

**City of Cottonwood Shores**

**ORDINANCE 3010**

**AN ORDINANCE OF THE CITY OF COTTONWOOD SHORES, TEXAS, PROVIDING REGULATIONS, DEVELOPMENT AND CONSTRUCTION STANDARDS FOR THE SUBDIVISION OF LAND WITHIN THE CITY AND ITS EXTRATERRITORIAL JURISDICTION; PROVIDING SEVERABILITY, OPEN MEETINGS AND EFFECTIVE DATE CLAUSES; PROVIDING PENALTIES; AND PROVIDING FOR RELATED MATTERS.**

History: October 4, 2012 – Repealed Ordinance 121401-A and Adopted Ordinance 3010; Amended 3/21/13  
May 21, 2015 – Amended reference to lot combination and fence definitions  
August 20, 2015 – Amended contiguous and detached property definitions

Whereas, the ordinances of the City of Cottonwood Shores, Texas regulating the development and subdivision of land within the City and its extraterritorial jurisdiction should be amended to better provide an attractive living environment and to protect the health, safety and welfare of the present and future residents of the City.

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

**ARTICLE I. GENERAL.**

**Section 1. Definitions.** The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Words used in the present tense include the future tense. Words used in the plural number include the singular, and words in the singular include the plural. The word "shall" is always mandatory. The word "herein" means in this Ordinance. The word "regulations" means the provisions of any applicable Ordinance, rule, regulation or policy. The word "person" means any human being or legal entity and includes a corporation, a partnership, and an incorporated or unincorporated association. The words "used or occupied" as applied to any land or building shall be construed to include the words intended, arranged, or designed to be used or occupied.

**Access** means a way of approaching or entering a property.

**Adjacent** means abutting and directly connected to or bordering.

**Alley** means a minor right-of-way, dedicated to public use, which gives a secondary means of vehicular access to the back or side of properties otherwise abutting a street, and which may be used for public utility purposes.

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

**Approval** means the final approval in a series of required actions. For instance, the approval date of a plat

requiring approval of the Commission and then the Council is the date of Council approval.

**Arterial Street** means a street designed to provide a connection between major arterial streets.

**Block** means a parcel of land, intended to be used for urban purposes, which is entirely surrounded by public streets, highways, railroad right-of-way, public walks, parks or green strips, rural land, drainage channels, or a combination thereof.

**Bond** means any form of security including a cash deposit, surety bond, collateral, property, or instrument of credit in an amount and form satisfactory to the City Council.

**Building or Setback Line** means a line or lines designating the interior limit of the area of a lot within which structures may be erected. The building lines generally provide the boundaries of the buildable area of any given lot and no structure or building may be erected between a building and the corresponding lot line.

**Building Permit** means a permit issued by the City of Cottonwood Shores which is required prior to commencing construction or reconstruction of any structure.

**Buffer** means a barrier constructed of wood, masonry, vegetation, and/or other landscape material in such a manner that adjacent uses will be separated to such a degree that objectionable noise, heat, glare, visual clutter, dust, loss of privacy, air circulation, and other negative externalities shall be abated.

**Centerline**, when referring to a waterway or drainage, means the centerline of the waterway and refers to existing topographically defined channels. If not readily discernible, the centerline shall be determined by (first) the low flow line, or (second) the center of the two (2) year flood plain.

**City** means the City of Cottonwood Shores, Texas.

**City Administrator** means the chief administrative officer of the City of Cottonwood Shores, Texas or his/her designated representative.

**City Council or Council** means the Cottonwood Shores City Council.

**City Engineer** means the City Engineer for the City or his/her designated representative.

**City Limits** means within the incorporated boundaries of the City.

**City Staff** means the officers, employees and agents of the City assigned and designated from time to time by the City Administrator and/or Council, including but not limited to the City Engineer, to review and/or comment and report on development plans.

**City Standard Details and Specifications** means a library of City approved drawings and technical data representing typical drainage, transportation, erosion & sedimentation control, and utility appurtenances to be constructed for City acceptance.

**Collector Street** means a street that collects traffic from local streets and serves as the most direct route to a major or minor arterial street.

**Commission** means the Planning and Zoning Commission of the City, or the City Council if a Planning and Zoning Commission is not operational.

**Concept Plan** means a generalized plan that meets the requirements of this Ordinance and that indicates the boundaries of a tract or tracts under common ownership, identifies the purpose of the proposed development and the proposed land use, general lot or parcel layout, community use or public areas, and street alignments.

**Construction Plans** mean the maps, drawings, plans and specifications indicating the proposed location and design of improvements to be installed as part of a development.

**Contiguous Property or Lot** means adjacent property whose property lines are shared or are only separated by an easement.

**Corner Lot** means a lot located at the intersection of and abutting on two (2) or more streets.

**County** means Burnet County, Texas.

**County Appraisal District** means the Burnet Central Appraisal District.

**Crossfall** means the transverse slope as related to a given longitudinal slope and measured by the rise to run ratio.

**Crosswalk** means a strip of land dedicated for public use and which is reserved across a lot or block for the purpose of providing pedestrian access to adjacent areas.

**Cul-de-Sac** means a minor street having one (1) end open to vehicular traffic and having one (1) closed end terminated by a permanent turnaround.

**Dedication** means the grant of an interest in property for public use.

**Detached (Non-Contiguous) Property or Lot** means property whose property lines are separated by a right-of-way or lots owned by another property owner.

**Design Storm** means a probable rainfall event the frequency of which is specified in periods of years and which is used to design drainage facilities and determine flood elevations.

**Developer** means the legal owner of land to be improved and/or subdivided or his/her/authorized representative.

**Developed Area** means that portion of a lot, easement, or parcel upon which a building, structure, pavement or other improvements have been placed.

**Development** means a subdivision of land as defined herein or the construction or placement of any buildings, utilities, access, roads or other structures, excavation, mining, dredging, grading, filling, clearing or removing vegetation, and the deposit of refuse, waste or fill. Lawn and yard care, including mowing of tall weeds and grass, gardening, tree care and maintenance, removal of trees or other vegetation damaged by natural forces, and ranching and farming shall not constitute development. Utility, drainage, and street

repair, and any construction maintenance and installation which does not require land disturbance or result in additional impervious cover shall also not constitute development.

**Development Plan** means a scaled drawing representing an area of land to be improved/developed and indicating the legal boundary of said property and the nature and extent of all existing and proposed improvements to said project.

**Double Frontage Lot** means a lot which runs through a block from street to street and which abuts two (2) or more streets.

**Drainageway** see Waterway.

**Drainfield** means private sewage facility, disposal area, trench or bed utilized for final wastewater disposal.

**Drive Approach** means a paved surface connecting the street to a front lot line.

**Driveway** means the surface connecting a drive approach with a parking space, parking lot, loading dock or garage.

**Dwelling Unit** means a residential unit designed to accommodate one (1) household.

**Easement** means a grant by the property owner of the use of a strip of land for stated purposes.

**Environment** means the aggregate of social and physical conditions that influence the life of the individual and/or community.

**Escrow Funds** means a deposit of cash or other approved security with the local government or approved bank or other financial institution in-lieu of a performance or maintenance bond.

**ETJ Limits** means the limits of the City's extra-territorial jurisdiction as granted under Chapter 212 of the Texas Local Government Code.

**Fence:**

- i. **Barrier Fence:** Means a pervious enclosure that will present an adequate blockade around a field, yard, or other such expanse of land for the purpose of containing animals or prohibiting intrusions from outside.
- ii. **Privacy Fence:** Means an opaque fence or screen of wood, masonry or a combination thereof, up to six (6) feet in height. A fence shall be considered opaque if it is made of opaque materials and constructed so that gaps in the fence do not exceed one-half (1/2) inch. Fences using boards placed on alternating sides of fence runners shall be considered opaque if the boards overlap at least one-half (1/2) inch.

**Filing Date** means, with respect to plats and plans, the date of their first public hearing before the Commission regarding such plat or plan; provided that, with respect to the required Council approval of Concept Plans, the Filing Date for such Council approval shall be the date of the first public hearing by

the Council.

**Final Plat** means a map of a land subdivision prepared in a form suitable for filing of record with necessary affidavits, dedications and acceptances, and with complete bearings and dimensions of all lines defining lots and blocks, streets, alleys, public areas and other dimensions of land.

**Flood Plain** means channel of a waterway and the adjacent land area subject to inundation during the design storm.

**Floodway** means channel of a waterway and the adjacent land areas that must be reserved in order to discharge the design storm without cumulatively increasing the water surface elevation.

**Front Yard** means a space extending the full width of the lot between any building set back line and the front lot line, and measured perpendicular to the building at the closest point to the front lot line.

**Frontage** means that side of a lot, parcel or tract of land abutting a street right-of-way and ordinarily regarded as the frontal orientation of the lot.

**Governing Body** means the City Council of the City of Cottonwood Shores, Texas.

**Grade** means the slope of a road, street, other public way or utility line specified in terms of percent (%); the topographic relief of a parcel of land; the average elevation at ground level of the buildable area of a lot or parcel of land.

**Grading** means any stripping, cutting, filling or stockpiling of earth or land, including the land in its gut or filled condition.

**Improvements** means any street, alley, roadway, barricade, sidewalk, bikeway, pedestrian way, water line system, wastewater system, storm drainage network, public park land, landscaping, or other facility or portion thereof for which the local government may ultimately assume responsibility for maintenance and operation or which may affect an improvement for which local government responsibility is established.

**Individual On-Site Wastewater System or Private Sewage Facility** means all systems and methods used for the disposal of sewage, other than organized sewage disposal systems. Private sewage facilities are usually composed of three (3) units: the generating unit (the residence, institution, etc.), treatment unit, and the disposal unit (the drainfield that may be an absorption trench or bed, or an evapotranspiration bed). A Private Sewage Facility includes a septic tank, seepage tile sewage disposal system or any other on-lot sewage treatment device approved and installed in accordance with all local, state and federal laws and regulations.

**Industrial** means non-residential use of any site involved in manufacturing and/or external storage of goods; any site generating significant negative externalities, such as noise, dust, glare, etc. and/or any site where hazardous materials are stored and/or generated.

**Interior Lot** means a lot other than a corner lot and, bounded by a street on only one (1) side.

**Landscape Development** means trees, shrubs, ground cover, vines or grass installed in planting areas.

**Legal Lot** means either a lot recorded in the Official County Records pursuant to and in compliance with the subdivision regulations in effect at the time of its creation, or a tract of land having existed in its present configuration prior to October 1, 1927.

**Legally Platted Lot** a lot which is part of a subdivision approved by the City and recorded in the Official County Records.

**Letter of Credit** means a letter from a bank or other reputable creditor acceptable to the City that guarantees to the City that upon failure of the subdivider to fulfill any improvement requirements that at the City's request, funds will be provided to the City to complete the specified improvements.

**Local Health District** means the Bumet County Health District.

**Local Street** means a street designed for the sole purpose of providing access.

**Lot** means a subdivision of a block or other parcel intended as a unit for transfer of ownership, or for development, or for occupancy and/or use.

**Master Plan** means the overall development plan for the community which has been officially adopted to provide long-range development policies including all specified individual elements thereof among which are the plans for means land intensities; land subdivision; circulation; and community facilities, utilities and services; and, if none, means professional urban planning and engineering practices.

**Minor Street** means a local street designed primarily for access to abutting residential properties. A minor street does not include a street designed or required to be designed for through traffic.

**Multifamily Residence** means a single structure designed to accommodate four (4) or more households.

**Natural Channel** means the topography of a waterway prior to construction, installation of improvements or any degrading.

**Natural Drainage** means a storm water runoff conveyance system not altered by development.

**Neighborhood** means the area of the City characterized by residential land uses which is bounded by physical (such as river, major street, back of access) and/or political features (such as voting districts subdivision boundaries)

**Neighborhood Park** means a privately owned parcel of land, within a subdivision, dedicated solely for recreational uses and maintained by the residents of said subdivision.

**Official County Records** means the Official Records of Bumet County, Texas.

**Off-Site Improvements** means any required improvement which lies outside of the property being developed.

**One Hundred (100) Year Flood Plain** means that flood which has a probability of occurring once in a one hundred (100) year period or a one percent (1%) chance in any given year.

**Overland Drainage** means storm water runoff which is not confined by any natural or man-made

channel such as a creek, drainage ditch, storm sewer, or the like.

**Parent Tract** means tract or lot as described by deed or plat, which includes one (1) or more lots that are being subdivided.

**Park Fund** means a special fund established by the City to retain monies paid by developers in accordance with the payment in-lieu of park land dedication provisions of these regulations and to be used for the purchase of park land or improvements in the vicinity of the subdivided property for which funds have been collected.

**Planned Unit Development (PUD)** means a subdivision, at least 250 acres in size and in the City's extra-territorial jurisdiction.

**Planning and Zoning Commission** means the City of Cottonwood Shores Planning and Zoning Commission.

**Playscape** means any structure permanently anchored to the ground that is designed for recreational purposes. Sports courts such as basketball or tennis courts are not considered playscapes.

**Preliminary Plan** means a map of a proposed land subdivision showing the character and proposed layout of the property in sufficient detail to indicate the suitability of the proposed subdivision of land:

**Primary Structure** means a structure in which the principal use of the lot is conducted. For example, for single family residential lots, the house is the primary structure.

**Public** means, with respect to land and interests in land within the City limits, the City; and, with respect to land and interests in land within the ETJ limits, the general public.

**Public Use** means places of non-commercial public assembly or administrative functions where the primary activity is contained within a building(s), including but not limited to churches, schools and government buildings.

**Rear Yard** means a space extending across the full width of the lot between the principal building and the rear lot line, and measured perpendicular to the building to the closest point of the rear lot line.

**Required Yard** means the open space between a lot line and the buildable area within which no structure shall be located except as provided for herein.

**Reserve Strip** means a narrow strip of property usually separating a parcel of land from a roadway or utility line easement, that is characterized by limited depth which will not support development and which is intended to prevent access to the roadway or utility easement from adjacent property and which are prohibited by these regulations unless their control is given to the City.

**Reverse Frontage Lot** means a double frontage lot which is to be developed with the rear yard abutting a major street and with the primary means of ingress and egress provided on a minor street.

**Right-of-Way** means a strip of land occupied or intended to be occupied by street, crosswalk, railroad, road, electric transmission line, or oil or gas pipe line, water main, sanitary or storm sewer main, or for other similar purpose or use. The usage of the term "right-of-way" for land platting purposes shall mean



that every right-of-way hereinafter established and shown on the Final Plat is to be separate and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas of such lots or parcels. Right-of-way intended for streets, crosswalks, water mains, wastewater lines, storm drains, or any other use involving maintenance by a public agency shall be dedicated to the public by the maker of the plat where such right-of-way is established.

**Same Ownership** means ownership by the same person, corporation, firm, entity, partnership, or unincorporated association; or ownership by different corporations, firms, partnerships, entities, or unincorporated associations in which a stock holder, partner, or associate or a member of his/her/her family owns an interest in each corporation, firm, partnership, entity, or unincorporated association.

**Secondary Structure** means any structure that is subordinate and incidental to the primary structure and is subordinate in area, extent and purpose to the primary structure; and contributes to the comfort, convenience or necessity of the occupants, business or industry in the primary structure, and is located on the same lot as the primary structure.

**Setback or Building Line** means a line or lines designating the interior limit of the area of a lot between said line and the corresponding line within which area structures may not be erected. The building lines generally provide the boundaries of the buildable area of any given lot.

**Side Yard** means a space extending from the front yard to the rear yard between the setback line and the side lot line measured perpendicular from the side lot line to the closest point of the setback line.

**Slope** means the vertical change in grade divided by the horizontal distance over which that vertical change occurred. The slope is usually given as a percentage.

**Street** means any public or private right-of-way which affords the primary means of vehicular access to abutting property.

**Street Line** means that line limiting the right-of-way of the street and being identical with the property line of persons owning property fronting on the streets.

**Street Side Yard** means the side yard of a corner lot abutting the street right-of-way.

**Street Yard** means a space extending across the length and/or width of a lot between the street right-of-way and the closest faces of the buildings on the lot.

