

The following items must be received **no later than 3:00 PM on the application submittal date** (refer to schedule) and are required in order to be deemed a complete submittal. Applications will only be accepted on submittal dates and will not be accepted later or earlier than dates per the submittal schedule. If the application is deemed incomplete, a formal letter shall be provided to the applicant / agent no later than 3 business days following the initial submittal date.

All applications shall be submitted electronically to: DevServ@burlesontx.com or on an electronic media transfer device .

**PP - Preliminary Plat; FP - Final Plat; RP - Replat; MP - Minor Plat; AP - Amended Plat;
CSP - Commercial Site Plan; ANNEX – Annexation; Z/SUP - Zoning/Specific Use Permit,**

									ITEM REQUIRED IF NOTED	
P P	F P	R P	M P	A P	C S P	A N N E X	Z / S U P			
									X = Required O = Strongly Encouraged	
X					X				Preliminary Water, Sewer and Drainage Plan - <i>prepared, sealed, signed, and dated by a certified engineer.</i>	
	X	X							<p>Required: Preliminary Construction Plans (1-full size, 1-11x17", electronic) prepared, signed, sealed, and dated by a professional licensed engineer.</p> <p>Optional: Final Construction Plans may be submitted but will not follow the schedule for plat review Staff shall have a minimum of 20 working days to review and provide comments for final construction plans.</p> <p>NOTE: If no public improvements are proposed, then a utility/drainage exhibit is required.</p>	
		X	X	X					Utility and Drainage Exhibit- <i>Must be provided on SEPARATE copy of submitted plat.</i>	
		X	X	X					Letter from water company providing service to property with size(s) and location(s) of water line(s) and approximate location of nearest fire hydrant	
		X	X	X					Letter from fire department providing fire protection to property	
X						O			Connectivity Plan	
X	X				X			O	Traffic Impact Analysis -TIA (See Section 5.2B, Subdivision and Development Ordinance) - Upon review of the proposed project, a modified traffic analysis may be required.	
					X			O	Landscape Plan and Building Elevations	
X	X	X	X	X					Original tax certificate showing no delinquent taxes for each property being platted	
X	X	X	X	X	X			X	Electronic media (or email) containing all plans .pdf format; all plans must be based on State Plan coordinate system, if possible use NAD83'	
X	X	X	X	X		X	X	X	A clear and legible metes and bounds description of the property	
								X	Conceptual Site Plan	
						X			Letter from owner stating reason for annexation request and total acreage to be annexed.	
X	X	X	X	X	X	X	X	X	Payment per the schedule on the second page	
X	X	X	X	X	X	X	X	X	Application and zoning/comprehensive plan acknowledgment signed by Applicant/Owner.	

Additional documents may be required once staff has reviewed the submittal, which may result in a delay of the case moving forward for consideration by the Planning and Zoning Commission and the City Council. These documents may include but are not limited to detention study, flood study, LOMR preparation, additional information regarding a TIA, etc.

Annexation letter template can be found on the City of Burleson website at: [Annexation Requests | Burleson, TX - Official Website \(burlesontx.com\)](http://www.burlesontx.com)

A plat may not be considered a *Minor Plat* unless all proposed lot(s) front an existing public street. Any plat proposing access to lot(s) through a private access easement shall be considered a *Final Plat* and will require all documents above if warranted. **Any proposed development located within Johnson County Special Utility District (JCSUD) jurisdiction requires all lot(s) to have direct access to a public street. JCSUD will not provide water services via a private access easement. Any development proposing drive connections to a TxDOT state highway or drainage improvements affecting or discharging into TxDOT's drainage system; shall require at a minimum, conceptual approval from TxDOT prior to forwarding the case to the Planning and Zoning Commission for consideration. City staff will forward all submittals to TxDOT on behalf of the developer.**

Type of Request (Please check the appropriate box to indicate the type of development request):

