



**CITY OF UHLAND
DEVELOPMENT GUIDE**

The City of Umland is excited in the interest you have in developing here! We look forward to helping throughout the development process. Each development is unique and different. This guide is meant to provide general guidelines, but may not apply to every situation. This guide is designed assist in answering many of the questions that property owners, developers, and contractors have regarding the aforementioned process adopted by the City of Umland in Ordinance 299 Subdivision and Land Use Ordinance. The documents needed to move forward with property development are included as links. If interested in developing in the City of Umland, please complete the pre-development meeting form at www.cityofuhland.com and visit the “Development Resources” page (Email completed form to the City Planner (planner@uhlandtx.us) or the City Administrator (city@uhlandtx.us)).

Below is a list and contact information of City Staff that will be assisting throughout this process and are available to answer questions:

Karen Gallaher- City Administrator

Phone: 512-398-7399

Email: city@uhlandtx.us

Jennifer Scott-City Planner

Phone: 737-276-8187

Email: planner@uhlandtx.us

Kimberly Weatherford-City Secretary

Phone: 512-398-7399

Email: citysecretary@uhlandtx.us

CERTIFICATION OF EXHIBITS

Due Diligence:

- Pre-Development Meeting with staff
- Is annexation being considered?
- Zoned for the correct use?
- Transportation Master Plan requirements?
- Public Infrastructure Improvements required?
- Approval of street names by the City?

Certification of Exhibits

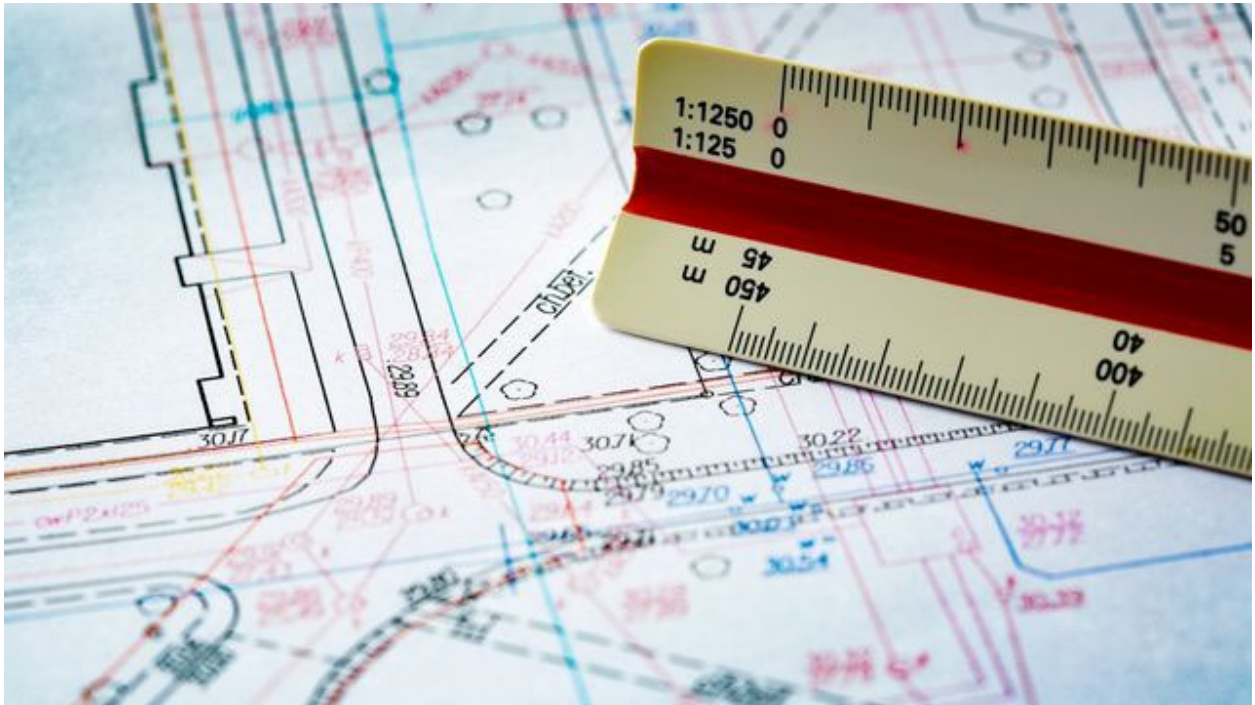
- Certification of Exhibits application
- Certification of Exhibits can be submitted on any business day
- City of Umland Application Completeness Check- 10 business days
- City of Umland Certification of Exhibits Review-if application deemed complete.
- City of Umland staff issues comments, or approval or disapproval letters of certification within 45 calendar days.