**Structure** means anything constructed or erected on the ground or which is attached to something located on the ground. Structures include buildings, telecommunications towers, sheds, parking lots that are the primary use of a parcel and permanent signs. Sidewalks and paving shall not be considered structures unless located within a public utility or drainage easement

**Structural Integrity** means the ability of a structure to maintain stability against normal forces experienced by said structure.

**Subdivider** means any person, developer, firm, partnership, corporation or other entity, acting as a unit subdividing or proposing to subdivide land as herein defined.



**Subdivision** means the division or redivision of land into two (2) or more lots, tracts, sites or parcels for the purpose of development, laying out any addition to the City, or for laying out any subdivision or building lots, or any lot, street, alley, access easement, public utility easement, park or other portion intended for use by the public, or for the use of any owner, purchaser, renter, occupant, person or entity.

**Traffic Impact Analysis (TIA)** means a study of the impacts of a development on the City's transportation system.

**Urbanization** means the process of constructing public improvements required to support suburban or urban land use.

**Variations** mean a grant of relief to a person from the requirements of this Ordinance when specific enforcement would result in unnecessary hardship. A variance, therefore, permits construction or development in a manner otherwise prohibited by this Ordinance.

**Watershed** means area from which storm water drains into a given basin, river or creek.

**Waterway** means any natural or man-made channel conducting storm water from a two (2) year storm event at a depth of eight (8) inches or more and at a rate of fifteen (15) cubic feet per second or more. street pavement shall in no instance be considered a waterway.

**Working Days** means Monday through Friday exclusive of City recognized holidays.

**Yard** means an open space that lies between the principal or accessory building or buildings and the nearest lot line.

**Yard Depth** means the shortest distance between a lot line and a yard line.

**Yard Line** means a line drawn parallel to a lot line at a distance therefrom equal to the depth of the required yard.

**Section 2. Purpose.**

(a) The purpose of this ordinance is to provide for orderly, safe and healthful development to promote the health, safety, morals and general welfare of the community. From and after the passage of this Ordinance, all plats and subdivisions of land within the corporate limits of the City, and all plats and subdivisions of land outside the corporate limits of the City that the Council may be petitioned to include within the corporate limits of the City by an extension of said corporate limits, and all tracts within the City's extraterritorial jurisdiction, shall conform to the following rules and regulations.

(b) The system of improvements for thoroughfares, water and wastewater services, other utilities, drainage, public facilities and community amenities determine in large measure the quality of life enjoyed by the residents of the community. Health, safety, economy, amenities, environmental sensitivity and convenience are all factors which influence and determine a community's quality of life and character. A community's quality of life is of public interest. Consequently, the development of land, as it affects a community's quality of life, is an activity whose regulation is a valid function of municipal government

(c) The provisions contained herein are designed and intended to encourage the development of a quality urban environment by establishing standards for the provision of open space, storm water drainage, transportation, public utilities and facilities, and other needs necessary for insuring the creation and continuance of a healthy, attractive, safe and efficient community that provides for the conservation, enhancement and protection of its human and natural resources. Through the application of this Ordinance, the interests of the public as well as those public and private parties, both present and future, having interest in property affected by these regulations are protected by the granting of certain rights and privileges.

(d) This Ordinance is designed and intended to achieve the following purposes, and shall be administered so as to:

- (1) Assist orderly, efficient and coordinated development of land within the City's jurisdiction.
- (2) Provide neighborhood conservation and prevent the development of slums and blight.
- (3) Harmoniously relate the development of the various tracts of land to the existing community and facilitate the future development of adjoining tracts.
- (4) Provide that the cost of improvements to minimum standards which primarily benefit the tract of land being developed be borne by the owner or developers of the tract, and that the cost of improvements to minimum standards which primarily benefit the whole community or be borne by the whole community.
- (5) Provide the most appropriate design for each tract being subdivided.
- (6) Provide an attractive relationship between the land as developed and the circulation of traffic throughout the municipality, having particular regard to the avoidance of congestion in the streets and highways, and the pedestrian traffic movements appropriate to the proposed development, and to provide for the proper location and width of streets and building lines.
- (7) Prevent pollution of the air, streams, and ponds; to assure the adequacy of drainage facilities; to safeguard both surface and groundwater supplies; and to encourage the wise use and management of natural resources throughout the municipality in order to preserve the integrity, stability, and beauty of the community and the value of the land.
- (8) Preserve the natural beauty and topography of the municipality and ensure appropriate development with regard to these natural features.
- (9) As appropriate, reconcile any differences of interest among the developer, other property owners and the City.
- (10) Establish adequate and accurate records of land subdivision.
- (11) Ensure that public or private facilities are available and will have a sufficient capacity to serve proposed subdivisions and developments within the City's jurisdiction.
- (12) Standardize the procedure and requirements for developing property and submitting plans for review and approval.
- (13) Protect and provide for the public health, safety, morals and general welfare of the community.
- (14) Provide a healthy environment for the present and future citizens; an environment designed to reasonably secure safety from fire, flood and other dangers; and to provide that land be subdivided in a manner to attain such goals and benefits for the community.
- (15) Protect the character and the social and economic stability of all parts of the community and encourage the orderly and beneficial development of all parts of the community.

- (16) Protect and conserve the value of land throughout the community and the value of buildings and improvements upon the land.
- (17) Guide public and private policy and action in providing adequate and efficient transportation systems, water and wastewater systems, public utilities, and other public amenities and facilities.
- (18) Encourage the development of a stable, prospering economic environment.

(e) Certain minimum standards for land use, construction and development within the City limits are contained in the City's Zoning Ordinance, applicable building and plumbing codes, City standard Details and Specifications, and this Ordinance. If only the minimum standards are followed, as expressed by the various ordinances regulating land development, a standardization of development will occur. This will produce a monotonous urban setting. Subdivision design within both the City and its extraterritorial jurisdiction should be of a quality to carry out the purpose and spirit of the policies expressed in the Master Plan and in this Ordinance, rather than be limited to the minimum standards required herein.

**Section 3. Authority.**

(a) This ordinance is adopted pursuant to the police powers under authority of the Constitution and general laws of the state of Texas, including, but not limited to, Chapt. 212, Tex. Loc. Gov't. Code.

(b) In accordance with the City's police powers and authority, and as specifically authorized by Chapt. 212, Tex. Loc. Gov't. Code, and other applicable laws, the Planning and Zoning Commission or City Council, as a condition of subdivision plat or replat approval, shall require the owners and developers of land who desire to subdivide, plat or replat, or lay out any land for development within the City or its extraterritorial jurisdiction, for urban development or other purpose, to provide for building setback lines, to dedicate streets, alleys, parks, easements or other public places or facilities of adequate width and size and to coordinate street layouts and street planning with the City's Master Plan, with other municipalities, and with county, state and federally designated highways, as they may deem best in the interest of the general public, in order to provide for the orderly development of the areas and to secure adequate provision for traffic, light, air, recreation, transportation, water, drainage, sewage and other facilities.

**Section 4. Jurisdiction.** Except as specifically provided otherwise herein, this Ordinance shall apply to all subdivisions and all related land development activities, as they are both defined herein, and all land, any part of which is located within the jurisdiction of the City. The jurisdiction of the City shall be defined as follows:

- (a) The corporate limits of the City of Cottonwood Shores, Texas; and
- (b) The extraterritorial jurisdiction of the City of Cottonwood Shores, Texas; and
- (c) Any additional area outside (1) and (2) above as permitted by law and which has been approved by the Council.

**Section 5. Policy.** In order to carry out the purposes hereinabove stated, it is hereby declared to be the policy of the City to consider the subdivision and/or development of land as subject to the control of the municipality, pursuant to the Master Plan, if any, as adopted or amended from time to time, for the

orderly, planned, efficient and economical development of the City and its jurisdiction. This Section shall be administered such that:

- (a) Land to be subdivided and/or developed shall be of such nature, shape and location that with proper and careful design and development it can be safely used for building purposes without danger to health or risk of fire, flood, erosion, landslide or other menace to the general welfare.
- (b) A Final Plat shall not be recorded until the necessary public utilities and facilities and other required improvements exist or arrangements are made for their provision.
- (c) Buildings, lots, blocks and streets shall be arranged so as to provide for an attractive and healthful environment and to facilitate fire protection, and provide ample access to buildings for emergency equipment.
- (d) Land shall be subdivided and developed with due regard to topography and existing vegetation with the object being that the natural beauty and natural resources of the land shall be preserved to the maximum extent possible.
- (e) Existing features which would add value to development or to the City as a whole, such as scenic and special features, both natural and man-made, historic sites, and similar assets shall be preserved in the design of the subdivision whenever possible.

**Section 6. Application.**

- (a) The provisions of this Ordinance, including design standards and improvement requirements, shall, except as specifically provided otherwise in this Ordinance; apply to all subdivisions of land within the jurisdiction of the City, including but not limited to the following forms of land subdivision and development activity:
  - (1) The division of land into two (2) or more tracts, lots, sites or parcels, any part of which shall contain less than five (5) acres in area when subdivided,
  - (2) The division of land into two (2) or more tracts, lots, sites or parcels, any part of which when subdivided, shall contain five (5) acres or more in area and will require the dedication or conveyance of any access, public right-of-way, easement, or any public improvement;
  - (3) Land previously subdivided or platted into tracts, lots, sites or parcels, which subdivision was subject to, but not in accordance with, City or County Ordinances in effect at the time of such subdividing or platting,
  - (4) The replatting of two (2) or more contiguous tracts, lots, sites or parcels for the purpose of creating one (1) or more legal lots in order to achieve a more developable site, except as otherwise provided herein;
  - (5) Any Planned Unit Development for which two (2) or more lots, tracts, or parcels are designed, established or created for occupancy, use or a building site, or for which a building permit, plumbing permit, electrical permit, flood plain permit, utility tap, or certificate of acceptance for required public improvements is required by the City;
  - (6) The platting of any existing legal deed-divided unplatted lot, parcel, site or tract;

- (7) The voluntary platting and recording of a subdivision plat dividing any land within the jurisdiction of the City into lots, parcels, sites or tracts;
- (8) Any plat having received approval from the Commission or the Council for which said approval has expired; or,
- (9) The dedication of any street or alley through any tract of land, regardless of the area involved.

(b) There may be occasions when the City Council deems it appropriate to allow a delay in the implementation of certain elements of this Ordinance. On those occasions, a development agreement shall be used in accordance with the City policy.

**Section 7. Exemptions.**

(a) The provisions of this Ordinance shall not apply to:

- (1) Sales of land by metes and bounds in tracts of five (5) acres or more in area, except as otherwise specifically provided in this Ordinance;
- (2) Cemeteries complying with all state and local laws and regulations;
- (3) Divisions of land created by order of a court of competent jurisdiction;
- (4) Any subdivision of land for which a Concept Plan, Preliminary Plan or Final Plat has been filed with the City on or before the effective date of this Ordinance, excluding any such plan or plat for which approval has expired or hereafter expires; or
- (5) The replatting of two (2) platted lots for the creation of a more developable site and the Planning and Zoning Commission or City Council finds that:
  - (i) The proposed use is the same as that for which the subdivision was platted by the subdivider; and
  - (ii) No increase is anticipated in the estimated traffic generation or utility demands; and
  - (iii) Offsite storm water runoff is neither increased nor concentrated.

(b) The provisions of this Ordinance shall not apply to the division of an existing legal lot, said division being caused by the City's acquisition of a part of said legal lot, when the Council finds that the acquisition by the City is in the best interest of the public health, safety and welfare of the citizens of Cottonwood Shores and/or its ETJ Limits. Upon the Council so finding, the resulting parcels shall be deemed to constitute legal lots for the purposes of developing under the requirements of this ordinance and other applicable City regulations. In creating said division, the Council is empowered to attach to the resulting parcels acquired by the City, and the remainder parcels not acquired by the City upon agreement with the owner, such conditions as it finds reasonable and necessary to offset any adverse effects resulting from the City's acquisition as a part of the original legal lot, in so far as any such condition is not contrary to the spirit and intent of the ordinance.

(c) The provisions of this Ordinance shall not be construed, interpreted or applied to land located within the ETJ Limits of the City in a manner to regulate:

- (1) the use of any building or property for business, industrial, residential, or other purpose
- (2) the bulk, height, or number of buildings constructed on a particular tract of land;
- (3) the size of a building that can be constructed on a particular tract of land, including without

- limitation any restriction on the ratio of building floor space to the land square footage; and
- (4) the number of residential units that can be built per acre of land

**Section 8. Enforcement of Regulations.**

(a) No subdivision of land within the City or its ETJ Limits may be recorded until a Final Plat, accurately describing the property to be subdivided and platted, has been approved by the City in accordance with this Ordinance and applicable laws, signed and dated by the Chair of the Planning and Zoning Commission and/or other designated officers of the City, and filed in the Official County Records.

(b) No building permit, certificate of occupancy, plumbing permit, electrical permit, flood plain permit, utility tap or certificate of acceptance for required public improvements shall be issued by the City for or with respect to any land within the City limits; and no flood plain permit, utility tap or certificate of acceptance for required public improvements shall be issued by the City for or with respect to land within the ETJ Limits:

- (1) For any parcel or plat of land which was developed after the effective date of, and not in conformity with, the provisions of this Ordinance; and/or
- (2) Until, (i) all improvements required by this Ordinance, have been constructed and accepted by the City, or (ii) assurances for the completion of improvements have been provided in accordance with this Ordinance.

(c) No excavation or clearing of land, or construction of any public or private improvements shall take place or commence, within six (6) months preceding the date of application for the approval of any development or subdivision; and no such excavation, clearing of land or construction shall begin within any proposed subdivision until such time as the City Engineer approves the plans and specifications for such subdivision.

(d) This ordinance may be further enforced by injunction and other judicial proceedings, either at law or in equity; and, in lieu of or in addition to any other authorized enforcement or action taken, any person who violates any term or provision of this ordinance, with respect to any land or development within the City, by fine and penalties as provided herein.

**Sections 9 through 19. Reserved.**

**ARTICLE II. PROCEDURE**

**Section 20. General Procedure.**

(a) Plans for the development of land within the scope of this Ordinance shall be drawn and submitted to the Commission and Council for their approval or disapproval, as provided in herein.

(b) Notwithstanding any provision of this Ordinance to the contrary, a developer shall not commence construction activities within the City's jurisdiction, including clearing and/or rough grading, before first obtaining all the City approvals required by this Ordinance.



(c) Generally, the subdivision process is comprised of four (4) individual steps, including 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.

**Section 21. Concept Plan.**

(a) Purpose. The purpose of the Concept Plan is to demonstrate conformance with the Master Plan, compatibility of the proposed development with this and other applicable City ordinances, and the coordination of improvements within and among individually platted parcels, sections, or phases of a development, prior to the consideration of a Preliminary Plat.

- (1) A Concept Plan shall be required for all subdivisions of land, except as otherwise provided for in this Ordinance for Short Form Final Plats.
- (2) The Concept Plan shall include all adjacent and contiguous land, owned or controlled by the developer or the person, firm or corporation that sold the tract being developed.
- (3) It shall not be necessary to submit a Concept Plan on any land more than once, unless the concept substantially or materially changes, or approval of the precedent Concept Plan has expired, as defined in this Ordinance.

(b) Format. It is recommended that a Concept Plan be drawn on twenty-four by thirty-six inch (24"x36") sheet(s) at a scale of one (1) inch equals one (1) hundred feet (1"=100') or one (1) inch equals two (2) hundred feet (1"=200') with all dimensions measured accurately to the nearest foot.

(c) Content. The Concept Plan shall contain or have attached thereto:

- (1) Name, address and phone numbers of the developer; record owner, and authorized agents (engineer, surveyor, land planner, etc.)
- (2) Proposed name of the development; date revised and/or prepared; north indicator; scale.
- (3) Location map drawn at a scale of two thousand (2,000) feet per inch showing the area within a one (1) mile radius of the proposed subdivision. Use of the latest USGS 7.5 minute quadrangle map is recommended.
- (4) A layout of the entire tract and its relationship to adjacent property, existing development and recorded plats.
- (5) The owner's name, deed or plat reference and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax rolls.
- (6) Topographic contours at ten (10) foot intervals, or less, unless otherwise approved by the City.
- (7) Proposed major categories of land use by acreage showing compatibility of land use with, or proposed variance from, the Master Plan.
- (8) Proposed number of residential and non-residential lots, tracts or parcels of together with the estimated:



- (i) number of LUEs required for each category of lots; and
- (ii) traffic volume to be generated by all proposed development other than single family residential.

