliminary Plat Application and checklist: Traffic Impact Analysis
  - E. **Construction Plans.** In addition to the items required on the Construction Plan Application and checklist, the following must be reviewed and approved prior to the submittal of the Construction Plan Application and submitted with the Application in order for it to be accepted as complete, unless the City Staff determines that one of the items is either not needed or may be reviewed concurrently to process the Construction Plan Application: Traffic Impact Analysis
  - F. **Final Plan.** In addition to the items required on the Final Plan and checklist: Traffic Impact Analysis
- h) **Order of Acceptance.** No Preliminary Plat shall be accepted for filing until the Concept Plan has been approved. No Final Plat or Construction Plans shall be accepted for filing until the Preliminary Plat has been approved. Any Plans or Plats tendered to the City prior to receiving the appropriate approvals as provided in this section shall not be accepted as received.
- i) **Resubmittal Applications.** Resubmittal Applications are subject to the completeness review process set forth in this section. In addition to containing the portions of the original application that are being modified, the Resubmittal Application shall include a transmittal letter that describes how each reason for disapproval of the particular Plat or Plan that is the subject of the Resubmittal Application is being remedied or how each condition of a conditional approval is being satisfied, as applicable, and identifying the location in the Resubmittal Application where each remedy or response to a condition can be found. The transmittal letter shall further identify whether any other changes to the Application have been made other than those necessary to respond to the reasons for disapproval. A Resubmittal Application that modifies the original Application beyond what is required to satisfy a conditional approval or to remedy reasons for disapproval shall be considered a new Application and must be accompanied by the required Application fee and will be reviewed and processed in accordance with the deadlines and procedures applicable to initial Applications, including but not limited to the thirty (30) day approval deadlines. Except for Construction Plan Applications, Resubmittal Applications submitted for the purpose of satisfying a conditional approval or to remedy the reasons for disapproval of a Resubmittal Application shall be accompanied by the applicable Resubmittal Application Fee.
- j) **Incomplete Application Expirations.** An Application shall expire on the 45th day after the date the Application is submitted to the City if:
- i. the Applicant fails to provide documents or other information necessary to comply with requirements relating to the form and content of the Application set forth in this Ordinance;
  - ii. within ten (10) business days of the date the Application is submitted to the City, the City provides the Applicant written notice of the failure that specifies the

necessary documents or other information that are missing from the Application and the date the Application will expire if the documents or other information is not provided; and

- iii. the Applicant fails to provide the specified documents or other information within the time provided in the notice.

**k) Processing of Applications Accepted for Filing.**

- i. Prior to the Commission meeting at which the Concept Plan is to be heard, City Staff shall review the plan for consistency with City codes, policies and plans.
- ii. The Application shall be scheduled for consideration by the Municipal Authority within thirty (30) days of the Application Filing Date (or within the applicable extension period if an extension is granted), or within fifteen (15) days of the Resubmittal Date, as applicable. For Applications acted upon by the City Council in addition to the Municipal Authority, the Application shall be scheduled for consideration by the Council within thirty (30) days of the Municipal Authority's action on the Application (or within the applicable extension period if an extension is granted), or within fifteen (15) days of Commission's action on a Resubmittal Application, as applicable.
- iii. City staff shall prepare a report analyzing the Application and recommending action on the Application. If the recommended action is disapproval or conditional approval, the report shall include the reasons for disapproval or the conditions for approval, as applicable, and citations to the law or ordinance that is the basis for disapproval or the conditional approval.