CITY OF UHLAND

SUBDIVISION (PLATTING) PROCESS

(Ordinance 299)

[City of Uhlend, Texas](#)



Platting is the process of subdividing one large tract of land into two or more tracts of land.

SUBDIVISION MASTER PLAN AND TYPES

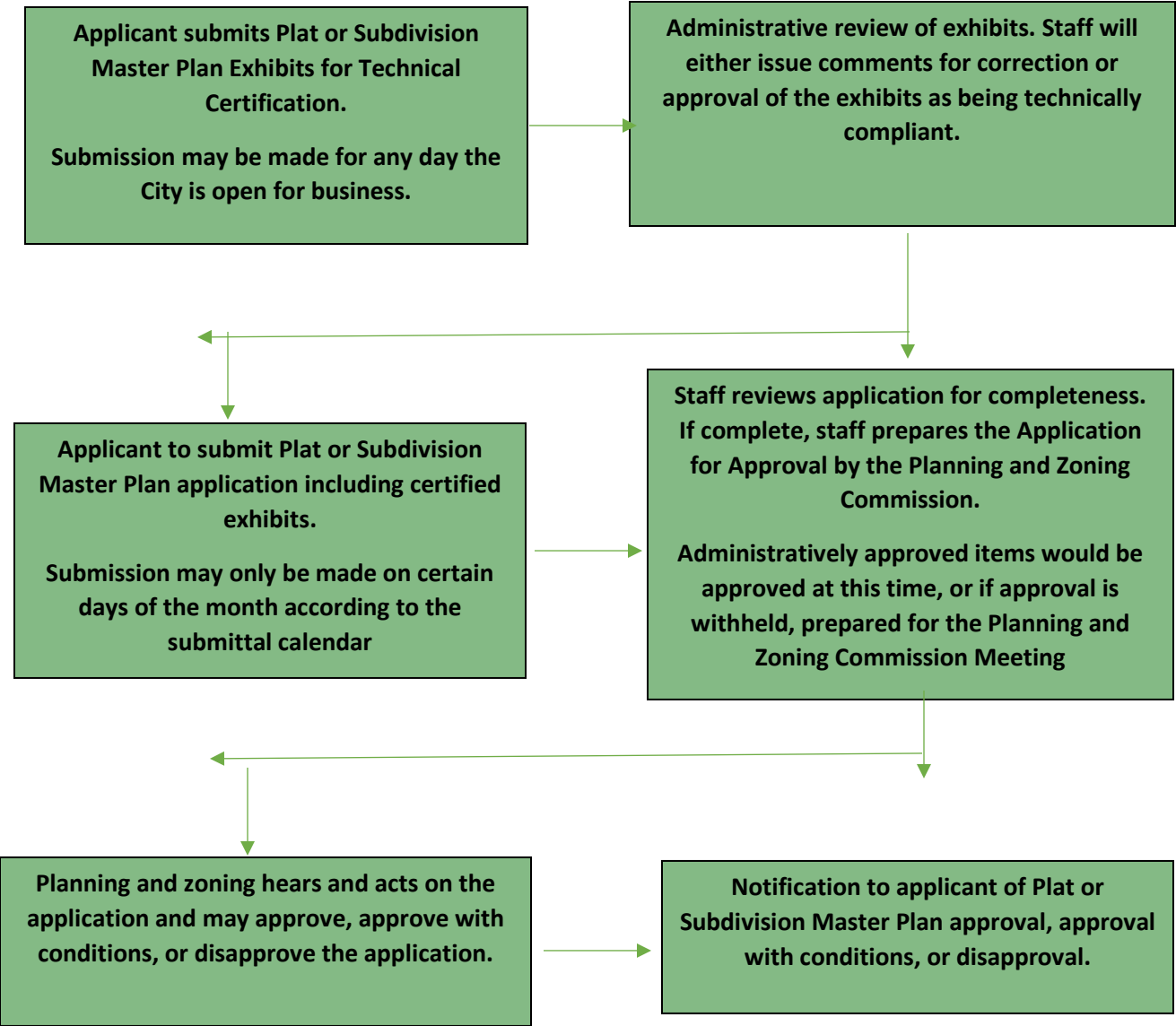
OF PLATS

1. **Subdivision Master Plan (Ordinance 299; Article II, Sec. 5 (A-F):** A subdivision master plan is required to provide for review of certain developments for compliance with, this ordinance, 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.
2. **Preliminary Plat (Ordinance 299; Article II, Sec. 6 (A-F):** provides detailed graphic information and associated text indicating property boundaries, easements, land use, streets, utilities, drainage and other information required to evaluate the proposed development. All subdivisions of land located in the City or in the City's ETJ shall require a Plat approved by the City. It shall be unlawful for any land owner, or the agent of any land owner, to lay out, subdivide, plat or replat any land into lots, blocks and streets either within the City or within the City's ETJ without first receiving the approval of the City in accordance with this ordinance. No transfer or combination of land in the nature of a subdivision as defined herein shall be exempt from the provisions of this ordinance even though the instrument or document of transfer may describe land so subdivided by metes and bounds.
3. **Final Plat (Ordinance 299; Article II, Sec. 7 (A-F):** survey description for each lot in the plat plus plat notes and dedication, recording and approval statements to be recorded with the county. Upon approval of the preliminary plat, but prior to the expiration of the preliminary plat approval, the

subdivider may submit an application for a final plat. No final plat application shall be considered or accepted by the City unless a preliminary plat has been approved by the City Council. The final plat and all accompanying data shall conform to the preliminary plat as approved by the City Council, incorporating any and all changes, modifications and corrections requested by the City.

4. **Minor Plat (Ordinance 299; Article II, Section 8 (A-E))**: is a proposed division of land involving four (4) or fewer lots fronting onto an existing street and not requiring the creation of any new street or the extension of municipal facilities.