- (9) Proposed and existing arterial and collector streets to serve the general area.
- (10) Location of sites for parks, schools and other public uses, and all areas of common ownership.
- (11) Significant drainage features and structures including any regulatory one hundred (100) year flood plains.
- (12) Significant existing features on or within 200 feet of the property, such as railroads, roads, buildings, utilities and drainage structures.
- (13) Approximate boundaries and anticipated timing of proposed phases of development.
- (14) Identification of known exceptional topographical, cultural, historical, archaeological, hydrological and other physical conditions of the property to be developed, or existing within two hundred (200) feet of the property, which will require the establishment of reasonable design standards in excess of the established minimum standards or require a variance from those established minimum standards as defined in this Ordinance.
- (15) Location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses the development or is contiguous to the development's boundary.
- (16) A proposed phasing plan for the development of future sections.

(d) Procedure. A Concept Plan shall be submitted to the City for approval by both the Commission and the Council.

- (1) Legible prints, as indicated on the application form, shall be submitted at least thirty (30) days prior to the regular meeting of the Commission along with the completed application forms, and payment of all applicable fees and any attendant documents needed to supplement the information provided on the plan.
- (2) City staff shall review all Concept Plan submittals for completeness at the time of application. If in the judgment of City staff, the Concept Plan submittal substantially fails to meet the minimal informational requirements as outlined above, it will not be accepted for review.
- (3) 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.
- (4) City staff shall prepare a report analyzing the Concept Plan submittal, as well as any comments received concerning the Concept Plan, and recommending either approval or disapproval of the Concept Plan. This report shall be available at least five (5) working days prior to the Commission meeting.
- (5) If the developer chooses to withdraw the Concept Plan, he/she may do so in writing delivered by noon of the third working day preceding the Commission meeting. A withdrawn Concept Plan may be resubmitted and appear on the next Commission agenda after repayment of the applicable fees.

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(e) Notification. All owners of property (as determined by the most recent tax rolls from the County Appraisal District), any part of which is located within three hundred (300) feet of the perimeter of the land to be developed, shall be notified by mail.

- (1) The developer 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.
- (2) The City shall publish a public notice at least once in a newspaper of general circulation in the City not fewer than fifteen (15) or more than thirty (30) days prior to said public hearing.
- (3) The City shall mail public notification forms, postmarked no fewer than fifteen (15) days prior to the appropriate Commission hearing, to the owners of all property, any part of which is located within three hundred (300) feet of the perimeter of the property included within the Concept Plan.

(f) Approval. The Commission and Council, after holding public hearings in accordance with City ordinances and codes, shall approve or disapprove the Concept Plan.

- (1) The failure of either the Commission or the Council to act within thirty (30) days of the Concept Plan's respective filing date with the Commission or Council shall be deemed an approval of the plan by the respective body, except as otherwise agreed to by the developer.
- (2) The Council, within thirty (30) days of the filing date, shall either confirm the action of the Commission, disapprove the Concept Plan or request that the Commission consider the Council's recommendation at the next regularly scheduled Commission meeting.
- (3) The Council may not delete or amend conditions established by the Commission, but it may attach additional conditions, provided that such additions do not negate the effect of the Commission's conditions. The respective minutes of the Commission and Council shall cite findings of fact supporting their actions.
- (4) If the Concept Plan is resubmitted to the Commission for consideration of the Council's recommendation, then the subsequent action of the Commission shall be final.
- (5) If applicable, zoning of the tract shall permit the uses proposed by the Concept Plan, or a zoning amendment necessary to permit the proposed uses shall be required prior to approval of the Concept Plan.
- (6) Approval of a Concept Plan constitutes acceptance of the general development and arrangement of lots indicated on the plan; the classification and arrangement of streets indicated; the proposed phasing plan; and the nature of utility service proposed. Subsequent zoning approvals cannot be guaranteed.
- (7) Concept Plan approval does not ensure approval of a Preliminary Plat failing to meet specific requirements of this Ordinance, and approval does not comprise any vesting of development rights or any assurance that permits of any kind will be issued.
- (8) Upon approval of the Concept Plan, the developer shall submit one (1) mylar copy of the approved Concept Plan to be kept on file as a public record in the office of the City.

(g) Expiration. The approval of a Concept Plan shall expire one (1) year after the filing date unless

- (1) a preliminary plat on all, or a portion of, the land is filed prior to such expiration date, or
- (2) an extension is granted by the Commission in accordance with this Ordinance; or
- (3) the development proceeds in accordance with an approved phasing plan. At such time as the development lags one (1) year behind the approved phasing plan, the approval shall expire if the developer does not, prior to the expiration date, submit and obtain approval of a written request for the extension and continuance of the Concept Plan prior to expiration.
- (4) If a Concept Plan expires, it may be reinstated only upon resubmittal of the unaltered, approved plan to the Commission and Council and the approval by both bodies. All fees shall be repaid as if the plan were initially being submitted.

(h) Extension. The developer may apply for an extension, in writing, prior to the end of the initial twelve (12) month period, stating reasons for needing the extension and demonstrating subsequent development activity in accordance with this Ordinance. Upon receipt of this written request, the Commission may, at its discretion, grant an additional six (6) month extension so long as the Concept Plan remains consistent with the Master Plan and/or ordinances of the City.

(i) Revision. If a revision to a previously approved Concept Plan is required, all changes must be completed on the one (1) mylar copy on file in the office of the City, and resubmitted to the Commission and Council for approval. All fees shall be repaid as if the Concept Plan was initially being submitted.

## **Section 22. Preliminary Plat.**

(a) Purpose. The Preliminary Plat provides detailed graphic information and associated text indicating property boundaries, easements, land use, streets, utilities, drainage, and other information required to evaluate proposed subdivisions of land. A Preliminary Plat shall be required for any subdivision of land, except as otherwise provided for in this Ordinance, subsequent to Concept Plan approval.

(b) Format. It is recommended that the Preliminary Plat be drawn on twenty-four by thirty-six inch (24"x36") 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.

(c) Content. The Preliminary Plat shall include all of the tract intended to be developed at one (1) time, and any off-site improvements required to accommodate the project. The Preliminary Plat shall contain or have attached thereto:

- (1) General Information.
  - (i) Name, address and phone numbers of the developer, record owner, and authorized agents (engineer, land planner, etc.).
  - (ii) The proposed name of the subdivision, which shall not have the same spelling or be pronounced similarly to the name of any other subdivision located within the City or within the extraterritorial jurisdiction of the City, provided however that use of the same base names for different sections or phases is required when the units are contiguous with their namesakes and individually identified by a section or phase number.

- (iii) The date, scale, and north indicator.
- (iv) A location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one (1) inch equals two thousand feet (1" = 2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.
- (v) The owners name, deed or plat reference and property lines of property within three hundred (300) feet of the subdivision boundaries as determined by the most recent tax rolls.
- (vi) Certification and signature blocks as required by the City and the County.
- (vii) The total acreage of the property to be subdivided and the subtotals by land use.

(2) Existing Conditions.

- (i) The existing property lines, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.
- (ii) The location of existing water courses, dry creek beds, wells, sinkholes and other similar topographic features.
- (iii) Significant trees, within the boundaries of the subdivision and of 8-inch caliper and larger, shall be shown accurately to the nearest one (1) foot, Critical Root Zones of these trees shall also be shown.
- (iv) Centerline of water courses, creeks, existing drainage structures and other pertinent data shall be shown.
- (v) Areas subject to flooding shall be shown, delineating the regulatory one hundred (100) year floodplain, and any other floodplains identified in the City's Master Drainage Plan.
- (vi) Topographic data indicating one (1) foot contour intervals for slopes less than 5%, two (2) foot contour intervals for slopes between 5% and 10%, and five (5) foot contour intervals for slopes exceeding 10%. The contoured area shall extend outward from the property boundary for a distance equal to twenty-five percent (25%) of the distance across the tract, but not fewer than fifty (50) feet nor more than two hundred (200) feet.
- (vii) The locations, sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.
- (viii) The location, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from existing deed and plat records. The existing right-of-way width of any boundary street to the proposed subdivision shall also be shown.
- (ix) The location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either traverses the subdivision or is contiguous to the subdivision boundary.

(3) Improvements.

- (i) The location, size and description of any proposed drainage appurtenances, including storm sewers, detention ponds and other drainage structures proposed to be constructed

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- on and off the site, and designed in accordance with the requirements of this Ordinance.
- (ii) The developer shall include a copy of the complete application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.
  - (iii) The location, dimensions, names and descriptions of all proposed streets, alleys, parks, open spaces, blocks, lots, reservations, easements and rights-of-way; and areas within the subdivision indicating the connection to or continuation of other improvements in adjacent subdivisions.
  - (iv) The location of building setback lines indicated by dashed lines on the plat
  - (v) Numbers to identify each lot and each block.
  - (vi) The lengths of each proposed property line of all lots. The area of each non-rectangular lot shall be provided.
  - (vii) Significant trees to remain during construction showing the Critical Root Zones as solid circles, and Significant Trees designated to be removed showing the Critical Root Zones as dashed circles.
  - (viii) Replacement Trees shall be shown on the Preliminary Plat based on a replacement ratio (inches removed to inches planted) of
    - a) 1:2 for Significant Trees eighteen (18) inches in caliper and larger, and
    - b) 1:1 for Significant Trees between eight (8) and eighteen (18) in caliper.
    - c) Replacement Trees shall not be required for the removal of trees smaller than eight (8) inches in caliper. The removal of Significant Trees larger than eighteen inches in caliper require Commission approval.
- (4) Support Documents.
- (i) 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 this Ordinance and good engineering practices, shall be provided to ensure the property will be developed in accordance with City drainage policies.
  - (ii) Utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements.
  - (iii) A letter of certification, when applicable, that the plat has been submitted to the County Health District 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.)
- (d) Procedure. A Preliminary Plat for any proposed subdivision of land, shall be submitted to the City for Commission approval.
- (1) Legible prints, as indicated on the application form, shall be submitted at least thirty (30) days prior to the regular meeting of the Commission at which the Preliminary Plat is to be heard, along with the following:
- (i) Completed application forms and the payment of all applicable fees.
  - (ii) A summary letter stating briefly the type of street surfacing, drainage, water and

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wastewater facilities proposed, and declaring the intent to either dedicate parkland or pay fees-in-lieu of said dedication if such dedication or fees apply.

- (iii) A petition requesting annexation, if applicable.
- (iv) A letter requesting any variances from the provisions of this Ordinance.
- (v) Any attendant documents needed to supplement the information provided on the Preliminary Plat.

- (2) For projects located within the City's extra-territorial jurisdiction, one (1) extra copy of the above referenced items must be provided to the County for review and approval. The applicant shall be responsible for any additional information required by the County for Preliminary Plan approval.
- (3) City staff shall review all Preliminary Plat submittals for completeness at the time of application. If, in the judgment of City staff, the Preliminary Plat submittal substantially fails to meet the minimal informational requirements as outlined above, it will not be accepted for review.
- (4) Prior to the Commission meeting at which the Preliminary Plat is presented, City staff shall review the plat for consistency with City ordinances, codes, policies and plans.
- (5) City staff shall prepare a report analyzing the Preliminary Plat submittal, as well as any comments received concerning the Concept Plan, and recommending either the approval or disapproval of the Preliminary Plat. This report shall be available at least five (5) working days prior to the Commission meeting.
- (6) If the developer chooses to withdraw the Preliminary Plat, in writing, by noon of the third working day preceding the meeting Commission, the submittal may appear on the next Commission agenda after repayment of the applicable fees.

(e) Notification. Public notification for a Preliminary Plat shall be the same as the notification procedures for the Concept Plan.

- (1) Approval. The Commission, after holding public hearings in accordance with City ordinances and codes, shall act on the request for Preliminary Plat approval.
- (2) The failure of the Commission to act within thirty (30) days of the Preliminary Plat filing date shall be deemed an approval of the plat, except as otherwise agreed to by the developer.
- (3) Zoning of the tract, if applicable, that shall permit the uses proposed by the Preliminary Plat, or any pending zoning amendment necessary to permit the proposed uses shall have been adopted by the Council prior to approval of the Preliminary Plat.
- (4) Approval of the Preliminary Plat shall not constitute approval of the Final Plat, but shall constitute a vesting of the right to develop under City ordinances, codes and policies in effect on the date of the approval provided that neither the Preliminary Plat nor any subsequent plat or permit has been, or is, allowed to expire.
- (5) The developer should be aware that specific approvals from other agencies may be required.
- (6) Upon approval of the Preliminary Plat, the developer shall furnish one (1) mylar reproducible copy of the approved Plat to be kept on file at the City as public record.

(f) Expiration.



- (1) The approval of the Preliminary Plat shall expire twelve (12) months after the filing date, unless
  - (i) a corresponding Final Plat on all, or a portion of, the land approved on the Preliminary Plat is filed, or
  - (ii) an extension is granted by the Commission in accordance with this Ordinance.
- (2) If a Preliminary Plat expires, it may be reinstated only upon resubmittal of the unaltered, approved plat to the Commission and Council and the approval by both bodies. All fees shall be repaid as if the plat were initially being submitted.

(g) Extension. The developer may apply for an extension, in writing, prior to the end of the initial twelve (12) month period, stating reasons for needing the extension and demonstrating pursuit of approvals for Construction Plans and/or Final Plat in accordance with this Ordinance. Upon receipt of this written request, the Commission may, at its discretion, grant up to a two (2) year extension so long as the Preliminary Plat remains consistent with the Master Plan and/or ordinances of the City.

(h) Revision. If a revision to a previously approved Preliminary Plat is required, then no application for Final Plat shall be accepted until the revised Preliminary Plat has been submitted and approved by the Commission. This signed, approved document shall be kept on file as public record in the offices of the City.

(i) Responsibility. Notwithstanding the approval of any Preliminary Plat by the Council, Commission or the City Engineer, the developer and the engineer that prepares and submits such plats shall be and remain responsible for the adequacy of the design and nothing in this Ordinance shall be deemed or construed to relieve or waive the responsibility of the developer or his/her engineer for or with respect to any plat submitted.

### **Section 23. Construction Plans.**

(a) Purpose. Construction plans, based upon the approved Preliminary Plat, and consisting of detailed specifications and diagrams illustrating the location, design, and composition of all improvements identified in the Preliminary Plat phase and required by this Ordinance and other applicable City ordinances, codes and policies, shall be submitted to the City for approval. In addition, any project that necessitates the construction, reconstruction or modification of existing City infrastructure shall also be submitted to the City for approval. The plans shall be kept by the City as a permanent record of required improvements in order to:

- (1) Provide better records that facilitate the operation and maintenance of, and any future modifications to existing City infrastructure.
- (2) Provide data for evaluation of materials, methods of construction and design.
- (3) Provide documentation of approved public improvements to ensure that all such improvements are built to City standards and specifications.
- (4) No Final Plat shall be certified by the City, and no construction activities shall commence, until such time as Construction Plans completely describing the on-site and off-site improvements required by this Ordinance and other applicable City ordinances and codes, have been approved



by the City Engineer.

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

(c) Content. 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, and shall contain or have attached thereto:

(1) Cover Sheet.

- (i) the appropriate project name, date, and the name, addresses and phone numbers of the developer, engineer and surveyor, etc.
- (ii) a location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one inch equals two thousand feet (1" = 2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.