<input type="checkbox"/> Final Plat (\$500 + \$10/lot Residential) (\$500 + \$15/acre Non-Residential)	<input type="checkbox"/> Zoning Change/SUP <input type="checkbox"/> (\$700) less than 3 acres
<input type="checkbox"/> Replat (\$500 + \$10/lot)	<input type="checkbox"/> (\$900) 3.1 - 10 acres <input type="checkbox"/> (\$1,400) 11 - 29 acres
<input type="checkbox"/> Preliminary Plat (\$850 + \$15/lot Residential) (\$500 + \$20/acre Non-Residential)	<input type="checkbox"/> (\$1,600 + \$15 acre) 30+ acres [max fee up to \$2,800]
<input type="checkbox"/> Minor Plat (\$400)	<input type="checkbox"/> Planned Development (\$1,000 + \$20 per acre)
<input type="checkbox"/> Amending Plat (\$350)	<input type="checkbox"/> Annexation/Disannexation Requests (\$500)
<input type="checkbox"/> Vacating Plat (\$300)	<input type="checkbox"/> Commercial Site Plan (\$500)
<input type="checkbox"/> Waiver/Variance Request (\$250)	<input type="checkbox"/> Commercial Site Plan Amendment (\$250)
Specify Type: <input type="checkbox"/> Masonry Ordinance Waiver Request <input type="checkbox"/> Subdivision Ordinance Waiver Request <input type="checkbox"/> Other (Example: fence, landscape, etc.) <input type="checkbox"/> Zoning Variance Request <input type="checkbox"/> Sign Variance	<input type="checkbox"/> Shopping Center Sign Plan (\$250) <i>All variance and waiver submittals require a summary of the project, why the variance is being requested, and how the proposal meets any applicable approval criteria in city codes. Colored elevations, concept plans, and/or exhibits shall accompany all variance or waiver requests.</i>
Engineering Fees: <input type="checkbox"/> TIA/Traffic Analysis (\$1,250) <input type="checkbox"/> Floor Study (\$1 per foot studied with \$2,000 minimum)	

Purpose of Request (REQUIRED OR APPLICATION WILL NOT BE PROCESSED)

Site Information

Address:	Current zoning:
Description:	
Zip Code:	
Adjoining Streets and/or Nearest Intersection:	Comprehensive Plan/ Future land use designation:

Plat and Subdivision Information

Proposed/Existing Subdivision Name:	
Number of Lots:	
Number of Open Space Lots:	
Total Acreage:	_____ Acres

Commercial Site Plan/Zoning/SUP Applications

Current Zoning:	
Proposed Zoning:	
Proposed Use:	Comprehensive Plan/ Future land use designation:

I hereby certify that this application is in conformance with the requirements of the City's Subdivision Ordinance, as amended and other ordinances, maps, and codes of the City of Burleson that pertain to this submittal. I further certify that all required documents listed on this application have been provided and if the application is deemed incomplete, understand the case may be forwarded to the next submittal date. I understand that it is my responsibility to have the Applicant, Owner or other authorized agent present at the Planning and Zoning Commission and City Council meetings. Should an authorized person not be at the meeting to represent the application, I understand that the Commission or Council may continue this item to a future date to allow for questions regarding the case. I further understand that this request will be placed on the appropriate Planning & Zoning Commission and City Council agendas or other appropriate boards in accordance with the City's current ordinances. I further certify that I have reviewed the applicable zoning district and future land use designation for the subject site as identified within the City of Burleson comprehensive plan: <https://www.burlesontx.com/838/Comprehensive-Plan>

Signature of Applicant or Authorized Agent:	
Date:	
Print name:	

Signature of Owner:	
Date:	
Print name:	

Information of Parties involved (Please indicate the PRIMARY CONTACT)

<u><i>Applicant/Authorized Agent</i></u>	<u><i>Owner</i></u>
Contact Name:	Contact Name:
Company:	Company:
Address:	Address:
Street:	Street:
City/State/Zip:	City/State/Zip:
Telephone:	Telephone:
Email:	Email:
Primary Contact: <input type="checkbox"/> Yes or <input type="checkbox"/> No	Primary Contact: <input type="checkbox"/> Yes or <input type="checkbox"/> No