5. **Replat (Ordinance 299; Article II, Sec. 10 (A-F))**: The re-subdivision of any part or all of an existing subdivision, together with any change of lot size therein, or with the relocation of any street lines, public improvements or public dedications.

SUBDIVISION MASTER PLAN AND PLATTING PROCESS FLOWCHART



APPLICATION PROCEDURES

Initiation of Application

- Completed application required
- All development applications to be considered by any Board, Commission or Committee, City Council, or by the City Administrator shall be initiated by the filing of the application by the owner of the property on which the permit is applicable or by the owner's designated agent.
- All applications are subject to completeness review by the City Administrator.
- No application shall be deemed complete and accepted for filing unless it is accompanied by all documents required by and prepared in accordance with the requirements of the City and any required fees have been paid.
- Not later than the tenth (10th) business day after the date an application is submitted, the City Administrator shall make a written determination whether the application constitutes a complete application.
- The determination shall specify the documents or other information needed to complete the application and shall state that the application will expire if the documents or other information are not submitted within forty-five (45) calendar days after the date the application was submitted.

Pre-Application Conference

- Prior to submitting an application for approval of a subdivision master plan certification of exhibits, subdivision plat, or plat waiver, the subdivider shall schedule a pre-application conference with the City Administrator or his/her designee and present a proposed plan for the subdivision to City Staff 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.
- No vesting shall occur under this subsection in accordance with this ordinance.
- The Applicant may be responsible for paying a pre-application conference fee and any additional city consultant fees when consultation with city consultants is required.
- It is strongly recommended that the applicant retain professional services, such as a civil engineer or surveyor, to assist in preparing the application and attend the pre-application conference. Pre-application conferences are mandatory prior to submitting an application for a subdivision master plan, subdivision plat, or plat waiver.