**l) Approval, Disapproval, Conditional Approval.**

- i. **Initial Application.** The Municipal Authority shall take action on the Application within thirty (30) days of the Filing Date. The failure of the Municipal Authority to act within thirty (30) days of the Filing Date (or within sixty (60) days of the Filing Date where an extension has been granted), shall be deemed an approval of the Plan or Plat by the respective body, except as otherwise agreed to by the Applicant pursuant to Section 4.
- ii. **Resubmittal Application.** After disapproval or conditional approval of an Application, the Applicant may submit a Resubmittal Application that addresses each condition of approval or remedies each reason for disapproval provided.
- iii. **Action on Resubmittal Application.** The Municipal Authority shall take action on the Resubmittal Application within fifteen (15) days of Resubmittal Date. If the City Council also approves an Application, the Council, within fifteen (15) days of the date of action on the Application by the Municipal Authority, shall take action on the Application. The failure of either the Municipal Authority to act within fifteen (15) days of the Resubmittal Date (or the Council to act within fifteen (15) days of action on the Resubmittal Application by the Commission, as applicable), shall be deemed an approval of the Plan or Plat by the Municipal Authority, if the Resubmittal Application satisfies all conditions of a conditional approval or remedies all reasons for disapproval, except as otherwise requested by the Applicant and approved by the Municipal Authority pursuant to Section 4.

**m) Application Expiration.**

- i. An Application shall expire six (6) months after the date that all initial staff review comments from all reviewing departments have been issued on the Application if the Application is not approved due to the Applicant's failure to cause the Application to comply with applicable city regulations.
- ii. The Planning Department may grant one six (6) month extension if the Applicant can show substantial progress in obtaining approval of the Application. Substantial progress shall consist of, at a minimum, a resubmission of the Application and all relevant materials by the Applicant that address all initial staff review comments from all reviewing departments.
- iii. After expiration of an Application, any new Application will be required to be resubmitted as a new Application including re-paying all of the fees associated with this process.

- n) Approval Does Not Waive Compliance.** Approval of a Plan or Plat under this Ordinance does not waive any requirement or regulation under this Ordinance or an applicable City Code unless a waiver, exemption, or variance to such requirement or regulation is granted by the City employee, official, or body authorized to grant such waiver, exemption, or variance.

**Section 4. Requests for Extension of Approval Deadline or Waivers of Procedures.**

- a) The Applicant may request an extension of the thirty (30) day approval deadlines set forth in this Ordinance by requesting an extension on the Application form. The extension request will be considered by the Municipal Authority responsible for approving the particular Plan or Plat Application. Approval of an extension request will extend the deadline for approval of a Plan or Plat by thirty (30) days.
- b) The Applicant may also request in writing the waiver of a deadline or procedure set forth in this Ordinance. If approved by the Municipal Authority, the waiver shall be documented by letter agreement or other form of agreement approved by the Municipal Authority.

**Section 5. Conditions for issuing a building permit, issuing a site development permit, or accepting improvements.** No improvements to be accepted by the City for ownership, maintenance and operation shall be accepted; no building permit shall be issued for any new structure or change, improvement or alteration of any existing structure, on any lot or tract of land; no site development permit shall be issued for any lot or tract of land; and no municipal utility service will be furnished to such lot or tract which does not comply with the provisions of this Ordinance and all applicable provisions of the City's Ordinances, except as herein exempted or specifically exempted by the City Council or upon the written Application and approval of a variance. Every official and employee of the city vested with the duty or authority to issue an approval, permit or certificate shall not issue an approval, permit or certificate for any Application, plan, plat, use, building, improvement, or purpose that conflicts with any provision of this Ordinance. Any approval, permit, or certificate issued in conflict with the provisions of this Ordinance shall be null and void.

**Section 6. Notification and Public Hearing.** The notification provisions of this subsection apply to replat Applications that were limited by the following during the past five (5) years:

interim or permanent zoning classification for a residential use not more than two (2) residential units per lot; or limited by deed restrictions to residential use for not more than two (2) residential units per lot. All owners of property (as determined by the most recent municipal tax rolls from the County Appraisal District), any part of which is located within two hundred (200) feet of the perimeter of the land to be developed, shall be notified by mail.

- a) The Applicant shall post signs along contiguous rights-of-way at each corner of the development and at intervals that do not exceed three hundred (300) feet between said corners. Signs must be in accordance with the City Standard Details and Specifications. Signs must be posted at least fifteen (15) days before the first public hearing but shall not be posted more than thirty (30) days in advance of the first public hearing.
- b) The City shall mail public notification forms, postmarked not fewer than fifteen (15) days prior to the appropriate Commission hearing, to the owners of all property, any part of which is located within two hundred (200) feet of the perimeter of the property included within the Concept Plan.