***NOTE:** If no authorized representative/agent is listed, all correspondence will be sent directly to property owner, and the property owner will be responsible for coordinating requested information/documentation accordingly. *Staff strongly recommends the property owner to list the Surveyor, Architect, Engineer, or coordinating agent as the authorized agent.*

Required documents needed for plat filing:

1. Tax Certificate (showing no delinquent taxes due)
2. Three (3) mylars/**blackline** copies
3. Filing fee as shown below:

Johnson County
\$50/first sheet (Small – 18" x 24") + \$25/each additional sheet
\$80/first sheet (Large – 24" x 36") + \$25/each additional sheet
<ul style="list-style-type: none"> • All copies MUST have original signatures and seals. • Mylars will not be accepted if anything has been erased or if original ink is on the mylars

Development Application Calendar

Application Submittal Mon. 3 pm	Notice of Disapproval or Approval to Applicant Friday 5 pm	P&Z Agenda Posted / Memo to Applicant Fri. 5 pm	P&Z Meeting Tuesday 6:30 pm	City Council Meeting Monday
09/20/21	10/01/21	11/12/21	11/16/21	12/13/21
10/04/21	10/15/21	12/03/21	12/07/21	01/03/22
10/18/21	10/29/21	12/03/21	12/07/21	01/03/22
				01/18/22 *
11/01/21	11/12/21	01/07/22	01/11/22	02/07/22
11/15/21	11/29/21 *	01/07/22	01/11/22	02/07/22
11/29/21	12/10/21	01/07/22	01/11/22	02/07/22
12/13/21	12/27/21 *	01/21/22	01/25/22	02/21/22
12/27/21	01/07/22	02/04/22	02/08/22	03/07/22
01/10/22	01/21/22	02/18/22	02/22/22	03/21/22
01/24/22	02/04/22	03/04/22	03/08/22	04/04/22
02/07/22	02/18/22	03/18/22	03/22/22	04/18/22
02/21/22	03/04/22	04/08/22	04/12/22	05/02/22
03/07/22	03/18/22	04/22/22	04/26/22	05/16/22
03/21/22	04/01/22	05/06/22	05/10/22	06/06/22
04/04/22	04/15/22	05/20/22	05/24/22	06/20/22
04/18/22	04/29/22	06/10/22	06/14/22	07/05/22 *
05/02/22	05/13/22	06/24/22	06/28/22	07/18/22
05/16/22	05/27/22	07/08/22	07/12/22	08/01/22
05/31/22 *	06/10/22	07/08/22	07/12/22	08/01/22
06/13/22	06/24/22	07/22/22	07/26/22	08/15/22
06/27/22	07/08/22	08/05/22	08/09/22	09/06/22 *
07/11/22	07/22/22	08/19/22	08/23/22	09/19/22
07/25/22	08/05/22	09/09/22	09/13/22	10/03/22
08/08/22	08/19/22	09/23/22	09/27/22	10/17/22
08/22/22	09/02/22	10/07/22	10/11/22	11/14/22
09/06/22 *	09/16/22	10/21/22	10/25/22	12/12/22
09/19/22	09/30/22	11/11/22	11/15/22	12/12/22
10/03/22	10/14/22	12/09/22	12/13/22	01/02/23
10/17/22	10/28/22	12/09/22	12/13/22	01/02/23
				01/17/23 *
10/31/22	11/11/22	01/06/23	01/10/23	02/06/23
11/14/22	11/28/22 *	01/06/23	01/10/23	02/06/23
11/28/22	12/09/22	01/06/23	01/10/23	02/06/23
12/12/22	12/23/22	01/20/23	01/24/23	02/20/23
12/27/22 *	01/06/23	02/10/23	02/14/23	03/06/23

*Date Adjusted due to holiday

Listed meeting dates include one round of comments. A second round of comments will move the application to next meeting date. Official filing date shall be the date of "Approval to Applicant" Appendix A, Subdivision and Development, Section 2.5(B.3).

Please note that not all applications require notices to the newspaper and surrounding property owners. Proposed buildings and development plans located in the "Burleson Old Town Overlay District" must be reviewed by the "Burleson old Town Development Standards Review Committee" prior to being scheduled for the Planning and Zoning Commission and City Council agenda's.