(2) Street and Roadway Systems:

- (i) The horizontal layouts and alignments showing geometric data and other pertinent design details. The horizontal layout shall also show the direction of storm water flow and tile location of manholes, inlets and special structures;
- (ii) Vertical layouts and alignments showing existing and proposed center line, right and left right-of-way line elevations along each proposed roadway;
- (iii) Typical right-of-way cross sections showing pertinent design details and elevations as prescribed in the City Standard Details and Specifications;
- (iv) Typical paving sections showing right-of-way width, lane widths, median widths; shoulder widths, and pavement recommendations;
- (v) Attendant documents containing any additional information required to evaluate the proposed roadway improvements, including geotechnical information; and

(3) Drainage Improvements

- (i) Detailed design of all drainage facilities as indicated in the Preliminary Plat phase, including typical channel of paving section, storm sewers and other storm water control facilities.
- (ii) Typical channel cross-sections, plan and profile drawings of every conduit/channel shall be shown.
- (iii) Existing and proposed topographic conditions indicating one (1) foot contour intervals for slopes less than 5%, two (2) foot contour intervals for slopes between 5% and 10%, and five (5) foot contour intervals for slopes exceeding 10%, and referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.

- (iv) Attendant documents containing design computations in accordance with this Ordinance, and any additional information required to evaluate the proposed drainage improvements
- (v) A copy of the complete application for flood plain map amendment of revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.

(4) Erosion and Sedimentation Controls:

- (i) Proposed fill or other structure elevating techniques, levees, channel modifications and detention facilities.
- (ii) Existing and proposed topographic conditions with vertical intervals not greater than one (1) foot referenced to a United States Geological Survey or Coastal and Geodetic Survey bench mark or monument.
- (iii) The location, size, and character of all temporary and permanent erosion and sediment control facilities with specifications detailing all on-site erosion control measures which will be established and maintained during all periods of development and construction.
- (iv) Contractor staging areas, vehicle access areas, temporary and permanent spoils storage areas.
- (v) A plan for restoration for the mitigation of erosion in all areas disturbed during construction.

(5) Water Distribution Systems:

- (i) The layout, size and specific location of the existing and proposed water mains, pump stations, storage tanks and other related structures sufficient to serve the proposed land uses and development as identified in the Preliminary Plat phase and in accordance with the City standard Details and Specifications.
- (ii) The existing and proposed location of fire hydrants, valves, meters and other fittings.
- (iii) Design details showing the connection with the existing City water system.
- (iv) The specific location and size of all water service connections for each individual lot.
- (v) Attendant documents containing any additional information required to evaluate the proposed water distribution system.

(6) Wastewater Collection Systems:

- (i) The layout, size and specific location of the existing and proposed wastewater lines, manholes, lift stations, and other related structures sufficient to serve the land uses and development as identified in the Preliminary Plat phase, in accordance with all current City standards, specifications, and criteria for construction of wastewater systems.
- (ii) Plan and profile drawings for each line in public light-of-ways or public utility easements, showing existing ground level elevation at center line of pipe, pipe size and flow line elevation at all bends, drops, turns, and station numbers at fifty (50) foot intervals.
- (iii) Design details for manholes and special structures. Flow line elevations shall be shown at every point where the line enters or leaves the manholes.
- (iv) Detailed design for lift stations, package plants or other special wastewater structures.

(v) Attendant documents containing any additional information required to evaluate the proposed wastewater system, and complete an application for state Health Department approval.

- (7) Street Lighting. The location, size, type and description of street lights according to City standard Details and Specifications.
- (8) Street Signs. The location, size, type and description of street signs according to City standard Details and Specifications.
- (9) Sidewalks. The location, size and type of sidewalks and pedestrian ramps according to City standard Details and Specification.
- (10) Improvements for Parks and other Public and Common Areas - as identified and/or approved on the Preliminary Plat.
- (11) The location, size and description of all Significant Trees (to remain and to be removed), and Replacement Trees to meet the requirements of this Ordinance.
- (12) Landscaping and Screening. The location, size and description of all landscaping and screening materials as required by this Ordinance.
- (13) Design Criteria. Final design criteria, reports, calculations, and all other related computations, if not previously submitted with the Preliminary Plat.
- (14) Cost Estimates. A cost estimate of each required improvement, prepared, signed and sealed by a professional engineer licensed to practice in the state of Texas.

(d) Procedure. After all necessary approvals of the Preliminary Plat have been granted, Construction Plans, together with a completed application form and review fee, shall be submitted to the City Engineer for approval.

- (1) Construction Plans may be submitted for review and approval simultaneously with a Final Plat, provided however that the Final Plat shall not be approved until the Construction Plans have been approved. If the Construction Plans and the Final Plat are to be reviewed simultaneously, a complete application for Construction Plans and a complete application for Final Plat must be submitted to the City simultaneously.
- (2) City staff shall review all Construction Plan submittals for completeness at the time of application. If in the judgment of the City, the Construction Plan submittal substantially fails to meet the minimal informational requirements as outlined above, it will not be accepted for review.
- (3) The City Engineer shall review the Construction Plans to insure compliance with this Ordinance, and other applicable City ordinances, codes, standards and specifications, and good engineering practices.
- (4) For projects located within the City's extraterritorial jurisdiction, the Construction Plans and attendant documents shall be provided to the County for review and approval. The applicant shall be responsible for any additional information required by the County for Construction Plan approval.

(e) Approval. Within thirty (30) days of the date on which all required information has been accepted for review, the City Engineer shall either approve or disapprove the Construction Plans.

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- (1) If the Construction Plans are disapproved, the City Engineer shall notify the applicant, in writing, of disapproval and indicate the requirements for bringing the Construction Plans into compliance.
- (2) If Construction Plans are approved, then the City Engineer shall sign the cover sheet of the Construction Plans, returning one (1) signed copy to the applicant and retaining the other signed copy for City records.
- (3) The developer should be aware that specific approvals from other agencies may be required.
- (4) All improvements shown in the approved Construction Plans shall be constructed pursuant to and in compliance with the approved plans, except as otherwise specifically approved.

(f) Revision. Where it becomes necessary, due to unforeseen circumstances, for corrections to be made to Construction Plans for which approval has already been obtained, the City Engineer shall have the authority to approve such corrections when, in his/her opinion, such changes are warranted and also in conformance with City requirements. Approval of such changes agreed to between the developer and City

Engineer shall be noted by initialing and dating by both parties on the two (2) original signed copies of the Construction Plans.

(g) Responsibility. Notwithstanding the approval of any Construction Plans by the Council, Commission or the City Engineer, the developer and the engineer that prepares and submits such plans and specifications shall be and remain responsible for the adequacy of the design of all such improvements; and nothing in this Ordinance shall be deemed or construed to relieve or waive the responsibility of the developer or his/her engineer for or with respect to any design, plans and specifications submitted.

### **Section 24. Final Plat.**

(a) Purpose. The Final Plat provides detailed graphic information and associated text indicating property boundaries, easements, streets, utilities, drainage, and other information required for the maintenance of public records of the subdivision of land.

- (1) A Final Plat shall be required for all subdivisions of land.
- (2) The Final Plat shall conform to the approved Construction Plans and approved Preliminary Plat.

(b) Content. The Final Plat shall be 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.

(c) Content. The Final Plat shall include all of the tract intended to be developed at one (1) time, and shall contain or have attached thereto:

- (1) General Information.

- (i) The proposed name of the subdivision, which shall not have the same spelling or be pronounced similarly to the name of any other subdivision located within the City or within the extra-territorial jurisdiction of the City; provided however, that use of the same base names for different sections or phases is required when the units are contiguous with their namesakes and individually identified by a section number.
  - (ii) The date, scale, north point, addresses of the owner of record, developer, registered public surveyor, and registered professional engineer if required, platting the tract. The engineer and surveyor shall affix their seals to the plat in conjunction with the signing of the certification requirements.
  - (iii) A location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one (1) inch equals two thousand feet (1" = 2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.
  - (iv) Identification and location of proposed uses and reservations for all lots within the subdivision.
  - (v) The owner's names and the property lines of property within three hundred (300) feet of the subdivision boundary, together with the respective plat or deed references as determined by the most recent tax rolls.
  - (vi) Certification, signature and revision blocks as required by the City and County, including but not limited to the following:
  - (vii) Certification from a registered professional engineer and approval by the State Health Department (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the property will be served by the City water system.
  - (viii) Certification from the County Health District that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of septic tank or other means of disposal has been approved by the County Health District. Said certificate shall show the limitations, if any, of such approval.
  - (ix) Lot area, width and depth, public utility and drainage easements, and setbacks shall conform to the requirements as established for the designated land use as set forth in this Ordinance.
- (2) Existing Conditions.
- (i) The existing property lines, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.
  - (ii) Areas delineating the regulatory one hundred (100) year floodplain, if applicable. This information must be certified by a registered professional engineer.
  - (iii) The location, dimensions, names and descriptions of all existing and recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from current deed and plat records. The existing right-of-way width of any boundary street to the proposed subdivision shall also be shown.
  - (iv) Location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses the subdivision

or is contiguous to the subdivision boundary.

(3) Survey Control Information.

- (i) True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.
- (ii) The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pins.
- (iii) Suitable primary control points to which all dimensions, bearings and similar data shall be referenced. At least one (1) corner of the subdivision shall be located with respect to a corner of the original survey of which it is a part.
- (iv) Sufficient data shall be shown on the plat for each lot to prove mathematical closure.

(4) Improvements.

- (i) The location, bearings, distances, widths, purposes and approved names of proposed streets, alleys, easements and rights-of-way to be dedicated to public use.
- (ii) Streets. Provide complete curve data (delta, arc length, radius, tangent, point of curve, point of reverse curve, point of tangent, long chord with bearing) between all lot corner pins.
- (iii) Water Courses and Easements. Provide distances to be provided along the side lot lines from the right-of-way line or the high bank of a stream. Traverse line to be provided along the edge of all major waterways in a convenient location, preferably along a utility easement if paralleling the drainage easement or stream.
- (iv) The property lines and number designations of all proposed lots and blocks, with complete bearings, distances and dimensions for front, rear and side lot lines. The surveyor shall certify that all lots meet the City's minimum requirements set forth herein.
- (v) The use, property dimensions, names and boundary lines of all special reservations to be dedicated for public use, including sites for schools, churches, parks and open spaces; common ownership; or subsequent development.
- (vi) The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.
- (vii) The proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed right-of-way lines.

(5) Support Documents. The following supporting documents must accompany the Final Plat:

- (i) 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.
- (ii) 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.

- (iii) If the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with this Ordinance.

(6) The applicant shall be responsible for verifying the accuracy of all data submitted.

(d) Procedure. After approval of the Preliminary Plat and Construction Plans for a proposed subdivision, a Final Plat for that subdivision shall be submitted to the City for Commission approval before recordation.

- (1) A Final Plat may be submitted for review and approval simultaneously with Construction Plans, provided however that the Final Plat shall not be approved until the Construction Plans have been approved. If the Final Plat and Construction Plans are to be reviewed simultaneously, a complete application for Final Plat and a complete application for Construction Plans must be submitted to the City simultaneously.
- (2) Legible prints, as indicated on the application form, shall be submitted at least thirty (30) days prior to the regular meeting of the Commission at which the Final Plat is to be heard, along with the following:
  - (i) Completed application forms and the payment of all applicable fees.
  - (ii) Any materials or documents required by the Commission and/or Council as a condition of Preliminary Plat approval.
  - (iii) 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 this Ordinance.
  - (iv) Two (2) copies 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.
  - (v) Certification from all applicable taxing authorities that all taxes due on the property have been paid.
  - (vi) Performance and maintenance guarantees as required by the City.
  - (vii) Any attendant documents needed to supplement the information provided on the Final Plat.
- (3) For projects located within the City's extra-territorial jurisdiction, one (1) extra copy of the above referenced items must be provided to the County for review and approval. The applicant shall be responsible for any additional information required by the County for Final Plat approval.
- (4) City staff shall review all Final Plat submittals for completeness at the time of application. If, in the judgment of City staff, the Final Plat submittal substantially fails to meet the minimal informational requirements as outlined above, it will not be accepted for review.
- (5) Prior to the Commission meeting at which the Final Plat is presented, City staff shall review the



plat for consistency with City codes, policies and plans.

- (6) City staff shall prepare a report analyzing the Final Plat submittal, as well as any comments received concerning the Preliminary Plat, and recommending the either approval or disapproval of the Final Plat. This report shall be available at least five (5) working days prior to the Commission meeting.
- (7) If the developer chooses to withdraw the Final Plat, in writing, by noon of the third working day preceding the meeting Commission, the submittal may appear on the next Commission agenda after repayment of the applicable fees.

(e) Notification. Public notification of Final Plats filed as part of an approved Preliminary Plat shall not be required.

(f) Approval. The Commission, after holding a public hearing, shall act on the request for Final Plat approval.

- (1) The failure of the Commission to act within thirty (30) days of the Final Plat filing date shall be deemed an approval of the plat, except as otherwise agreed to by the developer.
- (2) For Final Plats submitted simultaneously with a Construction Plans, the failure of the Commission to act within thirty (30) days of the later of the filing date or the Construction Plan approval date shall be deemed an approval of the Final Plat, except as otherwise agreed to by the developer.
- (3) The developer shall begin construction of the required public improvements or file a financial surety instrument for the improvements within six (6) months after Final Plat approval by the Commission, or such approval of the Final Plat shall be void.
- (4) Unless the Final Plat is recorded in the Official County Records within twelve (12) months after approval by the Commission, such approval of the Final Plat shall be void, except that the developer may apply in writing to allow extension of approval prior to the end of such twelve (12) month period, stating just cause therefore, and the Commission may grant an extension not to exceed one (1) year.
- (5) Zoning of the tract, if applicable, that shall permit the proposed use, or any pending zoning amendment necessary to permit the proposed use shall, have been adopted by the Council prior to approval of the Final Plat.
- (6) The developer should be aware that specific approvals from other agencies may be required.
- (7) The City engineer and developer's engineer must certify that the design standards of Article III have been complied with and that the development and improvements meet sound engineering practices.

(g) Revision. If revision of the Final Plat is required by the Commission, then the Final Plat shall not be recorded until the revised Final Plat has been resubmitted and approved by City staff for compliance with the Commission's requirements, and the Council's requirements, if any, established by the Council during its consideration of the Concept Plan.

(h) Recordation.

- (1) Prior to the recordation of the Final Plat, one (1) original copy of the Final Plat shall be

submitted to the City for signatures, and

- (i) The Final Plat shall have been approved by the Commission pursuant to the provisions of this Ordinance.
  - (ii) All conditions of Final Plat approval established by the Commission shall have been determined to be complete by City staff.
  - (iii) Construction plans for all required improvements shall have been approved by the City Engineer.
  - (iv) Fees in lieu of parkland dedication as required by this Ordinance, if applicable, shall have been paid.
  - (v) Performance and maintenance guarantees for all required improvements shall have been established pursuant to this Ordinance.
  - (vi) Copies of any agreements required providing for the proper and continuous operation, maintenance, and supervision of any facilities that are of common use or benefit which cannot be satisfactorily maintained, or which have been rejected for operation and/or maintenance, by an existing public agency shall be executed.
  - (vii) Written acceptance of all improvements required by this Ordinance by the City Engineer or, in lieu of acceptance, assurance of completion of said improvements pursuant to this Ordinance, shall be received by the City.
  - (viii) Applicable fees pursuant to City ordinance shall be paid, including, but not limited to, all professional fees, engineer, and attorney fees incurred by the City for or with respect to the review, processing and approval of the application for the approval of the subdivision plat.
  - (ix) Notes shall be added to the plat describing any variances approved by the Commission.
- (2) City staff shall, upon determination that all provisions of this Ordinance have been satisfied, and all the above conditions have been met, obtain signatures certifying Final Plat approval by the Chairperson of the Commission, and the Mayor, as attested to by the City Secretary.
  - (3) Once the original Final Plat has been certified by the Chairperson of the Commission and the Mayor, City staff shall notify the developer that the original Final Plat is ready for reproduction.
  - (4) The developer, at his/her own expense, shall make two (2) photographic mylar copies of the original, signed Final Plat, and return the photographic mylar copies and the original Final Plat to the City Engineer for recordation.
  - (5) If the land area represented by the subdivision is located outside the corporate limits of the City on the date of its filing for recordation with the Official County Records, then it must be approved by the Commissioners Court of the County prior to recordation. It shall be the responsibility of the developer to be familiar with the process, procedures, and requirements necessary to secure County approval. Such approval shall be evidenced by the signature of the statement of certification by the County Judge.
  - (6) City staff shall, after the photographic mylar copies and the original Final Plat have been duly recorded in the Official County Records, return the original Final Plat to the developer within five (5) working days by notifying the developer that the original Final Plat is available for pick-up at the office of the City Engineer.
  - (7) The City shall keep one (1) photographic mylar copy of the original approved Final Plat on file as public record.

