



Subdivision Master 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)
- Metes and Bounds Description (field notes) - on 8 ½” by 11” paper including surveyor seal and signature.
- Proof of ownership – including but not limited to certified tax certificate, copy of deed, etc.
- Certification of Exhibits Checklist
- Letter of Intent (see Subdivision Master Plan – Certification of Exhibits Checklist for requirements)
- 1 copies of the City Certified Subdivision Master Plan exhibit full size 18” by 24” (see certification of exhibits)
- 6 copies of the City Certified Subdivision Master Plan exhibit reduced to 11” by 17” (see certification of exhibits)
- Traffic Impact Analysis Determination Form
- City Certified Traffic Impact Analysis - if required by TIA Determination Form (see certification of exhibits)
- City Certified Preliminary Drainage Report (see certification of exhibits)
- Utility Provider Certifications – 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)
- Letters of serviceability: All utility providers (listed above)

*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 (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

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 and 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

Preparer’s Signature: _____ Date: _____

Printed Name: _____

Company Name: _____