PLATTING PROCESS

Preliminary Plat

- Submission of Development Application and Application Checklist
- Submission of Letters of Certification and all City Certified documents.
- Preliminary Plat submittal shall follow the City of Umland Submittal Calendar
- City of Umland Application Completeness Check- 10 business days
- City of Umland review of Certification of Exhibits documents
- Planning and Zoning Commission issues approval, approval with conditions, or disapproval of preliminary plat-30 days from submittal of a complete application.

Development Meeting

Final Plat

- Submit Development Application and Checklist
- Submit Letters of Certification and City Certified documents
- Submit Application, Checklist, Letters of Certification and Certified documents per the Submittal Calendar
- City of Umland will review application for completion-10 business days.
- Planning and Zoning Commission approve, approve with conditions or deny plat.

Site Plan and Construction Drawings

- Submitted concurrently with Final Plat
- Will be reviewed if Final Plat Application is deemed complete
- City Planner and City Engineer Review
- Approval by City Staff

Public Improvements

- Pre-Construction Meeting
- Construction and inspection by the City and third-party utilities/ Acceptance by the City

Plat Recordation

- One mylar copy 18 inches x 24 inches
- One copy as a digital file that is recorded in .pdf form in Dropbox or OneDrive
- Certificate, signature, and seal of a professional land surveyor.
- Certificate, signature, and seal of a professional engineer
- Certificate for recording the plat in the County Clerk's Office
- Bonds or Letter of credit for costs of required improvements

CITY OF UHLAND ZONING



(Zoning Ordinance)

[City of Umland, Texas](#)

FREQUENTLY ASKED ZONING CHANGE QUESTIONS

1. How do I apply for a zoning change?

- The process for a zoning change is noted below. The link to the Zoning Ordinance is provided on page three. The link and instructions to the zoning change application is on page six.

ZONING CHANGE PROCESS

- City Staff reviews zoning change proposal and makes preliminary determination to present to Planning and Zoning.
- P&Z -1st Public Hearing and Preliminary Report. (month 1)
- P&Z - formulate Final Report presented to City Council. (month 2)
- City Council action with 2nd Public Hearing (month 3)

2. Is approval guaranteed?

- Unfortunately, no. The process of a zoning change is a public process that invites input from any interested party. Adjacent property owners or tenants may object to the proposed rezoning. Therefore, land acquisition, based on the hope of rezoning property in the future, does carry some risk.