(i) Responsibility. Notwithstanding the approval of any Final Plat by the Council, Commission or the City Engineer, the developer and the engineer that prepares and submits such plats shall be and remain responsible for the adequacy of the design and nothing in this Ordinance shall be deemed or construed to relieve or waive the responsibility of the developer or his/her engineer for or with respect to any plat submitted.

**Section 25. Amended Plats.**

(a) Purpose. An Amended Plat that meets all of the informational requirements set forth in this Ordinance may be approved and recorded by the City without vacation of the preceding plat, without a public hearing, and without approval of other lot owners within the platted subdivision provided that any persons with a vested interest affected by the plat amendment signs the plat and application; and that the purpose of the Amended Plat is:

- (1) To correct an error in any course or distance shown on the preceding plat; or
- (2) To add any course or distance that was omitted on the preceding plat; or
- (3) To correct an error in the description of the real property shown on the preceding plat; or
- (4) To indicate monuments set after death, disability, or retirement from practice of the engineer or surveyor charged with responsibilities for setting monuments; or
- (5) To show the proper location or character of any monument which has been changed in location, character, or shown incorrectly on the preceding plat; or
- (6) To correct any other type of scrivener or clerical error or omission as previously approved by the Commission and Council; such errors and omissions may include, but are not limited to: lot numbers, acreage, street names, and identification of adjacent recorded plats; or
- (7) To correct an error in courses and distances of lot lines between two (2) adjacent lots where lot owners join in the application for an Amended Plat and neither lot is abolished, provided that such amendment does not attempt to remove recorded covenants or restrictions and does not have a material adverse effect on the property rights of the other owners in the plat; or
- (8) To relocate a lot line in order to cure an inadvertent encroachment of a building or improvement on a lot line or on an easement;
- (9) To relocate one (1) or more lot lines between one (1) or more adjacent lots where the owner or owners of all such lots join in the application for the Amended Plat, provided that such amendment does not attempt to remove recorded covenants or restrictions, or increase the number of lots.

(b) Format. The format of an Amended Plat shall be the same as the format for a Final Plat.

(c) Content. The content of an Amended Plat shall be the same as the content requirements for a Short Form Final Plat.

(d) Procedure.

- (1) 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

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- bearing their seals shall be submitted to the City for approval before recordation of the plat.
- (2) Legible prints, as indicated on the application form shall be submitted to the City along with the following:
- (i) Completed application forms and the payment of all applicable fees.
  - (ii) Certification from all applicable taxing authorities that all taxes due on the property have been paid.
  - (iii) Any attendant documents needed to supplement the information provided on the plat.
  - (iv) The City shall require the following note on the Amended Plat: This subdivision is subject to all general notes and restrictions appearing on the plat of \_\_\_\_\_, Lot(s) \_\_\_\_\_, recorded at Cabinet \_\_\_\_\_, Slide \_\_\_\_\_ of the Plat Records of \_\_\_\_\_ County, Texas.
- (e) Notification. Public notification and public hearings shall not be required for an Amended Plat.
- (f) Approval. The City Engineer shall approve any Amended Plat meeting the requirements of this Ordinance within thirty (30) days of receipt of a complete submittal. However, if in the City Engineers determination, the Amended Plat does not satisfy this Ordinance, the City Engineer may require the plat to be processed in accordance with the Final Plat procedures of this Ordinance.
- (g) Expiration. Approval of an Amended Plat shall expire if said plat is not recorded in the plat records of the County within six (6) months of City approval.
- (h) Recordation. Recordation of an Amended Plat shall follow the same recordation provisions of a Final Plat.
- (i) Responsibility. Notwithstanding the approval of any Amended Plat by the City Engineer, the developer and the engineer that prepares and submits such plats shall be and remain responsible for the adequacy of the design and nothing in this Ordinance shall be deemed or construed to relieve or waive the responsibility of the developer or his/her engineer for or with respect to any plat submitted.

### **Section 26. Short Form Final Plats.**

(a) Purpose. The provision of adequate data concerning land use, utility requirements, traffic impact, streets, easements and dedications is vital to ensure the continued health, safety and welfare of the City's residents. Recognizing that the significance of this data is reduced for the small scale projects that are most heavily impacted by the burden of producing this data, the City allows alternate procedures for simple resubdivisions, lot splits, and the platting of existing development and of land proposed for site development where public improvements are not required.

- (1) Applicants for subdivisions or resubdivisions creating no more than four (4) new lots may follow the procedure set forth below provided that the subdivision meets all of the following criteria:
- (i) The City shall certify that the proposed subdivision meets all the requirements of the Short Form Final Plat.
  - (ii) No new public street shall be necessary for each lot to access a public street.

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- (iii) Each of the lots is contiguous with at least one (1) of the other lots in the subdivision for a distance of at least fifty (50) feet.
  - (iy) No off-site improvements to the City's infrastructure are determined to be necessary by the City Engineer.
  - (v) No off-site drainage improvements are determined to be necessary by the City Engineer.
- (2) The Commission may require the standard Final Plat procedures outlined this Ordinance, if the City determines that the plat is inconsistent with any element of the Master Plan, or any established City ordinances, codes or policies.
- (b) Format. The format of the Short Form Final Plat shall correspond with the format for Final Plats as required by this Ordinance.
- (c) Content. The content of the Short Form Final Plat shall correspond with the content for Final Plats as required by this Ordinance, except that:
- (1) Construction plans may not be required.
  - (2) The City may permit omission of any informational requirements that are determined by the City to place an excessive burden on the applicant, including, but not limited to contours, centerlines of existing watercourses, etc.
  - (3) The City shall require the following note on the Final Plat: This subdivision is subject to all general notes and restrictions appearing on the plat of \_\_\_\_\_, Lot(s) \_\_\_\_\_, recorded at Cabinet \_\_\_\_\_, Slide \_\_\_\_\_ of Plat Records of \_\_\_\_\_ County, Texas.
- (d) Procedure. The procedure for review and approval of a Short Form Final Plat shall follow the procedure for Final Plats, except that:
- (1) The Short Form Final Plat may be submitted without approval of a Preliminary Plat or Construction Plans. The plat, prepared by a surveyor, and engineer if required, and bearing their seals shall be submitted to the Commission for approval before recordation of the plat.
  - (2) Legible prints, as indicated on the application form shall be submitted at least thirty (30) days prior to the regular meeting of the Commission along with the following:
    - (i) Completed application forms and the payment of all required fees.
    - (ii) Two (2) copies 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 plat.
    - (iii) Certification from all applicable taxing authorities that all taxes due on the property have been paid.
    - (iv) Notification materials as required herein.
    - (v) A petition requesting annexation, if applicable.
    - (vi) Any attendant documents needed to supplement the information provided on the plat.
  - (3) For projects located within the City's extra-territorial jurisdiction, one (1) extra copy of the above referenced items must be provided to the County for review and approval. The applicant shall be responsible for any additional information required by the County for Short Form Final Plat approval.

- (e) Notification. Notification procedures for a Short Form Final Plat shall be the same as those identified for Concept Plan.
- (f) Approval. The approval process of a Short Form Final Plat shall be the same as the approval of a Final Plat.
- (g) Revision. The revision process of a Short Form Final Plat shall be the same as the revision process described for a Final Plat.
- (h) Recordation. The recordation procedures of a Short Form Final Plat shall be the same as the procedures for a Final Plat.
- (i) Responsibility. Notwithstanding the approval of any Short Form Final Plat by the Commission, Council or City Engineer, the developer and the engineer that prepares and submits such plats shall be and remain responsible for the adequacy of the design and nothing in this Ordinance shall be deemed or construed to relieve or waive the responsibility of the developer or his/her engineer for or with respect to any plat submitted.

**Section 27. Vacation of Undeveloped Subdivision.** When no lots on a plat of subdivision have been sold, the developer may request the vacation of the plat prior to the time that the improvements covered by the guarantees are installed, and when such plat is vacated, all fiscal sureties shall be returned to the developer.

**Sections 28 through 39. Reserved.**

### **ARTICLE III. DESIGN STANDARDS.**

**Section 40. Generally.**

- (a) Additional Regulations. In addition to the requirements established by this Ordinance, all development within the City limits shall be designed so as to comply with the intent and provisions of the Zoning Ordinance, building and housing codes, Master Plan, regulations of the Texas Department of Transportation and the Texas Department of Health, and any other applicable law or regulation adopted by a unit of federal, state or local government; and all development within the extraterritorial jurisdiction of the City shall comply with this Ordinance and all other applicable laws and regulations adopted by a unit of federal, state or local government.
- (b) Standards In General. The minimum design standards as contained herein shall provide the basic criteria for evaluating proposed concept plans, preliminary plats, construction plans, final plats, amended plats, short form final plats, and other development or improvements subject to this ordinance. The City may, however, establish reasonable design requirements in excess of these established minimum standards, or grant variances from those established minimum standards, where by reason of exceptional topographic, cultural, historic, archaeological, hydrologic, or other physical conditions of the property to be developed or of an adjacent tract, the strict adherence to these standards will result in an inappropriate subdivision design or cause unnecessary hardship.



(c) Coordinated Design. The quality of life and the community in the Cottonwood Shores urban area is dependent on the quality of design of the individual developments in which people live and work. Good community design requires the coordination of the efforts of each developer of land within the urban area. It is intended that the urban area shall be designed as a group of integrated residential neighborhoods and appropriate commercial, industrial and public facilities. Therefore, the design of each development shall be prepared in accordance with the applicable principles established by the Master Plan for land use, circulation, community facilities and public utility services and in accordance with the following general principles:

- (1) The neighborhood, as a planning unit, is intended as an area principally for residential use, and of a size that can be served by one (1) elementary school. Space for recreational, educational and shopping facilities to serve the residents of the neighborhood should be provided and designed as an integral part of each neighborhood. The size of lots and blocks should be designed to provide for adequate water and wastewater service, traffic circulation, light, air, open space, landscaping and off-street parking. The arrangement of lots and blocks and the street system should be designed to make the most advantageous use of topography and natural physical features. Tree masses and large individual trees should be preserved to the greatest extent possible. The system of sidewalks and roadways and the lot layout should be designed to take advantage of the visual qualities of the area.
- (2) The components of the street system should in different degrees serve the separate purposes of access to property and safe, efficient movement of traffic. Land use types should be served by roadways whose capacity increases in proportion to the traffic generation of the land use. Design and location of points of access to property should be appropriate to the volume and speed characteristics of traffic utilizing the intersection.
- (3) An open space system throughout the urban area should provide a range of active and passive recreation opportunities. Park, open space and recreation facilities should be located with sensitivity to user population, natural features, traffic generation, and nearby land use.
- (4) Land use arrangement and design should minimize the difference in intensity between adjacent uses in order to provide for the provision of water, wastewater and roadways sufficient to serve the proposed densities and provide for compatible neighboring developments. Step-down patterns of use surrounding major activity centers, combined with buffering techniques, should ensure that residential densities are compatible with each other, and that residential development is not adversely impacted by higher intensity uses.
- (5) Public utilities and infrastructure should be provided within all subdivisions in order to ensure the health, safety and well-being of the public. Utility capacity should be sufficient to meet accepted standards of service to reasonably anticipated development. Where excess capacity in utility lines or facilities within a subdivision will further the efficient and desirable extension of utilities to adjacent property, equitable provision of such capacity is essential to the orderly growth of the urban area.
- (6) Construction of water, wastewater, drainage, gas, electric, telephone and cable television utilities that require utility cuts of a public street shall be repaired pursuant to applicable City ordinances.



**Section 41. Drainage Improvements.**

(a) Purpose. The drainage improvement provisions contained herein are deemed necessary for the following reasons:

- (1) Waterways and their associated watersheds within the City's territorial jurisdiction represent significant and irreplaceable recreational and aesthetic resources and contribute directly to the City's public health.
- (2) The continued economic growth of the City is dependent on an adequate quality and quantity of storm water runoff, a pleasing natural environment, recreational opportunities in close proximity to the City as well as the protection of people and property from the hazards of flooding.
- (3) All watersheds within the City's jurisdiction, and especially those with abrupt topography, sparse vegetation, and thin and easily disturbed soil, are vulnerable to flooding due to unregulated development activities.
- (4) All watersheds within the City's jurisdiction are undergoing development or are facing development pressure.
- (5) If watersheds within the City's jurisdiction are not developed in a sensitive and innovative manner, their water resources, natural environment, and recreational characteristics may be irreparably damaged.
- (6) The City should regulate all drainage within the City's jurisdiction for the public benefit and safety, including both the existing and future generations of citizens of the City, as well as for downstream users of the each waterway within the City's territorial jurisdiction.

(b) Policy.

- (1) All drainage improvements within the City's jurisdiction shall be designed in accordance with good engineering practices sufficient to prevent flooding outside of designated flood and drainageways, the flooding of property developed for buildings and structures, and to prevent an increase of the volume or speed of water downstream.
- (2) The Commission shall not recommend approval or approve any plat or plan which does not meet the minimum requirements of this Ordinance in making adequate provisions for control of the quantity of storm water runoff to protect the public health, safety and property, and benefit the present and future owners of property within the development, other lands within the City and neighboring areas.
- (3) It shall be the responsibility of the developer to design and construct a system for the collection and transport of all storm water runoff flowing into, and generated within the development, in accordance with:
  - (i) The requirements of this Ordinance.
  - (ii) Good engineering practices.
  - (iii) Approved engineering plans for construction.
  - (iv) The regulations and principles of law established pursuant to the Texas Water Code.

- (4) In general, drainage improvements shall be designed and constructed in a manner which promotes the development of a network of both natural and built drainageways throughout the community and so as to:
- (i) Retain natural flood plains in a condition that minimizes interference with flood water conveyance, flood water storage, aquatic and terrestrial ecosystems, and ground and surface water.
  - (ii) Reduce exposure of people and property to the flood hazards and the nuisances associated with inadequate control of storm water runoff.
  - (iii) Systematically reduce the existing level of flood damages.
  - (iv) Ensure that corrective works are consistent with the overall goals of the City.
  - (v) Minimize erosion and sedimentation problems and enhance water quality. (vi) Protect environmental quality, social well-being and economic stability.
  - (vi) Plan for both the large flooding events and the smaller, more frequent flooding events by providing both major and minor drainage systems.
  - (viii) Minimize future operational and maintenance expenses.
  - (ix) Reduce exposure of public investment in utilities, streets and other public facilities (Infrastructure).
  - (x) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the public.
  - (xi) Acquire and maintain a combination of recreational and open space systems utilizing flood plain lands.

**Section 42. Transportation Improvements.**

(a) Purpose. The planning for a thoroughfare system is essential for the continued efficient movement of people and goods, and the Master Plan shall serve as a guide for the location and scale of future collector and arterial streets. The precise alignment of thoroughfares included in the Plan may be varied to allow adjustments that increase the compatibility of the right-of-way with natural or man-made features such as steep slopes, waterways, wildlife habitats, neighborhoods, historic structures or existing roadways.

(b) Policy.