**Section 7. Conflicting Ordinances.** All ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the City, the terms and provisions of this ordinance shall govern.

**Section 8. Savings Clause.** All rights and remedies of the **City of Holland** are expressly saved as to any and all violations of the provisions of any ordinances affecting subdivision within the City which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

**Section 9. Effective Date.** This ordinance shall take effect September 16, 2019 and in accordance with the provisions of the Tex. Loc. Gov't. Code. This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Tex. Loc. Gov't. Code. This ordinance shall apply to Plat or Plan Applications filed on or after September 16, 2019.

**Section 10. Severability.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable and, if any phrase, sentence, paragraph or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this ordinance of any such invalid phrase, clause, sentence, paragraph or section. If any provision of this Ordinance shall be adjudged by a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision, and to this end the provisions of this Ordinance are declared to be severable.

**Section 11. Open Meetings.** It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act.

PASSED AND APPROVED on the 18 day of May 2020.

THE CITY OF HOLLAND, TEXAS

ATTEST:

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Secretary



## **CONSTRUCTION PLAN COMPLETENESS CHECK REQUIREMENTS**

The applicant is **required** to attend a Pre-development Meeting prior to the submittal of the application. Please contact the Planning Department to schedule the meeting by emailing: [pkreinleder@cityofholland.org](mailto:pkreinleder@cityofholland.org)

**SUBMITTALS ARE ONLY ACCEPTED ON SELECT DAYS. PLEASE REFER TO THE CITY OF HOLLAND SUBMITTAL CALENDAR FOR SUBMITTAL DATES AND DEADLINES.**

Drawings shall be on twenty-four inch by thirty-six-inch (24"x36") sheets at generally accepted horizontal and vertical engineering scales.

Construction plans shall include all on and off-site improvements required to serve the proposed development as indicated on the approved Preliminary Plat and in compliance with applicable ordinances, codes, standards and policies of the City, and other applicable governmental entities. All Construction Plans shall be signed and sealed by a registered professional engineer, licensed to practice in the State of Texas.

If the construction plans do not conform to the approved preliminary plat, a redline document identifying all changes shall be provided and approved prior to the submittal of the final plat application. Staff will determine if the changes require a formal revision to the preliminary plat.

*Please note that this checklist is intended to describe the general scope of construction plan applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All ordinance references are to the Subdivision Ordinance unless otherwise specified.*

### **REQUIRED ITEMS FOR SUBMITTAL PACKAGE**

1. An approved Preliminary Plat is required prior to submitting construction plans.
2. Completed application.
3. Confirmation that a predevelopment meeting was conducted.
4. Each section heading represents plan sheets associated with the submittal. The following sheets shall be included in the following order:
  - Cover Sheet
  - City Standard Construction Notes
  - Final Plat
  - Existing Conditions & Demolition Plan
  - Erosion & Sedimentation Control Plan
  - Streets & Roadway Systems Sheets
  - Grading Plan Sheets
  - Drainage Improvements Sheets
  - Water Distribution System Sheets
  - Wastewater Collection System Sheets
  - Traffic Control, Street Lights, & Signage Plan
  - Sidewalk Plan

Standard Details

- \_\_\_ 5. All sheets shall be numbered in numeric order without letters (e.g. 1, 2, 3, etc.), not C-1, E-1, etc. These numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.
- \_\_\_ 6. A geotechnical report for the proposed site.
- \_\_\_ 7. Attendant documents containing design computations in accordance with the Subdivision Ordinance, and any additional information required to evaluate the proposed drainage improvements.
- \_\_\_ 8. A copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.
- \_\_\_ 9. Design Criteria. Final design criteria, reports, calculations, and all other related computations, if not previously submitted with the Preliminary Plat.
- \_\_\_ 10. A cost estimate (Engineer's OPCC) of each required improvement, prepared, signed and sealed by a professional engineer licensed to practice in the State of Texas.
- \_\_\_ 11. Effective November 15, 2017 – A Storm Water Pollution Prevention Plan (SWPPP) is required to be submitted for all developments that will disturb one (1) or more acres or that propose 10,000 square feet or more of impervious cover.
- \_\_\_ 12. Documentation should be provided that a TIA has been approved for the project and that TIA mitigation fees have been paid. If TIA mitigations are not required, documentation should be provided stating that mitigations are not required.