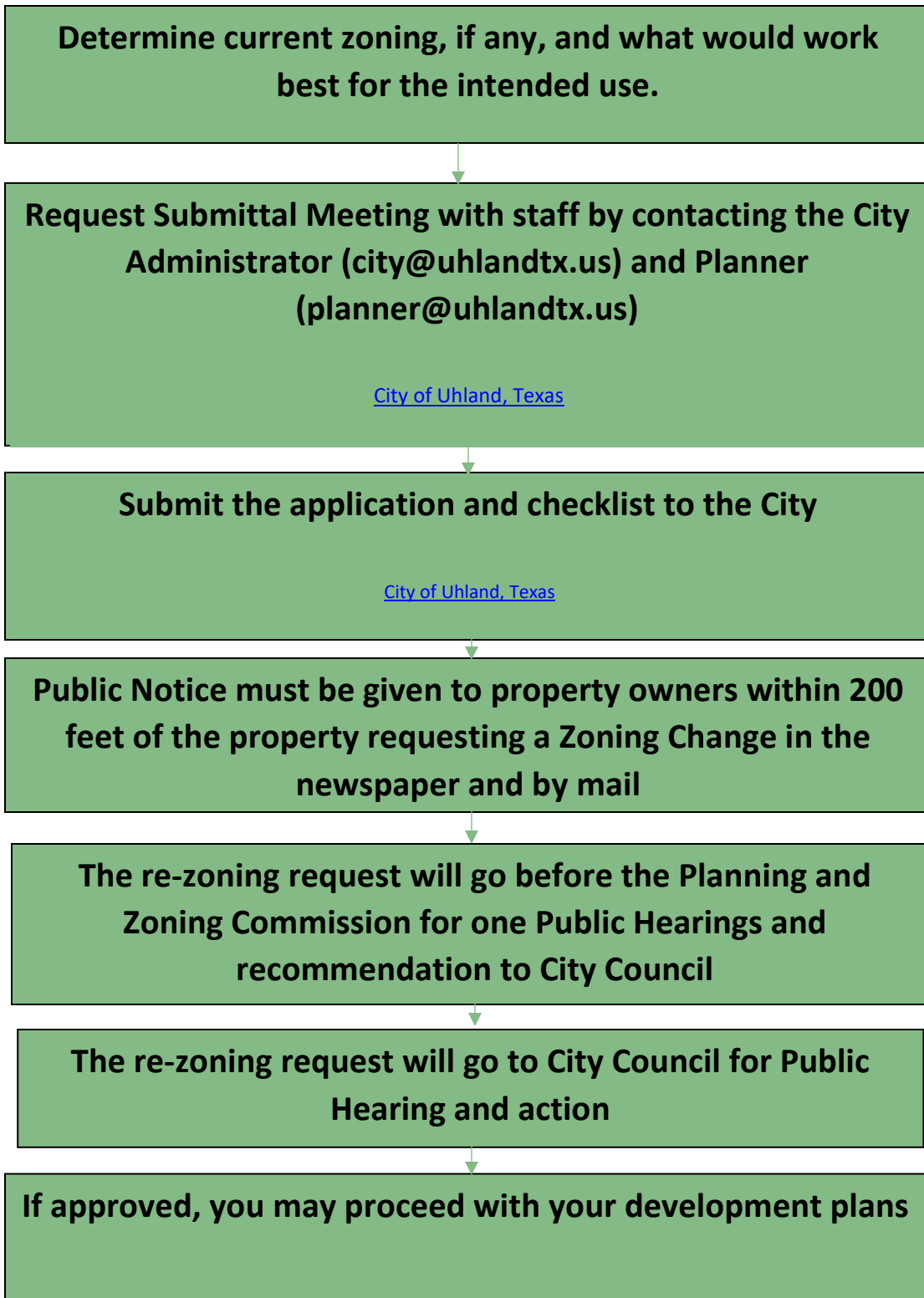
3. What is my property currently zoned?

- The zoning map link is provided on page five of the guide and here:
<https://www.cityofuhland.com/>