- (1) All transportation improvements including streets, driveways, sidewalks, bikeways, traffic control, and parking areas within the City's jurisdiction shall be designed in accordance with the this Ordinance.
- (2) Street Layout. Adequate streets shall be provided by the subdivider and the arrangement, character, extent, width, grade, and location of each shall conform to the comprehensive plan of the City and professional urban planning and shall be considered in their relation to existing and planned streets, to topographical conditions, to public safety and convenience, and in their appropriate relationship to the proposed uses of land to be served by such streets. The street layout shall be devised for the most advantageous development of the entire neighborhood.
- (3) Relation to adjoining street system. Where necessary to the neighborhood pattern, existing streets in adjoining areas shall be continued, and shall be at least as wide as such existing streets

- and in alignment therewith.
- (4) Projection of streets. Where adjoining areas are not subdivided the arrangements of streets in the subdivision shall make provision for the proper projection of streets into such unsubdivided areas.
  - (5) Street jogs. Whenever possible, street jogs with center line offsets of less than 125 feet shall be avoided.
  - (6) Street Intersection. Street intersections shall be as nearly at right angles as practicable, giving due regard to terrain and topography.
  - (7) Dead-end streets. Dead end streets shall be prohibited except as short stubs to permit future expansion.
  - (8) Cul-de-sacs. In general, cui-de-sacs shall not exceed 600 feet in length, and shall have a turnaround of not less than 100 feet in diameter in residential areas, and not less than 100 feet in diameter in commercial and industrial areas.
  - (9) Marginal access streets. Where a subdivision has frontage on an arterial street, there shall be provided a marginal access street on both sides or on the subdivision side of the arterial street, if the arterial street borders the subdivision, unless the adjacent lots back up to the arterial street, or unless the Commission determines that such marginal access streets are not desirable under the facts of a particular case for adequate protection of the lots and separation of through and local traffic.
  - (10) Streets on comprehensive plan. Where a subdivision embraces a street as shown on a comprehensive plan of the City, such street shall be platted in the location and of the width indicated by the comprehensive plan.
  - (11) Minor street. Minor streets shall be laid out so as to discourage their use by through traffic.
  - (12) Pavement widths and rights-of-way. Pavement widths, which shall be curb back to curb back, and rights-of-way shall be as follows:
    - (i) Arterial streets shall have a right-of-way width of at least 80 feet, with a pavement width of at least 60 feet.
    - (ii) Collector streets shall have a right-of-way of at least 70 feet and a pavement width of at least 44 feet.
    - (iii) Intermediate streets shall have a right-of-way of at least 60 feet and a pavement width of at least 36 feet.
    - (iv) Minor streets shall have a right-of-way of at least 50 feet with a pavement width of at least 31 feet.
    - (v) Nonresidential marginal access streets shall have a right-of-way width of at least 60 feet and a pavement width of at least 36 feet.
    - (vi) Residential marginal access streets shall have a right-of-way width of at least 50 feet and a pavement width of at least 31 feet.
  - (13) Pavement and rights-of-way width for adjacent streets:
    - (i) The subdivider shall dedicate a right-of-way of 80 feet in width for new adjacent arterial streets, and 36 feet of such right-of-way shall be paved.
    - (ii) New adjacent collector, minor or marginal access streets shall conform to Paragraph b (12) of this Section.
    - (iii) Where the proposed subdivision abuts upon an existing street or half-street that does not

conform to Paragraph b (12) of this section, the subdivider shall dedicate right-of-way sufficient to make the full right-of-way width conform to paragraph b (12), and there shall be paved so much of such right-of-way as to make the full pavement width comply with Paragraph b (12). Before any pavement is laid to widen existing pavement, the existing pavement shall be cut back 2 feet to assure an adequate sub-base and pavement joint.

- (14) **Curbs.** Curbs shall be installed by the subdivider on both sides of all interior streets, and on the subdivision side of all streets forming part of the boundary of the subdivision.

(c) **Street Lighting.** Street lighting shall be installed by the developer for all new streets within the jurisdiction of the City, and shall be designed and constructed in accordance with City standard Details and Specifications.

(d) **Street Signage.** Street signs shall be installed by the developer at all intersections within and immediately adjacent to a proposed development, and shall be designed and constructed in accordance with City Standard Details and Specifications.

(e) **Sidewalks.** Sidewalks shall be installed by the developer on both sides of all streets within and immediately adjacent to a proposed development, and shall be designed and constructed in accordance with City Standard Details and Specifications.

### **Section 43. Water Utility Improvements.**

(a) **Policy.** Developers shall be responsible for providing an approved public water supply system consistent with the Master Plan, this Ordinance and the rules and regulations of the entity providing or to provide water to the development from the Cottonwood Shores Water Supply Corporation.

- (1) Where an approved public water supply or distribution main is within reasonable distance of the subdivision as determined by the Commission, but in no case less than one-half (1/2) mile away and connection to the system is both possible and permissible, the developer shall be required to connect to the system and to bear the cost of connecting the development to such existing water supply. In some instances, the City may request that the main water connection be oversized or rerouted to suit future water system improvements in that area.
- (2) The developer shall, consistent with all existing ordinances, make a pro-rata contribution to funding of needed storage facilities, treatment facilities, and specific distribution lines as determined necessary by the City. Under extraordinary circumstances, these provisions may be varied with the approval of the Council and Commission.

(b) **Design.**

- (1) The design and construction of a public water system shall:
  - (i) comply with regulations covering extension of public water systems adopted by the Texas Natural Resources Conservation Commission;
  - (ii) be of sufficient size to furnish adequate domestic water supply and fire protection services

to all lots, and to conform with the requirements of the City of Cottonwood Shores Water System;

- (iii) be located where maintenance can be accomplished with the least interference with traffic, structures and other utilities;
- (iv) be designed in an effort to eliminate the need for booster pumps or other similar devices;
- (v) not propose water mains less than eight (8) inches in diameter, with consideration for four (4) and six (6) inch pipe in cui-de-sacs and looped streets;
- (vi) be acceptable, without penalty, to the State Fire Insurance Commission. To that end, the following fire flows shall be required, subject to the resources of the City of Cottonwood Shores Water System:

a) Principal mercantile and industrial areas	3,000 gpm
b) Light mercantile areas	1,500 gpm
c) Congested residential areas	750 gpm
d) Scattered residential areas	500 gpm

- (vii) include fire hydrants:

- a) at a minimum spacing of 600 feet for residential developments;
- b) within 300 feet of all sides of a non-residential development.
- c) at the end of all cul-de-sac streets, or similar dead-end water distribution lines; and
- d) for fire flows calculated with twenty (20) pound residual pressure.

- (viii) include valves on each fire hydrant lead, at each intersection of two (2) or more mains, and valve spacing so that no more than 30 customers will be without water during a shutoff;
- (ix) be designed and constructed in accordance with City Standard Details and Specifications; and,
- (x) be designed and constructed to comply with all applicable rules, regulations and policies of the entity that will provide water service to the development.

- (2) The design of private water systems, if authorized, shall include backflow prevention assemblies for domestic and fire protection systems that are directly or indirectly connected to the City's potable water distribution system.

**Section 44. Wastewater Utility Improvements.**

(a) Policy. Developers shall be responsible for providing an approved wastewater system, consistent with the Master Plan, this Ordinance and the rules and regulations of the entity providing or to provide wastewater service to the development, throughout the developmental, such that all lots, parcels, or tracts of land will be capable of connecting to the wastewater system except as otherwise provided herein.

- (1) Where an approved public wastewater collection main is within reasonable distance of the subdivision as determined by the Commission, but in no case less than one-half (1/2) mile

away and connection to the system is both possible and permissible, the developer shall be required to connect to the system and to bear the cost of connecting his development to such existing wastewater system. In some instances, the City may request that the main wastewater connection be oversized or rerouted to suit future wastewater system improvements in that area.

- (2) The developer shall, consistent with all existing ordinances, make a pro-rata contribution to funding of needed lift station facilities, treatment facilities, and specific collection lines as determined necessary by the City. Under extraordinary circumstances, these provisions may be varied with the approval of the Council and Commission.

(b) Design. The design and construction of waste water collection systems, lift stations, inverted siphons and septic systems shall comply with regulations covering extension of public wastewater systems, and other applicable regulations, adopted by the Texas Natural Resources Conservation Commission and the Texas Department of Health. Under extraordinary circumstances, these provisions may be varied with the approval of the Council and Commission.

- (1) All new public wastewater systems shall be designed and constructed to operate on a gravity flow basis by taking advantage of natural topographic conditions and thereby reducing the need for lift stations and force mains.
- (2) Flow determinations should include generally accepted criteria for average daily flow, inflow and infiltration, peaking factors, minimum slopes and minimum flow velocities.
- (3) The minimum size of any public wastewater line will be six (6) inches in diameter.
- (4) Public wastewater lines shall be located where maintenance can be accomplished with the least interference with traffic, structures and other utilities. Minimum separation distance from water utilities shall be in accordance with the rules adopted by the Texas Natural Resource Conservation Commission.
- (5) Manholes shall be located so as to facilitate inspection and maintenance, including intersections, horizontal alignment changes, vertical grade changes, change in pipe size or material, and force main discharge points.
- (6) All wastewater appurtenances shall be designed and constructed in accordance with City Standard Details and Specifications.
- (7) All wastewater systems shall be designed and constructed to comply with all applicable rules, regulations and policies of the entity that will provide wastewater service to the development.

**Section 45. Blocks and Lots.** Except as provided otherwise in this Ordinance, the terms and provisions of the Zoning Ordinance establishing the minimum lot area, width, setback line, side yard and rear yard requirements for each zoning or use category are incorporated herein by reference. Such regulations and standards shall be applied to property within the City limits based upon the zoning of the property and to property within the extraterritorial jurisdiction based on agreement of, and the land use proposed by, the developer.

(a) Blocks.



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- (1) The length, width, and shape of blocks shall meet the following standards:
  - (i) Provide adequate building sites (lots) suitable to the special needs of the type of use designated on the plat;
  - (ii) Accommodate lots of the size and dimensions required by this Section;
  - (iii) Provide for convenient access, circulation, control, and safety of street traffic;
  - (iv) Minimize reductions in the capacity of adjacent streets in so far as possible by reducing the number of turning movement conflicts;
  - (v) Provide an appropriate response to the limitations and opportunities of topography; and,
  - (vi) Increase the ability of building sites (lots) to receive or to be protected from solar gain as the season requires in order to improve utility efficiency and increase the livability of each lot.
- (2) Residential blocks shall not exceed one thousand three hundred (1,300) feet nor be less than five hundred (500) feet in length, except as otherwise provided for herein.
- (3) Blocks along arterial streets shall not be less than one thousand six hundred (1,600) feet.
- (4) The width of blocks shall be sufficient to accommodate two (2) tiers of lots with minimum depth as required by this Section, exceptions to this width shall be permitted in blocks adjacent to major streets, railroads, waterways, or other topographical features prohibiting a second lot tier.
- (5) The Commission may, at the Preliminary Plat phase, require the dedication of an easement or right-of-way not less than ten (10) feet wide bisecting the center of any block in excess of eight hundred (800) feet in length to accommodate utilities, drainage facilities, and/or pedestrian access to greenbelts or park areas.
- (6) Blocks shall be identified on each plat by consecutive adjacent numbers within each subdivision and portion thereof. Blocks forming a continuation of a previous subdivision block shall continue the block number.

(b) Lots. All land area within the boundaries of the subdivision or resubdivision except that area specifically dedicated as public right-of-way for any purpose shall be designated as a lot.

- (1) The required lot area, width, building setback line, front, side, street side and rear yard requirements for each lot as established in the Zoning Ordinance are incorporated herein by reference.
  - (i) Within the City limits such requirements and standards shall be based on the zoning of the property, and,
  - (ii) Within the extraterritorial jurisdiction, such requirements and standards shall be based on the agreement of, and land use proposed by, the developer.
- (2) Each lot shown on a plat shall be clearly designated by a number located within the boundaries of the lot. The boundaries of each lot shall be shown by bearing and distance in relation to the monuments found or established on the ground in conformance with this Ordinance.
- (3) For developments within the corporate limits of the City, the proposed use for each lot shall be indicated on the plat, and in accordance with the City's Zoning Ordinance, as currently

amended.

- (4) For developments outside the corporate limits of the City, but within the City's extra-territorial jurisdiction, the proposed use for each lot shall be indicated on the plat, and consistent with similar uses as defined in City's Zoning Ordinance, as currently amended.
- (5) All lots shall be rectangular, except when the street alignment is curved, in order to conform with other provisions of this Ordinance.
- (6) No lot shall have a corner intersection of less than forty-five (45) degrees.
- (7) The ratio of average depth to average width shall not exceed two and one-half to one (2.5:1) nor be less than one and one-half to one (1.5:1) unless the lot is at least one and one-half (1.5) times the required lot size, unless both the depth and width of the lot exceed the minimums required in this Ordinance, and the City finds that the proposed lot dimensions are consistent with surrounding development and the Master Plan.
- (8) All lots shall face and have contiguous frontage on a usable, dedicated public road right-of-way except lots within a PUD which may have similar frontage on a private street under common ownership. The extent of this frontage (front line) shall conform to the minimum lot width requirements set forth in the City's Zoning Ordinance.
- (9) Except as otherwise approved through the granting of a variance, all lots shall face a similar lot across the street.
- (10) Lot lines common to the street right-of-way line shall be the front line. Side lot lines shall project away from the front line at approximately at right angles to street lines and radial to curved street lines. The rear line shall be opposite and approximately parallel to the front line.
  - (i) The length and bearing of all lot lines shall be indicated on the plat; and
  - (ii) Wherever feasible, lots arranged such that the rear line of a lot or lots is also the side line of an adjacent lot shall be avoided. When this occurs, ten (10) feet shall be added to the minimum lot width and the side building line adjacent to the rear yard of another lot.
- (11) Lot area, width, and depth shall conform to the requirements as established in the Zoning Ordinance. For developments outside the corporate limits of the City, but within the City's extraterritorial jurisdiction, lot size shall be consistent with similar uses as defined in the Zoning Ordinance.
- (12) Double Frontage Lots.
  - (i) Residential lots shall not take access on two (2) non-intersecting local and/or collector streets; and,
  - (ii) Residential Lots adjacent to an arterial street shall also have frontage on a local street. Vehicular access to these lots shall be from the local street only. Non-residential lots with double frontage shall have off-set access points to inhibit cut-through traffic.
- (13) Reverse Frontage Lots. Residential lots with rear yards facing highways, access roads, and major or minor arterial streets should be at least 130 feet in depth so as to provide adequate rear yard area for screening and buffering of the rear of the structure, as required by this Ordinance.

- (14) Comer Lots.
- (i) Lots having frontage on two (2) or more intersecting streets shall be classified as comer lots;
  - (ii) Comer lots adjacent to streets of equal classification shall have only one (1) access driveway on either of the intersecting streets, except as otherwise approved by the Commission;
  - (iii) Comer lots adjacent to streets of unequal classification shall access the lower classification street only and only one (1) drive approach shall be allowed, except as otherwise approved by the Commission;
  - (iv) Corner lots shall contain at least one (1) street side building setback line; and
  - (v) Comer residential lots shall be ten (10) feet wider than the average interior lot on the same block.
- (15) Building Setback Lines.
- (i) Each lot shall have a building setback line, which runs parallel to the property line.
  - (ii) The front and rear building setback lines shall run between the side lot lines.
  - (iii) The side building setback lines, and street side building setback lines for comer lots, shall extend from the front building setback line to the rear building setback line.
  - (iv) The building setback line for each designated lot shall conform to the City's Zoning Ordinance, as currently amended. For developments outside the corporate limits of the City, but within the City's extra-territorial jurisdiction, building setback lines shall be consistent with similar uses as defined in the Zoning Ordinance.
  - (v) All building setback lines shall be indicated on the subdivision plat. For non-residential developments, a note stating that "all building setback lines shall be in accordance with the City's current Zoning Ordinance" shall be placed on the subdivision plat.
- (16) Yard Areas. The area between the property line and the front, side or rear building setback line shall be the required front, side and rear yard areas, respectively.
- (i) No structure or impervious construction shall be allowed in the front yard area except for fences, driveways, sidewalks, utility distribution lines and appurtenances within dedicated easements and rights-of-way, and/or drainage structures; and,
  - (ii) No structures or impervious construction shall be allowed in required side or rear building setback areas except for the following accessory structures on one (1), two (2) or three (3) family residential lots:
    - a) Swimming pools located at least three (3) feet from the property line and screened by a minimum of four (4) foot tall privacy fence;
    - b) Playscapes not taller than nine (9) feet above mean grade, located at least three (3) feet from the property line and screened by a six (6) foot tall privacy fence;
    - c) Satellite dishes or telecommunications devices not taller than nine (9) feet above mean grade, located at least three (3) feet from the property line and screened by a six (6) foot tall privacy fence; and/or,
    - d) Driveways to side entry garages.