## **PRELIMINARY PLAT COMPLETENESS CHECK REQUIREMENTS**

The applicant is **required** to attend a Pre-development Meeting prior to the submittal of the application. Please contact the Planning Department to schedule the meeting by emailing: [pkreinleder@cityofholland.org](mailto:pkreinleder@cityofholland.org)

### **SUBMITTALS ARE ONLY ACCEPTED ON SELECT DAYS. PLEASE REFER TO THE CITY OF HOLLAND SUBMITTAL CALENDAR FOR SUBMITTAL DATES AND DEADLINES.**

A Preliminary Plat shall be provided and drawn on eighteen by twenty-four-inch (18"x24") sheet(s) at a scale of one (1) inch equals one hundred feet (1 " = 100') with all dimensions labeled accurately to the nearest foot. When more than one (1) sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at a scale of one (1) inch equals four hundred feet (1 " = 400') shall be attached to the plat.

### **REQUIRED ITEMS FOR SUBMITTAL PACKAGE**

1. Approved Concept Plan.
2. Completed application.
3. Labels for mail notifications, including the owner's name, address, deed or plat reference and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax rolls.
4. A copy of the APPROVED TIA is required to be submitted. Documentation of approval of the TIA should be provided.
5. Confirmation that a predevelopment meeting was conducted.
6. A drainage study, consisting of a Drainage Area Map with contours, location and capacities of existing and proposed drainage features, and calculations in accordance with the Subdivision Ordinance.
7. Utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements.
8. A letter of certification, when applicable, that the plat has been submitted to the County for review (applicable to all projects proposing septic systems and/or containing any portion of the regulatory one hundred (100) year floodplain outside of the City limits).
9. A summary letter stating briefly the type of street surfacing, drainage, water and wastewater facilities proposed, and declaring the intent to either dedicate park land or pay fees-in-lieu of said dedication if such dedication or fees apply.
10. A letter requesting any variances from the provisions of the Subdivision Ordinance.

### **AMENDED FINAL PLAT COMPLETENESS CHECK REQUIREMENTS**

The applicant is required to attend a Pre-development Meeting prior to the submittal of the application. Please contact the Planning Department to schedule the meeting by emailing: [pkreinheder@cityofholland.org](mailto:pkreinheder@cityofholland.org)

**SUBMITTALS ARE ONLY ACCEPTED ON SELECT DAYS. PLEASE REFER TO THE CITY OF HOLLAND SUBMITTAL CALENDAR FOR SUBMITTAL DATES AND DEADLINES.**

One copy of the Amended Final Plat shall be provided and drawn on eighteen inch by twenty-four-inch (18"x24") sheets at a scale of one (1) inch equals one hundred feet (1"=100') with all dimensions labeled accurately to the nearest one-tenth (1/10) of a foot. When more than one (1) sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at a scale of one (1) inch equals four hundred feet (1" = 400') shall be attached to the plat.

The Amended Plat may be submitted without re-approval of a Preliminary Plat or Construction Plans. The Amended Plat, prepared by a surveyor, and engineer if required, and bearing their seals shall be submitted to the City for approval before recordation of the plat.

#### **REQUIRED ITEMS FOR SUBMITTAL PACKAGE**

1. Completed application.
2. Confirmation that a predevelopment meeting was conducted.
3. Where new streets are being created and named, the applicant must have documentation from Bell County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County.
4. Developer shall include a copy of the approved application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.
5. Certification from all applicable taxing authorities that all taxes due on the property have been paid. (Current Tax Certificate).
6. One copy of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.
7. Labels for mail notifications, including the owner's name, address, deed or plat reference and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax rolls.

