



**Site Development Plan – Application Checklist**  
*Incomplete submissions will NOT be accepted*

**Application Completeness Requirements:**

- Development Application signed by owner
- This checklist (signed by applicant or authorized representative)
- Filing Fee
- Verification that all of the taxes and assessments for the property have been paid
- 1 copy of the Site Development Plan exhibit full size 24” by 36”
- 1 copy of the Site Development Plan exhibit reduced to 11” by 17”
- General layout of the required public improvements, including water, wastewater, grading and storm drainage, streets, water quality, alleys, and fire lanes and hydrants.
- Landscaping and irrigation plans
- Building façade (elevation) plans, drawn to scale, prepared by an engineer and architect
- Sign Plan according to City’s Sign Ordinance #147
- Lighting (illumination) Plan according to the City’s Lighting Ordinance #134
- An infrastructure plan which shall include all existing and proposed utilities, existing drainage facilities, proposed drainage improvements and surface materials, and all existing and proposed driveways
- Proof of notices to applicable Emergency Services District (s)
- Proof of notices to applicable School District (s)
- Letters of Serviceability – All utility providers (Bluebonnet Electric Cooperative, Centerpoint Energy, Charter Communications County Line SUD, Frontier Communications, Granite Communications, Jive Communications Pedernales Electric Cooperative, Plum Creek Utility, Southwestern Bell, Universal Natural Gas)

\*City of Umland has franchise agreements with the following utilities:

1. Bluebonnet Electric Cooperative
2. Centerpoint Energy
3. Charter Communications
4. Granite Telecommunications
5. Jive Communications
6. Pedernales Electric Cooperative
7. Southwestern Bell
8. Universal Natural Gas

- TxDOT Letter of No Objection to Access and Drainage – required if the development abuts TxDOT right-of-way
- Digital copy in .pdf format of entire application submission identical to the hard copy submittal (application, checklist, exhibits, etc.) in Dropbox or OneDrive
- Any additional information required by this application, City Staff, City Council, City Codes & Ordinances and State Statutes, needed to evaluate this request
- Any variance/waiver requests

**Submittal Information**

- Prior to application submittal, we require setting up a pre-development meeting.
- Pre-Development Meetings are held on the dates shown here: [2023-Staff-Pre-Development-Meetings-Calendar5617.pdf](#) ([cityofuhland.com](#)) Email the City Administrator and Planner, [city@uhlandtx.us](mailto:city@uhlandtx.us) and [planner@uhlandtx.us](mailto:planner@uhlandtx.us), for the pre-development meeting form.
- Application must be submitted in accordance with the City’s Plat & Subdivision Master Plan Calendar.
- INCOMPLETE APPLICATIONS AND SUBMITTALS WILL BE REJECTED; an application may be deemed incomplete after initial staff review.

Questions shall be directed to, and complete applications shall be submitted in person to the following:

City of Umland  
Planning Department  
15 North Old Spanish Trail  
Umland, TX 78640  
[planner@uhlandtx.us](mailto:planner@uhlandtx.us)

COU Site Development  
Application- 03-2023

Preparer’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Company Name: \_\_\_\_\_