(17) Lot Access.

- (i) A minimum of one (1) all weather access area (either individually, or common to more than one lot) or driveway shall be provided for lot connecting the lot to an existing or proposed dedicated public street. An exception may be made for lots within a Planned Unit Development which may have similar access to a private street. Each lot shall front upon a public street or, in the case of a Planned Unit Development, have access by way of access easement sufficient to meet the requirements of the standard Fire Prevention Code.
- (ii) All driveway approaches shall be constructed to conform with the provisions of this Ordinance, and the City standard Details and Specifications.

(18) Lot Numbering.

- (i) All lots are to be numbered consecutively within each block. Lot numbering may be cumulative throughout the subdivision if the numbering continues from block to block in a uniform manner that has been approved on an overall preliminary plat.
- (ii) Any lot(s) being resubdivided shall be renumbered utilizing the original lot number, followed by a letter designation starting with A.

(19) Lot Easements. Public utility easements on side and rear lot lines shall be required as needed to accommodate public utility and drainage appurtenances, and as specified in this Ordinance.

(20) Lot Drainage. Lot drainage shall be in conformance with the requirements of this Ordinance.

**Section 46. Easements.**

(a) All existing and proposed easements, safety lanes, and rights-of-way shall be clearly indicated on the plat or plan, as well as an indication to the use of each easement or right-of-way.

(b) No permanent structure may be placed in or over any easement or right-of-way except a structure whose use and location are necessary to the designated use of the right-of-way or easement or which otherwise will not affect the use, maintenance or repair of such easement.

(c) The width and alignment of all easements or rights-of-way to be dedicated shall be determined by the City Engineer, any applicable utility provider and the Commission, and approved by the Commission, and shall be accompanied by a notarized statement of dedication on the plat.

(d) Easements shall be established and dedicated for all public utility and drainage appurtenances, including common access areas, and other public uses requiring dedication of property rights.

(e) In so far as practicable, easements shall not be centered on a property line, but shall be located entirely on one (1) side of a lot.

**Section 47. Landscaping and Screening.**

(a) Purpose. For the purpose of providing for the orderly, safe, attractive and healthful development of land located within the community and promoting the health, safety and general welfare of the community, it is deemed necessary to require the installation and maintenance of landscaping elements and other means of site improvements in developed properties.

(b) Requirements. A minimum percentage of the total lot area of property on which development occurs after the effective date of this Ordinance, shall be devoted to landscape development in accordance with the following schedule:

- (1) Single-family, 20%
- (2) Multifamily structures, 20%
- (3) Office and Professional Uses, 15%
- (4) Commercial Uses, 15%
- (5) Industrial or manufacturing, 10%

(c) Areas Landscaped. The landscaping shall be placed upon that portion of a tract or lot that is being developed. Fifty percent (50%) of the required landscaped area and plantings shall be installed between the front property lines and the building being constructed. Undeveloped portions of a tract or lot shall not be considered landscaped, except as specifically approved by the Commission. Landscaping placed within public right-of-ways shall not fulfill the minimum landscape requirements by this Section.

(d) Screening Requirements.

(1) In addition to the landscaping requirements of this Section, the screening of off-street parking, loading spaces and docks, refuse and outside storage areas, satellite dishes larger than 18 inches in diameter, antennas, mechanical equipment, and the rear of structures on reverse frontage lots must be screened from view from the street or public right-of-ways.

(2) Approved screening techniques include privacy fences, evergreen vegetative screens, landscape berms, existing vegetation or any combination thereof.

(3) Fences.

- (i) All fences along a common property boundary shall be less than or equal to six (6) feet in height.
- (ii) Fences less than or equal to eight (8) feet in height shall be allowed for impeding access to hazardous facilities including, but not limited to, electrical substations, swimming pools and chemical or equipment storage yards; where the slope of a line drawn perpendicular to the fence line averages twenty percent (20%) or more on either side of the fence over a distance no less than fifteen (15) feet; or where the fence forms a continuous perimeter around a subdivision and the design of said perimeter fence is approved by the Commission.
- (iii) Fences less than or equal to six (6) feet in height shall be allowed in front yards for lots one (1) acre in size, or less, or as otherwise approved by the Commission.

- (iv) No fence or other structure more than thirty percent (30%) solid or more than three (3) feet high shall be located within twenty-five (25) feet of the intersection of any rights-of-way.
  - (v) All fences shall be constructed to maintain structural integrity against natural forces such as wind, rain and temperature variations.
  - (vi) The finished side of all privacy fences built to comply with these regulations shall face away from the screened object.
- (4) Evergreen Vegetative Screens. Evergreen plant materials shall be shrubs, at least thirty (30) inches in height and at a minimum spacing of 48 inches at the time of installation, in combination with landscape trees fulfilling the requirements of this Section.
  - (5) Landscape Berms, in combination with trees, shall fulfill the screening requirements of this Section if the berms are at least three (3) feet in height and have maximum side slopes of four (4) feet of horizontal run for every one (1) foot in vertical rise.
  - (6) Existing vegetation, demonstrating significant visual screening capabilities and as approved by the Commission, shall fulfill the requirements of this Section.

**Section 48. Park Land Dedication.**

(a) Dedication of Public Park Land Required. It shall be required that a developer of any residential subdivision within the City's territorial jurisdiction set aside and dedicate to the public sufficient and suitable lands for the purpose of public park land or make an in-lieu financial contribution for the acquisition of such park land and/or improvements and amenities in accordance with the provisions of this Ordinance.

- (1) All plats receiving Final Plat approval based on this Ordinance shall conform to the requirements of this section.
- (2) The Council and developer may negotiate the combination of public parkland dedication and/or payment of fees-in-lieu of required parkland to satisfy the provisions of this Ordinance.
  - (i) In the event the subdivider offers to dedicate land for a public park classification that is defined in the Master Plan, that meets the design standards of this Ordinance, and that is three (3) or more acres in size, the City shall be obligated to accept the park land dedication; provided that the Council may waive such requirement, or may designate a different tract or parcel to be dedicated.
  - (ii) Where a subdivider proposes to pay an in-lieu-fee as provided for in this Section, the Council may accept such payment as satisfying the park land dedication requirements of this Ordinance, except that the City reserves the right to require the dedication of land for public park purposes in accordance with this Section when one (1) or more acres of land would be required to satisfy the park land dedication requirements of this Ordinance.

(b) Formula for Calculating Area of Parkland. The acreage of park land to be contributed prior to final approval by the Council of any residential subdivision shall be equal to one (1) acre for each one hundred



(100) new dwelling units projected to occupy the fully developed subdivision, or 5% of the total project area, whichever is greater.

(c) Fee Payment In-lieu of Parkland Dedication. When the amount of land required to be contributed is less than three (3) acres, the Council may require the developer to pay a fee in-lieu of parkland dedication.

- (1) Where the payment of a fee-in-lieu of park land dedication is required or acceptable to the Council as provided for in this Ordinance, such fee shall be in an amount equal to two hundred fifty dollars (\$250) per new dwelling unit projected to occupy the fully developed subdivision.
- (2) The developer shall tender and pay over to the City said fee prior to recordation of the Final Plat

(d) Subdivision Changes. In the event a developer obtains Commission approval to deviate from the approved Preliminary Plat thereby increasing the number of dwelling units projected, or where the use of property is changed from a non-residential use to a residential use, the owner or developer shall be obligated to provide additional land or fee provide the park land or amenities required for the additional dwellings prior to the City approving the Final Plat for recordation.

(e) Final Platting of a Portion of an Approved Preliminary Plat. Whenever a developer applies for approval of a Final Plat which contains only a portion of the land encompassed in the approved Preliminary Plat, the developer's park land contribution shall be based on the ultimate number of dwelling units shown on the approved Preliminary Plat, and shall be satisfied prior to City approval of the first Final Plat

(f) Design Standards for Parkland. Any land to be dedicated as park land shall be reasonably located near the geographic center of the development, adaptable for use as a public park and recreation facility as defined by the Master Plan, and designed and located so as to satisfy the following general requirements:

- (1) The dedicated land should form a single parcel or tract of land at least three (3) acres in size unless it is determined that a smaller tract would be in the public interest, or that additional contiguous land will be reasonably available for dedication to or purchase by the City.
- (2) Public access to public parkland delineated on a Preliminary Plat shall be ensured by provision of at least fifty (50) feet of street frontage, in a manner satisfactory to the City. Likewise, adequate space for public parking should also be considered.
- (3) At the time the land abutting the delineated areas is developed, the developer of such abutting land shall construct streets along all abutting street frontage, and shall provide water and wastewater utilities to the boundary of one (1) side of the delineated area to meet minimum requirements of this Ordinance.
- (4) The land to be dedicated to meet the requirements of this Ordinance should be suitable for public parks and recreation activities. In that regard, fifty percent (50%) of the dedicated land area should not exceed five percent (5%) grade. The Master Plan for the City shall be considered when evaluating land proposals for dedication.
- (5) Any disturbed parkland shall be restored and the soil stabilized by vegetative cover by the developer.

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- (6) Areas within the regulatory one hundred (100) year flood plain may be utilized to partially meet the parkland dedication requirements. Areas in the one hundred (100) year flood plain may constitute up to fifty percent (50%) of the requirement of land dedication; provided that credit may not be obtained for such land that is also dedicated for another public purpose.
- (7) The location of parkland may be required at the edge of a subdivision so that additional land may be added at such time as adjacent land is subdivided or acquired for public use. Otherwise a centralized location is preferred.
- (8) City staff shall make recommendations based upon the park land design standards and the provisions contained herein, concerning the amount and location of park land, credit for private park land and/or facilities, credit for land in the one hundred (100) year flood plain, and fees-in-lieu of park land dedication.
- (9) All park areas and playground equipment shall be in accordance with the U.S. Consumer Products Safety Commission, Publication 325, as currently amended.

(g) Neighborhood Park Land Credit. Where park areas and recreational facilities are to be provided in a proposed subdivision, and where such areas and facilities are to be privately owned and maintained by the future residents of the subdivision, these areas and facilities shall satisfy the requirements of park land dedication if the following standards are met:

- (1) That the private ownership and maintenance of such areas and facilities are adequately provided for by recorded written agreement, conveyance, or restrictions.
- (2) That the use of such areas and facilities are restricted for park and recreational purposes by a recorded covenant, which runs with the land in favor of the future owners of property and which cannot be defeated or eliminated without the consent of the City Council.
- (3) That such areas and facilities are reasonably similar to what would be required to meet public park and recreational needs, taking into consideration such factors as size, shape, topography, geology, access, and location.
- (4) That such areas and facilities for which credit is given shall include improvements for the basic needs of a local park. These improvements shall include one (1) or more of the following: children's play areas, picnic areas, game court areas, turf play fields, swimming pools, recreational buildings, trails (sidewalks, walkways or bike trails), and landscaped sitting areas.

(h) Park Fund Established. A separate fund to be entitled "Park Fund" shall be and is hereby created and the money paid by developers at Final Plat approval in-lieu of the dedication of land and interest thereon, shall be held in said fund in trust to be used solely and exclusively for the purpose of purchasing and/or equipping public park and recreational land. Such fund shall be invested or held in an interest bearing account and all earnings and interest shall accrue to the Park Fund.

- (1) At such time as the City Council, based upon the recommendations of the Commission and/or City staff determines that there are sufficient funds derived from a certain area in the Park Fund to purchase usable park land, the Council shall cause negotiations to be undertaken to purchase the site by mutual agreement or by condemnation proceedings. In making such determination for the purchase of said site, the conditions of this Ordinance shall be taken

into consideration.

- (2) The principal and interest deposited and kept in the Park Fund shall be used solely for the purpose of purchasing and/or equipping or improving land for public park and recreation uses, and shall never be used for maintaining or operating public park facilities, or for any other purpose.

(i) Method of Dedication. Land accepted for dedication under the requirements of this Ordinance shall be conveyed by either of the following methods:

- (1) By dedication within the plat to be filed for record in Official County Records.
- (2) By warranty deed transferring the property in fee simple to the City.
- (3) In any event, land must be free and clear of any mortgages or liens at the time of such dedication or conveyance.

**Sections 49 through 59. Reserved.**

#### **ARTICLE IV. IMPROVEMENTS**

**Section 60.**

(a) Purpose. The provisions of this Ordinance, as set forth in this Section, are designed and intended to insure that, for all subdivisions of land within the jurisdiction of the City, all improvements as required herein are installed in a timely manner in order that:

- (1) The City can provide for the orderly and economical extension of public facilities and services.
- (2) All purchasers of property within the subdivision shall have a usable, buildable parcel of land.
- (3) All required improvements are constructed in accordance with the City Standard Details and Specifications.

(b) General Policy.

- (1) Upon approval of a Final Plat, Amended Plat or Short Form Plat by the Commission, and prior to it being signed by the Chairperson of the Commission and the Mayor of the City, and before said Final Plat, Amended Plat or Short Form Plat shall be allowed to be recorded in the Plat Records of the County, the applicant requesting plat approval shall, within the time period for which the Plat has been conditionally approved by the City:
  - (i) Construct all improvements as required by this Ordinance, and provide a surety instrument guaranteeing their maintenance as required herein; or
  - (ii) Provide a surety instrument guaranteeing construction of all improvements required by this Ordinance, and as provided for herein.
- (2) In all instances, the original copy of the Final Plat, Amended Plat or Short Form Plat, without benefit of required signatures of City Officials, shall be held in escrow by the City and shall not

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- be released for any purpose until such time as the conditions of this Section are complied with.
- (3) Upon the requirements of this Section being satisfied, the Final Plat, Amended Plat or Short Form Plat shall be considered fully approved, except as otherwise provided for in this Ordinance, and the original copy of the Plat shall be signed by the appropriate City officials and City staff shall file said Plat in the Plat Records of the County.
  - (4) All improvements shall be designed and installed so as to provide for a logical system of utilities, drainage and streets and to create continuity of improvements for the development of adjacent properties. Water, wastewater, transportation and drainage improvements shall be extended to the perimeter of the development, except that the Commission is authorized to vary or modify the requirement for extending water, wastewater, transportation and drainage improvements to the perimeter of a subdivision in accordance with the procedural requirements contained in this Ordinance.

(c) Completion of Improvements. Prior to the signing of the approved Final Plat, Amended Plat or Short Form Plat by the Chairman of the Commission and Mayor of the City of Cottonwood Shores, the developer shall:

- (1) Complete all improvements required by this Ordinance in accordance with the approved Construction Plans and subject to the approval of the City Engineer and acceptance by the City, except as otherwise provided for in this Ordinance.
- (2) Construct all sidewalks as shown on the approved Construction Plans and according to the City Standard Details and Specifications. Sidewalks must be constructed and approved for each lot prior to issuance of a certificate of occupancy.

(d) Alternative to Completing Improvements. The City may waive the requirement that the developer complete all improvements required by this Ordinance prior to the signing of the approved Plat, contingent upon securing from the developer a guarantee, as provided for by this Section, for completion of all required improvements, including the City's cost for collecting the guaranteed funds and administering the completion of improvements, in the event the developer defaults. The Commission and Council must be notified that this waiver was granted at the time of Preliminary Plat approval or in the case of Amended Plats or Short Form Plats upon notice and approval. Such guarantee shall take one (1) of the following forms:

- (1) Performance Bond. The developer shall post a performance bond with the City, as set forth herein, in an amount equal to one hundred ten percent (110%) of the estimated construction costs for all remaining required improvements, using the standard City form.
- (2) Escrow Account. The developer shall deposit cash, or other instrument readily convertible into cash at face value, either with the City, or in escrow with a bank or savings and loan institution. The use of any instrument other than cash shall be subject to the approval of the City. The amount of the deposit shall equal one hundred ten percent (110%) of the estimated construction costs for all remaining required improvements. In the case of any escrow account, the developer shall file with the City an agreement between the financial institution and the developer guaranteeing the following:

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- (i) That the funds of said escrow account shall be held in trust until released by the City and may not be used or pledged by the developer as security in any other matter during that period.
- (ii) That in the case of a failure on the part of the developer to complete said improvements, the financial institution shall immediately make the funds in said account available to the City for use in the completion of those improvements.