4. How long does the zoning change process take?

- The process takes two to five months. Please see chart in number 2 above

STEPS IN THE ZONING CHANGE PROCESS

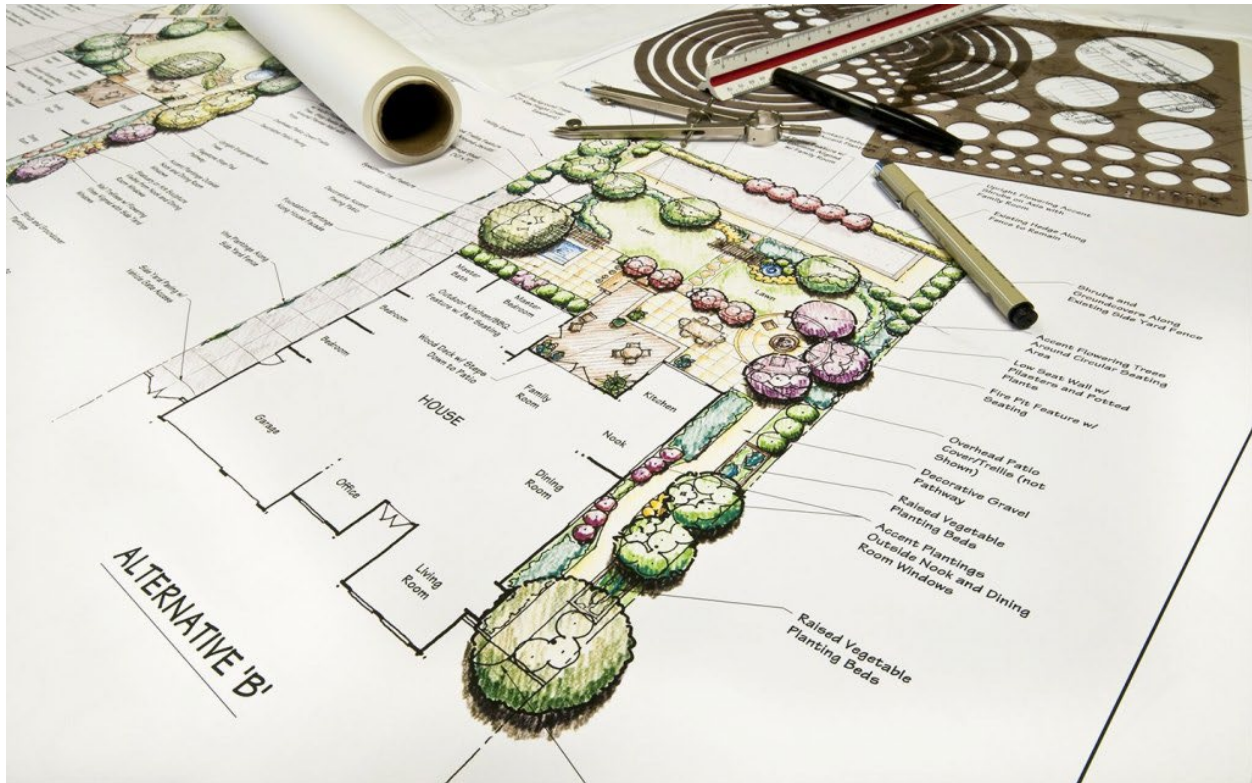


CITY OF UHLAND

SITE DEVELOPMENT PERMIT

(Ordinance 151)

[City of Umland, Texas](#)



Detailed line drawings and accompanying text clearly describing the development.

SITE DEVELOPMENT PERMIT PROCESS

Pre-Development Meeting with Staff

Site Development Plan must be approved prior to request for building permit. Building permit documents are reviewed after site development plan approval.



Submit a complete application, checklist, and fees for Site Development Plan

Application and checklist can be found at the link on the City of Umland Homepage Applications/Permits/Pre-Development Calendar

[City of Umland, Texas](#)



Staff application completeness check- 10 days

If complete application is received, staff begins technical review.

Technical comment resubmittal 4th column of submittal calendar- staff review two weeks.



Once all comments have been addressed, the City Administrator or his/her designee will issue an approval letter for the Site Development Plan. Once approved, you may submit for building permit.

CITY OF UHLAND BUILDING PERMIT

Residential and commercial building permits can be applied for through My Government Online (MGO).

THIRD-PARTY CONTACT INFORMATION

Utilities:

- Bluebonnet Electric Cooperative: 979-203-8499
- Centerpoint Energy: 737-266-5309
- Centric Fiber: 281-252-6700
- Charter/Spectrum Communications: 512-463-5712
- County Line SUD: 512-398-4748
- Frontier Communications: 304-344-7644
- Granite Communications: 512-475-4777
- Jive Communications
- Pedernales Electric Cooperative: 877-372-0391
- Plum Creek Utility: 210-702-2400
- Southwestern Bell
- Universal Natural Gas: 281-252-6700

Counties:

- Hays County
 - Hays County Development Services: 512-393-2150
 - Hays County Transportation: 512-393-7385
- Caldwell County
 - Caldwell County Sanitation Department: 512-398-1803

School Districts:

- Hays Consolidate Independent School District: 512-268-2141
- Lockhart Independent School District: 512-398-0024

Emergency Services Districts:

- Caldwell- Hays ESD # 1: 512-243-3477
- Hays County ESD # 9: 512-268-3131

Texas Department of Transportation:

- South Travis Area Office: 512-282-2113
- Bastrop Area Office: 512-321-2195