## **SHORT FORM FINAL PLAT COMPLETENESS CHECK REQUIREMENTS**

The applicant is **required** to attend a Pre-development Meeting prior to the submittal of the application. Please contact the Planning Department to schedule the meeting by emailing: [pkreinleder@cityofholland.org](mailto:pkreinleder@cityofholland.org)

**SUBMITTALS ARE ONLY ACCEPTED ON SELECT DAYS. PLEASE REFER TO THE CITY OF HOLLAND SUBMITTAL CALENDAR FOR SUBMITTAL DATES AND DEADLINES.**

Short Form Final Plats shall be provided and drawn on eighteen inch by twenty-four inch (18"x24") mylar sheets at a scale of one (1) inch equals one hundred feet (1"=100') with all dimensions labeled accurately to the nearest one tenth (1/10) of a foot. When more than one (1) sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at a scale of one (1) inch equals four hundred feet (1" = 400') shall be attached to the plat.

**A SHORT FORM FINAL PLAT DOES NOT REQUIRE A CONCEPT PLAN, PRELIMINARY PLAT, OR CONSTRUCTION PLANS. This option may be utilized if the project meets the following conditions:**

- No new public street is necessary for each lot to have access on to a public street.
- Each of the lots is contiguous with at least one other lot in the subdivision for a distance of at least 50 feet.
- No off-site improvements are necessary for utility service or drainage.
- No more than four (4) lots are involved.

### **REQUIRED ITEMS FOR SUBMITTAL PACKAGE**

- \_\_\_ 1. Completed application.
- \_\_\_ 2. Copy of existing deed restrictions or covenants.
- \_\_\_ 3. Copy of certified tax certificate showing all taxes have been paid.
- \_\_\_ 4. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of any utility easements shown on the plat and indicating the utility's intent to serve the property.
- \_\_\_ 5. Confirmation that a pre-development meeting was conducted.
- \_\_\_ 6. Developer shall include a copy of the approved application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.
- \_\_\_ 7. Labels for mail notifications, including the owner's name, address, deed or plat reference and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax rolls.

## **FINAL PLAT COMPLETENESS CHECK REQUIREMENTS**

The applicant is **required** to attend a Pre-development Meeting prior to the submittal of the application. Please contact the Planning Department to schedule the meeting by emailing: [pkreinleder@cityofholland.org](mailto:pkreinleder@cityofholland.org)

**SUBMITTALS ARE ONLY ACCEPTED ON SELECT DAYS. PLEASE REFER TO THE CITY OF HOLLAND SUBMITTAL CALENDAR FOR SUBMITTAL DATES AND DEADLINES.**

One copy of the Final Plat shall be provided and drawn on eighteen inch by twenty-four-inch (18"x24") sheets at a scale of one (1) inch equals one hundred feet (1"=100') with all dimensions labeled accurately to the nearest one tenth (1/10) of a foot. When more than one (1) sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at a scale of one (1) inch equals four hundred feet (1" = 400') shall be attached to the plat.

### **REQUIRED ITEMS FOR SUBMITTAL PACKAGE**

1. Approved construction plans are required prior to submitting the final plat.
2. Completed application.
3. Confirmation that a predevelopment meeting was conducted.
4. Where new streets are being created and named, the applicant must have documentation from Bell County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County.
5. Developer shall include a copy of the approved application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.
6. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property, except that said letters are not required if the easements conform to those approved on the Preliminary Plat.
7. Any materials or documents required by the Commission and/or Council as a condition of Preliminary Plat approval.
8. A letter requesting any variances from the provisions of this Ordinance, if not previously approved as part of the Preliminary Plat, and posted pursuant to the requirements the Subdivision Ordinance.
9. Certification from all applicable taxing authorities that all taxes due on the property have been paid. (Current Tax Certificate).
10. One copy of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.