Such escrow account agreement shall be prepared using the standard City form.

- (3) Letter of Credit. The developer shall provide a letter of credit from a bank or other reputable institution or individual. This letter shall be submitted to the City and shall certify the following:
  - (i) That the creditor does guarantee funds equal to one hundred ten percent (110%) of the estimated construction costs for all remaining required improvements.
  - (ii) That, in the case of failure on the part of the developer to complete the specified improvements within the required time period, the creditor shall pay to the City immediately, and without further action, such funds as are necessary to finance the completion of those improvements, up to the limit of credit stated in the letter.
  - (iii) That this letter of credit may not be withdrawn, or reduced in amount, until approved by the City according to provisions of this Ordinance.

Such Letter of Credit shall be prepared using the standard City form.

- (4) Cost Estimates: A registered professional engineer licensed to practice in the state of Texas shall furnish estimates of the costs of all required improvements to the City Engineer who shall review the estimates in order to determine the adequacy of the guarantee instrument for insuring the construction of the required facilities.
- (5) Surety Acceptance. The bank, financial institution, insurer; person or entity providing any letter of credit, bond or holding any escrow account, pursuant to this Ordinance, shall meet or exceed the minimum requirements established by City ordinance and shall be subject to approval by the City as provided in the ordinances of the City.
- (6) Sufficiency. Such surety shall comply with all statutory requirements and shall be satisfactory to the City Attorney as to form, sufficiency, and manner of execution as set forth in this Ordinance. All such surety instruments shall be both a payment and performance guarantee.
- (7) If the project is located in the extraterritorial jurisdiction of the City, and is subject to the bonding requirements of the County for the construction of roadways, then that amount of money shall be reduced from the amount required to be posted with the City, provided that the instrument is transferable from the County to the City upon annexation.

(e) Time Limit for Completing Improvements. The period within which required improvements must be completed shall be incorporated in the surety instrument and shall not in any event, without prior approval of the City, exceed one (1) year from date of Final, Amended or Short Form Plat approval.

- (1) The Commission may, upon application of the developer and upon proof of hardship, recommend to the Council extension of the completion date set forth in such bond or other instrument for a maximum period of one (1) additional year. Such hardship may include delays

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imposed due to City projects. An application for extension shall be accompanied by an updated estimate of construction costs prepared by a registered professional engineer; licensed to practice in the State of Texas. A surety instrument for guaranteeing completion of remaining required improvements must be filed in an amount equal to one hundred ten percent (110%) of the updated estimate of construction costs as approved by the City Engineer.

- (2) The Council may at any time during the period of such surety instrument accept a substitution of principal sureties upon recommendation of the Commission.

(f) Failure to Complete Improvements. Approval of all plats shall be deemed to have expired in subdivisions for which no assurances for completion have been posted or the improvements have not been completed within one (1) year of plat approval, unless otherwise approved by the City. In those cases where a surety instrument has been required and improvements have not been completed within the terms of said surety instrument, the City may declare the developer and/or surety to be in default and require that all the improvements be installed.

(g) Inspection and Acceptance of Improvements. The City Engineer shall inspect all required improvements, to insure compliance with City requirements and approved Construction Plans.

- (1) When all required improvements have been satisfactorily completed, the City Engineer shall either.
  - (i) accept, in writing, the improvements as having been satisfactorily completed, or
  - (ii) issue a punch list to the developer denoting items remaining to be completed.
- (2) The City Engineer shall have ten (10) working days to complete this inspection upon notification by the developer.
- (3) The City Engineer shall issue the report within ten (10) working days of the date of inspection.
- (4) The City shall not accept dedications of required improvements nor release or reduce a performance bond or other assurance, until such time as it determines that:
  - (i) All improvements have been satisfactorily completed.
  - (ii) Two (2) copies of as-built plans have been submitted to and approved by the City Engineer, along with a statement prepared by a licensed professional engineer that all improvements have been installed and constructed in accordance with the submitted as-built plans.
  - (iii) Copies of all inspection reports, shop drawings and certified test results of construction materials have been submitted to and approved by the City Engineer.
  - (iv) Diskette(s) containing computed generated drawings of all public improvements shown on the Construction Plans have been submitted to the City Engineer to update-City record drawings.
  - (v) The required maintenance guarantee has been provided.
  - (vi) Any and all other requirements identified in the platting process have been satisfied.

(h) Reduction or Release of Improvement Surety Instrument.

- (1) A surety instrument may be reduced with the approval of the City Engineer, and the



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Treasurer/Director of Finance, upon actual construction of required improvements by a ratio that the improvement bears to the total public improvements required for the subdivision, as determined by the City Engineer.

- (2) Before the City shall reduce said surety instrument, the developer shall provide a new surety instrument in an amount equal to one hundred ten percent (110%) of the estimated cost of the remaining required improvements, and such new surety instrument shall comply with this Ordinance.
- (3) The substitution of a new surety instrument shall in no way change or modify the terms and conditions of the performance surety instrument or the obligation of the developer as specified in the performance surety instrument.
- (4) In no event shall a surety instrument be reduced below ten percent (10%) of the principal amount of the original estimated total costs of improvements for which surety was given, prior to completion of all required improvements.
- (5) The City shall not release a surety instrument unless and until all the conditions of this Ordinance have been met.

(i) Maintenance Bond Required.

- (1) Before the release of any surety instrument guaranteeing the construction of required subdivision improvements or the signing of the Final, Amended or Short Form Plat where subdivision improvements were made prior to the filing of the plat for recordation, the developer shall furnish the City with a maintenance bond or other surety to assure the quality of materials and workmanship, and maintenance of all required improvements including the City's costs for collecting the guarantee funds and administering the correction and/or replacement of covered improvements in the event the developer defaults.
- (2) The maintenance bond or other surety instrument shall be satisfactory to the City Attorney as to form, sufficiency, and manner of execution.
- (3) Said bond or other instrument shall be in an amount equal to ten percent (10%) of the cost of improvements verified by the City Engineer and shall run for a period of one (1) calendar year measured from the date of release of the performance surety instrument, or signing and recording of the Final Plat whichever is later.
- (4) In an instance where a maintenance bond or other surety instrument has been posted and a defect or failure of any required improvement occurs within the period of coverage, the City may declare said bond or surety instrument to be in default require that the improvements be repaired or replaced.
- (5) Whenever a defect or failure of any required improvement occurs within the period of coverage, the City shall require that a new maintenance bond or surety instrument be posted for a period of one (1) full calendar year sufficient to cover the corrected defect or failure.

(j) Plans for Improvements. Plans for the improvements required by this Ordinance shall be prepared, reviewed and approved in accordance with the provisions set forth in this Ordinance.

(k) Acceptance of Improvements.

- (1) During the course of installation and construction of the required improvements, the City

Engineer or his/her designated representative shall make periodic inspections of the work to insure that all improvements comply with City requirements.

Upon completion of all required improvements, the developer may seek acceptance of all public improvements by the City by following the procedures set forth in the applicable sections of this Ordinance.

(l) Maintenance of Improvements. Where a subdivision contains drainage, transportation water or wastewater improvements, parks and grounds held in common; or other physical facilities necessary or desirable for the welfare of the area, or that are of common use or benefit which will not be, or cannot be, satisfactorily maintained by an existing public agency, provision shall be made which is acceptable to the City Council for the proper and continuous operation, maintenance, and supervision of such facilities. A copy of the agreements providing for the proper and continuous operation, maintenance and supervision of such facilities shall be presented to and approved by the Council, and approved as to form by the City Attorney, at the time of Final Platting and shall be filed of record with the plat thereof.

**Sections 61 through 69. Reserved.**

## **ARTICLE V. ADMINISTRATION**

**Section 70. General.** For all development of land within the scope of this Ordinance, a plan of the development shall be prepared and submitted to the City for approval or disapproval, as provided for in this Ordinance.

(a) City Responsibilities. The City shall administer the provisions of this Ordinance and in furtherance of such authority, the City shall:

- (1) Maintain permanent and current records with respect to this Ordinance, including amendments thereto.
- (2) Receive and file all Concept Plans, Preliminary Plats, Construction Plans, and Final Plats together with applications therefore.
- (3) Forward copies of the Preliminary Plat, Construction Plans, and Final Plat to the County, when the development is located within the City's extraterritorial jurisdiction.
- (4) Review all Concept Plans, Preliminary Plats, Construction Plans, Amended Plats, Short Form Plats and Final Plats to determine whether such plats comply with this Ordinance, the Master Plan, applicable laws, and the Zoning Ordinance, where applicable.
- (5) Forward plans and plats to the Commission as required by this Ordinance, together with its recommendations thereon.
- (6) If required, forward plans and plats to the Council, together with the recommendations of the Commission and City staff.
- (7) Make such other determinations and decisions as may be required of the City by this Ordinance, the Commission or the Council.

(b) Interpretation of Provisions. In the interpretation and application of the provisions of this Ordinance, the following regulations shall govern:

- (1) In the City's interpretation and application, the provisions of this Ordinance shall be regarded as minimum requirements for the protection of the public health, safety, comfort, convenience, prosperity and welfare. This Ordinance shall be regarded as remedial and shall be liberally construed to further its underlying purposes.
- (2) Whenever both a provision of this Ordinance and any other provision of this Ordinance, or any provision in any other law, ordinance, resolution, rule or regulation of any kind contains any restrictions covering any of the same subject matter, whichever restrictions are more restrictive or impose higher standards or requirements shall govern.
- (3) Where there arises a question concerning the meaning or intent of a provision of this Ordinance, the City is hereby implored to render a written decision setting forth the exact manner in which said provision shall be interpreted and administered. In the event exception is taken by any interested party to such a decision the matter shall be appealed to the Commission, and, as appropriate, to the City Council, whose decision shall be final.
- (4) Any written decision shall be attached to and made a part of this Ordinance, until rescinded by amendment of this Ordinance as provided for herein.
- (5) The terms, provisions and conditions of this Ordinance shall be interpreted and applied in a manner consistent with Chapt. 212, Tex. Loc. Gov. Code, and, particularly as to property within the extraterritorial jurisdiction of the City, Section 7(c).

**Section 72. Variances.** A variance to the provisions of this Ordinance shall be considered an exception to the regulations, rather than a right. Whenever a tract to be developed is of such unusual size or shape or is surrounded by development of such unusual conditions that the strict application of the requirements contained in this Ordinance would result in substantial hardship or inequity, the Commission may vary or modify, except as otherwise indicated, such requirement of design as provided for herein, but not of procedure or improvements, so that the developer may improve his/her property in a reasonable manner, but so that, at the same time, the public welfare and interests of the City are protected and the general intent and spirit of this Ordinance, the Master Plan and Zoning Ordinance are preserved in accordance with the following provisions:

(a) Jurisdiction. When a written request for a variance from the design requirements of this Ordinance is filed:

- (1) The Commission may approve such written request for variances to the design standards and such variance(s), if granted, shall also be considered to be a modification of the zoning regulations, but not the zoning districts, applicable to the specified property within such development within the City limits; or
- (2) Would constitute a major departure from the applicable provisions of this Ordinance for such features as: Lot size, setback lines, etc., such variance request shall be considered by the Council in accordance with its powers and procedures as set forth in the Zoning Ordinance, and their decision shall be final; and
- (3) After giving notice of such requested variances, the Commission may consider each such variance request during the course and process of considering the application for subdivision plat approval given or granted

(b) Notification. The notification procedures for variance requests shall be the same as the notification procedures described for a Concept Plan.

(c) Approval. In granting approval of a request for variance, the Commission and Council shall conclude that the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of this Ordinance would result in unnecessary hardship, and so that the variance observes the spirit of this Ordinance and concludes that substantial justice is done. The Commission and Council shall meet these requirements by making findings that

- (1) The public convenience and welfare will be substantially served;
- (2) The appropriate use of surrounding property will not be substantially or permanently impaired or diminished;
- (3) The applicant has not created the hardship from which relief is sought;
- (4) The variance will not confer upon the applicant a special right or privilege not commonly shared or available to the owners of similar and surrounding property;
- (5) The hardship from which relief is sought is not solely of an economic nature;
- (6) The variance is not contrary to the public interest;
- (7) Due to special conditions, the literal enforcement of the ordinance would result in an unnecessary hardship; and
- (8) In granting the variance the spirit of the ordinance is observed and substantial justice is done.

**Section 73. Conditions for Issuing a Building Permit.** 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 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 elements of the Master Plan, except as herein exempted or upon the written application and approval of a variance.

**Section 74. Fees.** To defray the costs of administering this Ordinance, the applicant seeking plat approvals shall pay to the City, at the time of submittal, the prescribed fees as set forth in the current administrative fee schedule approved by the Council, and on file in the office of the City, together with all engineering and other professional fees and expenses incurred by the City for and with respect to such application and plat.

**Section 75. Amendments.** The Council may, from time to time, adopt, amend and make public rules and regulations for the administration of this Ordinance. This Ordinance may be enlarged or amended by the Council after public hearing, due notice of which shall be given as required by law.

**Section 76. Violations.** Except as otherwise provided for in this Ordinance, it shall be unlawful for any person, firm or corporation to develop, improve or sell any lot, parcel, tract or block of land within the City's territorial jurisdiction for other than agricultural purposes, regardless of the size or shape of said lot, parcel, tract or block, unless such lot, parcel, tract or block of land conforms with this Ordinance.

**Section 77. Enforcement.**

(a) Penalty. An offense under this section shall be filed with the Municipal Court of Cottonwood Shores

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by complaint or citation issued by the City Engineer, Building Official and/or the Code Official and is punishable by the assessment of a fine not to exceed two thousand dollars (\$2,000.00) or as otherwise punishable by State law. Each day the violation exists shall constitute a separate offense. Such penalty shall be in addition to all the other remedies provided herein.

(b) Administrative Action. The City Engineer, Building Official and/or the Code Official shall enforce this Ordinance by appropriate administrative action, including but not limited to the rejection of plans, maps, plats and specifications not found to be in compliance with this Ordinance and good engineering practices, and the issuance of stop work orders.

c) Court Proceedings. Upon the request of the City Council the City Attorney or other authorized attorney shall file an action in the district courts to enjoin the violation or threatened violation of this Ordinance, or to obtain declaratory judgment, and to seek and recover court costs and attorney fees, and/or to recover damages in an amount sufficient for the City to undertake any construction or other activity necessary to bring about compliance with a requirement regarding the property and established pursuant to this Ordinance.

**Section 78. Amendment.** The Council hereby amends Ordinance Number 061898, and each amending ordinance thereto, in their entirety; provided that such ordinances shall remain in force and effect as herein provided with respect to plats submitted prior to the effective date of this ordinance. This ordinance providing comprehensive regulations and standards for the platting of property and development of subdivisions within the City and its extraterritorial jurisdiction shall be known as the "Subdivision Ordinance".

**Section 79. Severability.** Should any section or part of this ordinance be held unconstitutional, illegal, or invalid, or the application to any person or circumstance for any reasons thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this ordinance are declared to be severable.

**Section 80. Code of Ordinances.** It is the intention of the Council that this ordinance shall become a part of the Code of Ordinances of the City of Cottonwood Shores, Texas, and may be renumbered and codified therein accordingly.

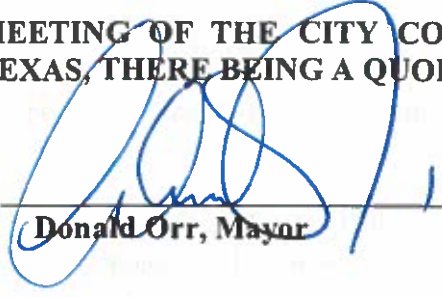
**Section 81. Effective Date.** This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Tex. Loc. Gov. Code, and it is accordingly so ordained.

**Section 82. 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, Chapt. 511, Tex. Gov't. Code.

**AMENDED ORDINANCE PASSED THIS THE 20<sup>TH</sup> DAY OF AUGUST, 2015, AT A**

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**MEETING OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD SHORES,  
TEXAS, THERE BEING A QUORUM PRESENT, BY 4 YEAS, 0 NAYS AND 0 ABSTAINS.**



Donald Orr, Mayor



Sheila C. Moore  
City Administrator/City Secretary